Academic Calendar

Summer Session 2007 • June 19 - August 6

April 9	Registration begins for Summer classes
June 19	Summer classes begin
June 22	Last day to add an academic course
June 22	Last day to apply for 100% tuition refund (less $35 deposit)
June 22	Last day to drop a course with no academic record
June 29	Last day to apply for 50% tuition refund
June 29	No refund after this date
July 14	Last day to drop an academic course with a grade of "W" or change to audit

Final Exam Period & Last Day of Classes

August 2	Final exams for T/Th classes
August 6	Final exams for M/W classes
August 7	Final exam make-up day
August 13	Grades due to the Registrar by 2:00pm

Holiday Observances

April 16	Patriots' Day
May 28	Memorial Day
June 18	Bunker Hill Day
July 4	Independence Day

Fall 2007 Semester • Sept. 5 - Dec. 21

Registration for the Fall Semester begins May 1

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 **Wednesday** evenings until **7:00pm**

Admissions	Assessment/Testing 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/library
E-mail the Reference Desk at refdesk@capecod.edu

Hours while classes are in session • June 19 - August 6

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

Bookstore

Regular Hours*

Monday-Thursday	8:00am-3:00pm
Friday	8:00am-2:00pm

Extended Hours

June 11-14, 18-21	8:00am-7:00pm
June 15, 22	8:00am-3:00pm
June 16, 23	9:00am-1:00pm

For information on your instructors' textbook selections, visit us online at: www.cccc.bkstr.com. For other questions, call 1-508-375-4022. ** The Bookstore is closed all legal holidays and any time the College is closed.*

Registration Information

Summer Session 2007
June 19 - August 6

To Register Online

- go to **www.capecod.edu,** click on "Course Listing & Student Information"
- search the course schedule and register for classes
- pay for your classes at **www.capecod.edu.**

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:

- fill out the registration form on page 31
- have your *Visa, MasterCard, Discover, or American Express* card and expiration date ready,
- 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 the registration form (see page 31). 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

- complete the registration form on page 31
- transmit the registration form by dialing 1-508-375-4084. *Visa, MasterCard, Discover* and *American Express* are acceptable by FAX
- 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

June 19-21	8:30am-6:30pm

Refer to the Academic Calendar for Holiday Observances.

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

Welcome to the extraordinary learning community that is Cape Cod Community College. Whether it's building a solid academic future, redirecting your personal and career goals, or enhancing today's workforce skills, Cape Cod Community College is the place to make that happen, and this summer it's even "cooler" to do it here than ever before.

Kathleen Schatzberg, President
Cape Cod Community College

We've been making major investments in air conditioning, and our new Lorusso Applied Technology Center is completely climate controlled. Your learning environment is a key to your success here. Enjoy it as you further your academic goals.

Please come and see just who we are and what you can become. By starting here, you can take your life anywhere, and we're looking forward to helping you do just that at Cape Cod Community College.

With my personal wishes for your success.

Start here and take your life anywhere!

Admissions Office

Discover the opportunities that exist for you!

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

Need an Application?

Download one today at www.capecod.edu/admissions
or call 1-508-362-2131 x4311

Need Assistance or Wish to Tour the Campus?

Schedule a Campus Visit at www.capecod.edu/admissions
or call 1-508-362-2131 x4311
Information Sessions offered daily

Questions?

Welcomed at 1-508-362-2131 x4311

NON-DISCRIMINATION POLICY STATEMENT
Cape Cod Community College policy prohibits discrimination in education, employment, and services on the basis of race, ethnicity, religion, sex, marital status, national origin, ancestry, sexual orientation, or disability. For policies on Affirmative Action, Diversity, and Sexual Harassment, see the Affirmative Action Statement, page 28.

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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
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:

May 9, 16, 23, 30
June 6, 13, 20, 27

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.

Use the automated 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* ("Student/Staff Links", "Make Tutoring Appointment"). Tutoring starts the second week of classes.

eTutoring: Students taking online classes or those working on homework or projects at home that cannot get to campus to meet with a tutor now have **eTutoring.** CCCC is participating in an online tutoring program with several other community colleges. Our students have access to **FREE** online tutoring at *www.eTutoring.org* any time of day, seven days a week.

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 nformation, 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

Summer Session • June 19 - August 6

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 **http://learning.capecod.edu** for more information about online course requirements.

ACCOUNTING

Please see **BUSINESS - Accounting**, page 6.

ANTHROPOLOGY

Introduction to Anthropology

ANT107-63 T Th 6-9pm Com 106 J. Oni

An introduction to the principles and procedures of anthropology divided into two main areas: Physical Anthropology, which covers the physical nature of humans and the evolution of this nature; and Cultural Anthropology, which covers the cultural nature of humans including the origin and development of social institutions. *Prerequisite: None / 3 credits.*

Comparative Cultures

ANT211-63 M W 9am-Noon SoG-8 F. Spaulding

This course provides an in-depth examination of selected contemporary societies and immigrant cultures focusing on their customs, language, values, key social institutions and stratification systems. Students will engage in current debates about how we come to know another culture, how cultures work and shape ethnic identities, how cultures change and how globalization is shaping our lives. The comparative focus of the course encourages students to learn about themselves and their culture as well. *Prerequisite: SOC106 or ANT107 / 3 credits.*

ART

Drawing I

ART100-64 T Th 9am-12:30pm Studio B S. Carey

Investigation and development of various graphic approaches including drawing from still life, landscape, and the human figure. Emphasis on individual creative expression with the objective being the development of the perception and understanding of natural phenomena and the translation of this information to a two-dimensional surface. (4 studio hours plus 2 additional studio hours arranged) *Prerequisite: None / 3 credits.*

Painting I

ART103-63 M W 6-9:30pm Studio A Staff

Introductory course in painting, exploring a variety of approaches and painting media. A series of landscape, still life, and personal imagery paintings will be investigated as both descriptive and imaginative forms of creative expression. (4 studio hours plus 2 additional studio hours arranged) *Prerequisite: None / 3 credits.*

Visual Fundamentals

ART105-40 M W 9am-12:30pm Studio A B. Fuller

The study and development of the fundamental elements of perspective, line, form, color, spatial composition and structure that form the underlying basis for all aspects of the visual arts. *Prerequisite: None / 3 credits.*

Sculpture I

ART106-63 T Th 1-4:30pm Studio A Staff

This course introduces the student to sculptural processes by exploring a variety of materials and technical approaches. Instruction will focus on the basic elements of sculptural form and composition through the processes of placement, movement, balancing of masses, and spatial definition. (4 studio hours plus 2 additional hours arranged) *Prerequisite: None / 3 credits; may be repeated once for credit.*

Life Drawing

ART107-63 T Th 6-9pm Studio B H. Blume

Through the use of traditional and contemporary drawing media and methods, students will explore gesture, modeling, anatomy, tonality, form, composition, and other aspects of figurative study from the model. *Prerequisite: None / 3 credits; may be repeated once for credit.*

Graphic Design I

ART207-63 T Th 6-9:30pm Tech 101 Staff

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

Digital Imaging I

ART214-63 M W 6:30-10pm Tech 101 J. Warren

An introductory course covers Adobe Photoshop software and scanning techniques and their relationship to graphic design. Students will learn from hands-on projects the features of Adobe Photoshop. Assignments will be tailored to a wide variety of users from graphic designers, artists, photographers and web page designers. From the first pixel to the finished picture students will gain imaging proficiency and a strong understanding of the program. *Prerequisite: Computer experience / 3 credits.*

ASTRONOMY

Fundamentals of Astronomy

AST101-63 M Th 6:30-7:15pm Sci 114 J. Alberghini
and T 6:30-9:30pm Sci 104 J. Alberghini
AST101-63 Lab M Th 7:30-9:30pm Sci 114 J. Alberghini

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

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

BIOLOGY

Concepts in Biology I

BIO101-63	M W	9am-Noon	Sci G-3	Staff
BIO101-63	Lab M W	Noon-2pm	Sci G-3	Staff

The course provides a descriptive and experimental approach to major concepts in modern biology from the molecular to the organism level. It is designed to develop an essential understanding of the basic mechanisms of life. Major topics include the chemical basis of life, its organization and continuity, the evolution of complexity, and the taxonomic relationship of organisms. Recent (within 5 years) completion of chemistry course highly recommended. (3 class hours / 2 laboratory hours) *Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.*

Survey of Human Anatomy & Physiology

BIO105-89	Lecture: Online			L. Farley-Larocca
BIO105-89	Lab M W	5-7pm	Sci G-3	L. Farley-Larocca

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

Human Anatomy & Physiology I

BIO107-63	T Th	11am-2pm	Lec C	A. Clark
BIO107-63	Lab T Th	9-11am	Sci G-7	A. Clark
BIO107-64	Lab T Th	2-4pm	Sci G-7	A. Clark
BIO107-65	Lab T	8:00-10pm	Sci G-7	

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

Human Anatomy & Physiology II

BIO108-63	M W	5-8pm	Lec B	A. Clark
BIO108-63	Lab M W	8-10pm	Sci G-7	A. Clark
BIO108-64	Lab T Th	5-8pm	Sci G-7	Staff

A comprehensive systematic study of the human body emphasizing the structure and function of the systems. Part II topics include the nervous, endocrine, circulatory, lymphatic, respiratory, digestive, excretory and fluid and electrolyte balance with correlated laboratory work. (3 class hours / 2 laboratory hours) *Prerequisite: BIO107 / 4 credits.*

Microbiology

BIO201-63	M W	10am-1pm	Lec A	H. Chikarmane
BIO201-63	Lab M W	8-10am	Sci 107	H. Chikarmane
BIO201-64	Lab M W	1-3pm	Sci 107	H. Chikarmane
BIO201-64	M W	5-8pm	Lec C	G. Gaudreau
BIO201-65	Lab M W	8-10pm	Sci 107	G. Gaudreau

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

BUSINESS - Accounting

Accounting I with Computer Applications

ACC111-63	T Th	9am-Noon	Tech 104	Staff
ACC111-64	M W	6:30-9:30pm	Tech 204	Staff

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

Accounting II with Computer Applications

ACC112-63	T Th	6:30-9:30pm	Tech 203	Staff

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

Financial Accounting

ACC201-63	M W	6:30-9:30pm	Tech 102	M. Tulman

Students learn principles of financial accounting with emphasis on service and merchandising businesses. Topics include: the accounting cycle, recording transactions, adjusting accounts and preparing financial statements, inventory valuation, depreciation methods, disposal of assets, receivables, liabilities, investments, and interpreting financial statements of proprietorships, partnerships and corporations. This is a transfer level course in Financial Accounting intended for the Associate in Arts student. *Prerequisite: MAT030 and ENL020 or satisfactory basic skills assessment scores and BUS100 (HRM140 for H/R students) / 3 credits.*

Managerial Accounting

ACC202-63	M W	6:30-9:30pm	So 114	E. Clay

Students learn managerial accounting concepts applied to a variety of businesses with emphasis on job order costing, process costing, cost allocation and cost-volume profit analysis. The budgeting process will be examined using master budgets and planning, flexible budgets with standard costs and variances, capital budgets and managerial decisions. *Prerequisite: ACC201 or ACC111 and ACC112 / 3 credits.*

Accounting Cooperative Work Experience

ACC261-63 Contact J. Sweet at 1-508-362-2131 x4398

Work in an accounting position in a business, government or non-profit organization for at least 300 hours to receive practical training in the accounting process. Limited to students enrolled in the Business Administration program - Accounting concentration. *Prerequisite: ACC102 and permission of Business Administration Accounting coordinator / 3 credits.*

BUSINESS - Entrepreneurship

Introduction to Entrepreneurship

ENT108-89 Online M. Bejtlich

Provides an overview of the entrepreneurial process of creating businesses, non-profits and other new ventures. Students learn about the roles and attributes of successful entrepreneurs while undergoing a

rigorous self-assessment process. Students interview a local entrepreneur, participate in case studies related to new ventures and have the opportunity to learn directly from a variety of speakers invited to class to share their start-up experiences, including ethical dilemmas and other obstacles they will face as entrepreneurs. *Prerequisite: None / 3 credits.*

Business Plan Preparation
ENT109-89 Online D. Lawrence
A step-by-step introduction to the process of creating a business plan for a new or existing venture. Students learn how to conduct extensive primary and secondary research. Students will complete an integrated organization, marketing and financial project. *Prerequisite: ENL101 and MAT030 or satisfactory basic skills assessment score / 3 credits.*

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

BUSINESS - General

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

Business Law I
BUS120-63 M W 6:30-9:30pm So 111 N. Dempsey
A comprehensive guide to the basic principles and practices of Business Law. This includes an introduction to law and its application in the business world. The course will cover the law of business ethics, the judicial process, contracts, sales, agency, employment law, partnerships, corporations and other forms of business organization. *Prerequisite: None / 3 credits.*

BUSINESS - Management

Human Resource Management
BUS107-88 Online M. Bejtlich
The study of the principles and practices of human resource management: staffing, developing, motivating, leading and controlling the human resources of a business, government or non-profit organization. *Prerequisite: None / 3 credits.*

Business Finance
BUS201-89 Online J. Sweet
Provides an overview of the principles and practices of financial management. Includes the study of the procurement and effective use of funds in a business, budget preparation, alternative sources of funds, and control of working capital. *Prerequisite: ACC101 and ACC105 / 3 credits.*

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

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

BUSINESS - Marketing

Marketing
MKT205-89 Online D. Burrill
The study and analysis of the basic principles, problems, and practices in marketing. Emphasis on the skills required in planning strategies, design of marketing mixes, and focusing on recognition and understanding of marketing to targeted segments in today's changing, competitive environment. *Prerequisite: None / 3 credits.*

CHEMISTRY

General Chemistry I

CHM101-63	T Th	8:15-11:30am	Sci 114	R. Keough
CHM101-63	Lab T Th	Noon-3:15pm	Sci 220	R. Keough
CHM101-64	Lab M W	8:15-11:30am	Sci 220	Staff

This course emphasizes the atomic nature of matter, fundamental laws and theories of mass and energy, the periodic classification of elements, chemical bonding, nomenclature, kinetic molecular theory applied to solids, liquids and gases, solution chemistry, and descriptive chemistry. Laboratory studies reinforce the principles and concepts studied in lecture and will initiate the student to sound methods of scientific investigation. (3 class hours. 3 laboratory hours) *Prerequisite: MAT040 or satisfactory basic skills assessment score / 4 credits.*

Chemistry for the Health Sciences I

CHM109-63	M W	9am-Noon	Lec C	J. Campbell
CHM109-63	Lab M W	Noon-2pm	Sci 220	J. Campbell
CHM109-64	Lab M W	2-4pm	Sci 220	J. Campbell

An introductory course for students in various health-related programs. Emphasis is placed on practical aspects of inorganic chemistry. Some organic chemistry is introduced. (3 class hours. 2 laboratory hours) *Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.*

COMMUNICATION

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

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

Oral Communication

COM103-63	T Th	9am-Noon	So 117	P. Lee
COM103-64	T Th	6:30-9:30pm	So 116	R. Yaroch
COM103-89	Online and W	3:30-6:20pm • Hybrid •	Lib G-6	L.Boragine

Components of effective intrapersonal (within oneself), interpersonal (between two persons), small group, and one-to-many communication situations are analyzed. Opportunities are offered for classroom application of the principles discussed and constructive criticism from the professor and students, to improve the student's skill in oral communication by providing relevant knowledge and opportunities to apply it. *Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment / 3 credits.*

Survey of Mass Communication

COM105-89 Online R. Alvin

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

Public Speaking

COM203-63 M W 9am-Noon So 117 P. Lee

A study of elements of public communication through various one-to-many speaking situations. Emphases includes communication theory, speaker-audience relationships, speaker's resources, speech construction and delivery. *Prerequisite: COM103 / 3 credits.*

Argumentation & Debate

COM207-63 M W 9am-Noon Lib G-6 L. Boragine

This class provides an overview of the study of argumentation. Students will learn argumentation theories and approaches while gaining skills in critical thinking and public speaking. By the end of the semester, students will understand how to research and build an argument; how to anticipate, construct, and refute arguments; and how to evaluate the political, moral, and cultural contexts of argumentation. *Prerequisite: COM103 / 3 credits.*

Mass Communication Cooperative Work Experience

COM262 Contact D. Ziemba at 1-508-362-2131 x4527

This course is designed to expand student knowledge through actual work involvement within an area of mass communication. Working with a mentor and collaborating with an employer, the student will develop a list of learning objectives that will become an integral part of the experience. *Prerequisite: COM105, 6 other hours from mass communication suggested sequence list, and permission of co-op coordinator / 1, 2 or 3 credits. May be repeated once for credit; 6 credits maximum.*

COMPUTER SCIENCE

Computer Programming I: Java

CSC110-63 M W 9am-Noon Tech 203 M. Moynihan

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

CONSTRUCTION TECHNOLOGY

Computer Aided Drafting I

CON130-63 T Th 6:30-9:30pm Tech 202 Staff

This course is a first course in computer aided drafting including an introduction to AutoCAD, drawing, editing drawings, applications, using advanced functions, producing hard copy and customizing AutoCAD. The emphasis of this course is in developing drafting techniques using the computer as the drafting tool. Specific topics include system set up, 2-D drawing, editing drawings, multi-view, drawing, orthographic views, dimensioning, sectional views, and graphic patterns. *Prerequisite: None / 3 credits.*

Computer Aided Drafting II

CON135-63 M W 6:30-9:30pm Tech 202 K. Hayes

This course is a second course in computer aided drafting. A brief review of CON130 will be followed by the following topic development: threads and fasteners, auxiliary views, revolutions, shop processes, working drawings, isometric and three dimensional drawings, rendering, and expanding AutoCAD applications. *Prerequisite: CON130 / 3 credits.*

CONSTRUCTION TECHNOLOGY
Course Sequence • Fall 2007

CON100	Quantitative Skills for Construction
CON105	Materials of Construction
CON 120	Understanding & Working w/MA State Building Codes
CON130	Computer Aided Drawing I
CON225	Architectural Computer Aided Drawing I

CRIMINAL JUSTICE

Criminal Evidence

CRJ130-63 Th 3:30-6:20pm So 116 C. Carhart

This course is designed to introduce the basic concepts of criminal evidence as applied in the criminal justice environment. It includes a description of the trial process and types of evidence. The course presents principles relating to the United States Constitution and those principles relating to the law enforcement professional as a witness. *Prerequisite: None / 3 credits.*

Criminal Justice Cooperative Work Experience I

CRJ261-63 Contact N. Dempsey at 1-508-362-2131 x4516

A supervised work/learning experience in a local criminal justice agency combined with a seminar component for student feedback and evaluation. The student must complete 150 hours of supervised work. Required for A.S. in Criminal Justice. *Prerequisite: All Level I Criminal Justice courses / 3 credits.*

DANCE

Please see **Theater & Dance,** page 15.

DEVELOPMENTAL EDUCATION - English

College Reading and Study Skills

ENL020-63	M W	6:30-9:30pm	So 105	L. Davis
ENL020-64	T Th	9am-Noon	So 105	J. French

Provides students with a solid preparation for the demands of college study. Students focus on techniques necessary for efficient, effective reading and strategies leading to mastery of literal comprehension skills; vocabulary development; systematic approaches to textbook study, note taking, and test taking. *Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment. Letter grade or Pass-Fail / 3 non-degree credits.*

Foundations in Writing

ENL050-63	M W	9am-Noon	So 114	P. Lincoln
ENL050-64	T Th	6:30-9:30pm	So 107	K. Gavin

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

DEVELOPMENTAL EDUCATION - Math

Fundamental Arithmetic

MAT010-64	T Th	6:30-9:30pm	So 114	Staff

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

Prealgebra

MAT020-63	M W	9am-Noon	So 115	T. Butler
MAT020-64	T Th	6:30-9:30pm	So 105, L. O' Halloran	

A mastery-based introductory course in algebra designed to help prepare students for the study of elementary algebra. Topics include: a review of whole numbers, fractions, decimals, percents, exponents, followed by signed numbers, in introduction to algebra, ratio, proportion and measurement, geometry. An emphasis is placed on "word problems" solutions. *Prerequisite: MAT010 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.*

Elementary Algebra

MAT030-63	M W	6:30-9:30pm	So 107	T. Panitz
MAT030-64	T Th	9am-Noon	So 114	R. Fenn

A mastery-based introductory course in algebra designed to help prepare students for intermediate algebra. Topics include: properties and operations on real numbers, linear equations, ratio and proportion, percents, geometric figures, graphing, linear systems, exponents, polynomials, factoring and the development of word problem analysis and solution. This course uses a mastery-based approach. (This course does not satisfy the mathematical general education requirement.) *Prerequisite: MAT020 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.*

Intermediate Algebra

MAT040-63	M W	6:30-9:30pm	NG-5	P. McCormick
MAT040-64	T Th	9am-Noon	So 108	R. Bates

A course in intermediate algebra designed to help prepare students for courses having a prerequisite of the equivalent of two years of secondary school algebra. Topics include: factoring, rational expressions, rational exponents and roots, quadratic functions, variation, conic sections, relations and functions, exponential functions, and the development of word problem analysis and solution. (This course does not satisfy the mathematics general education requirement.) *Prerequisite: MAT030 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.*

EARLY CHILDHOOD EDUCATION

Teaching Infants and Toddlers

ECE200-63	M W	Noon-3pm	No 118	G. Thauer

This course will emphasize the development needs of infants and toddlers. Special focus will include planning curriculum for the very young, working with parents, special development needs of infants and toddlers, and planning their environment. (6 hours observation/field work) *Prerequisite: PSY201 or ECE100 / 3 credits.*

Child Growth and Development

ECE110-63	T Th	6:30-9:30pm	No 118	J. Cedeno

This course examines child development from conception to age nine by considering the complex interaction between hereditary and environmental factors. Children's physical, social, emotional, and cognitive development are discussed, as well as the implications for developmentally appropriate practice. It includes the theories of Erikson, Piaget, and Vygotsky. Students will be required to observe children in a child care setting. This course is restricted to applicants for State teacher certification of infants, toddlers, and/or preschool children. It does not substitute for PSY201 Child Psychology and does not meet the Behavioral Science requirement for the Associate degree. *Prerequisite: None / 3 credits.*

Literacy and the Young Child

ECE115-63	M W	6:30-9:30pm	No 118	M. Donahue

This course describes how children acquire language and literacy, and how teachers can design classrooms to promote oral and written language development. The course will stress planning for individual children, including children with special needs and English language learners, as well as understanding the importance of the child's family in language and literacy development. (6 hours observation/field work) *Prerequisite: None / 3 credits.*

EARTH SCIENCE

Introduction to Earth Science

ESC101-64	T Th	8:15-11:30am	Sci 218	D. Bill
ESC101-63	Lab M W	8:15-11:30am	Sci 218	D. Bill
ESC101-64	Lab T Th	Noon-3:15pm	Sci 218	D. Bill

A one-semester liberal arts and sciences course, with laboratory, designed to introduce the concept that planet Earth represents a complex, yet dynamic, integrated system. The nature and characteristics of the atmosphere, lithosphere, hydrosphere, and biosphere are considered. (3 class hours. 2 laboratory hours) *Prerequisite: MAT030, ENL020, and ENL050 or satisfactory basic skills assessment scores / 4 credits.*

Fundamentals of Oceanography

ESC105-64	T Th	Noon-3pm	Sci 114	J. Alberghini
ESC105-64	Lab T Th	3-5pm	Sci 114	J. Alberghini

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

ECONOMICS

Principles of Macroeconomics

ECO117-63	M W	6:30-9:30pm	So115	Staff
ECO117-89	Online			V. Gautam

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

Principles of Microeconomics

ECO118-63	T Th	6:30-9:30pm	So 108	P. Jacobson

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

Emerging Market Economies

ECO155-63	M W	6:30-9:30pm	Tech 103	V. Gautam

This interdisciplinary, hands-on course is designed to provide students with the understanding of the workings of the economy and the financial markets. It will acquaint students with the tools and concepts of finance and macroeconomics and the ability to apply them to study the stock markets in an emerging economy. *Prerequisite: None / 3 credits.*

ENGLISH

English Composition I

ENL101-63	T Th	9am-Noon	Com 106	T. O'Connell
ENL101-65	M W	9am-Noon	Tech 101	S. Penner
ENL101-66	M W	6:30-9:30pm	So 116	J. McDonough
ENL101-89	Online			Staff

ENL101 is an introductory college composition course required of all students and prerequisite to all other college-level English courses. It is designed to help students develop and express ideas clearly and effectively using Standard American English through frequent writing and the study of rhetorical patterns of development. *Prerequisite: Appropriate score on Computerized Placement Test or grade of C or better in ENL050 or ESL201 / 3 credits.*

English Composition II

ENL102-63	M W	6:30-9:30pm	Com 106	Staff
ENL102-64	T Th	9am-Noon	TechG-02,	M. Olendzenski

Building upon the skills developed in ENL101, this course emphasizes writing analytical essays and understanding literary works of merit. A major research paper on a literary topic culminates the course. *Prerequisite: ENL101 / 3 credits.*

Creative Writing

ENL209-63	M W	6:30-9:30pm	N 116	T. Trainor

Workshop designed for those seriously interested in writing for publication includes individualized writing assignments, class discussion, and conferences. Participants are encouraged to contribute to the College magazine of the arts, 'Sea Change'. *Prerequisite: ENL102 / 3 credits; may be repeated once for credit, but only 3 credits may be used to satisfy the Language Arts general education requirement.*

ENTREPRENEURSHIP

Please see **BUSINESS-Entrepreneurship**, page 6.

ENVIRONMENTAL TECHNOLOGY

Intro to Environmental Science

ENV118-63	T Th	9am-Noon	Lec A	C. Etter
ENV118-63	Lab T Th	12:30-2:30pm	Sci 107	C. Etter

A study of environmental interactions, including population and cultural problems, resource utilization, and impacts upon biotic systems. Presented to enable students to better understand and evaluate contemporary environmental problems and the application of science to their solution. The corresponding laboratory component provides students with the practical experience of measuring, recording and interpreting environmental data. Interdisciplinary knowledge is used to solve environmental problems. Some field trips may be required. (3 class hours / 2 laboratory hours) *Prerequisite: MAT020 and ENL020 and ENL050 or satisfactory basic skills assessment scores / 4 credits.*

Coastal Ecology

ENV125-63	T Th	6:30-9:30pm	Sci G-3	D. Parker

This is an introductory course of interdisciplinary approach. Involves classroom discussion and field examination of various coastal ecosystems using examples on Cape Cod - sediment processes, coastal geomorphology and the application of science in coastal zone management. Some field trips may be required. *Prerequisite: None / 3 credits.*

Introductory Concepts in GIS

ENV160-63	M W	6:30-9:30pm	Tech 203	K. Dunckel

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

Math/Science/Tech Cooperative Work Experience

MSC262 Contact S. Brady at 1-508-362-2131 x4468

The cooperative work experience involves individually developed, contracted work experience under the guidance of an approved employer, combined with a structured series of on-campus meetings with a program coordinator. Students have an opportunity to develop and pursue challenging work experiences which relate directly to their individual career plan. Credit will be commensurate with the work experience. *Prerequisite: Permission of the instructor / 1, 2, or 3 credits.*

ENVIRONMENTAL SCIENCE
Course Sequence • Fall 2007

ENV122	Environmental Management & Decision Making
ENV163	Geographic Information Systems I (GIS I)
ENV170	Renewable Energy Sources
ENV171	Energy Efficiency and Conservation
ENV177	Introduction to Wind Energy

FILM

Introduction to Film

COM220-63 T Th 6:30-9:30pm Lec B Staff

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

FOREIGN LANGUAGES

Please see **LANGUAGES,** pages 12-13.

GOVERNMENT

American Government

GOV111-63 M W 6:30-9:30pm So 108 R. O'Leary

An examination of the make-up of American government: national, state and local. Emphasis is placed upon the general political system in both principle and practice, the structure of our governments, and particularly the functions and growth of the federal power. *Prerequisite: None / 3 credits.*

HEALTH SCIENCES

Tri-level Nursing Assistant/HHA

CNA117-65 MTWRF, 8:30am-2:30pm, 5/14-6/29, Sci 105,G. Medeiros

This 140-hour course, 75 classroom and lab and 65 hours of supervised clinical practice, teaches basic nursing skills and beginning interpersonal relationship techniques to entry-level students in the classroom and clinical area. The curriculum is divided into three levels of care: long-term, home health, and acute. It is possible to exit with certification upon completion of any one of the levels. Applicants must attend an information session and interview prior to admission. *Prerequisite: None / 6 credits. This course has special fees.*

Standard First Aid & Basic Life Support

FIT130-63 T Th 9:30am-12:30pm, 7/19-8/2,Gym L. Bergstrom

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

Pharmacology

HEA200-64 Th 6-10pm, 5/31-8/16, Lec A C. Harris

This course addresses the interaction between substances used as drugs and human body systems. Knowledge of natural sciences, pharmacokinetics (absorption, distribution, biotransformation, and excretion), pharmacodynamics, between chemical entities and receptors, and pharmacological concepts of administration, dosage and patient safety are stressed. Emphasis is placed upon mechanisms of action, side effects, and drug interactions. The interface between pathophysiology and drug action is examined using the principal systems of the human body as a framework for organizing this course. Legal and ethical considerations relating to the subject are addressed in the context of drugs commonly used in clinical patient care. *Prerequisite: Successful completion of the first year of Dental Hygiene or Nursing programs at the College or the approval of the instructor / 3 credits.*

Nutrition

HEA201-89 Online N. Shearer

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

HISTORY

U.S. History to 1865

HIS103-63 M W 6:30-9:30pm Lib G-6 C. Bowers

United States history from its colonial origins to the Civil War and Reconstruction. A survey of the major political, economic, social, and cultural developments with emphasis upon their relation to contemporary American institutions and trends. *Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.*

U.S. History since 1865

HIS104-63 T Th 6:30-9:30pm So 117 F. Chapin
HIS104-64 T Th 9am-Noon So 111 J. Farley

A survey of the last century of modern American history since the Reconstruction period. Special emphasis is placed upon the historical development and meaning of current political, economic, social, and cultural forces in American society. *Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.*

Chinese Culture

HIS140-89 Online R. Negron

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

Vietnam: America's Longest War

HIS150-89 Online R. Negron

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

History of Western Civilization: 1715 to Present

HIS158-63 M W 9am-Noon Lib-Conf Rm, C. Everett

The course provides a general overview of major topics of Western Civilization from 1715 to the present that focus on cultural, religious/ political, and economic developments that formed the basis of modern western society. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

Ancient History

HIS206-89 Online Staff

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

Selected Topics in History: Study in Ireland
HIS241-71 July 6-14* K. Martin
This course will serve as a vehicle to either deepen students' knowledge of subjects addressed in History introductory courses or explore issues outside the traditional curriculum. *Prerequisite: Any introductory level History course / 3 credits; may be repeated once; 6 credit maximum.*
*Refer to **Study Abroad**, page 17, for additional information.

HUMANITIES

Humanities: Perception through the Arts
HUM102-63 W 6:30-9:30pm No 117 M. Helfen
This course is an introduction to humanistic studies; it examines works of the human spirit (in music, painting, philosophy, sculpture, architecture, drama, poetry) which have influenced our civilization and who we are as individuals. *Prerequisite: ENL101 / 3 credits.*

HUMAN SERVICES

Perspectives on Substance Abuse
HUS140-63 T Th 9am-Noon Tech 101 J. Corso
This course is designed to aid students in the understanding of substance abuse. Its broad perspective shows how drug use affects the body, personality, family and society. Drug regulations and theories of prevention and addiction/treatment are addressed. Community resources are emphasized and an optional service-learning component is offered. *Prerequisite: None / 3 credits.*

INFOMATION TECHNOLOGY - General

Microcomputer Applications Software with MS Office 2003
GIT110-63 T Th 6:30-9:30pm Tech 102 D. Ziemba
GIT110-64 T W F Noon-5pm, 5/21-6/8 Tech 101 E. Miller • Intensive •
GIT110-65 T W F Noon-5pm, 7/9-7/27 Tech 101 E. Miller • Intensive •
GIT110-89 Online E. Moore
This course focuses on the use of the microcomputer in various business settings. A lab/lecture environment is used to enable students to learn the Windows operating system and four commonly used software packages selected from applications in word processing, spreadsheets, databases, and presentation graphics. Students are introduced to the software and then progress through various challenging assignments, including integrating applications. Basic concepts in Internet usage, including electronic mail, are an integral part of the course. *Prerequisite: GIT102 or equivalent, ENL020, and ENL050 or satisfactory basic skills assessment score / 3 credits.*

Microcomputer Hardware
BIT113-63 M W 6-9pm Tech 104 D. Manwaring
Students learn the anatomy of a microcomputer by disassembling, assembling, upgrading and customizing a PC. Students evaluate purchasing vs. building a PC. The role of the BIOS and CMOS in the POST and BOOT processes is explored. System boards, processors, memory, and peripherals, including input, output, multimedia, network and storage devices are studied. Students learn troubleshooting, safety, and preventive maintenance techniques. Customer service is stressed. This course covers material for the A+ Core Hardware Certification exam. *Prerequisite: MAT020, ENL020 and ENL050 / 3 credits.*

Operating Systems
BIT115-63 T Th 6-9pm Tech 104 D. Manwaring
Students develop competency installing and supporting contemporary microcomputer operating systems such as Windows (9X/NT/2000/XP) and Linux. Students learn about memory management and system optimization. Support utilities are reviewed. Students study selection methodologies for operating systems. Command line usage, file management, performance considerations, device drivers, security considerations, network support, and help desk topics are included. This course covers the material for the A+ OS Technologies Certification exam. *Prerequisite: GIT110 / 3 credits.*

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

INFORMATION TECHNOLOGY - Office Tech

Typing I
GIT101-63 M W 9-Noon Tech 102 G. Guarino
Students learn to master the computer keyboard, develop speed and accuracy, and prepare basic business documents. *Prerequisite: None / 3 credits.*

Computer Keyboarding
GIT102-63 M W 1-3pm Tech 102 G. Guarino
Learn to touch-type correctly on a microcomputer. Attention is given to developing accuracy and, as time permits, increasing speed. Hands-on preparation of a letter and a research paper are included. *Prerequisite: None; Pass-Fail / 1 credit.*

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

INTERNATIONAL STUDIES

Please refer to **Study Abroad**, page 17.

LANGUAGES - German

Conversational German
GER100-63 M W 9am-Noon So 108 E. Lex
A one-semester beginner's course in which students will learn the basics of German in order to function in everyday, commonplace situations. *Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.*

LANGUAGES - Portuguese

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

LANGUAGES - Spanish

Conversational Spanish
SPN100-64 T Th 9am-Noon So G-8 D. Duffy
A one-semester beginner's course in which students will learn the basics of Spanish in order to function in everyday, commonplace situations. *Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.*

LITERATURE

Introduction to Children's Literature
ENL120-64 T Th 6:30-9:30pm So 106 Staff
Students will survey works drawn from the rich variety of children's literature. They will analyze selections from major genres, discuss historical and contemporary issues, develop practical ways of involving children in literature. *Prerequisite: ENL101 / 3 credits.*

The Short Story and Human Values
ENL135-63 M W 6:30-9:30pm Com 115 G. Albert
Reading and analysis of international short fiction combined with a thorough examination of form and significant artists lead students to discover values that have contributed to preserving civilization. *Prerequisite: ENL101 / 3 credits.*

World Mythologies
ENL150-63 M W 9am-Noon Com 106 L. Haselton
Reading, lecture presentations, and discussions of myths from Rome and Greece, the Near and Far East, the Americas, Africa, Asia, Oceania. Representative cultural myths form the basis of the course. *Prerequisite: ENL101 / 3 credits.*

Shakespeare
ENL207-64 T Th 6:30-9:30pm So 111 V. McKee
Students discover the evolution of Shakespeare's art as revealed by selected plays: representative histories, comedies, and tragedies. Plays also studied for their own intrinsic values. *Prerequisite: ENL102 / 3 credits.*

MARKETING / MANAGEMENT

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

MATHEMATICS

Algebra for Precalculus
MAT110-64 T Th 6-10pm Sci 103 Staff
This course in intermediate algebra is designed to help prepare students for precalculus courses. Topics include: factoring, rational expressions, rational exponents and roots, quadratic equations and inequality, variation, conic sections, relations and functions, transcendental functions, sequences and series, and the development of word problem analysis and solution. This course counts toward graduation but does not fulfill a general education requirement. *Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.*

Survey of Mathematics
MAT140-64 T Th 6:30-9:30pm Com 115 B. Delacy
Designed for liberal arts students. Emphasis is on mathematics as the study of patterns and on mathematical thinking as the making and proving of conjectures. Topics: logic, number sequences, functions and graphs, large numbers and logarithms, geometry, symmetry and regular figures, methods of counting, probability, introductory statistics, finance, and topology. The history, philosophy, and applications of mathematics are interwoven. *Prerequisite: MAT040 or MAT110 or satisfactory basic skills assessment scores / 3 credits.*

Elementary Statistics
MAT150-63 M W 6:30-9:30pm So 106 J. Sears
MAT150-65 M W 9am-Noon So 111 A. Evans
MAT150-89 Online M. Sullivan
A non-calculus based introduction to descriptive and inferential statistics. Topics include measures of central tendency and measures of dispersion, correlation and regression, statistical inference, and analysis of variance. *Prerequisite: MAT040 or MAT110 and ENL020 or satisfactory basic skills assessment scores / 3 credits.*

Precalculus Mathematics I
MAT171-63 T Th 9am-1pm So 115 R. Dengler
A study of certain mathematical topics beyond intermediate algebra necessary for the study of calculus. Topics include non-linear inequalities, functions and graphs, polynomial and rational functions, real zeros of polynomial functions, exponential and logarithmic functions, complex numbers, systems of equations, sequences and series, and mathematical induction. *Prerequisite: MAT040 or MAT110 or satisfactory basic skills assessment scores / 4 credits.*

Business Calculus I
MAT180-63 T Th 6:30-9:30pm Sci 112 Staff
This is the first course in a two-course sequence designed for students planning to apply mathematics to management and social science topics. Topics include: a review of polynominal, exponential, and logarithmic functions and their application to business, an introduction to limits, continuity and the derivative, and applications of the derivative. *Prerequisite: MAT171 / 3 credits.*

Precalculus Mathematics II
MAT190-63 TWTh 9-11:40am Com 115 A. Wan
A thorough development of systems of equations and trigonometric functions and their applications along with an introduction to analytic geometry (with an emphasis on the conic sections), sequences, series, and mathematical induction. The course builds on the concept of function developed in MAT171 and extends coverage to the theory and applications of trigonometry and topics in analytic geometry, Gibbs Notation vector algebra, and polar coordinate systems. *Prerequisite: MAT171 / 4 credits.*

Calculus I
MAT240-63 MTTh 9-11:40am So 116 Staff
Introduction to calculus, the concepts of limit and continuity, the derivative, the integral, major theorems and applications. *Prerequisite: MAT190 / 4 credits.*

Calculus II
MAT250-63 M W 6-10pm Sci 103 Staff
Continuation of MAT240 Calculus I. Topics include calculus of exponential, logarithmic, and trigonometric functions; techniques of integration, moments and centroids; indeterminate forms and improper integrals; Taylor's formula; and infinite series. *Prerequisite: MAT240 or MAT185 / 4 credits.*

MUSIC

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

NURSING

Pharmacology Calculations

NUR100-63 T 4-6pm, 5/22-7/10 So 115 B. Colocino

Introduction to dosage calculations required for safe administration of medications to children and adults. Interpretation of medical orders, medical terminology, systems of measurements converting and calculating dosages of oral and parenteral medications. Knowledge of fractions, ratios, decimals, proportions, and percentages is essential prerequisite knowledge. *Prerequisite: MAT030 or satisfactory basic skills assessment score / 1 credit.*

LPN in Transition

NUR132-63 MT Th 9am-2pm, 5/22-6/14,No 116 B. Murphy

This course prepares the Licensed Practical Nurse advanced placement in the Nursing program. The course introduces the student to concepts of professional nursing practice and building upon basic concepts of human development, human behavior and scientific principles applied to the care of the childbearing family, children and adults with common health problems. Concepts of developmental stressors, the family and community are integrated. Correlated lab experiences in community health care agencies are required. (10 class hours / 12 clinical hours) *Prerequisite: Current licensure as a Licensed Practical Nurse; current CPR certification; satisfactory basic skills assessment scores; ENL101, PSY101, PSY233, BIO107, BIO108, NUR100, and COM103 or ENL102; admission to the College and to the Nursing program / 8 credits.*

PHILOSOPHY

Contemporary Ethical Problems

PHI125-63 M W 6:30-9:30pm So 117 A. Barry

Examines values, ethics, and morals as they apply to social as well as personal decisions. In this interdisciplinary course, theories of the ethical philosophers are examined as well as moral development theory and cross-cultural approaches. Application to social issues is emphasized. *Prerequisite: ENL101 / 3 credits.*

PHYSICS

Physics I

PHY101-63 M W 9am-12pm Sci 114 J. Alberghini
PHY101-63 Lab M W Noon-2pm Sci 114 J. Alberghini

First semester of a two-semester introduction to college physics without calculus. This course covers mechanics (kinematics, dynamics and statics), relativity and some heat. The course is appropriate for any student interested in science and particularly appropriate for health sciences and pre-professional students. (3 class hours/ 2 laboratory hours) *Prerequisite: MAT040 or satisfactory basic skills assessment score / 4 credits.*

PSYCHOLOGY

General Psychology

PSY101-63 T Th 3-6pm So 114 Staff
PSY101-64 T Th 6:30-9:30pm Lib G-6 P. Hartnett
PSY101-89 Online R. Cahoon

Introduction to the major concepts and principles underlying human behavior and mental processes. Topics include personality theory, development, learning and thought, brain and nervous system, sensation and perception, motivation and emotion, stress and physical health, abnormal psychology, psychotherapy, and social psychology. *Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.*

Child Psychology

PSY201-63 T Th 6:30-9:30pm So G-8 M. Relin
PSY201-89 Online S. Marini

This course focuses on important aspects of physical, cognitive, social and emotional development, occurring from the prenatal period through adolescence. The major theories of development, research methods and the important roles of genetics and neuroscience are discussed. Emphasis is placed on the role of early experiences and biological factors in the later formation of personality, intellectual and emotional behaviors. *Prerequisite: PSY101 / 3 credits.*

Abnormal Psychology

PSY207-63 M W 6:30-9:30pm NG-6 Staff

This course includes the study of the major psychiatric disorders such as depression, anxiety and schizophrenia. Analysis is made of the probable causes of these disorders with emphasis on the strengths and limitations of the commonly used therapies. Consideration is given to positive, constructive, alternative responses to the basic problems of living. *Prerequisite: PSY101 / 3 credits.*

Human Sexuality

PSY212-89 Online Staff

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

Developmental Psychology: The Life Span

PSY233-63 M W 6:30-9:30pm So G-8,C. Schulenburg
PSY233-89 Online C. Schulenburg

The course provides a survey of the physical, cognitive, sexual, social and moral issues relevant to human development across the life span. *Prerequisite: PSY101 / 3 credits.*

SOCIOLOGY

Principles of Sociology

SOC106-63 T Th 6-9pm Tech103 L. Hamilton
SOC106-64 T Th Noon-3pm So 114 A. Lambert
SOC106-89 Online C. Niven-Blowers

Introduction to basic social concepts: society, the family, social institutions, social change, population problems, organizations, status, group behavior. *Prerequisite: None / 3 credits.*

Race, Gender and Class in the US

SOC208-89 Online K. Straight

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

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

THEATER & DANCE

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

Introduction to Theater
THR101-63 T Th 6:30-9:30pm Studio Theater, E. Rapoza
This course explores the many facets that make up the experience of theater. Students probe questions like: what is the essence of theater, who are the artists that create what one sees on stage, what are the types of drama, the trends, and movements since the Ancient Greeks, and how are plays reflective of playwrights' cultures? Students will broaden their knowledge and experience of what constitutes the art of theater through reading, class discussion, lecture, staged readings, and viewing live and video performances. *Prerequisite: None / 3 credits.*

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

Acting the Song
THR206-63 M W 6:30-9:30pm Arts Music Rm, L. Marsland
This course is designed for singers and for actors who wish to go beyond the practical techniques of singing and concentrate on performance. Emphasis will be placed on acting the lyric more than on vocalizing. Students will refine their interpretive skills in a variety of performance situations while working with other students and with actors from the local theater community. Participants will gain confidence performing for their classmates and eventually for a larger invited audience of local actors, directors and producers from the local theater community. *Prerequisite: THR103 / 3 credits.*

Advanced Scene Study Studio
THR204-63 M W 3:30-6:20pm Studio Theater, L.Marsland
This course is designed to refine and expand upon the techniques and tools students have acquired in previous studies of the craft of acting, either through Acting I and Acting II, other comparable training experiences, or through real world experience working in the local theater community. This course will give students a thorough grounding in such advanced Stanislavski acting techniques as emotional recall, sense memory, visualization, playing subtext, and relationship communication. Additionally, students will utilize repetition exercises as conceived and developed by Sanford Meisner at the Neighborhood Playhouse. *Prerequisite: THR103 or THR203 / 3 credits.*

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.

Oral Communication • Hybrid •	COM103-89 Wed., 3:30-6:30pm	Online & L. Boragine
Survey of Human Anatomy & Physiology • Hybrid •	BIO105-89 M W, 5:00-7:00pm	Online & Lab L. Farley-Larocca
Intro to Entrepreneurship	ENT108-89	M. Bejtlich
Business Plan Preparation	ENT100-89	D. Lawrence
Intro to Business	BUS100-89	G. Knell
Human Resource Management	BUS107-89	M. Bejtlich
Business Finance	BUS201-89	J. Sweet
Management	BUS214-89	Staff
Marketing	MKT205-89	D. Burrill
Survey of Mass Comm.	COM105-89	R. Alvin
Macroeconomics	ECO117-89	V. Gautam
English Composition I	ENL101-89	Staff
Chinese Culture	HIS140-89	R. Negron
Vietnam War	HIS150-89	R. Negron
Ancient History	HIS206-89	Staff
Medical Terminology	BIT103-89	J. Haagsma
Nutrition	HEA201-89	N. Shearer
Elementary Statistics	MAT150-89	M. Sullivan
General Psychology	PSY101-89	R. Cahoon
Child Psychology	PSY201-89	S. Marini
Human Sexuality	PSY212-89	Staff
Developmental Psychology: The Life Span	PSY233-89	C. Schulenburg
Principles of Sociology	SOC106-89	C. Niven-Blowers
Race, Gender & Class in the US	SOC208-89	K. Straight
Social Problems	SOC215-20	M. Cordill
Microcomputer Appl. Software	GIT110-89	E. Moore

To register, call 1-508-375-4040 or visit http://learning.capecod.edu

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

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.

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

Monday & Wednesday Class Schedule

Comparative Cultures
ANT211-63 M W 9am-12pm
Painting I
ART103-63 M W 6-9:30pm
Visual Fundamentals
ART105-40 M W 9am-12:30pm
Digital Imaging I
ART214-63 M W 6:30-10pm
Fundamentals of Astronomy
AST101-63 M Th 6:30-7:15pm
AST101-63 T 6:30-9:30pm
AST101-63Lab M Th 7:30-9:30pm
Concepts in Biology I
BIO101-63 M W 9am-12pm
BIO101-63Lab M W 12-2pm
Survey: Human Anatomy & Physiology
BIO105-89 Online
BIO105-89Lab M W 5-7pm
Human Anatomy & Physiology II
BIO108-63 M W 5-8pm
BIO108-63Lab M W 8-10pm
Microbiology
BIO201-63 M W 10am-1pm
BIO201-63Lab M W 8-10am
BIO201-64Lab M W 1-3pm
BIO201-64 M W 5-8pm
BIO201-65Lab M W 8-10pm
Accounting I with Computer Applications
ACC111-64 M W 6:30-9:30pm
Financial Accounting
ACC201-63 M W 6:30-9:30pm
Managerial Accounting
ACC202-63 M W 6:30-9:30pm
Business Law I
BUS120-63 M W 6:30-9:30pm
Chemistry for the Health Sciences I
CHM109-63 M W 9am-12pm
CHM109-63Lab M W 12pm-2pm
CHM109-64Lab M W 2-4pm
Oral Communication
COM103-89 Online & W 3:30-6:20pm
Public Speaking
COM203-63 M W 9am-12pm
Argumentation & Debate
COM207-63 M W 9am-12pm
Computer Programming I: Java
CSC110-63 M W 9am-12pm
Computer Aided Drafting II
CON135-63 M W 6:30-9:30pm
College Reading and Study Skills
ENL020-63 M W 6:30-9:30pm
Foundations in Writing
ENL050-63 M W 9am-12pm
Prealgebra
MAT020-63 M W 9am-12pm
Elementary Algebra
MAT030-63 M W 6:30-9:30pm
Intermediate Algebra
MAT040-63 M W 6:30-9:30pm
Teaching Infants and Toddlers
ECE200-63 M W 12-3pm
Abnormal Psychology
PSY207-63 M W 6:30-9:30pm
Principles of Macroeconomics
ECO117-63 M W 6:30-9:30pm
Emerging Market Economies
ECO155-63 M W 6:30-9:30pm
English Composition I
ENL101-65 M W 9am-12pm
ENL101-66 M W 6:30-9:30pm
English Composition II
ENL102-63 M W 6:30-9:30pm
Creative Writing
ENL209-63 M W 6:30-9:30pm
Introductory Concepts in GIS
ENV160-63 M W 6:30-9:30pm
American Government
GOV111-63 M W 6:30-9:30pm
U.S. History to 1865
HIS103-63 M W 6:30-9:30pm
History of Western Civilization: 1715 to Present
HIS158-63 M W 9am-12pm
Tri-level Nursing Assistant/HHA
CNA117-65 MTWThF 8:30am-2:30pm, 5/9-6/29
EKG Technician
DTC102-63 M W 4-6:20pm
Humanities: Perception through the Arts
HUM102-63 W 6:30-9:30pm
Microcomputer Hardware
BIT113-63 M W 6-9pm
Typing I
GIT101-63 M W 9am-Noon
Computer Keyboarding
GIT102-63 M W 1-3pm
Conversational German
GER100-63 M W 9am-12pm
Conversational Brazilian Portuguese
PRT100-63 M Th 6:30-9:30pm
The Short Story and Human Values
ENL135-63 M W 6:30-9:30pm
World Mythologies
ENL150-63 M W 9am-12pm
Elementary Statistics
MAT150-63 M W 6:30-9:30pm
MAT150-65 M W 9am-12pm
Precalculus Mathematics II
MAT190-63 TWTh 9-11:40am
Calculus I
MAT240-63 MTTh 9-11:40am
Calculus II
MAT250-63 M W 6:30-9:30pm
LPN in Transition
NUR132-63 M T Th 9am-2pm, 5/22-6/14
Contemporary Ethical Problems
PHI125-63 M W 6:30-9:30pm
Physics I
PHY101-63 M W 9am-12pm
PHY101-63LabM W 12-2pm
Developmental Psychology: The Life Span
PSY233-63 M W 6:30-9:30pm
Dance for the Actor-Singer
DAN100-63 M W 9am-12pm
Acting I
THR103-63 M W 6:30-9:30pm
Acting the Song
THR206-63 M W 6:30-9:30pm
Advanced Scene Study Studio
THR204-63 M W 3:30-6:20pm
Literacy & the Young Child
ECE115-63 M W 6:30-9:30pm

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:
June 9	May 30
July 14	June 29
August 11	July 27

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

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

Tuesday & Thursday Class Schedule

Introduction to Anthropology
ANT107-63 T Th 6-9pm
Drawing I
ART100-64 T Th 9am-12:30pm
Sculpture I
ART106-63 T Th 1-4:30pm
Graphic Design I
ART207-63 T Th 6-9:30pm
Life Drawing
ART107-63 T Th 6-9pm
Fundamentals of Astronomy
AST101-63 M Th 6:30-7:15pm
AST101-63 T 6:30-9:30pm
AST101-63 Lab M Th 7:30-9:30pm
Human Anatomy & Physiology I
BIO107-63 T Th 11am-2pm
BIO107-63Lab T Th 9-11am
BIO107-64Lab T Th 2-4pm
BIO107-65Lab T 8-10pm
Accounting I with Computer Applications
ACC111-63 T Th 9am-12pm
Accounting II with Computer Applications
ACC112-63 T Th 6:30-9:30pm
General Chemistry I
CHM101-63 T Th 8:15-11:30am
CHM101-63Lab T Th 12-3:15pm
Voice and Diction
COM100-63 T Th 9am-12pm
Oral Communication
COM103-63 T Th 9am-12pm
COM103-64 T Th 6:30-9:30pm
Computer Aided Drafting I
CON130-63 T Th 6:30-9:30pm
College Reading and Study Skills
ENL020-64 T Th 9am-12pm
Foundations in Writing
ENL050-64 Th 6:30-9:30pm
Fundamental Arithmetic
MAT010-64 T Th 6:30-9:30pm
Prealgebra
MAT020-64 T Th 6:30-9:30pm
Elementary Algebra
MAT030-64 T Th 9am-12pm
Intermediate Algebra
MAT040-64 T Th 9am-12pm
Principles of Microeconomics
ECO118-63 T Th 6:30-9:30pm
English Composition I
ENL101-63 T Th 9am-12pm
English Composition II
ENL102-64 T Th 9am-12pm
Intro to Environmental Science
ENV118-63 T Th 9am-12pm
ENV118-63Lab T Th 12:30-2:30pm
Coastal Ecology
ENV125-63 T Th 6:30-9:30pm

Introduction to Film
COM220-63 T Th 6:30-9:30pm
Standard First Aid & Basic Life Support
FIT130-63 T Th, 9:30am-12:30pm, 7/19-8/2
U.S. History since 1865
HIS104-63 T Th 6:30-9:30pm
HIS104-64 T Th 9am-12pm
Pharmacology
HEA200-64 Th 6-10pm, 5/31-8/16
Perspectives on Substance Abuse
HUS140-63 T Th 9am-12pm
Microcomputer Applications Software
GIT110-63 T Th 6:30-9:30pm
Operating Systems
BIT115-63 T Th 6-9pm
Medical Terminology
BIT103-63 T Th 8-11am
Conversational Spanish
SPN100-64 T Th 9am-12pm
Introduction to Children's Literature
ENL120-64 T Th 6:30-9:30pm
Shakespeare
ENL207-64 T Th 6:30-9:30pm
Survey of Mathematics
MAT140-64 T Th 6:30-9:30pm
Precalculus Mathematics I
MAT171-63 T Th 9am-1pm
Business Calculus I
MAT180-63 T Th 6:30-9:30pm
Precalculus Mathematics II
MAT190-63 TWTh 9-11:40am
Calculus I
MAT240-63 MTTh 9-11:40am
Pharmacology Calculations
NUR100-63 Th 4-6pm
LPN in Transition
NUR132-63 MT Th , 9am-2pm, 5/22-6/14
Tri-level Nursing Assistant/HHA
CNA117-65 MTWThF 8:30am-2:30pm, 5/9-6/29
General Psychology
PSY101-63 T Th 3-6pm
PSY101-64 T Th 6:30-9:30pm
Child Psychology
PSY201-63 T Th 6:30-9:30pm
Child Growth & Development
ECE110-63 T Th 6:30-9:30pm
Principles of Sociology
SOC106-63 T Th 6-9pm
SOC106-64 T Th 12-3pm
Introduction to Theater
THR101-63 T Th 6:30-9:30pm
Introduction to Earth Science
ESC101-64 T Th 8:15-11:30am
ESC101-64 Lab T Th, Noon-3:15pm
Fundamentals of Oceanography
ESC105-64 T Th Noon-3pm
ESC105-64 Lab T Th 3-5pm

The **Advantage Program** is a TRIO federally-funded Student Support Service Program. Academic services provided include personalize tutoring, academic advising, peer tutor, semester performance review, transfer trips to other four-year colleges, free life skills workshops co-sponsored by **Coaches & Mentors** program, to name a few of the services provided to qualified participants.

For more information, contact Advantage Program Director, Sylvia Jimison, 1-508-362-2131, x. 4511

Study Abroad

Transform Your Life!

Summer 2007

International Drawing ~ 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.

ART100-40 Drawing I 3 credits*
Instructor: Scott Anderson
Dates: June 5 - 19, 2007
*Estimated cost: TBA

Irish History and Culture
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.

HIS241-71 3 credits*
Instructor: Kate Martin
Dates: July 6 - 14, 2007
*Estimated cost: $1,500 plus airfare and tuition.

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 please contact International Studies Coordinator Christine Jacques at 1-508-375-4016 or email: cjacques@capecod.edu

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**
WIT032-65 Fri., 6/29, 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**
WIT031-63 Fri., 7/13, 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**
WIT034-65 Fri., 6/8, 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**
WIT033-65 Fri., 6/22, 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**
WIT038-65 Fri., 6/1, 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**
WIT043-63 Fri., 5/18, 9:00am-4:00pm
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**
WIT042-65 Fri., 6/15, 9:00am-4:00pm
WIT042-66 Fri., 8/24, 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**
WIT035-65 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
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**
WIT006-64 Fri., 5/11, 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**
WIT053-64 Wed., 5/9 & 5/16, 6:00-9:00pm
WIT053-65 Fri., 8/10, 9:00am-4:00pm
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**
WIT054-63 Wed., 5/23 & 5/30, 6:00-9:00pm
WIT054-64 Fri., 8/17, 9:00am-4:00pm
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**
WIT023-63 Fri., 8/3, 9:00am-4:00pm
Learn to use this professional visual editor to create and manage Web sites and pages. Students learn to use Dreamweaver's advanced design and layout tools including DHTML features such as animated layers and behaviors.

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

Safety & Health

ServSafe© **$155**
WGB040-65 Thurs., 5/3 & 5/10, 12:00-4:00pm
WGB040-66 Thurs., 6/7 & 6/14, 12:00-4:00pm
WGB040-67 Thurs., 9/12 & 9/19, 9:00am-1:00pm
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."

Local Anesthesia Certification **$1000**
WHD001-65 Fri., Sat., & Sun., 5/18-5/20, 8:00am-5:00pm
WHD001-66 Fri., Sat., & Sun., 8/17-8/19, 8:00am-5:00pm
This course is for the licensed dental hygienist. It consists of 11 hours of online pre-study, a didactic and a clinical component of 12 hours each. The course covers Massachusetts Rules and Regulations 234 CMR 3.09-3.14, and its requirements in the administration of local dental anesthetics. An online pre-study component is required. It contains tests and exercises that must be completed prior to attending the on-site lecture and clinical sessions. We suggest that you register at least one month prior to the course starting date.

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.

Watch for New Offerings!

Skills for New Supervisors and Managers

Separate tracks for Hospitality and Health Care.

Details at www.capecod.edu/werc

WERC WORKFORCE EDUCATION RESOURCE CENTER

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**
WRE036-65 Fri., 6:00-9:00pm, Sat. & Sun., 8:30am-6:00pm, 5/4-5/6
WRE036-66 Fri., 6:00-9:00pm, Sat. & Sun., 8:30am-6:00pm, 9/7-9/9
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**
WRE006-73 Sat., 5/19, 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.

Virtual Real Estate Appraising **$300**
WRE083-63 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.

Negotiation Skills

presented by the Cotton Center for Real Estate Studies
Watch for details at www.capecod.edu/werc

ed2go • ed2go • ed2go • ed2go

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.

Instructor-Facilitated Courses

Each of the **ed2go** online courses is supported and facilitated by an instructor unless otherwise indicated. Students are able to interact freely with one another and the instructor by posting and answering questions in the discussion area. Over 100 courses offered, such as...Internet, Computer, Certification, Writing, Personal Enrichment, and Health Care. *All courses require Internet access, e-mail, and a Netscape or Internet Explorer Web browser.*

For a complete course list and to register, visit: **www.ed2go.com/capecod**

The Hyannis Center

540 Main Street, Hyannis, MA 02601 • 1-508-778-2221

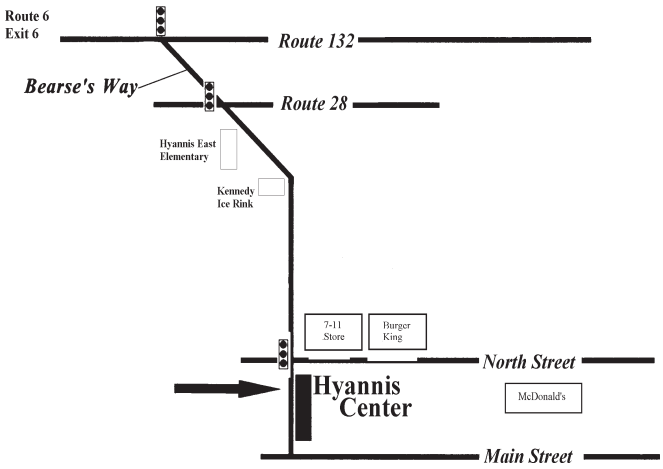
The Hyannis Center offers educational assistance for adults who wish to improve their basic reading, writing and math skills.

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.

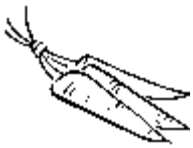
Información en Español: 1-508-375-4091
Informação em Português: 1-508-375-4092



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.

Buy Fresh,
Eat Fresh!



Farmer's Market

...a community effort

Mid June – Mid September
Wednesdays • 8am–1pm
Adjacent to the
Hyannis Center
540 Main St.

Interested in participating?
Call the Market Manager at 1-508-432-3557.

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!

1-508-771-5002 • www.cfscapecod.com

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
- Family Literacy Program
- 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.

GED

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

You will need to attend all sessions.

May 8, 14 & 15
June 14, 18 & 19
August 20 & 21

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

Truro Center for the Arts at Castle Hill
1-508-349-7511
www.castlehill.org

Advanced Projects in the Visual Arts

Refining Your Forms **$250***
ART250 M, 9am-Noon, 5/7-5/28

Digital Imaging on Clay **$400***
ART250 M-F, 10am-4pm, 6/25-6/29, materials: + $150

Slab Built Construction & Raku Firing **$350***
ART250 M-W, 9am-1pm; F(Firing), 10am-4pm, 7/2, 7/3, 7/4, 7/6

Evening Throwing **$320***
ART250 W, 6:30-8:30pm, 7/11, 7/18, 7/25, 8/1, 8/8, 8/15, 8/22

Building & Firing a Down Draft Kiln **$330***
ART250 M-W, 10am-4pm, 7/9-7/11

Beginning Throwing **$300***
ART250 M-Th, 2-4:30pm, 7/9-7/12

Covered Jars **$330***
ART250 W-F, 10am-4pm, 7/18-7/20

Making Better Pots **$350***
ART250 M-W, 9am-3pm, 7/23-7/25

Raku Firing **$135**
ART250 F, 10am-4pm, 7/27

Exploring Handbuilding **$340***
ART250 M-Th, 9am-1pm, 7/30-8/2

Saggar Firing **$340***
ART250 M-F, 9am-1pm, 8/6-8/10

Precious Metal Clay/Fine Silver Jewelry I **$325***
ART250 M-F, 9am -12:30pm, 8/6-8/10, materials: + $120

Making Cookware **$350***
ART250 M-F, 9am-1pm, 8/13-8/17

High Fire Glaze Day **$150**
ART250 M, 1-4:30pm, 8/13

Precious Metal Clay/Fine Silver Jewelry II **$325***
ART250 M-F, 1-4:30pm, 8/13-8/17, materials: + $120

Making Lively Pots/Altering on the Wheel with Soft Clay **$350***
ART250 M-F, 9am-1pm, 8/20-8/24

Salt & Soda Glazing & Firing **$260**
ART250 M-T, 1:30-4:30pm, 8/27-8/28

Ceremonial Vessels & Raku Firings **$330***
ART250 M-T, 10am-1pm, F-Sat, 9am-4pm, 8/27, 8/28, 8/31, 9/1

All workshops will be held at the
Truro Center for the Arts at Castle Hill,
10 Meetinghouse Road, Truro.

**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

The Provincetown Art Association and Museum School at PAAM is a collaborative educational effort that offers off-season, full-semester, college-level instruction in the visual arts within Provincetown's concentrated community of galleries, museums, working and visiting artists, critics, patrons, and collectors - a microcosm of the whole art world. Typical students include college transfer, professors on sabbatical, retirees, teachers earning continuing education credits, and emerging artists. **Course credits taken at the Provincetown Art Association Museum School will count toward graduation at Cape Cod Community College in the Associate of Arts degree.**

PAAM contact information:
e-mail: paam@capecod.net
1-508-487-1750
www.paam.org

Academy for Lifelong Learning of Cape Cod

Elderhostel Institute Network

The Academy, with over 500 current members, is an organization at the College for people aged 50+.

The Academy expects to offer over fifty study groups in the Fall semester that commence in September. Classes range from discussion groups led by a coordinator to lectures conducted by specialized instructors. Topics may include:

Cape Cod History • Tai Chi • Jewish Mysticism
Current Events • Ancient Egypt • Great Books
Irish Poetry • Politics & Press • Writers Group

The Fall 2007 catalog will be posted on the ALL web site, www.allcapecod.org. To receive a printed copy of the Fall catalog, please contact the Academy.

Academy for Lifelong Learning of Cape Cod, Inc.
Cape Cod Community College
2240 Iyannough Road
West Barnstable, MA 02668-1599
www.allcapecod.org

Academy for Lifelong Learning
Grossman Commons Building, Room 106
1-508-362-2131 x4400

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 Basic Food Preparation, Office Technology, Basic Retail, Institutional Maintenance and Landscaping, 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, chorus, and 4-H activities coordinated with Barnstable County 4H/UMass Extension are also available at no additional charge to the student.

To apply, please contact Peter Daley at 1-508-362-2131 x4763

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

Spring Hours (February - May)
Monday-Friday • 7:30am - 6:30pm
Saturdays • 9:00am - 1:00pm
Summer Hours (May-August)
Tuesday-Thursday • 9:00am - 3:00pm

Life Fitness Center
1-508-362-2131 x4368

CCTC

Working smarter, growing stronger, building a better community, workplace, and economic base for the Cape, Islands, and Southeastern Massachusetts

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.

Junior Tech Council
Look for workshops offering fun 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**

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
June 11 - July 30
Mondays • 6:30-8:30pm
Instructor: Katherine Trainor Fee: $80

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 • Summer2007

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 x4649

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.

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

Masters Programs

MPA - Public Administration - *Suffolk University*
Contact: Dr. Jane Secci, 1-508-375-4029 - email: jsecci@suffolk.edu

Professional Counseling - *Lesley University* *(new program March 2007)*
Contact: Ms. Raquel Rodriguez, 1-508-428-6125

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.

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Milton L. Penn

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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.

College Trustees and Officers

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CAPE COD COMMUNITY COLLEGE OPEN

BENEFIT TENNIS TOURNAMENT

Singles Competition: July 11-15

Doubles Competition: July 18-22

Cape Cod Community College Tennis Courts

For more information,
please call the **CCCC Educational Foundation at 1-508-375-4015.**

CAMPUS DIRECTORY

1 Tilden Arts Center
Arts/Communication Department, Faculty Offices
Art Studios
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
Office of Advanced Studies

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

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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.

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 and application priority dates do not apply to Nursing, Dental Hygiene, or international students. International students should contact the Admissions Office for a complete packet of information. 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/admissions. Go to www.capecod.edu/admissions 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 30 of this brochure for refund information.

Criminal Offender Record Information and Sex Offender Registry Information Checks - Students participating in an academic, community or clinical program that involves the potential for unsupervised contact with children, the disabled, or the elderly, may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (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.

High School Equivalency Certificate (G.E.D.) Refer to page 21.

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 28) or contact the Admissions Office at 1-508-362-2131 x4311.

Mission Statement - Refer to page 25.

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.

Refunds - Refer to page 30.

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

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
- 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. 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 by going to the **eCashier** link at www.capecod.edu.

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

Summer Session 2007
June 19 - August 6

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 "Course Listing & Student Information."

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

June 19-21	8:30am-6:30pm

Refer to the Calendar on page 2 for Holiday Observances.

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

Cape Cod Community College

Summer 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: _____

CAPE COD COMMUNITY COLLEGE — Light Liberty and Learning 1961

Mail Completed Form and Payment to:

Cape Cod Community College
Registration Office
2240 Iyannough Road
West Barnstable, MA 02668-1599