On-Time Registration

DON'T WAIT! Register Now.

Your Success Really Depends On It !

Register & Pay for classes by Friday, August 31st

We know that students who register at the last minute run an enormous academic risk. This Fall we're enhancing our Admission and Registration process to support student success.

New and Returning Students: By policy, you must be registered and your bill paid (or arrangements made for a payment plan) by August 6th. Registrations after that date must be paid for at the time of registration.

The final day to register and pay for classes is Friday, August 31st.

Students will be permitted to change a schedule (drop a class and add another) ONLY during the first full week of the semester. No new (first-time) registrations will be permitted during this period, only changes to an existing schedule.

5 Easy Ways to Register

Online • In Person

By Phone • By Mail • By Fax

For complete details, please see page 46.

Pay for your classes at www.capecod.edu.

Registration Office Hours

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

Extended Hours

August 27-30	8:30am-6:30pm
September 4-6	8:30am-6:30pm
September 10	8:30am-6:30pm

Cape Cod Community College
2240 Iyannough Road
West Barnstable, MA 02668
1-508-362-2131
Toll free: 1-877-846-3672

Fall Semester 2007
Academic Calendar
September 5 - December 21

April 30	Fall registration begins for all classes
August 6	Preregistered students' Tuition and Fees are due
30	Student Orientation
31	Last day to register and pay for classes
September 3	Labor Day observance
4	Professional Day
5	Classes begin
11	Last day to change a schedule
11	Last day to drop with no academic record
11	Last day to drop a course for 100% refund (less $35 deposit)
18	Last day to drop a course for 50% refund
October 8	Columbus Day observance
22	Mid-term warning grades due to Registrar
Oct. 29-Nov. 9	Advising period for pre-registration
November 12	Veterans' Day observance
13-19	Returning students preregister for Spring 2008 semester
16	Last day to drop an academic course
22-23	Thanksgiving recess
December 10	Last day to resolve INC grades
11	Spring registration begins for all classes
14	Classes end
17-21	Final exam period
31	Final grades due to Registrar

Spring 2008 Semester begins January 22, 2008

Registration begins December 11, 2007

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

General College Hours

Monday - Friday • 8:30am - 4:30pm

The following offices are open on **Wednesdays** until **7pm.**

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

Wilkens Library

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

Hours while classes are in session • Sept. 5- Dec. 21

Monday-Thursday	8:00am-9:30pm
Friday	8:00am-4:30pm
Saturday	9:00am-1:00pm
Sunday	1:00pm-5:00pm

Kathleen Schatzberg, President
Cape Cod Community College

Welcome to Cape Cod Community College!

As we open our 46th academic year, we're waiting to provide you with the finest educational environment on a campus rich in opportunities to interact with people and cultures from around the world. Within this extraordinary learning community, you can build a solid academic future, redirect your personal and career goals, or enhance your workforce skills.

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

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

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

Best wishes for great success in this new academic year.

Admissions Office

Discover the opportunities that exist for you!

Dedicated staff are available to assist you
Monday - Friday, 8:30am to 4:30pm and Wednesdays until 7:00pm

Need an Application?

Download one today at www.capecod.edu; click on **Admissions**
or call 1-508-362-2131 x4311

Need Assistance or Wish to Tour the Campus?

Schedule a Campus Visit at www.capecod.edu; click on **Admissions**
or call 1-508-362-2131 x4311
Information Sessions offered daily

Join Us for a Saturday Information Session

November 17 at 9:00am • Tilden Arts Center

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 44.

What We're All About...

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How We Can Help You...

Call Us: 1-508-362-2131 or Toll Free 1-877-846-3672

Admissions Office ..... ext. 4311
Advising & Counseling Center ..... ext. 4318
Assessment Center ..... ext. 4543
Box Office ..... ext. 4044
Bookstore ..... ext. 4022
Business Office ..... ext. 4123
Disability Services ..... ext. 4337
Distance Learning ..... ext. 4040
Financial Aid Office ..... ext. 4393
Life Fitness Center ..... ext. 4465
Registration ..... ext. 4012
Transfer Counseling ..... ext. 4318
Tutoring Center ..... ext. 4352
Veterans Affairs ..... ext. 4393
Wilkens Library ..... ext. 4480

Direct Dial:
Distance Learning 1-508-375-4040
Hyannis Center 1-508-778-2221
Registration Office 1-508-375-4012
TTY 1-508-375-4027
Weather Hotline 1-508-375-4070
FAX: Main Campus 1-508-375-4020
FAX: Registration 1-508-375-4084
Información en Español 1-508-375-4091
Informação em Português . 1-508-375-4092

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.

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

All assessments will take place in the Assessment Center - Grossman Commons Building (2nd floor). The fee for assessment/advising is $30; this fee will be billed to you. You should bring a #2 pencil and personal identification.

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

July 25, August 1, August 8, August 15, August 22, August 29, September 5

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

NOTE: If you have recently applied for admission for the Fall 2007 semester, you will receive specific information in the mail about your assessment, advising, and registration process from the Assessment Center. Please do not schedule an appointment for the above evenings.

Tutoring Center

Lyndon P. Lorusso Applied Technology Building, G-01

The Tutoring Center assists students by offering **FREE** personalized or small group tutoring for courses taught at Cape Cod Community College. Additionally, the Center offers **FREE** help in vocabulary, spelling, study skills, grammar, test taking, reading skills, word processing, diagnosis of learning strengths and weaknesses, and more.

Online Appointment System

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

eTutoring

Students taking online classes or those that cannot get to campus to meet with a tutor now have **eTutoring.** Our students have access to **FREE** online tutoring in **math, writing, accounting, statistics,** and **life sciences**, any time of day, seven days a week at www.capecod.edu; go to Quick Links Menu, eTutoring. **Tutoring starts the second week of classes.**

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

Writing/Resource Center

Lyndon P. Lorusso Applied Technology Building, G-02

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

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

Math Learning Center

Science Hall, Room 112

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

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

X + Y = ?

Be Prepared to Take the Math Assessment Test!

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

5 Reasons To Take This Workshop

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

... it's Free!

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

Credit Course Schedule

Fall Semester 2007 • September 5 - December 21

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.

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** for more information about online course requirements.

ACCOUNTING

Please see **BUSINESS - Accounting**, page 7.

AMERICAN SIGN LANGUAGE

American Sign Language I
ASL101-63 T 6:30-9:30pm C-106 T. Driscoll
Prerequisite: ENL010 or satisfactory reading comprehension score on the basic skills assessment / 3 credits.

American Sign Language II
ASL102-63 Th 6:30-9:30pm C-106 T. Driscoll
Prerequisite: ASL101 / 3 credits.

ANTHROPOLOGY

Introduction to Anthropology
ANT107-01 T Th 9:30-10:45am S-106 J. Oni
Prerequisite: None / 3 credits.

World Archaeology
ANT108-63 T 6:30-9:30pm S-107 A. Lambert
Prerequisite: None / 3 credits.

ART

Drawing I
ART100-01 T Th 9:30-11:10am Studio A S. Anderson
ART100-02 T Th 11:30am-1:10pm Studio A S. Anderson
ART100-03 T Th 9:30-11:10am Studio B S. Ringler
ART100-04 M 2:30-6:00pm Studio A S. Anderson
ART100-40 Sat. 10:00am-1:30pm Studio B A. Flash
ART100-42 M W 9:00-10:40am Studio A B. Fuller
ART100-63 Online and T, 6:00-9:30pm, Studio A, P. Lejeune Hybrid
ART100-95 Th 1:30-5:00pm Ptown A. Flash
Prerequisite: None / 3 credits.

Design I
ART101-01 M W 9:00-10:40am Studio B S. Ringler
ART101-95 T 9:30am-1:00pm Ptown D. Ritter
Prerequisite: None / 3 credits.

Studio Art I
ART102-40 T 2:00-5:30pm Studio A P. Lejeune
Prerequisite: None / 3 credits.

Painting I
ART103-40 T 12:30-4:00pm Studio B B. Fuller
ART103-95 T 1:00-5:00pm Ptown M. Shields
ART103-96 M 1:00-4:30pm Ptown F. Golden
Prerequisite: ART100 / 3 credits.

Watercolor I
ART104-63 Th 6:00-9:30pm Studio B Staff
Prerequisite: ART100 / 3 credits.

Visual Fundamentals
ART105-40 M W 11:00am-12:40pm Studio A B. Fuller
Prerequisite: None / 3 credits.

Sculpture I
ART106-40 F 1:00-4:30pm Studio A A. Glover
ART106-95 M 9:30am-1:00pm Ptown R. Bailey
Prerequisite: None / 3 credits. May be repeated once for credit / 6 credits maximum.

Life Drawing
ART107-63 W 6:00-9:30pm Studio B H. Blume
ART107-95 W 10:00am-2:00pm Ptown K. Smith
Prerequisite: None / 3 credits. May be repeated once for credit.

History of Art I
ART125-01 T Th 9:30-10:45am Lec C M. Canaves
Prerequisite: None / 3 credits.

History of Art II
ART126-95 M 9:30am-12:30pm Ptown F. Golden
Prerequisite: None / 3 credits.

You Can Design!
ART130-89 Online S. Anderson
Prerequisite: None / 1 credit.

History of Modern Art: From Realism to Surrealism
ART132-01 T Th 11:00am-12:15pm Lec C M. Canaves
ART132-02 M 3:30-6:20pm Lec C M. Canaves
Prerequisite: Satisfactory basic skills assessment scores / 3 credits.

Textile/Fiber Arts I
ART135-95 Th 9:30am-1:00pm Ptown S. Lyman
Prerequisite: None / 3 credits.

Drawing II
ART200-40 M 2:30-6:00pm Studio B H. Blume
ART200-95 Th 1:30-5:00pm Ptown A. Flash
Prerequisite: ART100 / 3 credits.

Design II
ART201-95 T 9:30am-1:00pm Ptown D. Ritter
Prerequisite: ART101 / 3 credits.

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

Illustration I

ART205-40	M W	7:30-9:15am	T-102	Staff
ART205-41	Sat.	9:00am-12:30pm	T-102	J. Warren

Prerequisite: Some computer experience required. ART130 is recommended / 3 credits.

Graphic Design I

ART207-01	M W	10:00-11:40am	T-101	S. Anderson
ART207-40	T	2:30-6:00pm	T-101	V. Just
ART207-63	T	6:30-10:00pm	T-101	V. Just

Prerequisite: ART214 or ART205 or ART210. ART130 is recommended / 3 credits.

Printmaking Techniques

ART209-01	M W	11:00am-12:40pm	Studio B	S. Ringler
ART209-95	W	10:00am-2:00pm	Ptown	V. Tomayko

Prerequisite: None / 3 credits.

Graphic Production and Layout I

ART210-63	Th	6:30-10:00pm	T-102	P. Spier

Prerequisite: GIT110; ART130 is recommended / 3 credits.

Myths, Legends and Symbols in Art New!

ART213-01	W F	2:30-3:45pm	Lec C	M. Canaves

Prerequisite: ART125 or ART126 / 3 credits.

Digital Imaging I

ART214-40	T	7:30-11:00am	T-102	J. Warren
ART214-63	F	6:30-10:00pm	T-102	J. Warren

Prerequisite: Some computer experience; ART130 is recommended / 3 credits.

Advanced Painting

ART228-95	M	1:00-4:30pm	Ptown	F. Golden
ART228-96	W	12:30-4:30pm	Ptown	J. Peters

Prerequisite: ART103 / 3 credits. May be repeated once for credit.

Mosaics

ART248-40	F	9:00am-12:30pm	Studio A	J. Bowen

Prerequisite: One ART course / 3 credits. May be repeated once for credit.

Advanced Projects in the Visual Art

Printmaking				
ART250-95	W	10:00am-2:00pm	Ptown	V. Tomayko
Drawing				
ART250-96	M	2:00-5:00pm	Ptown	A. Flash
Painting				
ART250-97	W	12:30-4:30pm	Ptown	J. Peters
Mixed Media				
ART250-98	M	9:30am-1:30pm	Ptown	V. Tomayko
Drawing/Illustration				
ART250-99	T	1:00pm-4:30pm	Ptown	D. Ritter

Prerequisite: 6 hours of visual art courses / 3 credits; may be repeated once.

To Register, call 1-508-375-4012 or Register Online at www.capecod.edu

Advanced Projects in the Vusual Arts
Portfolio Development & Presentation New!

ART250-66	M	2:30-3:30pm	TV Studio	Staff
	and W	2:30-5:00pm	Studio A	

Prerequisite: 6 hours of visual art courses / 3 credits

Note: Students should have a range of art work already completed, art work that they are currently working on and be prepared to create art work that satisfies the demands of portfolio preparation. All artwork presented will be evaluated by the instructor as a basis for acceptance to the course.

ASTRONOMY

Fundamentals of Astronomy

AST101-40	M W	8:30-9:45am	Sc-114	J. Alberghini
AST101-40Lab	F	8:00-9:50am	Sc-114	J. Alberghini
AST101-41	M W	10:00-10:50am	Sc-114	J. Alberghini
	and F	10:00-10:50am	Lec C	
AST101-41Lab	W	2:30-4:20pm	Sc-114	J. Alberghini
AST101-63	T	6:30-9:30pm	Sc-114	J. Alberghini
AST101-63Lab	Th	6:30-8:30pm	Sc-114	J. Alberghini

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

BIOLOGY

Concepts in Biology I

BIO101-01	MWF	9:00-9:50am	Lec B	P. Tatano
BIO101-01Lab	T	11:00am-12:50pm	Sc-G3	P. Tatano
BIO101-02Lab	T	2:00-3:50pm	Sc-G3	P. Tatano
BIO101-40	MWF	12:00-12:50pm	Lec B	A. Clark
BIO101-03Lab	W	2:30-4:20pm	Sc-G3	P. Tatano
BIO101-04Lab	Th	8:00-9:50am	Sc-G7	P. Tatano
BIO101-63	T	6:30-9:30pm	Lec B	C. Paul
BIO101-63Lab	Th	6:30-8:30pm	Sc-G3	C. Paul

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

Concepts in Biology II

BIO102-01	MWF	11:00-11:50am	Lec B	P. Tatano
BIO102-01Lab	F	12:30-2:20pm	Sc-G3	P. Tatano

Prerequisite: BIO101 / 4 credits.

Survey of Human Anatomy & Physiology

BIO105-40	M W	2:30-3:45pm	Sc-107	A. Clark
BIO105-40Lab	F	2:30-4:20pm	Sc-G3	A. Clark
BIO105-63	T	6:30-9:30pm	Sc-104	Staff
BIO105-63Lab	Th	4:00-6:00pm	Sc-G3	G. Gaudreau
BIO105-89	Online (lecture is online)			Hybrid
BIO105-89Lab	T	4:00-6:00pm, Sc-G7, L. Farley-Larocca		

Prerequisite: MAT020 & ENL020 & ENL050 or satisfactory basic skills assessment scores / 4 credits.

Human Anatomy and Physiology I

BIO107-01	M W	8:30-9:45am	Sc-G7	G. Maguire
BIO107-02	T Th	9:30-10:45am	Lec A	G. Maguire
BIO107-03	T Th	11:00am-12:15pm	Sc-G7,L.Farley-Larocca	
BIO107-01Lab	M	11:00am-12:50pm	Sc-G7	G. Maguire
BIO107-02Lab	M	2:30-4:20pm	Sc-G7	G. Maguire
BIO107-03Lab	T	2:00-3:50pm	Sc-G7	G. Maguire
BIO107-04Lab	W	2:30-4:20pm	Sc-G7	G. Maguire
BIO107-05Lab	F	8:30-10:20am	Sc-G7	G. Maguire

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

BIO107-63	M	6:30-9:30pm	Sc-114	A. Clark
BIO107-63Lab	W	6:30-8:30pm	Sc-G7	A. Clark

Prerequisite: CHM109 or BIO101 or CHM101 / 4 credits.

Human Anatomy and Physiology II

BIO108-01	MWF	10:00-10:50am	Sc-G7,L.Farley-Larocca
BIO108-02	T Th	12:30-1:45pm	Sc-G7,L.Farley-Larocca
BIO108-01Lab	W	11:00am-12:50pm	Sc-G7,L.Farley-Larocca
BIO108-02Lab	Th	2:00-3:50pm	Sc-G7,L.Farley-Larocca
BIO108-03Lab	F	11:00am-12:50pm	Sc-G7,L.Farley-Larocca
BIO108-63	T	6:30-9:30pm	Lec C Staff
BIO108-63Lab	Th	6:30-8:30pm	Sc-G7 Staff

Prerequisite: BIO107 / 4 credits.

Microbiology

BIO201-01	M W	8:30-9:45am	Sc-107, H. Chikarmane
BIO201-01Lab	M	10:00-11:50am	Sc-107, H. Chikarmane
BIO201-02Lab	W	10:00-11:50am	Sc-107, H. Chikarmane
BIO201-63	T	6:30-9:30pm	Sc-107 Y. Coursey
BIO201-63Lab	Th	6:30-8:30pm	Sc-107 Y. Coursey

Prerequisite: CHM101 or CHM109 and BIO101 or BIO107 / 4 credits.

BUSINESS - Accounting

Accounting I with Computer Applications

ACC111-01	M W	8:30-9:45am	T-203	J. Sweet
ACC111-02	T Th	9:30-10:45am	T-103	J. Sweet
ACC111-40	T Th	8:00-9:15am	T-101	R. Palma
ACC111-63	T	6:30-9:30pm	T-203	M. Tulman

Prerequisite: MAT020 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

Accounting II with Computer Applications

ACC112-01	T Th	8:00-9:15am	T-103	J. Sweet
ACC112-40	M W	2:00-3:15pm	T-102	M. Tulman
ACC112-63	T	6:30-9:30pm	T-G2	E. Clay

Prerequisite: MAT030 or satisfactory basic skills assessment score and ACC111 or ACC101 / 3 credits.

Financial Accounting

ACC201-01	M W	2:30-3:45pm	T-103	K. Bent
ACC201-02	T Th	11:00am-12:15pm	T-102	J. Sweet
ACC201-63	Th	6:30-9:30pm	N-117	E. Clay

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

Managerial Accounting

ACC202-40	T Th	9:30-10:45am	S-115	R. Palma

Prerequisite: ACC201 or ACC111 and ACC112 / 3 credits.

Intermediate Accounting I

ACC221-63	Th	6:30-9:30pm	N-116	M. Tulman

Prerequisite: ACC102 / 3 credits.

Accounting Cooperative Work Experience

ACC261-40 Contact J. Sweet at 1-508-362-2131 x4398.
Prerequisite: ACC102 and permission of Business Administration Accounting coordinator / 3 credits.

BUSINESS - Entrepreneurship

Introduction to Entrepreneurship

ENT108-01	T Th	11:00am-12:15pm	Lec A	M. Bejtlich
ENT108-89	Online			M. Bejtlich

Prerequisite: None / 3 credits.

Business Plan Preparation

ENT109-89	Online	D. Lawrence

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

Entrepreneurial Cooperative Work Experience

ENT261-40 Contact M. Bejtlich at 1-508-362-2131 x4519.
Prerequisite: ENT108 and ENT109 / 3 credits.

BUSINESS - General

Introduction to Business

BUS100-01	M W	8:30-9:45am	S-111	G. Knell
BUS100-02	T Th	11:00am-12:15pm	N-117	G. Knell
BUS100-03	T Th	12:30-1:45pm	S-111	G. Knell
BUS100-41	MWF	10:00-10:50am, L-Conf Room, Staff		
BUS100-63	W	6:30-9:30pm	Lec C	Staff
BUS100-89	Online			G. Knell

Prerequisite: None / 3 credits.

Business Law I

BUS120-40	T Th	7:00-8:15am	N-116	D. Sementa
BUS120-63	T	6:30-9:30pm	N-106	C. Sabatt

Prerequisite: None / 3 credits.

BUSINESS - Management

Supervision

BUS103-40	T Th	12:30-1:45pm	N-116	D. Lawrence

Prerequisite: None / 3 credits.

Human Resource Management

BUS107-01	T Th	12:30-1:45pm	S-114	M. Bejtlich
BUS107-63	W	6:30-9:30pm	N-115	R. Corsini
BUS107-89	Online			M. Bejtlich

Prerequisite: None / 3 credits.

Business Finance

BUS201-89	Online	J. Sweet

Prerequisite: ACC101 and ACC105 / 3 credits.

Management

BUS214-01	T Th	9:30-10:45am	N-116	M. Bejtlich
BUS214-02	M W	8:30-9:45am	N-116	M. Bejtlich
BUS214-63	W	6:30-9:30pm	S-114	Staff
BUS214-89	Online			M. Bejtlich

Prerequisite: ENL101 / 3 credits.

Management Cooperative Work Experience

BUS261-40 Contact M. Bejtlich at 1-508-362-2131 x4519.
Prerequisite: Grade of C or better in ACC105, BUS100, BUS103, ENL101 and an evaluative interview with the instructor / 3 credits.

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

BUSINESS - Marketing

Marketing

MKT100-01	M W	2:30-3:45pm	N-116	M. Bejtlich
MKT100-40	MWF	10:00-10:50am	N-G5	D. Lafler
MKT100-41	T Th	12:30-1:45pm	N-103	M. Agostinelli
MKT100-63	M	6:30-9:30pm	S-114	M. Ells
MKT100-89	Online			D. Burrill

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

Advertising

MKT103-40	MWF	8:00-8:50am	N-104	D. Lafler

Prerequisite: None / 3 credits.

Consumer Behavior

MKT106-40	T Th	2:00-3:15pm	S-114	Staff

Prerequisite: MKT100 / 3 credits.

Principles of Sales and Promotions New!

MKT200-01	T Th	9:30-10:45am	S-114	G. Knell

Prerequisite: MKT100, MKT106, and MKT112 / 3 credits.

Marketing Cooperative Work Experience

MKT261-63 Contact G. Knell at 1-508-362-2131 x4404.
MKT261-64 Contact M. Bejtlich at 1-508-362-2131 x4519.
Prerequisite: MKT100 / 3 credits.

CHEMISTRY

General Chemistry I

CHM101-01	MWF	10:00-10:50am	Lec B	M. Rich
CHM101-01Lab	W	2:30-5:20pm	Sc-220	M. Rich
CHM101-02Lab	F	12:00-2:50pm	Sc-220	M. Rich
CHM101-63	Th	6:30-9:30pm	Sc-105	M. Rich
CHM101-63Lab	T	6:30-9:30pm	Sc-220	M. Rich

Prerequisite: MAT040 or satisfactory basic skills assessment score / 4 credits.

Survey of Chemistry

CHM106-01	M	3:00-6:00pm	Sc-114	R. Scofield
CHM106-01Lab	M	6:00-8:00pm	Sc-220	R. Scofield

Prerequisite: MAT020 or satisfactory basic skills assessment score / 4 credits.

Chemistry for the Health Sciences I

CHM109-01	T Th	9:30-10:45am	N-G5	M. Rich
CHM109-01Lab	T	11:00am-12:50pm	Sc-220	R. Scofield
CHM109-02Lab	T	1:00-2:50pm	Sc-220	R. Scofield
CHM109-40	T	3:00-6:00pm	Lec C	J. Campbell
CHM109-40Lab	T	6:00-8:00pm	Sc-218	J. Campbell
CHM109-41	Th	3:00-6:00pm	Lec C	J. Campbell
CHM109-41Lab	Th	6:00-8:00pm	Sc-218	J. Campbell
CHM109-63	M	6:30-9:30pm	Lec B	J. Alai
CHM109-63Lab	W	5:00-6:50pm	Sc-218	J. Alai
CHM109-64Lab	W	7:00-8:50pm	Sc-220	J. Alai

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

Organic Chemistry I

CHM201-01	T	8:00-10:50am	Sc-105	R. Scofield
CHM201-40Lab	T	12:30-3:50pm	Sc-221	M. Rich

Prerequisite: CHM102 / 5 credits.

COMMUNICATION

Voice and Diction

COM100-40	T Th	12:30-1:45pm	A-MusicRm	E. Kelly
COM100-63	W	6:30-9:30pm	A-MusicRm	B.Skelley

Prerequisite: None / 3 credits.

Oral Communication

COM103-01	M W	7:00-8:15am	S-116	P. Lee
COM103-02	M W	8:30-9:45am	S-116	P. Lee
COM103-03	MWF	9:00-9:50am	S-117	D. Bird
COM103-04	MWF	9:00-9:50am	N-115	J. French
COM103-05	MWF	10:00-10:50am	S-116	J. French
COM103-06	MWF	11:00-11:50am	S-117	D. Bird
COM103-07	MWF	2:30-3:20pm	S-117	D. Bird
COM103-08	M	3:30-6:20pm	S-117	D. Bird
COM103-09	W	2:30-5:20pm	S-116	N. Willets
COM103-10	Online and Th	3:30-6:20pm	S-116	L. Boragine Hybrid
COM103-11	T Th	8:00-9:15am	S-116	P. Lee
COM103-12	T Th	9:30-10:45am	S-116	P. Lee

Learning Community ~ see page 22 for details.
LCM102-01 (COM103) T Th, 11:00am-12:15pm, L. Boragine
(ENV101) T Th, 9:30-10:45am, C. Etter

COM103-14	T Th	12:30-1:45pm	S-108	L. Boragine
COM103-15	T Th	12:30-1:45pm	S-116	P. Lee
COM103-16	T Th	2:00-3:15pm	S-117	N. Willets
COM103-40	T Th	9:30-10:45am	S-108	R. Yaroch
COM103-41	T Th	11:00am-12:15pm	S-116	R. Yaroch
COM103-63	Sat.	9:00am-12:00pm	S-116	P. Lee
COM103-64	Th	6:30-9:30pm	S-116	L. Zinsius
COM103-65	W	6:30-9:30pm	S-117	P. Allen

Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment / 3 credits.

Survey of Mass Communication

COM105-01	MWF	10:00-10:50am	N-G6	J. Kershner
COM105-89	Online			Staff

Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment / 3 credits.

Radio Broadcasting

COM113-40	F	9:00am-12:00pm	WKKL	L. Zinsius
COM113-41	W	2:30-5:30pm	WKKL	L. Zinsius

Prerequisite: None / 3 credits.

Advanced Radio Production

COM231-40	TBA			Staff

Prerequisite: COM113 / 3 credits.

Interpersonal Communication

COM201-01	T Th	9:30-10:45am	S-117	N. Willets
COM201-02	T Th	11:00am-12:15pm	S-117	N. Willets

Prerequisite: COM103 / 3 credits.

Small Group Communication

COM202-01	M W	2:30-3:45pm	S-108	L. Boragine

Prerequisite: COM103 / 3 credits.

To Register, call 1-508-375-4012 or Register Online at www.capecod.edu

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

Public Speaking
COM203-40 M W 2:30-3:45pm S-111 P. Lee
Prerequisite: COM103 / 3 credits.

Argumentation and Debate
COM207-01 T 3:30-6:20pm S-108 L. Boragine
Prerequisite: COM103 / 3 credits.

COMPUTER SCIENCE

Computer Programming I: Java
CSC110-01 T Th 11:00am-12:15pm T-103 M. Moynihan
Prerequisite: MAT030 or satisfactory basic skills assessment score / 3 credits.

Computer Programming I: C++
CSC120-63 W 6:00-9:40pm T-103 L. Maser
Prerequisite: MAT030 or satisfactory basic skills assessment score and working knowledge of any programming language / 4 credits.

CONSTRUCTION TECHNOLOGY

Quantitative Skills for Construction New!
CON100-63 T 4:30-6:20pm S-115 J. Ryan
Prerequisite: MAT030 or satisfactory basic skills assessment score / 2 credits.

Materials of Construction
CON105-63 W 6:30-9:30pm S-108 W. Henry
Prerequisite: None / 3 credits.

Construction Technology
CON110-63 T 6:30-9:30pm S-106 J. Ryan
Prerequisite: None / 3 credits.

Construction Estimating & Practice
CON115-63 T 6:00-9:00pm T-117 P. Arsenault
Prerequisite: None / 3 credits.

Working with the MA State Building Codes
CON120-63 M 6:30-9:30pm S-G8 J. Dymecki
Prerequisite: None / 3 credits.

Computer Aided Drafting I
CON130-63 Th 6:30-9:30pm T-101 K. Hayes
Prerequisite: None / 3 credits.

Architectural Computer Aided Drafting I
CON225-63 M 6:30-9:30pm T-202 D. Dinco
Prerequisite: CON130 / 3 credits.

Construction Technology
Spring 2008 Course Sequence

CON100	Quantitative Skills for Construction
CON110	Construction Technology
CON115	Construction Estimating
CON120	Working w/MA State Building Codes
CON130	Computer Aided Drawing I
CON135	Computer Aided Drafting II

CRIMINAL JUSTICE

Substantive Criminal Law
CRJ101-01 T Th 8:00-9:15am N-115 N. Dempsey
CRJ101-02 T Th 9:30-10:45am N-103 N. Dempsey
CRJ101-63 M 6:30-9:30pm N-105 W. O' Neill
Prerequisite: None / 3 credits.

Criminology, Theory and Practice
CRJ105-01 MWF 8:00-8:50am S-114 Z. Kilmurray
CRJ105-02 MWF 10:00-10:50am S-105 Z. Kilmurray
CRJ105-03 M W 2:30-3:45pm N-117 Z. Kilmurray
Prerequisite: None / 3 credits.

Contemporary Policing
CRJ125-01 MWF 9:00-9:50am N-103 Z. Kilmurray
CRJ125-02 MWF 11:00-11:50am N-118 Z. Kilmurray
CRJ125-40 W 3:30-6:20pm S-107 C. Carhart
Prerequisite: None / 3 credits.

Criminal Evidence
CRJ130-40 M 2:30-5:20pm N-103 N. Dempsey
Prerequisite: None / 3 credits.

Principles of Investigation I
CRJ206-40 T 3:30-6:20pm N-G6 J. Szucs
Prerequisite: All Level I Criminal Justice courses / 3 credits.

Ethical Issues in Criminal Justice
CRJ210-01 T Th 11:00am-12:15pm Lec B N. Dempsey
Prerequisite: All Level I Criminal Justice courses / 3 credits.

Crisis Intervention for Criminal Justice Professionals
CRJ220-40 M 3:30-6:20pm S-105 P. Carnes
Prerequisite: All Level I Criminal Justice courses / 3 credits.

Criminal Justice Cooperative Work Experience I
CRJ261-01 W 2:30-5:20pm TBA N. Dempsey
Prerequisite: All Level I Criminal Justice courses / 3 credits.
Students registering for for CRJ261 Criminal Justice Cooperative Work Experience should refer to page 44 regarding the Criminal Offender Record Information (CORI) and Sex Offender Registry Information checks.

DANCE

Please see **Theater & Dance,** page 21.

DENTAL HYGIENE

Oral Tissues I
DEN101-01 T 9:00-11:00am S-G8 E. Madden
Prerequisite: MAT030, ENL020 and ENL050 or satisfactory basic skills assessment scores and CHM109 / 2 credits.

Principles of Oral Radiology
DEN103-01 T 1:30-3:30pm S-G8 N. Shearer
Prerequisite: MAT030 and CHM109 / 3 credits.

Oral Radiology Laboratory
DEN503-01 M 2:00-5:00pm S-G11 N. Shearer
DEN503-02 W 9:00am-12:00pm S-G11 L. Somerville
DEN503-03 W 2:00-5:00pm S-G11 N. Shearer
DEN503-04 F 8:00-11:00am S-G11 L. Somerville
DEN503-05 F 11:30am-2:30pm S-G11 Staff

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

Dental Hygiene I

DEN121-01	Th	9:00-11:00am	S-G8	J. Towle

Prerequisite: MAT030, ENL020 and ENL050 or satisfactory basic skills assessment score and CHM109 / 2 credits.

Dental Hygiene I

DEN126-01	M W	9:00am-12:00pm	S-G6	J. Towle
and	F	9:00-11:00am	S-G6	J. Towle
DEN126-02	M W	2:00-5:00pm	S-G6	J. Towle
and	F	11:30am-1:30pm	S-G6	J. Towle

Prerequisite: MAT030, ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.

Dental Materials

DEN209-40	M	10:00-11:50am	S-G8	P. Fasano

Prerequisite: CHM109 and DEN101 / 3 credits.

Dental Materials Laboratory

DEN509-01	M	2:00-5:00pm	S-G7	P. Fasano
DEN509-02	W	2:00-5:00pm	S-G7	P. Fasano
DEN509-03	F	9:00-11:50am	S-G7	P. Fasano

Periodontics

DEN211-01	W	9:00-11:00am	S-G8	E. Madden

Prerequisite: DEN123 and DEN128 / 2 credits.

Dental Hygiene III

DEN230-40	W	11:00am-1:00pm	S-G8	D. Bridges

Prerequisite: DEN123 and DEN128 / 2 credits.

Clinical Dental Hygiene III

DEN236-01	T Th	9:00am-5:00pm	S-G6	N. Shearer

Prerequisite: DEN123 and DEN128 / 4 credits.

Pain Management in Dental Hygiene

DEN237-40	F	12:30-1:30pm	T-101	D. Bridges
and	F	2:00-4:00pm	S-G6	D. Bridges

Prerequisite: DEN123 and DEN128 / 2 credits.

DEVELOPMENTAL EDUCATION

Prep for College Reading

ENL010-40	MWF	9:00-9:50am	N-108	L. Davis
ENL010-41	T Th	9:30-10:45am	N-115	J. Loncich
ENL010-63	T	6:30-9:30pm	N-104	M. O'Connor

Prerequisite: Recommendation by basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.

College Reading and Study Skills

ENL020-40	MWF	10:00-10:50am	S-111	L. Davis
ENL020-41	MWF	12:00-12:50pm	N-117	L. Davis

Learning Community ~ see page 22 for details.

LCM103-01	(ENL020) T Th, 11:00am-12:15pm		J. Loncich
	(MAT020) T Th, 12:30-1:45pm		R. Dengler

ENL020-43	T Th	12:30-1:45pm	S-115	J. Loncich
ENL020-63	W	6:30-9:30pm	N-G6	S. Tabor

Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment. Letter grade or Pass-Fail / 3 non-degree credits.

To Register, call 1-508-375-4012 or Register Online at www.capecod.edu

Foundations in Writing

Paired Course ~ see page 21 for details.

ENL050-01	MWF,	11:00am-12:50pm,	9/5-10/22,	P. Allen
	ENL050-01 is paired with ENL101-01			

ENL050-02	M W	10:00-11:15am	N-104	P. McGraw
ENL050-03	M W	11:30am-12:45pm	N-104	P. McGraw
ENL050-04	M W	2:30-3:45pm	N-105	P. McGraw
ENL050-05	T Th	9:30-10:45am	TBA	P. McGraw
ENL050-40	MWF	8:00-8:50am	T-204	G. Albert
ENL050-41	MWF	9:00-9:50am	N-117,	R.Smith-Johnson
ENL050-42	MWF	10:00-10:50am	T-202	G. Albert
ENL050-43	MWF	11:00-11:50am	S-108	M. Lowrance
ENL050-44	T Th	8:00am-9:15am	T-204	S. Penner
ENL050-45	T Th	9:30-10:45am	N-107,	E.Coggeshall
ENL050-46	T Th	11:00am-12:15pm	N-108	B. Sateriale
ENL050-47	T Th	12:30-1:45pm	Lec C	B. Sateriale
ENL050-63	T	6:30-9:30pm	N-G5	J. Askew

Prerequisite: Appropriate score on the sentence skills CPT and a writing sample. ENL010 or appropriate score in the reading skills CPT / 3 non-degree credits.

Fundamental Arithmetic

MAT010-01	M W	2:30-3:45pm	N-G5	A. Wan
MAT010-40	T Th	8:00-9:15am,	S-106,	A.Hernon-Mooney
MAT010-41	MWF	9:00-9:50am	S-107	L. O'Halloran
MAT010-42	MWF	11:00-11:50am	N-114	P.McCormick
MAT010-43	T Th	12:30-1:45pm,	S-106,	A.Hernon-Mooney
MAT010-63	Th	6:30-9:30pm	N-103,	L. O' Halloran

Prerequisite: None. Recommendation by basic skills assessment score. Letter grade or Pass-Fail. 3 non-degree credits.

Prealgebra

MAT020-01	T Th	8:00-9:15am	Sc-104	R. Dengler

Learning Community ~ see page 22 for details.

LCM103-01	(MAT020) T Th, 12:30-1:45pm,		R. Dengler
	(ENL020) T Th, 11:00am-12:15pm,		J. Loncich

MAT020-40	M W	8:30-9:45am	Sc-104	M. Moynihan
MAT020-41	MWF	10:00-10:50am	N-118	J. Piccirilli
MAT020-42	MWF	11:00-11:50am	S-105	J. Piccirilli
MAT020-43	MWF	12:00-12:50pm	S-106	Staff
MAT020-44	M W	2:30-3:45pm	Sc-104	P.McCormick
MAT020-45	T Th	9:30-10:45am	N-108	E. O' Rourke
MAT020-46	T Th	11:00am-12:15pm	S-105	T. Butler
MAT020-47	T Th	2:00-3:15pm	S-106	G. Bjornholm
MAT020-49	W	9:00am-12:00pm	N-107	R. Heller
MAT020-63	Th	6:30-9:30pm	Sc-103	K. Boland

Prerequisite: MAT010 or satisfactory basic skills assessment score / 3 non-degree credits.

Elementary Algebra

Paired Course ~ see page 21 for details.

MAT030-01	M W,	8:30-9:45am	N-G5	A. Wan
	and T Th,	9:30-10:45am	T-203,	9/5-10/23
	MAT030-01 is paired with MAT040-04.			

MAT030-02	MWF	10:00-10:50am	S-107	T. Panitz
MAT030-03	MWF	11:00-11:50am	S-106	G. Bent
MAT030-04	MWF	12:00-12:50pm	S-107	T. Panitz
MAT030-05	MWF	2:30-3:20pm	Sc-103	G. Bent
MAT030-06	T Th	9:30-10:45am	Sc-104	R. Dengler
MAT030-07	T Th	11:00am-12:15pm	Sc-104	M. Zhang
MAT030-41	W	3:30-6:20pm	N-104	G. Bjornholm

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

MAT030-42	T Th	8:00-9:15am	Sc-103	R. Fenn
MAT030-43	50% Online and			Hybrid
	Th	9:30-10:45am	T-102	M. Sullivan
MAT030-44	T Th	12:30-1:45pm	N-106	M. Zhang
MAT030-49	W	9:00am-12:00pm	Sc-101	J. Rogers
MAT030-63	M	6:30-9:30pm	S-107	T. Panitz
MAT030-64	T	6:30-9:30pm	S-G8	J. Sears

Prerequisite: MAT020 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.

Intermediate Algebra

MAT040-01	M W	8:30-9:45am	N-106	M. Zhang
MAT040-02	MWF	11:00-11:50am	S-107	T. Panitz
MAT040-03	MWF	2:30-3:20pm	S-107	T. Panitz

Paired Course ~ see page 21 for details.

MAT040-04	M W,	8:30-9:45am	N-G5	A. Wan
	and T Th,	9:30-10:45am	T-203, 10/24-12/14	

MAT040-04 is paired with MAT030-01.

MAT040-05	T	3:30-6:20pm	S-107	T. Panitz
MAT040-40	T Th	11:00am-12:15pm	Sc-103	E. Baker
MAT040-41	T Th	12:30-1:45pm	Sc-103	E. Baker
MAT040-63	W	6:30-9:30pm	S-107	R. Bates

Prerequisite: MAT030 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.

EARLY CHILDHOOD EDUCATION

Students registering for Early Childhood Education course(s) requiring a field experience, practicum, or observation should refer to page 44 regarding the Criminal Offender Record Information (CORI) and Sex Offender Registry Information checks.

Intro to Early Childhood Education

ECE100-40	MWF	9:00-9:50am	N-118	J. Cedeno
ECE100-63	W	6:30-9:30pm	N-118	B. Jones

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

Introduction to Young Children with Special Needs

ECE105-63	T	3:30-6:30pm	S-117	M. Donahue
ECE105-64	W	6:30-9:30pm	C-115	M. Cronin

Prerequisite: ECE100 or PSY201 / 3 credits.

Child Growth and Development

ECE110-63	Online and			Hybrid
	Th	4:00-7:00pm	N-118	J. Cedeno

This class will meet on campus: 9/6, 10/4, 11/1, & 12/7

Prerequisite: None / 3 credits.

Teaching Infants and Toddlers

ECE200-40	MWF	8:00-8:50am	N-118	G. Thauer

Prerequisite: PSY201 or ECE100 / 3 credits.

Preschool Curriculum Planning

ECE201-01	M W	2:30-3:45pm	N-118	D. Murphy

Prerequisite: ECE100 or PSY201 / 3 credits.

Advanced Curriculum Development: ECE

ECE202-01	T	3:30-6:20pm	N-118	D. Murphy

Prerequisite: ECE201 / 3 credits.

Strategies for Teaching Math & Science

ECE211-40	Th	3:30-6:20pm	N-117	D. Murphy

Prerequisite: PSY201 / 3 credits.

Classroom Management: Skills/Strategies for ECE Teachers

ECE221-40	W	3:30-6:20pm	N-103	B. Jones

Prerequisite: PSY201 or ECE110 / 3 credits.

Practicum Early Childhood Education

ECE230-01	M	3:45-5:00pm	N-108	D. Murphy

Prerequisite: PSY201 and ECE201 / 6 credits.

Selected Topics in Early Childhood: Prosocial Development

ECE242-63 W, 6:30-9:30pm, 9/5-10/3, N-103, D. Murphy
ECE242-64 W, 6:30-9:30pm, 10/10-11/7, N-103, M. Donahue
ECE242-65 Th, 6:30-9:30pm, 9/13-10/18, N-118, J. Cedeno

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

Administration: Early Childhood Programs

ECE290-63	T	6:30-9:30pm	N-115,	M. Donahue

Prerequisite: Four Early Childhood Education courses / 3 credits.

Leadership and Management in ECE

ECE291-63 M, 6:30-9:30pm, 9/10-11/12, N-107, D. Murphy

Prerequisite: ECE110 or PSY201 / 2 credits.

The Early Childhood Education program at Cape Cod Community College is accreditated by the National Association for the Education of Young Children (NAEYC).

EARTH SCIENCE

Introduction to Earth Science

ESC101-40	MWF	8:00-8:50am	N-105	D. Bill
ESC101-40Lab	M	3:00-4:50pm	Sc-218	D. Bill
ESC101-63	W	6:30-9:30pm	Sc-103	D. Bill
ESC101-63Lab	M	6:30-8:30pm	Sc-218	D. Bill

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

Fundamentals of Oceanography

ESC105-63	T Th	4:30-5:45pm	Sc-114	D. Bill
ESC105-63Lab	T	6:00-8:00pm	TBA	D. Bill

Prerequisite: MAT020 or satisfactory basic skills assessment score / 4 credits.

ECONOMICS

Principles of Macroeconomics

ECO117-40	MWF	10:00-10:50am	T-204	Staff
ECO117-41	T Th	2:00-3:15pm	S-115	Staff
ECO117-63	T	6:30-9:30pm	N-117	P. Jacobson
ECO117-89	Online			V. Gautam

Prerequisite: None / 3 credits.

Principles of Microeconomics

ECO118-40	MWF	11:00-11:50am	S-115	Staff
ECO118-41	T Th	11:00am-12:15pm	S-115	Staff

Prerequisite: None / 3 credits.

Investments
ECO119-40 T Th 12:30-1:45pm N-117 P. Jacobson
Prerequisite: MAT030 / 3 credits.

EDUCATION

Foundation of Education
EDU101-63 W 3:00-6:00pm, L-Conf Room W. Klar
Prerequisite: ENL010 and ENL050 or satisfactory basic skills assessment score / 3 credits.

ENGLISH

Also see **DEVELOPMENTAL EDUCATION, page 10,** and **LITERATURE, page 17.**

English Composition I
Paired Course ~ see page 21 for details.
ENL101-01 MWF, 11:00am-12:50pm, 10/24-12/14, P. Allen.
ENL101-01 is paired with ENL050-01
ENL101-02 MWF 10:00-10:50am N-106 M. Olendzenski
ENL101-03 MWF 11:00-11:50am N-106 S. Polito
ENL101-04 MWF 12:00-12:50pm N-106 M. Olendzenski
Learning Community ~ see page 22 for details.
LCM101-01(ENL101) T Th, 9:30-10:45am, P. Allen
(PSY101) T Th, 11am-12:15pm, K. Clarke
ENL101-08 T 2:00-4:50pm N-105 D. Gregory
ENL101-09 T Th 11:00am-12:15pm N-G5 J. Kershner
ENL101-40 MWF 8:00-8:50am S-106 B. Riley
ENL101-41 MWF 8:00-8:50am S-108, J. McDonough
Learning Community ~ see page 22 for details.
LCM104-01 (ENL101) MWF, 9:00-9:50am, C. Jacques
(ENL108) MWF, 10:00-10:50am, J. Fraser
ENL101-43 M W 9:00-9:50am S-114 G. Albert
and F 9:00-9:50am T-101
ENL101-44 MWF 10:00-10:50am, N-103,R.Smith-Johnson
ENL101-45 MWF 11:00-11:50am N-G6 M. Helfen
ENL101-46 MW 12:00-12:50pm N-116 P. Lincoln
and F 12:00-12:50pm T-103
ENL101-47 MWF 2:30-3:20pm N-106 P. Lincoln
and F 2:30-3:20pm T-102 P. Lincoln
ENL101-48 T Th 7:00-8:15am N-105 M. Connelly
ENL101-49 T Th 8:00-9:15am N-104 D. Scaglione
ENL101-50 T Th 12:30-1:45pm N-104 K. Whittingham
ENL101-51 T Th 2:00-3:15pm N-104 K. Whittingham
ENL101-63 M 6:30-9:30pm T-102 S. Penner
ENL101-64 T 6:30-9:30pm T-202 T. Trainor
ENL101-65 W 6:30-9:30pm S-105 R. Gomezdunn
ENL101-66 Th 6:30-9:30pm N-G6 S. McGuinness
ENL101-67 W 6:30-9:30pm, Wareham HS Staff
ENL101-89 Online J. Kershner
Prerequisite: Appropriate score on Computerized Placement Test or grade of C or better in ENL050 or ESL201 / 3 credits.

English Composition II
ENL102-01 MWF 8:00-8:50am N-117 P. Allen
ENL102-02 MWF 10:00-10:50am N-105 D. Gregory
ENL102-03 M W 11:00-11:50am N-105 D. Gregory
and F 11:00-11:50am T-101
ENL102-04 T Th 9:30-10:45am N-106 M. Olendzenski
ENL102-05 T Th 9:30-10:45am N-104 S. Polito
ENL102-06 T Th 11:00am-12:15pm N-116 S. Polito
ENL102-07 MWF 9:00-9:50am S-106 D. Gregory
ENL102-40 MWF 9:00-9:50am N-105 M. Dalton
ENL102-41 MWF 12:00-12:50pm N-G6 M. Dalton
ENL102-42 M W 1:30-2:45pm S-115 V. McKee
ENL102-43 T Th 11:00am-12:15pm N-106 L. Haselton
ENL102-44 T Th 12:30-1:45pm N-114 L. Haselton
ENL102-45 T Th 2:00-3:15pm N-G5,E.McGowan-Phu
ENL102-63 W 6:30-9:30pm N-G5 L. Deutsch
ENL102-64 T 6:30-9:30pm N-G6 T. O'Connell
ENL102-65 Th 6:30-9:30pm N-115 P. Koppel
ENL102-89 Online Staff
Prerequisite: ENL101 / 3 credits.

Critical Reading and Thinking
ENL108-41 MWF 8:00-8:50am T-G2 C. Jacques
Learning Community ~ see page 22 for details.
LCM104-01 (ENL101) MWF, 9:00-9:50am, C. Jacques
(ENL108) MWF, 10:00-10:50am, J. Fraser
ENL108-63 Th 6:30-9:30pm N-106 H. McClintock
Prerequisite: ENL020 or satisfactory basic skills assessment score / 3 credits.

Journalism I
ENL161-01 T Th 2:00-3:15pm N-106 J. Kershner
ENL161-40 M 3:30-6:30pm S-107 D. Scaglione
Prerequisite: ENL101 / 3 credits.

Journalism II
ENL163-01 W 2:30-5:20pm Sc-101 J. Kershner
Prerequisite: ENL161 / 3 credits.

Creative Writing
ENL209-01 T Th 11:00am-12:15pm N-104 P. McGraw
ENL209-63 W 6:30-9:30pm N-105 Staff
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.

ENGLISH FOR SPEAKERS OF OTHER LANUAGES (ESOL)

English as Second Language I: Basic
ESL010-63 W 5:30-9:20pm C-106 M. Holden
Prerequisite: Recommendation by basic skills assessment score / 5 class hours, optional extra 3-5 hours in the Language Lab for listening practice – as needed. 4 non-degree credits.

English as Second Language II: Intermediate
ESL102-40 T Th 9:30-10:45am S- 107 B. Riley
ESL102-63 T 6:30-9:30pm T-204 E. Smith
ESL102-64 W 6:30-9:30pm T-203 E. Smith
Prerequisite: ESL010 and permission of the instructor or satisfactory basic skills assessment score / 3 credits.

English as Second Language III: Advanced
ESL201-63 W 6:30-9:30pm S-116 B. Riley
Prerequisite: ESL102 and permission of the instructor or satisfactory basic skills assessment score / 3 credits.

Reading Tutorial Practicum
ETU101-40 M W 4:00-5:30pm TBA R. Bancroft
Prerequisite: Faculty recommendation / 3 credits.

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

ENTREPRENEURSHIP

Please see **BUSINESS-Entrepreneurship**, page 7.

ENVIRONMENTAL TECHNOLOGY

Survey of Environmental Technology

Learning Community ~ see page 22 for details.
LCM102-01(ENV101) T Th, 9:30-10:45am, C. Etter
(COM103)T Th, 11:00am-12:15pm, L.Boragine

Prerequisite: None / 3 credits.

Quantitative Methods for Environmental Analysis
ENV105-01 MWF 12:00-12:50pm S-114 Staff
Prerequisite: MAT030 / 3 credits.

Environmental Chemistry
ENV115-01 M W 8:30-9:45am Sc-G3 R. Scofield
Prerequisite: CHM106 / 3 credits.

Intro to Environmental Science

ENV118-01	T Th	9:30-10:45am	Lec B	H.Chikarmane
ENV118-02	M W	8:30-9:45am	Sc-105	C. Etter
ENV118-03	T Th	2:00-3:15pm	S-111	C. Etter
ENV118-01Lab	M	10:00-11:50am	Sc-G3	C. Etter
ENV118-02Lab	M	2:30-4:20pm	Sc-105	H.Chikarmane
ENV118-03Lab	T	11:00am-12:50pm	Sc-107	H.Chikarmane
ENV118-04Lab	Th	12:00-1:50pm	Sc-107	C. Etter
ENV118-05Lab	T	2:00-3:50pm	Sc-107	H.Chikarmane
ENV118-06Lab	W	10:00-11:50am	Sc-105	C. Etter
ENV118-40Lab	T	12:00-1:50pm	TBA	C. Etter
ENV118-63	W	6:30-9:30pm	Sc-107	E. Pesce
ENV118-63Lab	M	6:30-8:30pm	Sc-107	E. Hoopes

Prerequisite: MAT020 and ENL020 and ENL050 or satisfactory basic skills assessment scores / 4 credits.

Environmental Management and Decision Making
ENV122-63 W 6:30-9:30pm S-G8 M.MacGregor
Prerequisite: None / 3 credits.

Coastal Ecology
ENV125-63 T 6:30-9:30pm Sc-G3 G. Newton
Prerequisite: None / 3 credits.

Intro to Water: Concepts and Technologies
ENV140-63 T 6:30-9:30pm N-107 R. Jack
Prerequisite: None / 3 credits.

Geographic Information Systems I (GIS)
ENV163-63 Th 6:30-9:30pm T-202 K. Dunckel
Prerequisite: ENV118 and ENV160 / 3 credits.

Renewable Energy Sources
ENV170-63 Th 6:30-9:30pm S-G8 Staff
Prerequisite: None / 3 credits.

Energy Efficiency and Conservation
ENV171-63 W 6:30-9:30pm Sc-112 K. Galligan
Prerequisite: None / 3 credits.

Introduction to Wind Energy
ENV177-63 T 6:30-9:30pm Sc-103, R. Lawrence
Prerequisite: None / 3 credits.

Environmental Technology Internship/Cooperative Work Experience
ENV260-40 Contact S. Brady at 1-508-362-2131 x 4468.
Prerequisite: ENV118 and permission of the instructor / 1, 2, 3, or 4 credits.

Environmental Technology
Spring 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

FILM

The American Film
COM121-40 Th 2:00-5:50pm Lec A T. Miller
Prerequisite: ENL101 / 3 credits.

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

FIRE SCIENCE

Introduction to Fire Protection
FSC100-63 F 9:00am-12:00pm Lec A R. Tucker
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

Fire Protection Systems and Equipment
FSC102-63 Th 6:30-9:30pm S-117 D. Melanson
Prerequisite: None / 3 credits.

Fire Fighting Tactics and Strategy
FSC103-63 M 6:30-9:30pm N-117 R. Tucker
Prerequisite: FSC100 / 3 credits.

Shipboard Firefighting
FSC130-63 T 6:30-9:30pm S-114 D. Melanson
Prerequisite: None / 3 credits.

Fire Science
Spring 2008 Course Sequence

FSC100	Introduction to Fire Protection
FSC105	Hazardous Materials
FSC107	Hydraulics for Fire Science
FSC115	Intro to Technical Rescue

FRESHMAN SEMINAR

Career and Personal Exploration

CXP020-40	T	3:30-6:20pm	N-G5	R. Heller
CXP020-63	MWF	8:00-8:50am	N-115	K. Martin
CXP020-64	MWF	9:00-9:50am, L-ConfRm		K. Martin

Prerequisite: None / 3 non-degree credits.

To Register, call 1-508-375-4012 or Register Online at www.capecod.edu

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

FOREIGN LANGUAGES

Please see **LANGUAGES,** pages 17.

GOVERNMENT

Comparative Politics
GOV101-40 T Th 2:00-3:15pm S-105 Staff
Prerequisite: None / 3 credits.

International Relations
GOV102-40 M W 2:30-3:45pm N-107 K. Martin
Prerequisite: None / 3 credits.

American Government
GOV111-01 T Th 11:00am-12:15pm S-G8 C. Barnes
GOV111-63 M 6:30-9:30pm S-116 R. O'Leary
GOV111-64 T 6:30-9:30pm S-105 Staff
Prerequisite: None / 3 credits.

HEALTH & FITNESS

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

Standard First Aid and Basic Life Support
FIT130-40 Th, 2:00-5:00pm, 9/13-10/11, LFC104 L. Bergstrom
Prerequisite: None / 1 credit.

Advanced First Aid and Emergency Care
FIT132-63 T Th 9:30-10:45am LFC104, L. Bergstrom
Prerequisite: None / 3 credits.

Lifeguard Training (LGT)
FIT133-01 T Th 9:30-10:45am LFC-G1 J. Foster
Prerequisite: None / 3 credits.

Pilates Mat I New!
FIT164-40 M W,12:00-12:50pm, 9/5-10/22, Gym A, L. Ziemba
Prerequisite: None / 1 credit.

Kripalu/Hatha Yoga I
FIT167-40 T Th, 9:30-10:45am, 9/6-10/9, Main Thr, L. Ziemba
Prerequisite: None / 1 credit.

Kripalu/Hatha Yoga II
FIT168-40 T Th, 9:30-10:45am, 10/16-11/15, Main Thr, L.Ziemba
Prerequisite: FIT167 / 1 credit.

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

HEALTH SCIENCES

Tri-level Certified Nurse Aide/HHA
CNA117-61 MWF 9:00am-1:00pm N-G8 G. Medeiros
CNA117-63 MWTh 5:30-9:30pm N-G8 G. Medeiros
Applicants must attend an information session and interview prior to admission. Prerequisite: None / 6 credits. This course has special fees.

Phlebotomy
DTC101-61 T Th 6:30-9:30pm, 9/6-1/18/08, N-G9, A. Marquardt
Applicants must attend an information session and interview prior to admission. Prerequisite: None / 8 credits. This course has special fees.

EKG Technician
DTC102-61 T 4:00-6:00pm N-G7 P. Philie
Prerequisite: None / 2 credits. This course has special fees.

Cape Cod Community College has contracted with Emergency Medical Training Services to offer EMT and Paramedic courses beginning in the Fall 2007 semester. For EMT course registration, call 1-508-375-4012. Certified EMTs interested in becoming a paramedic should contact the Admissions Office at CCCC at 1-508-362-2131 x 4311.

Emergency Medical Technician: EMT
EMS101-63 M Th 7:00-10:00pm, 9/6-1/24, Lec C, G. Coffin
EMS101-64 F 7:00-10:00pm Lec C G. Coffin
and Sat. 9:00am-4:00pm, 9/7-1/12, Lec C
Prerequisite: None / 5 credits.

Advanced Pre-hospital Training Program: Paramedic I
EMS201-63 M W 7:00-10:00pm Lec A G. Coffin
and Sat. 6:00am-5:00pm, 9/10-1/23, Lec A
Special tuition is charged. Prerequisite: ENL020 and MAT020 or satisfactory basic skills assessment scores / 7 credits.

Stress Management for Optimal Health
HEA120-63 T 4:00-6:20pm N-117 M. Smith
Prerequisite: None / 3 credits.

Medical Interpreter
HEA145-63 W 6:30-9:30pm Lec B L. Morris
A pre-registration interview is required. Prerequisite: Satisfactory basic skills assessment score (70 or better) or ESL201 / 3 credits.

Pharmacology
HEA200-40 MWF 8:00-8:50am Lec A Staff
HEA200-63 Th 6:00-9:00pm Lec A C. Harris
Prerequisite: Acceptance into the Nursing program or DEN121 / 3 credits.

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

HISTORY

U. S. History to 1865
HIS103-01 M W 8:30-9:45am N-114 C. Barnes
HIS103-02 M W 2:30-3:45pm N-114 C. Barnes
HIS103-63 T 6:30-9:30pm N-114 F. Chapin
Prerequisite: None; ENL020 and ENL050 strongly recommended / 3 credits.

To Register, call 1-508-375-4012 or Register Online at www.capecod.edu

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

U. S. History since 1865
HIS104-01 T Th 8:00-9:15am N-114 C. Barnes
HIS104-02 T Th 9:30-10:45am N-114 C. Barnes
HIS104-63 Th 6:30-9:30pm N-114 C. Everett
Prerequisite: None; ENL020 and ENL050 strongly recommended / 3 credits.

The U. S. since 1945
HIS108-63 W 6:30-9:30pm N-114 C. Bowers
Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.

The Civil War
HIS117-63 T 6:30-9:30pm N-118 C. Mastrangelo
Prerequisite: ENL101 / 3 credits.

World History I
HIS119-01 T Th 9:30-10:45am S-105 M. Strmiska
HIS119-02 T Th 11:00am-12:15pm N-114 M. Strmiska
Prerequisite: None / 3 credits.

World History II
HIS120-01 MWF 10:00-10:50am N-114 M. Strmiska
HIS120-02 MWF 12:00-12:50pm N-114 M. Strmiska
Prerequisite: None / 3 credits.

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

Vietnam: America's Longest War
HIS150-89 Online R. Negron
Prerequisite: None / 3 credits.

History of Western Civilization: 1715 to Present
HIS158-40 MWF 11:00-11:50am N-116 K. Martin
HIS158-63 M 6:30-9:30pm N-114 C. Bowers
HIS158-80 M 6:00-9:00pm, Wareham HS C. Everett
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.

Ancient History
HIS206-01 T Th 2:00-3:15pm N-114 M. Strmiska
HIS206-89 Online and E. Lehr
Sat. 10:00am-12:00pm, 9/8, T-101
Prerequisite: ENL101/ 3 credits.

Women in European History
HIS228-40 MWF 12:00-12:50pm S-108 K. Martin
Prerequisite: ENL101 / 3 credits.

Selected Topics in History: The History of Japan New!
HIS241-40 M W 2:30-3:45pm S-106 M. Strmiska
Prerequisite: Any introductory level History course / 3 credits.

HORTICULTURE

Plant and Soil Science
HOR101-63 M 6:30-9:30pm Sc-G3 W. Clark
HOR101-63Lab W 6:30-8:30pm Sc-G3 W. Clark
Prerequisite: ENL020, ENL050, and MAT020 or satisfactory basic skills assessment scores / 4 credits.

Entomology and Plant Diseases
HOR102-63 Th 6:30-9:30pm Sc-112 D. Simser
Prerequisite: None / 3 credits.

Woody Plant Identification/Culture
HOR103-76 Th 5:00-8:00pm R. Delvecchio
Cape Cod Reg Tech HS, Harwich
Prerequisite: HOR101 / 3 credits.

Turf Management
HOR104-63 Sat., 9:00am-12:30pm, 9/22-12/8, Sc-G3, W. Clark
Prerequisite: None / 3 credits.

HOTEL RESTAURANT MANAGEMENT

Intro to Culinary Arts
CUL100-40 T Th 9:30-10:45am C-G11 P. McCormick
Prerequisite: ENL020 or satisfactory basic skills assessment score / 3 credits.

Culinary Lab I
CUL120-40 W 8:00am-12:50pm C-G11 M. Otto
CUL120-63 W 4:00-9:00pm C-G11 Staff
Students are responsible for required supplies and materials. (1 class hour / 4 laboratory hours) Corequisite: HRM111 and CUL100 / 3 credits.

Baking I
CUL180-40 M 8:00am-12:50pm C-G11 C. Williams
CUL180-63 M 4:00-9:00pm C-G11 Staff
Students are responsible for required supplies and materials. (1 class hour / 4 laboratory hours) Prerequisite: None / 3 credits.

Foodservice Sanitation
HRM111-40 T Th 8:00-9:15am, 9/6-10/18, C-G11 Staff
Prerequisite: None / 1 credit.

Foodservice Nutrition
HRM112-40 T Th,8:00-9:15am, 10/23-12/6, C-G11, P. McCormick
Prerequisite: None / 1 credit.

Intro to Hospitality Management
HRM140-01 T Th 9:30-10:45am TV Studio J. Miller
Prerequisite: ENL020 or satisfactory basic skills assessment score / 3 credits.

Lodging Operations
HRM215-40 T Th 11:00am-12:15pm C-G11 Staff
Prerequisite: MAT020 or satisfactory basic skills assessment score and HRM140 / 3 credits.

Hotel Restaurant Cooperative Work Experience I
HRM262-01 Contact J. Miller at 1-508-362-2131 x4841.
Prerequisite: 9 credits in CUL/HRM curriculum / 3 credits.

HUMANITIES

Humanities: Perception through the Arts
HUM102-01 W 3:30-6:20pm S-117 L. DeBower
HUM102-02 MWF 12:00-12:50pm Lec C M. Canaves
HUM102-63 Th 6:30-9:30pm N-107 M. Helfen
Prerequisite: ENL101 / 3 credits.

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

HUMAN SERVICES

Perspectives on Substance Abuse
HUS140-61 M 6:30-9:20pm N-G5 J. Corso
Prerequisite: None / 3 credits.

INFORMATION TECHNOLOGY - Database

Database Applications MS Access 2003
GIT150-01 T Th 11:00am-12:15pm T-204 G. Guarino
GIT150-63 W 6:30-9:30pm T-104 G. Guarino
Prerequisite: GIT120, GIT108 or GIT110 or equivalent skill level in Windows / 3 credits.

Database Design and Development
BIT250-01 T Th 8:00-9:15am T-202 V. Smith
Prerequisite: GIT150 / 3 credits.

INFORMATION TECHNOLOGY - General

Microcomputer Applications Software MS Access 2003 & Windows XP
GIT110-01 T Th 8:00-9:15am T-203 K. Bent
GIT110-02 T Th 9:30-10:45am T-204 K. Bent
GIT110-03 M W 8:30-9:45am T-103 K. Bent
GIT110-04 T Th 12:30-1:45pm T-203 K. Bent
GIT110-40 T Th 2:00-3:15pm T-203 V. Smith
GIT110-41 MWF 8:00-8:50am T-202 L. Assefa
GIT110-43 MWF 11:00-11:50am T-204 E. Miller
GIT110-63 Th 6:30-9:30pm T-204 D. Ziemba
GIT110-64 Th 6:30-9:30pm T-G2 D. Morgan
GIT110-89 Online E. Moore
Prerequisite: GIT102 or equivalent, ENL020, and ENL050 or satisfactory basic skills assessment score / 3 credits.

Introduction to the Internet
GIT180-63 M 6:30-9:30pm T-101 T. Menard
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

Intro to Information Tech
BIT111-01 MWF 10:00-10:50am T-103 V. Smith
BIT111-63 T 6:30-9:30pm T-103 Staff
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

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

Operating Systems
BIT115-01 M W 8:30-9:45am T-104 V. Smith
BIT115-63 Th 6:30-9:30pm T-104 V. Smith
Prerequisite: GIT110 / 3 credits.

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

INFORMATION TECHNOLOGY - Networking

Networking Essentials
BIT187-01 T Th 9:30-10:45am T-104 V. Smith
Prerequisite: BIT113. Co-requisite: BIT115 / 3 credits.

Windows Server Administration New!
BIT237-01 T Th 11:00am-12:15pm T-104 V. Smith
Prerequisite: BIT187 / 3 credits.

INFORMATION TECHNOLOGY - Office Tech

Typing I
GIT101-40 T Th 9:30-10:45am T-101 C. Beale
GIT101-63 Th 6:30-9:30pm T-203 G. Guarino
Prerequisite: None / 3 credits.

Computer Keyboarding
GIT102-40 MWF 8:00-8:50am, 9/5-10/5, T-101 M. O'Neill
Prerequisite: None; Pass-Fail / 1 credit.

Office Communications Systems
GIT105-01 M 9:00-10:50am T-117 G. Guarino
and W 10:00-10:50am T-117
GIT105-02 T Th 8:00-9:15am T-104 G. Guarino
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

Windows Operating Systems
GIT108-40 MWF 8:00-8:50am,10/15-11/16, T-101, M. O'Neill
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 1 credit.

Spreadsheet Applications for Business MS Excel 2003
GIT125-63 W 6:30-9:30pm T-101 K. Welch
Prerequisite: (GIT110 or GIT120) and (ACC111 or ACC201) / 3 credits.

Medical Terminology
BIT103-40 T Th 9:30-10:45am N-105 M. Santos
BIT103-63 M 6:30-9:30pm T-103 J. Haagsma
BIT103-89 Online J. Haagsma
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

Medical Coding and Billing
BIT207-63 T 6:30-9:30pm T-102 S. Tibbetts
Prerequisite: BIT103 / 3 credits.

INFORMATION TECHNOLOGY - Software Development

Visual Basic
BIT175-63 W 6:30-9:30pm T-204 E. Brockway
Prerequisite: MAT030, GIT110, and BIT111 / 3 credits.

Visual Basic for Database Development
BIT277-63 M 6:30-9:30pm T-117 E. Brockway
Prerequisite: BIT175 and GIT150 / 3 credits.

To Register, call 1-508-375-4012 or Register Online at www.capecod.edu

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

INFORMATION TECHNOLOGY - Web Design

Web Site Design and Scripting
GIT183-01 T Th 9:30-10:45am T-117 G. Guarino
Prerequisite: GIT110 / 3 credits.

Internet Multimedia Development Fireworks Flash8
BIT220-63 W 6:30-9:30pm T-102 D. Morgan
Prerequisite: GIT183 and GIT184 / 3 credits.

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

Client & Server Side Web Scripting Javascript & Perl
BIT283-63 Th 6:30-9:30pm T-103 E. Miller
Prerequisite: GIT183 and CSC110 / 3 credits.

INTERNATIONAL STUDIES

Please refer to **Study Abroad**, page 29.

LANGUAGES - French

Elementary French I
FRN101-01 M W 9:00-10:50am L-G6 L. DeBower
and F 10:00-10:00am C-106 L. DeBower
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 4 credits.

Intermediate French I
FRN201-01 T Th 9:30-11:45am L-G6 L. DeBower
Prerequisite: FRN102 or 2-4 years of high school French / 4 credits.

LANGUAGES - German

Elementary German I
GER101-40 M W 3:30-5:00pm L-G6 E. Lex
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 4 credits.

Intermediate German I
GER201-40 T Th 3:30-5:00pm S-114 E. Lex
Prerequisite: GER102 or 2-4 years of high school German / 4 credits.

LANGUAGES - Portuguese

Conversational Brazilian Portuguese
PRT100-63 M 6:00-9:00pm L-G6 M. Thompson
Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.

Conversational Brazilian Portuguese II
PRT125-63 Th 6:00-9:00pm S-108 M. Thompson
Prerequisite: PRT100 / 3 credits.

LANGUAGES - Spanish

Conversational Spanish
SPN100-63 Th 6:00-9:00pm N-108 D. Duffy
Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.

Elementary Spanish I
SPN101-01 M W 10:00-10:50am N-117 C. Esperson
and T Th 9:30-10:45am L-G6
SPN101-02 M W 11:00-11:50am L-G6 C. Esperson
and T Th 11:00am-12:15pm L-G6
SPN101-40 M W 3:30-5:50pm S-115 C. Esperson
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 4 credits.

Intermediate Spanish I
SPN201-01 T Th 3:55-6:15pm L-G6 C. Esperson
Prerequisite: SPN102 or 3-4 years of high school Spanish / 4 credits.

Advanced Spanish I
SPN301-40 T Th 2:00-3:15pm L-G6 C. Esperson
Prerequisite: SPN202 / 3 credits. Offered subject to enrollment.

LITERATURE

Introduction to Children's Literature
ENL120-01 T Th 9:30-10:45am N-117 J. French
ENL120-40 M 2:30-5:20pm S-114 J. French
ENL120-63 W 6:30-9:30pm N-117 L. Haselton
ENL120-64 Th 6:30-9:30pm S-106 P. Panitz
Prerequisite: ENL101 / 3 credits.

The Short Story and Human Values
ENL135-01 T Th 8:00-9:15am N-117 P. Allen
Prerequisite: ENL101 / 3 credits.

World Mythologies
ENL150-01 MWF 12:00-12:50pm N-105 D. Gregory
ENL150-63 T 6:30-9:30pm S-117,E. McGowan-Phu
Prerequisite: ENL101 / 3 credits.

World Literature I
ENL201-01 MWF 9:00-9:50am N-104 S. Polito
Prerequisite: ENL102 / 3 credits.

English Literature through the 18th Century
ENL203-63 M 6:30-9:30pm S-115 V. McKee
Prerequisite: ENL102 / 3 credits.

American Literature to 1890
ENL205-01 MWF 10:00-10:50am S-117 D. Bird
Prerequisite: ENL102 / 3 credits.

American Literature since 1890
ENL206-63 W 6:30-9:30pm N-106 L. Kornhiser
Prerequisite: ENL102 / 3 credits.

Shakespeare
ENL207-01 T Th 12:30-1:45pm Lec B M. Olendzenski
Prerequisite: ENL102 / 3 credits.

Exploring Modern Poetry
ENL210-63 Th 6:30-9:30pm N-G5 L. Deutsch
Prerequisite: ENL102 / 3 credits.

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

Selected Topics: Irish Literature New!
ENL290-40 MWF 11:00-11:50am N- G5 J. McDonough
Prerequisite: ENL102 / 3 credits. May be repeated for credit; 6 credits maximum.

MASSAGE THERAPY

Massage Therapy I
MTC101-63 M 3:30-9:30pm LFC104 Staff
MTC101-64 T 3:30-9:30pm LFC104 Staff
Prerequisite: BIO105, MTC110, HEA/MTC135 / 4 credits.

Kinesiology for Massage Therapy
MTC115-63 W 5:30-8:20pm Sc-114 E. Duff
Prerequisite: BIO105 / 2 credits.

Self-Care for Health Practitioners
MTC120-63 W 8:30-9:30pm, Upper Commons, E. Werner
Prerequisite: None / 1 credit.

Intro Complementary Healing Process
MTC135-63 Th 6:30-9:30pm S-105 Staff
Prerequisite: None / 3 credits.

Massage Therapy Course Sequence

Massage Therapy – Year I – Fall
MTC135 Intro to Complementary Healing
BIO105 Survey of Human Anatomy & Physiology
Massage Therapy – Year I – Spring
MTC110 Pathology for Massage Therapy
MTC105 Intro to Shiatsu
COM103 Oral Communication
Massage Therapy – Year 2 – Fall
MTC101 Massage Therapy I
MTC115 Kinesiology for Massage Therapy
MTC225 Professional Ethics & Practice Mgmt
Massage Therapy – Year 2 – Spring
MTC201 Massage Therapy II
MTC205 Clinical Practicum
MTC225 Professional Ethics & Practice Mgmt

MARKETING / MANAGEMENT

Please see **BUSINESS-Management/Marketing**, page 7.

MATHEMATICS

Also see **DEVELOPMENTAL EDUCATION**, page 10.

Algebra for Precalculus
MAT110-01 M W 9:00-10:40am TBA N. Yusuf
MAT110-02 M W 10:00-11:40am S-114 M. Zhang
MAT110-40 T Th 8:30-10:15am TBA Staff
MAT110-63 T Th 6:30-8:30pm N-105 Staff
Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.

Survey of Mathematics
MAT140-01 M W 8:30-9:45am Sc-103 R. Dengler
MAT140-02 T Th 12:30-1:45pm N-G5 A. Wan
MAT140-63 T 6:30-9:30pm S-116 B. Delacy
Prerequisite: MAT040 or MAT110 or satisfactory basic skills assessment scores / 3 credits.

Elementary Statistics
MAT150-01 MWF 10:00-10:50am S-106 G. Bent
MAT150-02 MWF 12:00-12:50pm Sc-103 G. Bent
MAT150-03 W 3:30-6:20pm Sc-103 G. Bent
MAT150-04 T Th, 12:30-1:45pm, T-101, M. Moynihan w/Excel
MAT150-40 T Th 9:30-10:45pm Sc-103 M. Moynihan
MAT150-63 Th 6:30-9:30pm S-107 A. Evans
MAT150-89 Online M. Sullivan
Prerequisite: MAT040 or MAT110 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

Mathematics for Business and Management
MAT160-40 MWF 11:00-11:50am S-116 P. Fay
MAT160-63 W 6:30-9:30pm S-106 Staff
Prerequisite: MAT040 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

Precalculus Mathematics I
MAT171-40 M W 10:00-11:40am Sc-103 R. Dengler
MAT171-41 T Th 10:30am-12:15pm N-118 N. Yusuf
MAT171-63 T Th 6:30-8:30pm C-115 G. Bjornholm
Prerequisite: MAT110 or satisfactory basic skills assessment scores / 4 credits.

Business Calculus I
MAT180-63 Th 6:30-9:30pm Sc-104 Staff
Prerequisite: MAT171 / 3 credits.

Precalculus Mathematics II
MAT190-01 M W 10:00-11:40am Sc-104 M. Moynihan
Prerequisite: MAT171 / 4 credits.

Calculus I
MAT240-01 T Th 9:00-10:45am Sc-101 M. Zhang
MAT240-63 M W 6:30-8:30pm Sc-104 A. Wan
Prerequisite: MAT190 / 4 credits.

Calculus III
MAT260-01 T Th 8:30-10:15am N-118 N. Yusuf
Prerequisite: MAT250 / 4 credits.

Differential Equations
MAT270-40 T 12:30-3:20pm Sc-114 Staff
Prerequisite: MAT250 / 3 credits.

Peer Tutorial Practicum (Math/Science)
MTU200-01/02/03 Contact N. Yusuf at 1-508-362-2131 x4582.
Prerequisite: Faculty recommendations in the content area / 1, 2, or 3 credits.

To Register, call 1-508-375-4012 or Register Online at www.capecod.edu

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

MEDICAL ASSISTING

Fundamentals of Medical Assisting
MAC101-40 M 8:00-8:50am N-G8 B. Colocino
and W 8:00-9:50am N-G8
Prerequisite: ENL020, ENL050, MAT020 or satisfactory basic skills assessment scores / 3 credits.

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

For certificate requirements and course scheduling information, please contact Barbara Colocino at 1-508-362-2131 x4514.

MUSIC

Music Appreciation
MUS100-01 MWF 11:00-11:50am Music Room J. Skelley
MUS100-02 T Th 11:00am-12:15pm Music Room J. Skelley
MUS100-63 M 6:30-9:30pm, Music Room, D. Carpenter
Prerequisite: None / 3 credits.

Elementary Music Theory
MUS101-01 T Th 9:30-10:45am Music Room J. Skelley
Prerequisite: None / 3 credits.

Music History I
MUS102-01 MWF 10:00-10:50am Music Room J. Skelley
Prerequisite: None / 3 credits.

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

Jazz Ensemble
MUS115-01 T Th 2:00-3:15pm Music Room J. Skelley
Prerequisite: MUS101 / 3 credits.

NURSING

Stress Management for Optimal Health
HEA120-63 T 4:00-6:20pm N-117 M. Smith
Prerequisite: None / 3 credits.

Pharmacology Calculations
NUR100-40 T Th 8:00-9:15am, 9/6-10/23, Lec A, B. Colocino
NUR100-41 T Th 8:00-9:15am, 10/30-12/7, Lec A, B. Colocino
Prerequisite: MAT030 or satisfactory basic skills assessment score / 1 credit.

Fundamentals of Nursing
NUR107-01 M W 9:00-11:00am Lec A G. Ridgway
NUR507-01C T Th 7:00am-10:00pm Clinic G. Ridgway
Prerequisite: Admission to the College and Nursing program and current American Heart Association or American Red Cross certification in cardiopulmonary resuscitation (CPR/Basic Life Support - 8 hour course). ENL020 and ENL050 or satisfactory basic skills assessment score; and NUR100 and BIO107. BIT103 is strongly recommended. Corequisite: BIO108 / 4 class hours.

Physical and Mental Health I
NUR201-01 M W 9:00am-12:00pm Lec C M. Smith
NUR601-01C TTh 7:00am-10:00pm Clinic M. Smith
NUR201-62 MTW 6:00-10:00pm N-116 B. Murphy
NUR601-62C MTW 6:00-11:00pm Clinic B. Murphy
and Sat. 7:00am-3:30pm Clinic B. Murphy
Prerequisite: NUR108 or NUR132. Corequisite: BIO201 and HEA200 / 10 credits.

Physical and Mental Health II
NUR202-65 MTW 6:00-10:00pm N-116 C. Brennan
NUR602-65C MTW 6:00-11:00pm Clinic C. Brennan
and Sat. 7:00am-3:30pm Clinic C. Brennan
Prerequisite: NUR201, BIO201, and HEA200 / 8 credits.

Foundations of the Profession
NUR203-89 Online L. Speakman
Prerequisite: NUR201 / 3 credits.

PARALEGAL

Introduction to Substantive Law
BIT130-63 T 6:30-9:30pm S-111 C. Kramer
Prerequisite: None / 3 credits.

Civil Litigation
BIT135-63 W 6:30-9:30pm N-104 Z. Kilmurray
Prerequisite: BIT130 or BUS120 / 3 credits.

Contracts, Business Organizations and Transactions
BIT137-63 Th 6:30-9:30pm S-115 Z. Kilmurray
Prerequisite: BIT130 or BUS120 / 3 credits.

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

Paralegal Studies
Spring 2008 Course Sequence

BIT130	Introduction to Substantive Law
BIT133	Legal Research & Writing
BIT136	Estate Planning, Wills, Trusts & Probate
BIT238	Internship in Paralegal Studies

PHILOSOPHY

Introduction to Philosophy
PHI130-01 W 2:30-5:20pm N-115 D. McCullough
PHI130-02 T Th 11:00am-12:15pm N-115 D. McCullough
PHI130-03 T Th 2:00-3:15pm N-115 D. McCullough
PHI130-04 T Th 3:30-4:45pm N-115 D. McCullough
Prerequisite: Satisfactory basic skills assessment score / 3 credits.

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

Ethics

PHI210-63	M	6:30-9:30pm	N-115	D. McCullough

Prerequisite: ENL101 or PHI130 / 3 credits.

PHYSICS

Physics I

PHY101-01	T Th	9:30-10:45am	Sc-114	J. Shaw
PHY101-01Lab	Th	1:30-3:20pm	Sc-114	J. Shaw
PHY101-02Lab	F	10:00-11:50am	Sc-114	J. Shaw

Prerequisite: MAT040 or satisfactory basic skills assessment score / 4 credits.

Survey of Physics

PHY106-01	MWF	12:00-12:50pm	Sc-114	J. Shaw
PHY106-01Lab	F	1:00-2:50pm	Sc-114	J. Shaw

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

University Physics I

PHY211-01	T Th	11:00am-12:15pm	Sc-114	J. Shaw
	and Th	12:30-1:20pm	Sc-114	J. Shaw
PHY211-01Lab	Th	1:30-3:20pm	Sc-114	J. Shaw
PHY211-02Lab	F	10:00-11:50am	Sc-114	J. Shaw

Prerequisite: MAT190 / 4 credits.

PSYCHOLOGY

Stress Management for Optimal Health

HEA120-63	T	4:00-6:20pm	N-117	M. Smith

Prerequisite: None / 3 credits.

General Psychology

PSY101-01	T Th	9:30-10:45am	N-G6	F. Burlin
PSY101-02	MWF	10:00-10:50am	N-116	S. Marini
PSY101-03	MWF	11:00-11:50am	N-103	S. Marini
PSY101-04	M W	8:30-9:45am	S-115	K. Clarke
PSY101-05	M W	2:30-3:45pm	Lec A	K. Clarke

Learning Community ~ see page 22 for details.

LCM101-01	(PSY101)	T Th, 11:00am-12:15pm	K. Clarke
	(ENL101)	T Th, 9:30-10:45am	P. Allen

PSY101-07	T Th	2:00-3:15pm	S-116	S. Marini
PSY101-40	MWF	9:00-9:50am	S-105	B. Sternberg
PSY101-41	T Th	12:30-1:45pm	S-105	H.Goolishian
PSY101-42	T Th	8:00-9:15am	N-G5	F. Corr
PSY101-43	T Th	12:30-1:45pm	N-105	P. Hartnett
PSY101-44	MWF	2:30-3:20pm	S-105	Staff
PSY101-45	T Th	11:00am-12:15pm	N-105	B. Manhardt
PSY101-46	M	3:30-6:20pm	Lec B	N. Curci
PSY101-63	Th	6:30-9:30pm	S-111	G. Hurley
PSY101-64	W	6:30-9:30pm	S-115	Staff
PSY101-89	Online			R. Cahoon

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

Child Psychology

PSY201-40	T Th	11:00am-12:15pm	S-106	Staff
PSY201-41	MWF	10:00-10:50am	S-115	B. Sternberg
PSY201-63	T	6:30-9:30pm	S-115	M. Relin
PSY201-89	Online			S. Marini

Prerequisite: PSY101 / 3 credits.

Adolescent Psychology

PSY202-01	T Th	2:00-3:15pm	Lec B	K. Clarke
PSY202-40	T Th	9:30-10:45am	L-ConfRm	P. Hartnett

Prerequisite: PSY101 / 3 credits.

Abnormal Psychology

PSY207-01	T Th	11:00am-12:15pm	N-G6	F. Burlin
PSY207-40	MWF	9:00-9:50am	S-108	B. Amidon
PSY207-89	Online			F. Burlin

Prerequisite: PSY101 / 3 credits.

Principles of Counseling and Crisis Intervention

PSY208-01	M	2:30-5:20pm	N-G6	F. Burlin

Prerequisite: PSY101 / 3 credits.

Human Sexuality

PSY212-89	Online			R. Cahoon

Prerequisite: PSY101 / 3 credits.

Social Science Research Methods New!

PSY216-40	T Th	12:30-1:45pm	N-118	J. Oni

Prerequisite: PSY101 and MAT020 / 3 credits.

Psychology of Death and Dying

PSY218-61	T	5:30-8:20pm	N-103	M.Underwood

Prerequisite: PSY101 / 3 credits.

Psychology of Women

PSY219-40	T Th	11:00am-12:15pm	S-108	H.Goolishian

Prerequisite: PSY101 / 3 credits.

Developmental Psychology: The Life Span

PSY233-01	T Th	8:00am-9:15am	Lec B	K. Clarke
PSY233-63	M	6:30-9:20pm	N-G6	C.Schulenburg
PSY233-89	Online			C.Schulenburg

Prerequisite: PSY101 / 3 credits.

Cognitive Psychology

PSY235-01	T Th	12:30-1:45pm	N-G6	S. Marini

Prerequisite: PSY101 / 3 credits.

REAL ESTATE

Principles of Real Estate I

RES181-63	M	6:30-9:30pm	N-106	C. Sabatt

Prerequisite: None / 3 credits.

RELIGION

Concepts of Eastern Religion

REL123-01	M	2:30-5:20pm	N-115	D. McCullough

Prerequisite: None / 3 credits.

SOCIOLOGY

Stress Management for Optimal Health

HEA120-63	T	4:00-6:20pm	N-117	M. Smith

Prequisite: None / 3 credits.

Principles of Sociology

SOC106-01	M W	8:30-9:45am	N-G6	M. Cordill
SOC106-02	MWF	10:00-10:50am	N-115	J. Oni

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

SOC106-03 MWF 11:00-11:50am N-115 J. Oni
SOC106-04 MWF 12:00-12:50pm N-G5 J. Oni
SOC106-05 T Th 8:00-9:15am N-G6 M. Cordill
SOC106-06 T Th 11:00am-12:15pm S-107 J. Oni
SOC106-07 T Th 12:30-1:45pm N-115 M. Cordill
SOC106-20 Online M. Cordill
SOC106-40 M W 2:30-3:45pm N-108 L. Hamilton
SOC106-41 T Th 2:00-3:15pm N-G6 F. Powers
SOC106-63 W 6:30-9:30pm S-111 A. Lambert
SOC106-89 Online C. Niven-Blowers
Prerequisite: None / 3 credits.

Juvenile Delinquency
SOC205-40 T Th 8:00-9:15am S-105 G. Seeley
Prerequisite: SOC106 / 3 credits.

Marriage and Family: Sociology of Family
SOC210-01 W 3:30-6:30pm N-106 M. Cordill
Prerequisite: SOC106 / 3 credits.

Social Problems
SOC215-89 Online K. Straight
Prerequisite: SOC106 / 3 credits.

Social Science Research Methods New!
SOC225-40 T Th 12:30-1:45pm N-118 J. Oni
Prerequisite: SOC106 and MAT020 / 3 credits.

THEATER & DANCE

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

Choreography and Performance
DAN129-63 (1cr) T 4:00-6:00pm Main Thr, J. Schoonover
DAN129-64 (2cr) T 4:00-7:00pm Main Thr, J. Schoonover
DAN129-65 (3cr) T Th 4:00-7:00pm Main Thr, J. Schoonover
Prerequisite: None / 1 credit per 2 contact hours. May be repeated for credit; 6 credit maximum.

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

Introduction to Theater
THR101-01 T Th 2:00-3:15pm Studio Thr Staff
Prerequisite: None / 3 credits.

Acting I
THR103-01 T Th 11:00am-12:15pm Studio Thr Staff
THR103-63 W 6:30-9:30pm Studio Thr E. Rapoza
Prerequisite: None / 3 credits.

Rehearsal and Performance
THR113-01(1cr) MWF 3:30-6:20pm Main Thr Staff
THR113-02(2cr) MWF 3:30-6:20pm Main Thr Staff
THR113-03(3cr) MWF 3:30-6:20pm Main Thr Staff
Prerequisite: None / 1, 2, or 3 credits. May be repeated for credit; 6 credit maximum.

Stagecraft
THR119-40 MWF 2:30-4:30pm Studio Thr, E. Vitale
Prerequisite: None / 1, 2, or 3 credits. May be repeated once for credit; 6 credit maximum.

Acting II
THR203-63 Th 6:30-9:30pm Studio Thr, P. McKey
Prerequisite: THR103 / 3 credits.

Acting on Camera
THR207-63 M 6:30-9:30pm Studio Thr, J. Pettibone
Prerequisite: THR103 / 3 credits.

INTENSIVE / PAIRED COURSES

Foundations in Writing & English Composition I

ENL050-01 M W F, 11:00am-12:50pm, 9/5-10/22
ENL101-01 M W F, 11:00am-12:50pm, 10/24-12/14

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

Elementary Algebra & Intermediate Algebra

MAT030-01 M W, 8:30-9:45am
and T Th, 9:30-10:45am, 9/5-10/23
MAT040-04 M W, 8:30-9:45am
and T Th, 9:30-10:45am, 10/24-12/14

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

To Register, call 1-508-375-4012 or Register Online at www.capecod.edu

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

Learning Communities

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

Previous CCCC Learning Community students have said:

"Being in the same classes with the same group helped me to feel more connected to my professors and made it easier for me to make friends."

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

What Makes Us Tick? Thinking and writing about human behavior

Why are we attracted to some people and not others? Why do we get depressed? How important is intelligence? Why do some people use drugs to alter their consciousness? Are we born with our personalities or raised to be who we are? Who was Pavlov, and why should we care about his dog? During this paired course, we will read, think, talk, and write about human behavior and mental processes- thought, emotion, motivation, memory and intelligence. We'll develop insight into human psychology and use writing as a tool to develop and convey our thoughts and ideas on a topic that influences us all.

Register for Learning Communities # LCM101-01

English Composition I (ENL101)
T Th 9:30-10:45am P. Allen
General Psychology (PSY101)
T Th 11:00am-12:15pm K. Clarke

Environment, Communication & Technology

These three words can mean different things to many people. What do they mean to you? In this paired course you will discover what is happening in the field of Environmental Technology on Cape Cod by observing how people are communicating, and talking about these activities. If you are passionate about the environment, come learn how to more effectively communicate your concerns about the earth, in both public speaking and interpersonal settings, while taking a class that fulfills your oral communication requirement all at the same time.

Register for Learning Communities # LCM102-01

Survey of Environmental Technology (ENV 101)
T Th 9:30-10:45am C. Etter
Oral Communication (COM 103)
T Th 11:00am-12:15pm L. Boragine

Study Skills + Reading + $\frac{\text{mind}}{\text{math}}$ = SUCCESS!

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

Register for Learning Communities # LCM103-01

Prealgebra (MAT020)
T Th 12:30-1:45pm R. Dengler
College Reading and Study Skills (ENL020)
T Th 11:00am-12:15pm J. Loncich

Limbaugh and Stewart 101: Critically [Thinking?] Reading & Writing about the Media

Do you know what Rush Limbaugh and Jon Stewart have in common? Do you know the difference between news and infotainment? In this paired course, you'll improve your comprehension, critical thinking and writing skills while learning how to understand news framing, recognize disinformation, decode advertisements, detect bias and propaganda, distinguish facts from opinions, and more. Prepare yourself for the 21st century: become a critical consumer of the media.

Register for Learning Communities # LCM104-01

Critical Reading & Thinking (ENL108)
M W F 10:00-10:50am J. Fraser
English Composition I (ENL101)
M W F 9:00-9:50m C. Jacques

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

Truro Center for the Arts

Advanced Projects in the Visual Arts

From Mud to Music
ART250-90 Mon-Fri, 10am-4pm,
Sept. 3 -7, Susan Rawcliffe
5 Sessions: $450
For 2 academic credits $525

Fall Clay Intensive:
Wood Kiln, Building and Firing Workshop
ART250-91 Mon-Fri, 10am-4pm,
Sept. 10-21, Highlands Center,
Donavan Palmquist
10 Sessions: $500
For 3 academic credits $575

Re-Membering the Connection: A Weekend Clay Sculpture & Writing Workshop
ART250-92 Fri, Sat & Sun,
Sept. 28-30, Truro NEED Center,
Fred Taylor and Alan Steinberg
$500 (includes meals and housing)
For academic credit $575
Clay will be sold at the retreat.

For more information, contact Cyndi Walker
email: cyndi@gis.net
1-508-349-7511
www.castlehill.org

**To receive academic credit through Cape Cod Community College, students must pay an additional $75 challenge fee.*

Please contact Dean David Ziemba at 1-508-362-2131 x4527 with questions about the challenge process.

The Museum School

of the Provincetown Art Association & Museum

460 Commercial Street • Provincetown, MA 02657
www.paam.org • 1-508-487-1750

Provincetown classes begin the week of September 10th

Drawing I
ART100-95 Th, 1:30-5pm, A. Flash

Design I
ART101-95 T, 9:30am-1pm, D. Ritter

Painting I
ART103-95 T, 1-5pm, M. Shields
ART103-96 M, 1-4:30pm, F. Golden

Sculpture I
ART106-95 M, 9:30am-1pm, R. Bailey

Life Drawing
ART107-95 W, 10am-2pm, K. Smith

History of Art II
ART126-95 M, 9:30-12:30pm, F. Golden

Textile/Fiber Arts I
ART135-95 Th, 9:30am-1pm, S. Lyman

Drawing II
ART200-95 Th, 1:30-5pm, A. Flash

Design II
ART201-95 T, 9:30am-1pm, D. Ritter

Printmaking Techniques
ART209-95 W, 10am-2pm, V. Tomayko

Advanced Painting
ART228-95 M, 1-4:30pm, F. Golden
ART228-96 W, 12:30-4:30pm, J. Peters

Advanced Projects in the Visual Arts:

Printmaking
ART250-95 W, 10am-2pm, V. Tomayko

Drawing
ART250-96 M, 2-5pm, A. Flash

Painting
ART250-97 W, 12:30-4:30pm, J. Peters

Mixed Media
ART250-98 M, 9:30-1:30pm, V. Tomayko

Drawing/Illustration
ART250-99 T, 1pm-4:30pm, D. Ritter

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

Why study at PAAM? Our Courses Offer:

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

Directions to The Museum School at PAAM

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

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

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

ONLINE COURSES

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

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

Drawing I
ART100-63 Online and Tuesdays, 6:00-9:00pm, P. Lejeune

Introduction to Business
BUS100-89 G. Knell

Human Resource Management
BUS107-89 M. Bejtlich

Business Finance
BUS201-89 J. Sweet

Management
BUS214-89 M. Bejtlich

Marketing
MKT100-89 D. Burrill

Survey of Mass Communication
COM105-89 R. Alvin

Child Growth and Development
ECE110-63 Online and Thursdays, 4:00-7:00pm, 9/6, 10/4, 11/1, 12/7, J. Cedeno

Principles of Macroeconomics
ECO117-89 V. Gautam

English Composition I
ENL101-89 J. Kershner

English Composition II
ENL102-89 Staff

Nutrition
HEA201-89 N. Shearer

Chinese Culture
HIS140-89 R. Negron

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

Ancient History
HIS206-89 E. Lehr

Microcomputer Applications Software
GIT110-89 E. Moore

Medical Terminology
BIT103-89 J. Haagsma

Elementary Algebra
MAT030-43 Online and Thursdays, 9:30-10:45am, M. Sullivan

Elementary Statistics
MAT150-89 M. Sullivan

Foundations of the Profession
NUR203-89 L. Speakman

General Psychology
PSY101-89 R. Cahoon

Child Psychology
PSY201-89 S. Marini

Abnormal Psychology
PSY207-89 F. Burlin

Human Sexuality
PSY212-89 R. Cahoon

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

Principles of Sociology
SOC106-20 M. Cordill
SOC106-89 C.Niven-Blowers

Social Problems
SOC215-89 K. Straight

You Can Design!
ART130-89 S. Anderson

Survey: Human Anatomy & Physiology
BIO105-89 Lecture/Online
BIO105-89 Lab Tuesdays, 4:00-6:00pm, Sc-G7, L. Farley-Larocca

Introduction to Entrepreneurship
ENT108-89 M. Bejtlich

Business Plan Preparation
ENT109-89 D. Lawrence

To register, call 1-508-375-4040

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 v5.5 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 Joyce Chasson at the O'Neill Center for Disability Services in South 222 as soon as possible, or call 1-508-362-2131 x4337.

WEEKEND CLASSES

Drawing I
ART100-40 Sat. 10:00am-1:30pm
Studio B, A. Flash

Digital Imaging I
ART214-63 Fri. 6:30-10:00pm
T-102, J. Warren

Illustration I
ART205-41 Sat. 9:00am-12:30pm
T-102, J. Warren

Turf Management
HOR104-63 Sat. 9:00am-12:00pm
Sc-G3, starts 9/22,
W. Clark

Oral Communication
COM103-63 Sat. 9:00am-12:00pm
S-116, P. Lee

Emergency Medical Technician: EMT
EMS101-64 Fri. 7:00-10:00pm and
Sat. 9:00am-4:00pm
Lec C, 9/7-1/12, G. Coffin

Advanced Pre-hospital Training Program: Paramedic I
EMS201-63 M W 7:00-10:00pm and
Sat. 6:00am-5:00pm
Lec A, 9/10-1/23, G. Coffin

OFF-CAMPUS CLASSES

HARWICH

Cape Cod Regional Technical H.S.
351 Pleasant Lake Ave., Harwich

Woody Plant Identification/Culture
HOR103-76 Thurs., 5:00-8:00pm,
R. Delvecchio

WAREHAM

Wareham High School
One Viking Drive, Wareham

English Composition I
ENL101-67 Wed., 6:30-9:30pm, Staff

History of Western Civilization: 1715-Present
HIS158-80 Mon., 6:00-9:00pm,
C. Everett

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

Monday Class Schedule • Late Afternoon & Evening

Drawing I
ART100-04 M 2:30-6:00pm Studio A

History of Modern Art: Realism to Surrealism
ART132-02 M 3:30-6:20pm Lec C

Drawing II
ART200-40 M 2:30-6:00pm Studio B

Portfolio Development & Presentation
ART250-66 M 2:30-3:30pm TV Studio
and W 2:30-5:00pm Studio A

Human Anatomy & Physiology I
BIO107-63 M 6:30-9:30pm Sc-114
BIO107-63Lab W 6:30-8:30pm Sc-G7

Marketing
MKT100-63 M 6:30-9:30pm S-114

Survey of Chemistry
CHM106-01 M 3:00-6:00pm Sc-114
CHM106-01Lab M 6:00-8:00pm Sc-220

Chemistry for the Health Sciences I
CHM109-63 M 6:30-9:30pm Lec B
CHM109-63Lab W 5:00-6:50pm Sc-218
CHM109-64Lab W 7:00-8:50pm Sc-220

Oral Communication
COM103-08 M 3:30-6:20pm S-117

Architectural Computer Aided Drafting I
CON225-63 M 6:30-9:30pm T-202

Substantive Criminal Law
CRJ101-63 M 6:30-9:30pm N-105

Criminal Evidence
CRJ130-40 M 2:30-5:20pm N-103

Crisis Intervention for Criminal Justice Professionals
CRJ220-40 M 3:30-6:20pm S-105

American Government
GOV111-63 M 6:30-9:30pm S-116

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

Baking
CUL180-63 M 4:00-9:00pm C-G11

Practicum Early Childhood Education
ECE230-01 M 3:45-5:00pm N-108

Leadership and Management in ECE
ECE291-63 M, 6:30-9:30pm, 9/10-11/12, N-107

Introduction to Earth Science
ESC101-63 W 6:30-9:30pm Sc-103
ESC101-63Lab M 6:30-8:30pm Sc-218

English Composition I
ENL101-63 M 6:30-9:30pm T-102

Journalism I
ENL161-40 M 3:30-6:30pm S-107

Intro to Environmental Science
ENV118-63 W 6:30-9:30pm Sc-107
ENV118-63Lab M 6:30-8:30pm Sc-107

Fire Fighting Tactics and Strategy
FSC103-63 M 6:30-9:30pm N-117

Tri-level Certified Nurse Aide/HHA
CNA117-63 MWTh 5:30-9:30pm N-G8

Emergency Medical Technician: EMT
EMS101-63 M Th, 7:00-10:00pm, 9/6-1/24, Lec C

Advanced Pre-hospital Training Program: Paramedic I
EMS201-63 M W 7:00-10:00pm Lec A
and Sat., 6:00am-5:00pm,Lec A , 9/10-1/23

History of Western Civilization: 1715 to Present
HIS158-63 M 6:30-9:30pm N-114
HIS158-80 M 6:00-9:00pm, Wareham HS

Plant and Soil Science
HOR101-63 M 6:30-9:30pm Sc-G3
HOR101-63Lab W 6:30-8:30pm Sc-G3

Perspectives on Substance Abuse
HUS140-61 M 6:30-9:20pm N-G5

Introduction to the Internet
GIT180-63 M 6:30-9:30pm T-101

Medical Terminology
BIT103-63 M 6:30-9:30pm T-103

Visual Basic for Database Development
BIT277-63 M 6:30-9:30pm T-117

Elementary German I
GER101-40 M W 3:30-5:00pm L-G6

Conversational Brazilian Portuguese
PRT100-63 M 6:00-9:00pm L-G6

Elementary Spanish I
SPN101-40 M W 3:30-5:50pm S-115

Introduction to Children's Literature
ENL120-40 M 2:30-5:20pm S-114

English Literature through 18th Century
ENL203-63 M 6:30-9:30pm S-115

Massage Therapy I
MTC101-63 M 3:30-9:30pm LFC104

Calculus I
MAT240-63 M W 6:30-8:30pm Sc-104

Music Appreciation
MUS100-63 M 6:30-9:30pm Music Room

Ethics
PHI210-63 M 6:30-9:30pm N-115

General Psychology
PSY101-46 M 3:30-6:20pm Lec B

Principles of Counseling & Crisis Intervention
PSY208-01 M 2:30-5:20pm N-G6

Developmental Psychology: The Life Span
PSY233-63 M 6:30-9:20pm N-G6

Principles of Real Estate I
RES181-63 M 6:30-9:30pm N-106

Working with MA State Building Codes
CON120-63 M 6:30-9:30pm S-G8

Concepts of Eastern Religion
REL123-01 M 2:30-5:20pm N-115

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

Acting on Camera
THR207-63 M 6:30-9:30pm Studio Thr

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

For more information, contact ADVANTAGE Program Director, Sylvia Jimison, 1-508-362-2131 x4511.

To register, call 1-508-375-4012 or visit our web site at www.capecod.edu

Tuesday Class Schedule • Late Afternoon & Evening

American Sign Language I
ASL101-63 T 6:30-9:30pm C-106

World Archaeology
ANT108-63 T 6:30-9:30pm S-107

Drawing I
ART100-63 Online and
T 6:00-9:30pm Studio A

Studio Art I
ART102-40 T 2:00-5:30pm Studio A

Graphic Design I
ART207-40 T 2:30-6:00pm T-101
ART207-63 T 6:30-10:00pm T-101

Fundamentals of Astronomy
AST101-63 T 6:30-9:30pm Sc-114
AST101-63Lab Th 6:30-8:30pm Sc-114

Concepts in Biology I
BIO101-63 T 6:30-9:30pm Lec B
BIO101-63Lab Th 6:30-8:30pm Sc-G3

Survey: Human Anatomy and Physiology
BIO105-63 T 6:30-9:30pm Sc-104
BIO105-63Lab Th 4:00-6:00pm Sc-G3
BIO105-89 Online (lecture is online)
BIO105-89Lab T 4:00-6:00pm Sc-G

Human Anatomy and Physiology II
BIO108-63 T 6:30-9:30pm Lec C
BIO108-63 Lab Th 6:30-8:30pm Sc-G7

Microbiology
BIO201-63 T 6:30-9:30pm Sc-107
BIO201-63Lab Th 6:30-8:30pm Sc-107

Accounting I with Computer Applications
ACC111-63 T 6:30-9:30pm T-203

Accounting II with Computer Applications
ACC112-63 T 6:30-9:30pm T-G2

Business Law I
BUS120-63 T 6:30-9:30pm N-106

General Chemistry I
CHM101-63 Th 6:30-9:30pm Sc-105
CHM101-63Lab T 6:30-9:30pm Sc-220

Chemistry for the Health Sciences I
CHM109-40 T 3:00-6:00pm Lec C
CHM109-40Lab Th 6:00-8:00pm Sc-218

Argumentation & Debate
COM207-01 T 3:30-6:20pm S-108

Quantitative Skills for Construction
CON100-63 T 4:30-6:20pm S-115

Construction Technology
CON110-63 T 6:30-9:30pm S-106

Construction Estimating & Practice
CON115-63 T 6:00-9:00pm T-117

Principles of Investigation I
CRJ206-40 T 3:30-6:20pm N-G6

Prep for College Reading
ENL010-63 T 6:30-9:30pm N-104

Foundations in Writing
ENL050-63 T 6:30-9:30pm N-G5

Elementary Algebra
MAT030-64 T 6:30-9:30pm S-G8

Intermediate Algebra
MAT040-05 T 3:30-6:20pm S-107

Algebra for Precalculus
MAT110-63 T Th 6:30-8:30pm N-105

Precalculus Mathematics I
MAT171-63 T Th 6:30-8:30pm C-115

Intro to Young Children with Special Needs
ECE105-63 T 3:30-6:30pm S-117

Advanced Curriculum Development: ECE
ECE202-01 T 3:30-6:20pm N-118

Administration: Early Childhood Programs
ECE290-63 T 6:30-9:30pm N-115

Fundamentals of Oceanography
ESC105-63 T Th 4:30-5:45pm Sc-114
ESC105-63Lab T 6:00-8:00pm TBA

Principles of Macroeconomics
ECO117-63 T 6:30-9:30pm N-115

English Composition I
ENL101-08 T 2:00-4:50pm N-105
ENL101-64 T 6:30-9:30pm T-202

English Composition II
ENL102-64 T 6:30-9:30pm N-G6

English as Second Language II: Intermediate
ESL102-63 T 6:30-9:30pm T-204

Coastal Ecology
ENV125-63 T 6:30-9:30pm Sc-G3

Intro to Water: Concepts & Technologies
ENV140-63 T 6:30-9:30pm N-107

Introduction to Wind Energy
ENV177-63 T 6:30-9:30pm Sc-103

Shipboard Firefighting
FSC130-63 T 6:30-9:30pm S-114

Career & Personal Exploration
CXP020-40 T 3:30-6:20pm N-G5

American Government
GOV111-64 T 6:30-9:30pm S-105

EKG Technician
DTC102-61 T 4:00-6:00pm N-G7

Stress Management for Optimal Health
HEA120-63 T 4:00-6:20pm N-117

U. S. History to 1865
HIS103-63 T 6:30-9:30pm N-114

The Civil War
HIS117-63 T 6:30-9:30pm N-118

Intro to Information Technology
BIT111-63 T 6:30-9:30pm T-103

Microcomputer Hardware
BIT113-63 T 6:30-9:30pm T-104

Medical Coding and Billing
BIT207-63 T 6:30-9:30pm T-102

Intermediate Spanish I
SPN201-01 T Th 3:55-6:15pm L-G6

World Mythologies
ENL150-63 T 6:30-9:30pm S-117

Massage Therapy I
MTC101-64 T 3:30-9:30pm LFC104

Survey of Mathematics
MAT140-63 T 6:30-9:30pm S-116

Stress Management for Optimal Health
HEA120-63 T 4:00-6:20pm N-117

Introduction to Substantive Law
BIT130-63 T 6:30-9:30pm S-111

Child Psychology
PSY201-63 T 6:30-9:30pm S-115

Psychology of Death and Dying
PSY218-61 T 5:30-8:20pm N-103

Choreography and Performance
DAN129-63 (1cr) T 4:00-6:00pm Main Thr
DAN129-64 (2cr) T 4:00-7:00pm Main Thr
DAN129-65 (3cr) T Th 4:00-7:00pm Main Thr

Start here and take your life anywhere!

To register, call 1-508-375-4012 or visit our web site at www.capecod.edu

Wednesday Class Schedule • Late Afternoon & Evening

Life Drawing
ART107-63 W 6:00-9:30pm Studio B

Portfolio Development and Presentation
ART250-66 M 2:30-3:30pm TV Studio
and W 2:30-5:00pm Studio A

Human Anatomy and Physiology I
BIO107-63 M 6:30-9:30pm Sc-114
BIO107-63Lab W 6:30-8:30pm Sc-G7
BIO107-64Lab W 6:30-8:30pm Sc-G7

Introduction to Business
BUS100-63 W 6:30-9:30pm Lec C

Human Resource Management
BUS107-63 W 6:30-9:30pm N-115

Management
BUS214-63 W 6:30-9:30pm S-114

Chemistry for the Health Sciences I
CHM109-63 M 6:30-9:30pm Lec B
CHM109-63Lab W 5:00-6:50pm Sc-218
CHM109-64Lab W 7:00-8:50pm Sc-220

Voice and Diction
COM100-63 W 6:30-9:30pm A-MusicRm

Oral Communication
COM103-09 W 2:30-5:20pm S-116
COM103-65 W 6:30-9:30pm S-117

Radio Broadcasting
COM113-41 W 2:30-5:30pm WKKL

Computer Programming I: C++
CSC120-63 W 6:00-9:40pm T-103

Materials of Construction
CON105-63 W 6:30-9:30pm S-108

Contemporary Policing
CRJ125-40 W 3:30-6:20pm S-107

Criminal Justice Cooperative Work Experience I
CRJ261-01 W 2:30-5:20pm TBA

College Reading and Study Skills
ENL020-63 W 6:30-9:30pm N-G6

Elementary Algebra
MAT030-41 W 3:30-6:20pm N-104

Intermediate Algebra
MAT040-63 W 6:30-9:30pm S-107

Intro to Early Childhood Education
ECE100-63 W 6:30-9:30pm N-118

Intro to Young Children with Special Needs
ECE105-64 W 6:30-9:30pm C-115

Classroom Management: Skills/Strategies
ECE221-40 W 3:30-6:20pm N-103

Selected Topics in Early Childhood: Prosocial Development
ECE242-63 (1cr) W, 6:30-9:30pm, 9/5-10/3, N-103
ECE242-64 (1cr) W, 6:30-9:30pm, 10/10-11/7, N-103

Introduction to Earth Science
ESC101-63 W 6:30-9:30pm Sc-103
ESC101-63Lab M 6:30-8:30pm Sc-218

Foundation of Education
EDU101-63 W 3:00-6:00pm L-ConfRm

English Composition I
ENL101-65 W 6:30-9:30pm S-105
ENL101-67 W 6:30-9:30pm, Wareham HS

English Composition II
ENL102-63 W 6:30-9:30pm N-G5

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

Creative Writing
ENL209-63 W 6:30-9:30pm N-105

English as Second Language I: Basic
ESL010-63 W 5:30-9:20pm C-106

English as Second Language II: Intermediate
ESL102-64 W 6:30-9:30pm T-203

English as Second Language III: Advanced
ESL201-63 W 6:30-9:30pm S-116

Intro to Environmental Science
ENV118-63 W 6:30-9:30pm Sc-107
ENV118-63Lab M 6:30-8:30pm Sc-107

Environmental Management & Decision Making
ENV122-63 W 6:30-9:30pm S-G8

Energy Efficiency and Conservation
ENV171-63 W 6:30-9:30pm Sc-112

Introduction to Film
COM220-40 W 2:30-6:20pm Lec B

Advanced Pre-hospital Training Program: Paramedic I
EMS201-63 M W, 7:00-10:00pm and Sat., 6:00am-5:00pm,Lec A , 9/10-1/23

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

The U. S. since 1945
HIS108-63 W 6:30-9:30pm N-114

Plant and Soil Science
HOR101-63 M 6:30-9:30pm Sc-G3
HOR101-63Lab W 6:30-8:30pm Sc-G3

Culinary Lab I
CUL120-63 W 4:00-9:00pm C- G11

Humanities: Perception through the Arts
HUM102-01 W 3:30-6:20pm S-117

Database Applications
GIT150-63 W 6:30-9:30pm T-104

Spreadsheet Applications for Business
GIT125-63 W 6:30-9:30pm T-101

Visual Basic
BIT175-63 W 6:30-9:30pm T-204

Internet Multimedia Development
BIT220-63 W 6:30-9:30pm T-102

Elementary German I
GER101-40 M W 3:30-5:00pm L-G6

Elementary Spanish I
SPN101-40 M W 3:30-5:50pm S-115

Introduction to Children's Literature
ENL120-63 W 6:30-9:30pm N-117

American Literature since 1890
ENL206-63 W 6:30-9:30pm N-106

Kinesiology for Massage Therapy
MTC115-63 W 5:30-8:20pm Sc-114

Self-Care for Health Practitioners
MTC120-63 W, 8:30-9:30pm, Upper Commons

Tri-level Certified Nurse Aide/HHA
CNA117-63 MWTh 5:30-9:30pm N-G8

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

Mathematics for Business and Management
MAT160-63 W 6:30-9:30pm S-106

Calculus I
MAT240-63 M W 6:30-8:30pm Sc-104

Civil Litigation
BIT135-63 W 6:30-9:30pm N-104

Introduction to Philosophy
PHI130-01 W 2:30-5:20pm N-115

General Psychology
PSY101-64 W 6:30-9:30pm S-115

Principles of Sociology
SOC106-63 W 6:30-9:30pm S-111

Marriage and Family: Sociology of Family
SOC210-01 W 3:30-6:30pm N-106

Acting I
THR103-63 W 6:30-9:30pm Studio Thr

To register, call 1-508-375-4012 or visit our web site at www.capecod.edu

Thursday Class Schedule • Late Afternoon & Evening

American Sign Language II
ASL102-63 Th 6:30-9:30pm C-106

Watercolor I
ART104-63 Th 6:00-9:30pm Studio B

Graphic Production & Layout I
ART210-63 Th 6:30-10:00pm T-102

Fundamentals of Astronomy
AST101-63 T 6:30-9:30pm Sc-114
AST101-63Lab Th 6:30-8:30pm Sc-114

Concepts in Biology I
BIO101-63 T 6:30-9:30pm Lec B
BIO101-63Lab Th 6:30-8:30pm Sc-G3

Survey: Human Anatomy & Physiology
BIO105-63 T 6:30-9:30pm Sc-104
BIO105-63Lab Th 4:00-6:00pm Sc-G3

Human Anatomy & Physiology II
BIO108-63 T 6:30-9:30pm Lec C
BIO108-63 L Th 6:30-8:30pm Sc-G7

Microbiology
BIO201-63 T 6:30-9:30pm Sc-107
BIO201-63Lab Th 6:30-8:30pm Sc-107

Financial Accounting
ACC201-63 Th 6:30-9:30pm N-117

Intermediate Accounting I
ACC221-63 Th 6:30-9:30pm N-116

General Chemistry I
CHM101-63 Th 6:30-9:30pm N-105
CHM101-63Lab T 6:30-9:30pm Sc-220

Chemistry for the Health Sciences I
CHM109-41 Th 3:00-6:00pm Lec C
CHM109-41Lab Th 6:00-8:00pm Sc-218

Oral Communication
COM103-10 Online and
Th 3:30-6:20pm S-116
COM103-64 Th 6:30-9:30pm S-116

Computer Aided Drafting I
CON130-63 Th 6:30-9:30pm T-101

Fundamental Arithmetic
MAT010-63 Th 6:30-9:30pm N-103

Prealgebra
MAT020-63 Th 6:30-9:30pm Sc-103

Child Growth and Development
ECE110-63 Online and
Th 4:00-7:00pm N-118
9/6, 10/4, 11/1, 12/7

Strategies for Teaching Math & Science
ECE211-40 Th 3:30-6:20pm N-117

Selected Topics in Early Childhood: Prosocial Development
ECE242-65 Th 6:30-9:30pm N-118
9/13-10/18

Fundamentals of Oceanography
ESC105-63 T Th 4:30-5:45pm Sc-114
ESC105-63Lab T 6:00-8:00pm TBA

Critical Reading & Thinking
ENL108-63 Th 6:30-9:30pm N-106

English Composition I
ENL101-66 Th 6:30-9:30pm N-G6

English Composition II
ENL102-65 Th 6:30-9:30pm N-115

Geographic Information Systems I (GIS)
ENV163-63 Th 6:30-9:30pm T-202

Renewable Energy Sources
ENV170-63 Th 6:30-9:30pm S-G8

The American Film
COM121-40 Th 2:00-5:50pm Lec A

Fire Protection Systems and Equipment
FSC102-63 Th 6:30-9:30pm S-117

Standard First Aid & Basic Life Support
FIT130-40 Th 2:00-5:00pm LFC104
9/13-10/11

Tri-level Certified Nurse Aide/HHA
CNA117-63 MWTh 5:30-9:30pm N-G8

Phlebotomy
DTC101-61 T Th 6:30-9:30pm N-G9

Emergency Medical Technician: EMT
EMS101-63 M Th 7:00-10:00pm Lec C
9/6-1/24

Pharmacology
HEA200-63 Th 6:00-9:00pm Lec A

U. S. History since 1865
HIS104-63 Th 6:30-9:30pm N-114

Entomology and Plant Diseases
HOR102-63 Th 6:30-9:30pm Sc-112

Woody Plant Identification/Culture
HOR103-76 Th 5:00-8:00pm Harwich
Cape Cod Reg Tech HS

Humanities: Perception through Arts
HUM102-63 Th 6:30-9:30pm N-107

Microcomputer Applications Software
GIT110-63 Th 6:30-9:30pm T-204
GIT110-64 Th 6:30-9:30pm T-G2

Operating Systems
BIT115-63 Th 6:30-9:30pm T-104

Typing I
GIT101-63 Th 6:30-9:30pm T-203

Client & Server Side Web Scripting
BIT283-63 Th 6:30-9:30pm T-103

Intermediate German I
GER201-40 T Th 3:30-5:00pm S-114

Conversational Brazilian Portuguese II
PRT125-63 Th 6:00-9:00pm S-108

Conversational Spanish
SPN100-63 Th 6:00-9:00pm N-108

Intermediate Spanish I
SPN201-01 T Th 3:55-6:15pm L-G6

Introduction to Children's Literature
ENL120-64 Th 6:30-9:30pm S-106

Exploring Modern Poetry
ENL210-63 Th 6:30-9:30pm N-G5

Intro Complementary Healing Process
MTC135-63 Th 6:30-9:30pm S-105

Algebra for Precalculus
MAT110-63 T Th 6:30-8:30pm N-105

Elementary Statistics
MAT150-63 Th 6:30-9:30pm S-107

Precalculus Mathematics I
MAT171-63 T Th 6:30-8:30pm C-115

Business Calculus I
MAT180-63 Th 6:30-9:30pm Sc-104

Contracts, Business Organizations & Transactions
BIT137-63 Th 6:30-9:30pm S-115

General Psychology
PSY101-63 Th 6:30-9:30pm S-111

Choreography and Performance
DAN129-65 (3cr) T Th 4:00-7:00pm Main Thr

Acting II
THR203-63 Th 6:30-9:30pm Studio Thr

For complete course descriptions and prerequisites, visit www.capecod.edu.

Register online at www.capecod.edu

To register, call 1-508-375-4012 or visit our web site at www.capecod.edu

International Studies

Faculty-Led Short-Term Study Tours ~ 2008

Intersession • January 2008

French Culture & Language
This two-week French immersion study tour to Montpellier, France benefits students at all levels: beginner, intermediate, and advanced. Participants stay in a private room with a French host family, share breakfast and dinner with them, take morning French classes at the Institut Linguistique Adenet, attend cultural events, and participate in regional field trips.
FRN122-75 3 credits
Instructor: Lore Loftfield DeBower
Dates: January 5 - 19, 2008
*Estimated cost: $1,800 (includes tuition), plus airfare

Spring Break • March 2008

Austria: Vienna and Salzburg
A one-week study tour with an emphasis on the history, art, and culture of Austria. Highlights include the Hapsburg residences, renowned art museums, and musical performances with day trips from Vienna and Salzburg to places of interest. Recommended to liberal arts students but open to anyone with an interest in Austria's treasures and the German language.
HUM241 This course can be taken for credit or non-credit.
Instructor: Egila Lex
Dates: March 14-22, 2008
*Estimated cost: TBA

International Business: A European Experience
This course includes an escorted trip to Paris and nearby cities. It is designed for students interested in international business and European culture. Students have direct contact with French college students studying business and economics as well as visits to a variety of businesses. Emphasis is placed on conducting business overseas, currency issues, cultural issues, comparative marketing techniques, and basic international law. Prerequisite: Any 3 credit CCCC business/economics course or permission of instructor.
BUS225-63 3 credits
Instructor: Neil Cronin
Dates: March 14-22, 2008
*Estimated cost: $1,495 plus airfare and tuition

Paris 101
This study tour is offered in conjunction with International Business: A European Experience, but is intended for students, faculty, or community members who wish to travel to Paris and experience the pleasures of France. Day trips include visits to Versailles, Fontainbleau, and Chartres.
Instructor: Neil Cronin
Dates: March 14-22, 2008
*Estimated cost: $1,495 plus airfare

Travel and Study in a Spanish Speaking Country
This educational trip for Spanish language students will take place in March, during Spring Break. Prior study tours have been to Spain, Costa Rica, Cuba, Peru, and Chile.
SPN126 1-3 credits
Instructor: Christine Esperson
Dates: March 14-22, 2008
*Estimated Cost: TBA

Summer • June & July 2008

Drawing in Scotland
This two-week course offers a unique experience for anyone interested in improving their artistic skills while enjoying the rich cultural heritage and stunning landscape of Scotland. Under the direction of instructor and artist Scott Anderson, students receive lessons in renowned artist David Cohen's studio, located in the East Lothian countryside on the outskirts of Edinburgh. Participants will also travel north to Inverness and west towards the coast, visiting local artists in their studios, acquiring a genuine feel for the land and its people.
ART250 3 credits
Instructor: Scott Anderson
Dates: June 16 - 30, 2008
*Estimated cost: $2,500 plus airfare and tuition

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.
HIS241-64 3 credits
Instructor: Kate Martin
Dates: July 5 - 13, 2008
*Estimated cost: $1,500 plus airfare and tuition

Transform Your Life!

Study Abroad

Cape Cod Community College, a member of the College Consortium for International Studies (CCIS), offers CCCC students the opportunity to earn credit while spending a semester, summer, or intersession abroad. All CCIS programs are fully accredited and open to both full- and part-time students.

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

*Dates and costs are subject to change.

Workforce **E**ducation **R**esource **C**enter, **WERC**, is the training resource for local businesses and organizations of Cape Cod, Martha's Vineyard, Nantucket, and Southeastern Massachusetts. **WERC** assesses, designs, and delivers customized training in information technologies, management skills, customer satisfaction, professional development, certifications in OSHA, Real Estate, ServSafe© and other areas as requested by the client. For more information or to schedule training call 1-508-362-2131 x4435. E-mail: werc@capecod.edu.

Computer Training

Textbooks provided for all computer classes.

Microsoft Access - Introduction **$129**
WIT032-66 Fri., 10/19, 9:00am-4:00pm
This hands-on workshop will teach you to create, save and print Access tables, add records, query the database, delete simple reports, forms and properties. *Prerequsites: Introduction to Windows or equivalent. Keyboarding competency required.*

Microsoft Access - Intermediate **$129**
WIT031-66 Fri., 10/26, 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 - Introduction **$129**
WIT034-66 Wed., 9/26, 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 - Intermediate **$129**
WIT033-66 Wed., 10/3, 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.*

Microsoft Windows - Introduction **$129**
WIT038-66 Fri., 9/7, 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 to become accustomed to the Windows environment. 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 PowerPoint **$129**
WIT037-64 Fri., 9/21, 9:00am-4:00pm
This program teaches you to create and edit presentation slides. You will learn how to arrange your ideas by using an outlining function, add lines, shapes, and charts to your slides, and produce effective presentations by using templates, masters, color schemes, Word Art, Clip Art, organization charts and graphs. *Prerequisite: Introduction to Windows or equivalent.*

Web Page Development - Introduction **$129**
WIT043-64 Fri., 9/28, 9:00am-4:00pm
This course covers the basics of web page development using Hypertext Markup Language (HTML). Topics will include: planning and designing a web page, basic programming skills using HTML, establishing links in a document, adding graphics to a document, publishing web pages, and an overview of online services for publishing. *Prerequisite: Introduction to Windows or equivalent.*

Introduction to the Personal Computer **$150**
WIT027-63 Thurs., 9/6-9/27, 6:00-9:00pm
An introductory hands-on course for the new computer user. This course covers Windows and Microsoft Office. Applications include word processing, spreadsheets, and database management.

Microsoft Word - Introduction **$129**
WIT042-66 Fri., 8/24, 9:00am-4:00pm
WIT042-67 Fri., 9/14, 9:00am-4:00pm
This course is designed to teach the basics of word processing using the software's package command system. The course will cover creating a document, editing and revising documents, spell checking and thesaurus, formatting, auto correct, find and replace, and printing.

Microsoft Outlook **$129**
WIT035-64 Fri., 7/20, 9:00am-4:00pm
This course will teach you the fastest and most efficient ways to communicate and organize important messages for later retrieval. Organize your time with the help of Outlook. Learn the features of the calendar, journal, task list, and contact management tools.

Digital Photography **$129**
WIT044-64 Fri., 7/27, 9:00am-4:00pm
WIT044-65 Fri., 10/12, 9:00am-4:00pm
This course is for all who have digital cameras and want to know how to use it or wish to learn how to use it better. It is a basic introduction to digital imaging with a comparison to film cameras. Instruction on the use and storage of digital imaging, aspect ratio, basic camera usage, post processing of images, inkjet printing vs. lab printing and basic photo editing.

Adobe Photoshop CS **$129**
WIT006-65 Fri., 11/2, 9:00am-4:00pm
This introductory course covers Adobe Photoshop software and scanning techniques and their relationship to graphic design. Students will learn the features of Adobe Photoshop from hands-on projects. Assignments are tailored to a wide variety of users from graphic designers, artists, photographers and web page designers. From the first pixel to the finished picture, students will gain imaging proficiency and a strong understanding of the program.

Desktop Publishing - InDesign **$129**
WIT053-65 Fri., 8/10, 9:00am-4:00pm
WIT053-66 Wed., 10/3 & 10/10, 6:00-9:00pm
Learn to use Adobe InDesign CS2 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 Publishing - InDesign II **$129**
WIT054-64 Fri., 8/17, 9:00am-4:00pm
WIT054-65 Wed., 10/17 & 10/24, 6-9pm
Students learn how to use Adobe InDesign CS2 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 CS2.

Macromedia Dreamweaver **$129**
WIT023-64 Fri., 8/3, 9:00am-4:00pm
WIT023-65 Wed., 10/31 & 11/7, 3:00-6:00pm
Learn to use this professional visual editor to create and manage Web sites and pages. Students learn to use Dreamweaver's advanced design and layout tools including DHTML features such as animated layers and behaviors.

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

QuickBooks Pro **$129**
WIT007-65 Thurs., 9/13 & 9/20, 3:00-6:00pm
WIT007-66 Fri., 11/16, 9:00am-4:00pm
This course is designed for the small to midsize office manager who enjoys Quickens' ease of use but prefers a more traditional approach to accounting. Learn how this well-designed program can help you set up a chart of accounts, reconcile checking accounts, create and print invoices, receipts and statements, track payables, inventory and receivables, create estimates and generate reports. Some basic accounting knowledge is helpful. Textbook provided.

Business Development

How to Deal with Difficult People **$129**
WPG017-64 Fri., 10/19, 9:00am-4:00pm
We will discuss why some people irritate us (and some don't). We will be exposed to some ground rules for handling conflict, how to be assertive without being aggressive and how to identify the many faces of impossible behavior. We will learn specific coping techniques to deal with all types of difficult and disruptive people; to stand up to bullies; to keep cool and not crumble under pressure; and to monitor the mood-manipulators.

Practical Tips for the Self-Employed **$79**
WPG025-64 Tues., 10/30, 6:00-9:00pm
Learn the difference between a spending plan and a budget; see why and how self-employed people separate their personal and professional money (and life); explore advantages of using cash and credit; analyze your time objectively.

Assertiveness Training Workshop **$150**
WPG026-64 Tues., 11/6 & 11/13, 6:00-9:00pm
Assertiveness is defined as the ability to express one's thoughts, feelings and behaviors, without undue anxiety, and without infringing upon the rights of others. This two-part workshop will be both a surprising refresher and a very new and practical, in-depth approach to improving one's assertiveness. Though geared toward assertiveness in the workplace, these skills and techniques are transferred to one's personal life quite easily.

Safety & Health

Local Anesthesia Certification **$999**
WHD001-66 Fri., Sat., & Sun., 11/9-11/11, 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 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 on-line portion takes a minimum of 6 weeks to complete and must be completed prior to the clinic portion.

ServSafe© **$155**
WGB040-67 Wed., 9/12 & 9/19, 12:00-4:00pm
WGB040-68 Wed., 10/24 & 10/31, 2:00-6:00pm
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."

OSHA 40-Hour **$600**
WET015-64 Mon.-Thurs., 10/22-10/25, 7:00am-6:00pm
This 40-hour course contains the 29 CFR 1910.120 regulatory overview, site and safety health plan, job hazard analysis, waste characterization, site investigation/audit, personal protective equipment, air monitoring, decontamination, SCBA use, basic principles of emergency response, introduction to confined space, and chemical hazards vs. physical hazards.

OSHA 8-Hour Refresher **$150**
WET010-65 Fri., 12/7, 8:00am-5:00pm
This 8-hour course covers the 29 CFR 1910.120 regulation, work-site safety, hazard communication, emergency action plans/contingency plans, fire protection/prevention, back safety and container handling, confined spaces, air monitoring, decontamination, personal protective equipment, and respiratory protection.

Trades & Construction

MA State Building Codes **$229**
WPG077-64 Thurs., 10/11-12/6, 6:30-9:30pm
This course is designed for individuals seeking to obtain a Massachusetts Construction Supervisors' License and those individuals who wish to become proficient in the use and interpretation of the Mass. Code 6th Edition. The course is an in-depth, fast-paced coverage of the Code, including understanding the Code layout, how to find answers to Code questions, and use of the index and appendices. In addition to the Code, the course will review sample site plans and construction drawings. The required text Mass State Building Code 6th Edition is available at the College bookstore or at the Mass State Bookstore. To order, call 617-727-2834.

Home Inspection – Continuing Ed **$75**
WET001-64 Wed., 9/12, 9:00am-12:00pm
In the state of Massachusetts Licensed Home Inspectors are required, as a condition of license renewal, to complete a minimum of 24 contact hours of continuing education per continuing education period, which is 24 months. The Massachusetts State Board of Registration of Home Inspectors approves this course for 3 CEU's. Fee includes seminar and certificate of attendance. Topics will vary each semester. Questions, please call 508-362-2131 x4435.

10-Hour OSHA Construction Safety **$199**
WET061-65 Thurs., 9/13-10/4, 6:00-8:30pm
An OSHA Outreach instructor will teach OSHA construction safety and health standards, including introduction to OSHA and the General Duty Clause, hazard communication, electrical safety, fall protection, personal protective and life saving equipment, material handling and storage, mechanized equipment, scaffolds, excavation/confined spaces, stairways and ladders, welding and cutting, and safety and health programs. Attendees receive an OSHA 10hour Construction Safety Course Card.

Online Learning

HAZWOPER 8-Hour Refresher
WET017-79 Online **$150**
This Internet-based course provides 8 hours of training online for the annual refresher to the 40-hour HAZARDOUS WASTESITE WORKER course (29 CFR 1910.120). This course fulfills the requirement for both workers and supervisors.

Radiology Certification for Dental Assistants
WHD004-79 Online **$249**
This course has been approved by the Massachusetts Board of Dental Examiners. It is available to dental auxiliary who have had at least two years of experience in the dental office or by permission of the instructor. This course will cover: radiation safety; principles of x-radiation; components of the x-ray tube; description of paralleling technique; anatomical landmarks; exposure and processing pitfalls; and special patient problems and alternate techniques. In the laboratory, each student will complete a full-mouth series of x-rays on a mannequin using the paralleling technique.

Successful Small Business Management

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

Lecturers who are experts in their specific fields cover these and additional subjects to assure your success in your business. Conducted by the Service Corps of Retired Executives (SCORE). Sponsored by the Small Business Administration of Boston. Fee: $95
WGB075-63 Tuesdays, 9/4-10/23, 7:00-9:00pm

COTTON CENTER for Real Estate Studies at Cape Cod Community College

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

Real Estate Sales Pre-license **$299**
WRE036-66 Fri., 6:00-9:00pm, Sat. & Sun., 8:30am-6:00pm, 10/12-10/14
This condensed 24-hour course will prepare you for the State License Exam. Material is presented in a thorough and easy to understand manner. This course is approved by the Massachusetts Board of Registration for fulfilling its licensing requirement and covers the areas necessary for successful completion of the Massachusetts Real Estate Sales Exam. The fee includes materials and text.

Database & Spreadsheet for Appraisers **$150**
WRE006-64 Sat., 11/3, 9:00am-5:00pm
This class will explore the development of creating spreadsheets with Microsoft Excel. The class will also discuss appraisal issues as they are relevant to producing credible appraisal assignments and reports. Database management concepts will be introduced using Microsoft Access. Participants will learn how to store all types of appraisal information in a way that it can be quickly found, sorted and reported. Approved for 7.5 continuing education E/B credits by the MBREA.

RE Appraisers Overview of MS Office **$150**
WRE005-64 Sat., 10/13, 9:00am-5:00pm
The course will focus on tips, techniques and shortcuts using the Microsoft Office Suite software. Utilizing many hands-on, practical exercises, students will learn more about the use of, as well as the integration of, MS-Word documents, MS-PowerPoint graphics, MS-Access databases and MS-Excel spreadsheets. NOTE: This class is designed for beginning computer users and for persons desiring a refresher course. Approved for 7.5 continuing education E/B credit by the MBREA.

Virtual Real Estate Appraising **$300**
WRE083-64 Sat., 9/8 & 9/15, 9:00am-5:00pm
This appraisal-specific program of instruction is designed to provide real estate appraisers, bankers, realtors, and assessors with the knowledge and techniques needed to fully utilize current technology in conducting appraisal development and reporting. The class is conducted in computer lab with online access, utilizing Microsoft Office software. Use of online resources, research, analysis, and presentation skills for real estate appraising will be covered. This course has been approved by the Commonwealth of Massachusetts Board of Registration of Real Estate Appraisers and the MBREA for 15 hours of credit. Handouts provided.

Virtual RE Appraisal Advanced **$300**
WRE002-64 Sat., 9/22 & 9/29, 9:00am-5:00pm
This advanced course will build upon knowledge gained in the first offering. Topics include advanced web resources and research techniques, advanced database concepts (creating an application system using macros, developing relational tables and complex queries and reports), advanced spreadsheets (pivot tables, data forms, creating scenarios and goal seeking), advanced word processing (automated and electronic forms, customized reports with columns, tables and graphics, importing and exporting documents). This course has been approved by the Massachusetts Board of Registration of Real Estate Appraisers for 15 hours of credit.

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

Twelve Things Residential Appraisers Should Know **$150**
WRE003-64 Sat., 10/20, 9:00am-5:00pm
Through use of case studies and group interaction, this seminar explores various ways appraisers can positively meet their professional obligations while enhancing the quality of their appraisal development and reporting and client interaction. Areas covered include dealing with difficult clients and assignment conditions, using technology effectively, writing effective reconciliations and analysis sections, grappling with complex assignments and properties, and avoiding pitfalls in residential assignments and their successful completion using standard forms and narrative formats. Professional standards will be covered in the context of being essential aids to the working appraiser.

Twelve Things Commercial Appraisers Should Know **$150**
WRE004-64 Sat., 10/27, 9:00am-5:00pm
Rather than focus on the negative, this seminar helps appraisers concentrate on ways to succeed. Through use of case studies and group interaction, this seminar explores various ways appraisers can meet professional requirements while building on appraisal development, reporting and client interactions. Areas covered include: dealing with difficult clients and assignment conditions; using technology effectively; writing effective reconciliations and analysis sections; dealing with complex assignments and properties; sorting out analysis and highest and best use issues among property types; and, avoiding commercial appraisal assignment tricks and traps. Professional standards will be covered affirmatively as a means to bolster the work of the typical appraiser.

Basic Appraisal Principles **$549**
WRE084-64 Tues., 9/25-11/27, 6:30-9:30pm
This 30-hour qualifying education (28 hour continuing) course provides students with an understanding of the key components to the appraisal process. It covers definitions and theories that appraisers need to understand and it explains why the definitions and theories are important within the framework of the appraisal of real estate. This course satisfies the basic education requirements for Trainee licensing in 2007 and represents 30 hours out of 60 hours of basic appraisal education required starting in January 2008. This course has been approved in MA, ME, NH, RI and NY. It has been submitted for approval to the following states: CT and VT.

Uniform Std. of Professional Appraisal **$279**
WRE095-64 Thurs. & Fri., 10/18 & 10/19, 8:30am-5:00pm
(National USPAP Course) This course will explain the National Uniform Standards of Professional Appraisal Practice as promulgated by the Appraisal Foundation. Successful completion of this course fulfills the Title XI requirements relating to instruction on professional appraisal practice. MBREA members will also fulfill the MBREA's requirement of mandatory education participation in PAP seminar. MRA and RA members will earn 15 recertification credits. This course has been approved by the MA, NH, ME, and RI Boards of Registration of Real Estate Appraisers for 15 classroom hour credits. 1.5 CEU.

USPAP Update **$180**
WRE099-64 Fri., 10/12, 8:30am-5:00pm
A one-day seminar developed to update the participant's knowledge of the National Uniform Standards of Professional Appraisal Practice. All materials included.

WERC WORKFORCE EDUCATION RESOURCE CENTER

How do online courses work?

All **ed2go** online courses run for 6 weeks. Two lessons are released each week and must be completed within 2 weeks of their release. Interactive quizzes, assignments, and online discussion areas supplement the lessons.

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

A to Z Grant Writing **$89**
EE003 A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

Writing Effective Grant Proposals **$89**
EN098 Learn to prepare grant proposals that get solid results for your favorite organization or charity. Over $200 billion annually is available for worthy causes and most people don't know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed!

Fundamentals of Supervisor & Mgmt **$89**
EN085 Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Intro to Nonprofit Management **$89**
EN099 In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.

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

Speed Spanish **$89**
EE001 This course is designed for anyone who wants to learn Spanish *pronto*. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. *¡Qué Bueno!*

Start Your Own Consulting Practice **$89**
EH003 Do you have training or knowledge that could be useful to others? Have you ever considered becoming a consultant? This course is designed to help those who wish to set up a consulting practice get started. Topics will include skills assessments, pricing policies, contracting, marketing, and more.

QuickBooks for Contractors **$89**
EN213 In this six-week course, you'll learn how to use the Premier Contractor Edition of QuickBooks to run your business more efficiently. Lessons are clearly illustrated and include clear step-by-step instructions in plain language so you can get hands-on practice with the features that you're sure to use on a daily basis.

Successful Construction Business Mgmt **$89**
EE005 This course can help you design and construct a superior business operation that serves your customers better and keeps them coming back. Better business operations usually keep talented employees happy and loyal too. Learn business skills the same way you learned your trade: one step at a time and with an eye on how the pieces go together successfully.

Debt Elimination Techniques that Work **$89**
EN232 This course will teach you a specific and workable strategy that will get you out of all debt—including your mortgage—in the shortest possible time. The strategy presented is not new, nor is it rocket science. It is a simple, easy-to-understand method that just flat out works. However, getting out of debt is only part of the answer. You will also be guided down a new path concerning spending, saving and handling money that will keep you out of debt forever.

Learn to Buy and Sell on EBay **$89**
EN007 You'll learn how to create and upload photos of the items you are selling, how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

Computer Skills for the Workplace **$89**
EN039 Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market.

Continuing Education for Health Care Pofessionals

These health care online workshops are accredited by ALLEGRA Learning Solutions and can be applied toward relicensure in Massachusetts. ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

Certificate: Complementary and Alternative Medicine **$89**
EN081 (27 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Certificate: Legal & Ethical Issues in Nursing **$89**
EN220 (23 contact hours) This certificate program addresses the explosive growth in the number of important legal and ethical issues related to the nursing field, and will provide you with timely, concise, and crucial information on legal concepts and bioethical issues.

For a complete course list and to register, visit: **www.ed2go.com/capecod**

Get a *Jump* in January

We know your life is getting more complex by the minute. Finding the time to take all of the courses you need (*or that one you really want to take, just for you*) is becoming more and more difficult.

The answer ?

Intersession 2008

Look for these classes scheduled during January 2008:

Art
Oral Communication
Microcomputer Applications Software
American Government
Pharmacology Calculations
Management
French Culture and Language
Fundamental Arithmetic
Prealgebra
Introduction to Environmental Science
Introduction to Business
Civil War

Complete information will be posted at www.capecod.edu

Bookstore

Regular Hours*

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

Extended Hours

August 25 (Sat.)	9:00am-1:00pm
August 27-30(Mon.-Thurs.)	8:00am-7:30pm
August 31 (Fri.)	8:00am-3:00pm
September 1 (Sat.)	9:00am-1:00pm
September 4-6(Tues.-Thurs.)	8:00am-7:30pm
September 7 (Fri.)	8:00am-3:00pm
September 8 (Sat.)	9:00am-1:00pm

Textbook Information
For information on your instructors' textbook selections, visit our web site: www.cccc.bkstr.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. In order for us to give you the most accurate information, please have course and section numbers ready when you call or visit the bookstore.

For other questions, call 1-508-375-4022.

** The Bookstore is closed all legal holidays and any time the College is closed.*

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 x. 4337 for assistance.

Accept the Academic Challenge!

Honors Program

at Cape Cod Community College

Challenging and advanced learning experiences and formal recognition of exceptionally high quality academic work are available through the **Honors Program**. Qualified students may enroll in honors courses and contract for honors options in selected courses. In each, students will work with other highly motivated students on challenging readings, papers and projects. They will also receive individualized attention, support and feedback from their professors. Successful completion of honors courses and contracts will be noted on student transcripts.

Honors work may improve your chances of earning scholarships, admission to four-year institutions of your choice and admission to the Commonwealth Honors Program at the University of Massachusetts.

Honors option work is encouraged for all students who have achieved a 3.3 GPA or better and are interested in earning scholarships and transferring to four-year colleges.

For additional information, please contact Claudine Barnes at 1-508-362-2131 x4508.

Computers for Seniors, Inc.

Serving Cape Cod's Computing Community

Computers for Seniors 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.

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.

Yes, you can learn the technologies of today!

1-508-428-1052 • www.cfscapecod.com

Service Learning

at Cape Cod Community College

Service Learning is an instructional method that connects meaningful service experiences in the local community with academic learning in the classroom.

Service Learning projects address community needs as well as develop students' academic skills, sense of civil responsibility, and commitment to the community.

Make a difference
Use your skills
Help others
Gain real-world perspective
Make the connection with reflection
Meet new people
Have fun!

For additional information, please contact John French at 1-508-362-2131 x4555.

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-three exams that cover material taught in courses with similar titles at most colleges. Each exam costs $60 plus an additional $15 administrative fee. CLEP registration bulletins are available at the Registration Office, Advising Center, and the Assessment Center.

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). 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 $10 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.

Exam Date:	Register by:
September 22	September 7
October 20	October 5
November 17	November 2
December 15	November 30

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

Interested in Changing Your Direction?

Attend an Information Session for Returning Adults

July 26
August 9, August 23
September 20, October 25
November 15, or December 13

Information Sessions begin at 6:00pm
Grossman Commons Building

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

The Hyannis Center

540 Main Street, Hyannis, MA 02601
1-508-778-2221

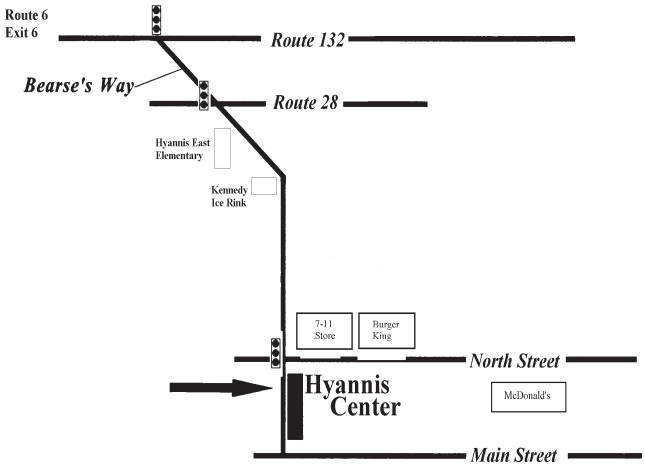
The Hyannis Center offers educational assistance for adults who wish to improve their basic reading, writing and math skills.

Offerings include:

- English for Speakers of Other Languages (ESOL)
- High School Equivalency Preparation (GED)
- College Transition Programs
- College Credit Classes
- Community Events
- GED and Practice GED Tests
- Non-credit classes related to job training and computer programs

ESOL, GED, and the College Transition programs are free of charge.
For additional information, please call 1-508-778-2221.

Información en Español: 1-508-375-4091
Informação em Português: 1-508-375-4092



Directions to the Hyannis Center

Route 6 to Exit 6. Travel on Route 132 South approximately 1.7 miles. Turn right onto Bearse's Way and proceed 1.7 miles (crossing Rt. 28). Bear right at the fork in the road. At the first traffic light turn left onto North Street. The Hyannis Center is on the right.

A.C.C.C.E.S.S.

Adult Collaborative of Cape Cod for Education and Support Services
~ Hyannis Center ~
540 Main Street, Hyannis

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** and **GED** students
- Tutoring

FREE CLASSES • VARIOUS SITES • REGISTER AT ANY TIME

GED • ESOL • ABE

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

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

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 developmental courses in math and writing/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 1-508-778-2221 or jkeiran@capecod.edu.

This program is funded by the Nellie Mae Education Foundation.

PACT Program (Program for Adult College Transition)

A program designed to transition non-native English speakers* into college.

PACT offers:

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

Contact Karyn Van Kirk at 1-508-778-2221 or kvankirk@capecod.edu.

*GED or Adult Diploma recipients

This program is funded by the Massachusetts Department of Education.

G E D

High School Equivalency Certificate

GED Preparation Classes

Free GED preparation classes are available at the Hyannis Center. Please call 1-508-778-2221 for more information.

To Register for the Exam

1. Come to the Hyannis Center, 540 Main Street, Hyannis, at least 3 weeks before the next available test date.
2. Bring your photo ID (driver's license or permit, school ID, passport, or employee ID). IDs must include birth date.
3. Bring a $65 money order payable to *Cape Cod Community College*. Sorry, we can not accept cash, credit cards or checks.
4. If you are under 18 years old, you will need an official letter of withdrawal from the last high school that you attended.

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

GED Exam Dates

August 7, 13 & 14
September 4, 10 & 11
October 2, 9 & 10
October 30, November 5 & 6
December 4, 10 & 11

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 1-508-778-2221.

All examinations will be held at the
Hyannis Center
540 Main Street, Hyannis

Hatha Yoga

Union of body and mind is the goal of this ancient science. The development of a strong, supple body, a calm mind, and an awakened spirit can be achieved through breathing exercises, gradual stretching, and the practice of meditation.

Grossman Commons Building, Upper Level
September 10-December 3 (no class 10/8)
Mondays • 6:30-8:30pm
Instructor: Katherine Trainor Fee: $120

To register, mail the completed form and payment to:

Cape Cod Community College
Community Recreation
2240 Iyannough Road
W. Barnstable, MA 02668-1599

Hatha Yoga Registration • Fall 2007

Name:_____

Mailing Address:_____

Day Phone # _____

Evening Phone # _____

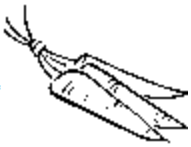
Birth Date: _____

Payment enclosed:

☐ check ☐ money order ***Please do not send cash.***

Community Recreation
1-508-362-2131 x4418

Buy Fresh,
Eat Fresh!



Farmer's Market

...a community effort

June -September

Wednesdays • 8am-1pm

Adjacent to the
Hyannis Center • 540 Main St.

Interested in participating?
Call the Market Manager at 1-508-432-3557.

Academy for Lifelong Learning of Cape Cod

Elderhostel
Institute Network

1987 **20th Year** 2007

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

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

The Academy expects to offer some 70 course in the fall 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
Curent National Affairs • Great Books
Conversational French • Sudoku Strategy

The Fall 2007 catalog will be posted on the Academy web site, www.allcapecod.org. To receive a printed copy, please call 1-508-362-2131 x 4400.

The Academy for Lifelong Learning of Cape Cod, Inc.
Grossman Commons Building, Room 106

FREE! Open to All
Lecture Hall A • Science Building
Tuesdays at 3:30pm

Coming Soon: Fall '07 Foreign Film Brochure

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

Foreign Film Series is sponsored by: Wilkens Library, International Education Committee, Department of Arts and Communication, and the Department of Language and Literature. Funding for this series is made possible in part by a grant from the Cape Cod Community College Educational Foundation and a Title VI SACHEM grant.

Exercise Your Body

Life Fitness Center

Exercise Your Mind!

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

Fall 2007 Hours
Monday-Friday • 7:30am - 6:30pm

Life Fitness Center
1-508-362-2131 x4368

The Cape Cod Technology Council and **Cape Cod Community College** collaborative partnership is working to promote connections between business, technology, and education across our region.

Working smarter, growing stronger, building a better community, workplace, and economic base for the Cape, Islands, and Southeastern Massachusetts

Junior Tech Council
Look for workshops offering hands-on work in science, technology, engineering, and math for grades 5-12. Totally Trebuchet, Photoshop Skillz, Mini-Controller Workshop, Wind Turbine & Alternative Energy, NASA Challenge, and much more!
www.juniortech.org

Tap into the Tech Network... be part of CCTC ... featuring *First Friday* breakfasts, special interest after-hours events, brown bag lunches, and more!
www.cctechcouncil.org

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

Zammer Hospitality Institute

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

It seeks to grow the student experience in:

- excellence in hospitality/culinary services
- internships and cooperative work opportunities
- international cultures and cuisines
- sustainable business and environmental practices

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

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

Cape Cod Center for Graduate Education

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 Center for Graduate Education
1-508-375-4082

Graduate Admissions Tests

Cape Cod Community College is a designated site for the administration of the Graduate Record Examination (**GRE** Subject Exams only) and Medical College Admissions Test (**MCAT**).

MCAT Student Manual and Registration forms may be obtained by contacting:

MCAT Program Office
P.O. Box 4056
Iowa City, IA 52243
Call: 1-319-337-1357
Online: www.aamc.org.

GRE Bulletin/Registration packets (subject tests only) are available in the **Assessment Center** and 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 6
November 3

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

Advanced Studies

The **Office of Advanced Studies** is the coordinating center for students interested in pursuing their education after earning their Associates Degree. Through Cape Cod Community College's unique partnerships with off-Cape institutions, area students can now earn their Bachelor's or Master's degree without leaving the Cape. Information my 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, 1-508-375-4029 - email: jsecci@suffolk.edu

Bachelor of Liberal Arts
Lesley University
Contact: Ms. Trisa Monasterio, 1-617-349-8310

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

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

Coming Soon!

Bachelor in Business
Contact: Ms. Shirley Natoli at Cape Cod Community College, 1-508-375-4082.

Masters Programs

MBA - Business - *UMASS/Darmouth*
Contact: Ms. Shirley Natoli at Cape Cod Community College, 1-508-375-4082.

MPA - Public Administration - *Suffolk University*
Contact: Dr. Michael T. Lavin, 1-508-375-4083 - email: mpacapecod@suffolk.edu
or Dr. Jane Secci, 1-508-375-4029 - email: jsecci@suffolk.edu

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

Clinical Social Work - *Boston University*
Contact: Ms. Deborah Sheehan, 1-617-353-2245 or Ms. Natalie McEachern, 1-617-353-2115

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

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

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

Communication Studies - *Suffolk University*
Contact: Dr. Jane Secci, 1-508-375-4029 - email: jsecci@suffolk.edu

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

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

Cape Cod Community College Educational Foundation, Inc.

The Cape Cod Community College Educational Foundation is a private non-profit organization whose mission is to promote the academic excellence, growth, progress, and general welfare of Cape Cod Community College by raising funds and providing support to strengthen and develop the College and its objectives.

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

Directors
Marc F. Auger
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Rosiane B. de Oliveira Doane
Frank D. Fantasia
Susan Fernald
Laura Flanders
Donald Heines
Charles A. Marshall
Thomas J. McNulty, Jr.
Gail Meyers Lavin
John W. Miller
Michael J. Miller
Barbara A. Niggel
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Allen J. White
David B. Willard
Ann M. Williams
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Ruth Burrough
Dennis H. Cambal
James F. Hall
Richard A. Kraus
Milton L. Penn

Staff
Natalie DuBois, *Executive Director*
Gerry Desautels, *Development Associate*

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

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Executive Officers

Kathleen Schatzberg, *President*
Dixie K. Norris, *Vice President of Administration and Finance*
Robert Ross, *Vice President of Academic and Student Affairs (through June 30, 2007)*
Philip Sisson, *Vice President of Academic and Student Affairs (effective July 1, 2007)*

Administrative Staff

Susan Miller, *Dean of Business, Health, Social Sciences and Human Services*
Roseanna Pena-Warfield, *Dean of Enrollment Management and Student Development*
Appointment pending, *Dean of Language and Literature, Mathematics, Natural Sciences, and Life Fitness*
Chester Yacek, *Dean of Human Resources and Administration*
David Ziemba, *Dean of Arts and Communication and Advanced Studies*

Cape Cod Community College
Educational Foundation

19th Annual Jack's Golf Tournament
Sunday, September 16
Sandwich Hollows Golf Club, Sandwich MA

Shot-gun scramble start at 1:30 p.m.

Prizes, Auction, Raffle and Dinner
immediately following play at the course!

All proceeds benefit Cape Cod Community College Educational Foundation.

For more information or to register,
call 1-508-362-2131 x4439.

CAMPUS DIRECTORY

1 Tilden Arts Center
Art Studios
Arts/Communication Department, Faculty Offices
Box Office
Higgins Art Gallery
Institutional Research
International Studies
Main Theater
Media Production
Music Room
Phi Theta Kappa Office
Practice Rooms
Publications Offices
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
Suffolk University Office
Switchboard/Information
Vice President of Academic and Student Affairs
Vice President of Administration and Finance
Veterans Office

3 Wilkens Library
Alumni Office
Business Information Center
Cape Cod Community College Educational Foundation
Cape Cod Historical Collection/Nickerson Room
Distance and Learning Technologies
Facilities Use Office
Health Promotion and Resource Center
Information Skills Classroom
Resource Development
Instructional Media Services
Instructional Technology Center
Listening and Viewing Rooms
Multimedia Room

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

5 North / South Connector

6 South Hall
ADVANTAGE Program
Business Department, Faculty Offices
Coaches & Mentors
Dental Hygiene Clinic
Diploma Plus Office
O'Neill Center for Disability Services
Project Forward
School-to-Careers Office
Social Sciences/Human Services, Faculty Offices
Student Employment Office

7-8 Science Hall
Dean of Language and Literature, Mathematics, Natural Sciences, and Life Fitness
Mathematics and Natural Sciences Departments, Faculty Offices
Lecture Halls
Math Learning Center
Science Labs

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

10 Lyndon P. Lorusso Applied Technology Building
Affirmative Action Office
Business Department Faculty Offices
Conference Room
Dean of Learning Support Services
Dean of Arts and Communications and Advanced Studies
Information Technology
Tutoring Center
Workforce Education Resource Center
Writing Resource Center

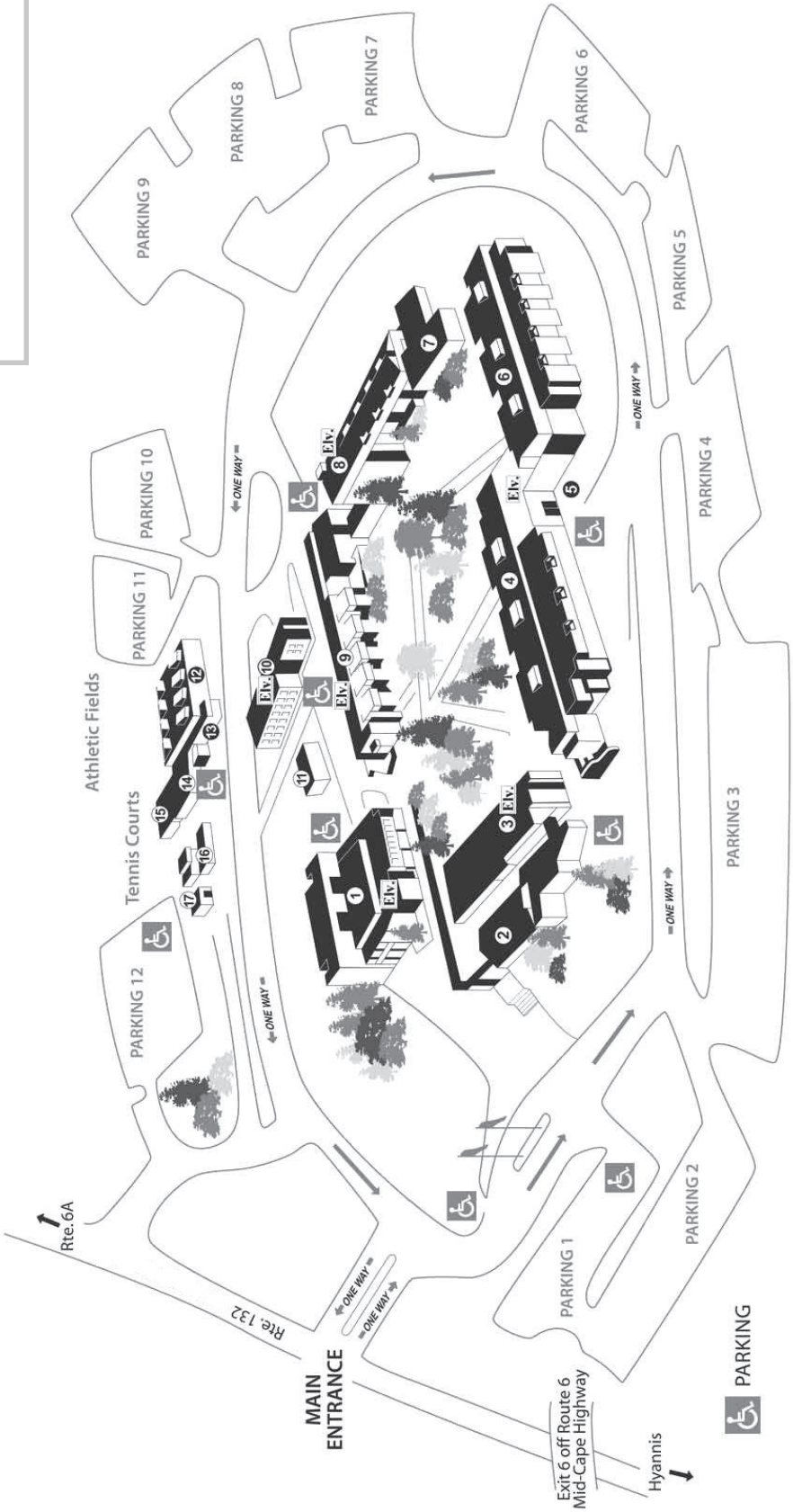
11 Makkay Broadcasting Center
WKKL - Radio Station

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 and Receiving
Warehouse

Key

1 Tilden Arts Center
2 Nickerson Administration
3 Wilkens Library
4 North Hall
5 North/South Connector
6 South Hall
7 Lecture Halls
8 Science Labs
9 Grossman Commons
10 Lorusso Applied Tech
11 WKKL Radio Stattion
12-15 Life Fitness Complex
16-17 Facilities Management



General Information

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

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

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

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

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

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

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

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

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

Admissions - Cape Cod Community College has an "open door" admissions policy. Admission (matriculation) requires the completion of an admissions application, submission of an official high school transcript or GED diploma, and payment of the application fee. 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, Diagnositc 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 and Admissions Bulletin call 1-508-362-2131 x4311 or download from www.capecod.edu. Go to www.capecod.edu to schedule a campus visit.

Affirmative Action and Title IX Policy Statement - Cape Cod Community College is an Affirmative Action/Equal Opportunity Employer. We encourage applications from candidates who will enrich and contribute to the cultural and ethnic diversity of our college and do not discriminate on the basis of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin or disability status in its education programs or in activities as required by the Title VI Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and 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 of 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 Yacek, Dean of Human Resources and Administration, and A.D.A. Compliance Coordinator, or Joyce Chasson, Director of the O'Neill Center for Disability Services, or Jeanmarie Fraser, Coordinator of Title IX, or Agustin Dorado, 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 or work requirements, provided, however, that such make-up exam(s) or work do not create an unreasonable burden upon the institution.

The student may not be charged for such make-up opportunities, nor may he/she be subject to adverse or prejudicial effects for availing him/herself of the 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.

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

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

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

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

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

Requests to drop or add a course must be done in person 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 46 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 (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College's access to CORI records is authorized by the Commonwealth's Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B. The College's assessment of CORI records is based on regulations issued by the Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.17. SORI checks are performed pursuant to Massachusetts General Laws, Chapter 6, Section 178C.

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

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

Developmental Course - A basic skill development course, 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 bill due date, payment will be deferred in anticipation of financial aid. Sources of assistance include federal, state, and college grants, work study, and student loans.

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

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

1. File a Degree Candidate form at the beginning of your last 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!

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

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

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

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

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

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

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

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

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

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

Sexual Harassment - Sexual harassment of a student, an employee, or any other person in the College is unacceptable, impermissible, and intolerable.

Students who believe they have been subject to discriminatory educational practices including sexual harassment are asked to first seek advice through their instructor or see Jeanmarie Fraser, Title IX Coodinator, in the Wilkens Library. Also see the College's Student Grievance Procedure and the complete Sexual Harassment Policy in the *Student Handbook.*

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

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

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

Support Services for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the College is committed to providing support services and reasonable accommodations on an individual basis to all qualified students and employees with disabilities within the limits of its resources.

Special services, including modifications in examinations, materials on tape, work station modifications, readers, notetakers, sign language interpreters, Braille course materials, tutoring, etc., may be arranged in order that individuals with disabilities are assured equal access to all academic programs, activities and services.

Students 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 a 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.*

Cape Cod Community College
2240 Iyannough Road
West Barnstable, MA 02668-1599
1-508-362-2131
Toll Free 1-877-846-3672
www.capecod.edu

Tuition & Fees

Charges per credit hour for Massachusetts residents

State and Local Tuition	$ 24.00
Fees	$ 98.00
Example:	
One 1-credit course	$ 122.00
One 2-credit course	$ 244.00
One 3-credit course	$ 366.00
One 4-credit course	$ 488.00
Two 3-credit courses	$ 732.00

Charges per credit hour for non-Massachusetts residents

Tuition	$ 230.00
Fees	$ 98.00
Example:	
One 1-credit course	$ 328.00
One 2-credit course	$ 656.00
One 3-credit course	$ 984.00
One 4-credit course	$1,312.00
Two 3-credit courses	$1,968.00

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, American Express or at www.capecod.edu; go to Quick Links Menu, Pay Online.

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 re-schedule 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.

Registration Information

Fall Semester 2007
September 5 - December 21

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 ***Register Here!***

To Register In Person

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

To Register By Phone

Before you phone us, we recommend that you:

1) fill out the registration form on the next page,
2) have your *Visa, MasterCard, Discover, or American Express* card and expiration date ready,
3) then call 1-508-375-4012 or toll free at 1-877-846-3672, Mon.-Fri., 8:30am-4:30pm.

To Register By Mail

Please supply all the information requested on our registration form (see next page). Payment can be made by personal check, money order, or with *Visa, Discover, MasterCard* or *American Express.*

Mail the completed form and your payment to:
Cape Cod Community College - Registration Office
2240 Iyannough Road
West Barnstable, MA 02668-1599

To Register By FAX

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

Registration Office Hours

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

Extended Hours

August 27-30	8:30am-6:30pm
September 4-6	8:30am-6:30pm
September 10	8:30am-6:30pm

Refer to the Calendar on page 2 for Holiday Observances.

Cape Cod Community College

Fall 2007 ▪ Registration Form

Please use this form when registering for any course by mail or FAX to 1-508-375-4084. Please print clearly in ink.

Date of Birth (MM / DD / Year)

☐☐ - ☐☐ - ☐☐☐☐

Social Security #

☐☐☐ - ☐☐ - ☐☐☐☐

Last Name

First Name MI

Maiden Name

Mailing Address

City State Zip Code

Home Phone #

☐☐☐ - ☐☐☐ - ☐☐☐☐

Work Phone #

☐☐☐ - ☐☐☐ - ☐☐☐☐

E-mail Address

_____ @ _____ . _____

Citizen of: (Country) _____

OPTIONAL: Used for affirmative action statistics only (please check one)

- ☐ American Indian / Alaskan Native
- ☐ Black / African American
- ☐ Hawaiian / Pacific Islander
- ☐ International Student (on visa)
- ☐ Asian American
- ☐ White / Caucasian
- ☐ Hispanic
- ☐ Brazilian
- ☐ Cape Verdean
- ☐ Other: _____

Course Registration Information

Course #	Course Title	Day	Time	Credits	Cost
Sample: ENL101-03	English Composition I	MWF	11:00	3	$366.00
Full payment must be enclosed in order to process your registration. Tuition and fees are subject to change by vote of the Board of Trustees and/or the Board of Higher Education.				Total Cost:	

PAYMENT ENCLOSED: Check one – do not send cash.

- ☐ Check
- ☐ American Express
- ☐ MasterCard
- ☐ Money Order
- ☐ Discover
- ☐ Visa

Account # _____ Exp Date:_____

Authorizing Signature: _____

Mail Completed Form and Payment to:

Cape Cod Community College
Registration Office
2240 Iyannough Road
West Barnstable, MA 02668-1599