Cape Cod Community College

2008-2009 Catalog

2240 Iyannough Road, West Barnstable, MA 02668-1599
1-508-362-2131

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Toll Free 1-877-846-3672
Información en Español 1-508-375-4091
Informação em Português 1-508-375-4092
www.capecod.edu

A Message from the President

Welcome to Cape Cod Community College. Your education is the first priority here. As a learning-centered community, we value the contributions of a diverse population, welcome open inquiry, and promote mutual respect. Here you can build a solid academic future, redirect your personal and career goals, or enhance your workforce skills. Our faculty and staff are committed to putting your needs first. Courses are taught by caring professionals in small, intimate classes where individual attention is the norm, not the exception. Student advising, counseling, and tutoring are equal partners in your academic program. But your total college experience is so much more.

We're waiting to welcome you into an outstanding educational environment on a campus rich in opportunities to interact with people and cultures from around the world. Our distinguished speakers, lively theater arts programs, public events that showcase and discuss the most important issues of our time, our student clubs, the student radio station and newspaper; it's all up to you to choose how to enrich your academic pursuits.

As strongly as Cape Cod Community College is committed to your success, it is equally committed to a sustainable future for all. Repeatedly honored regionally and nationally for its outstanding leadership in environmental stewardship, the College is committed to reducing its carbon footprint and empowering others to do the same.

We are moving rapidly to erect a wind turbine that will reduce our carbon footprint and enhance our curriculum, and we're exploring ways to bring a fuel cell back to campus. As a core element of our decision making, we're always looking for ways to reduce, recycle, and reuse. Join us in this endeavor and become a leader yourself!

Please come and explore a new pathway in life, and see just who we are and what you can become within this unique learning community. Starting here, you can take your life anywhere, and we're waiting to help you do just that.

With my personal best wishes for your success,

Kathleen Schatzberg
President

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Connecting to the College

1-508-362-2131 or
Toll Free 1-877-846-3672

Admissions Office ..... ext. 4311
Advising & Counseling Center .ext. 4318
Assessment Center ..... ext. 4543
Business Office ..... ext. 4123
Disability Services ..... ext. 4337
Distance Learning ..... ext. 4040
Financial Aid Office ..... ext. 4393
Health Services ..... ext. 4331
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

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

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***Information Subject to Change**: This catalog is published as a convenience and source of information for prospective students and for the general public. It should be understood, however, that the College reserves the right to add, revise, or withdraw courses and programs as described herein.*

As a convenience, Cape Cod Community College provides information on partner institutions offering degree programs on our campus. Those affiliated colleges and universities are responsible for the information provided herein regarding the 2+2 and graduate programs and courses. Catalog users are advised to contact those partner institutions for current 2+2 and graduate program information.

Academic Calendar

Fall Semester 2008

May 12	Fall registration begins for all classes
August 4	Preregistered students' Tuition and Fees are due
20	Preliminary cancellation of low enrolled classes
27	Final cancellation of low enrolled classes
29	Last day to register for classes
September 1	Labor Day observance
2	Opening Day
3	Classes begin
9	Last day to change a schedule
9	Last day to drop a course with no academic record
9	Last day to drop a course for 100% refund (less $35 deposit)
16	Last day to drop a course for 50% refund
October 8	Professional Day - College Closed
13	Columbus Day observance
20	Mid-term warning grades due to Registrar
November 3-14	Advising period for preregistration
11	Veterans' Day observance
14	Last day to withdraw from an academic course
17-21	Returning students preregister for Spring 2009 semester
27-29	Thanksgiving recess
December 1	Last day to resolve INC grades
8	Spring registration begins for all classes
13	Classes end
15-20	Final exam period
29	Final grades due to Registrar

Spring Semester 2009

January 1	New Year's Day observance
5	Preregistered students' Tuition and Fees are due
14	Preliminary cancellation of low enrolled classes
19	Martin Luther King Day observance
21	Final cancellation of low enrolled classes
23	Opening Day
23	Last day to register for classes
26	Classes begin
February 2	Last day to change a schedule
2	Last day to drop a course with no academic record
2	Last day to drop a course for 100% refund (less $35 deposit)
9	Last day to drop a course for 50% refund
16	Presidents' Day observance
24	Professional Day - College Closed
March 6	Mid-term warning grades due to Registrar
16	Evacuation Day observance
16-21	Spring recess
March 30 - April 10	Advising period for preregistration
April 3	Last day to withdraw from an academic course
6	Summer session registration begins
13-17	Returning students preregister for Fall 2009 semester
20	Patriots' Day observance
May 4	Last day to resolve INC grades
12	Classes end
13-19	Final exam period
22	Final grades due to Registrar
25	Memorial Day observance
26	Fall registration begins for all classes
27	Approval of Graduates
28	Commencement
June 17	Bunker Hill Day observance

Winter Intersession 2009 • January 5-23

Summer Session 2009 • June 22 - August 6

Note: *The College reserves the right to make changes in the published academic calendars. Students and staff will be notified if changes must occur. The above dates represent a traditional semester. It is the responsibility of the student to be aware of any special "due" dates associated with courses which do not fit into the traditional semesters (i.e., late starting courses).*

Accreditation

Cape Cod Community College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education. Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of Cape Cod Community College. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road
Bedford, MA 01730-1433
1-781-271-0022

The Nursing program is accredited by the National League for Nursing Accrediting Commission and has approval from the Massachusetts Board of Registration in Nursing. Individuals may contact:

National League for Nursing Accrediting Commission
61 Broadway
New York, NY 10006
1-800-669-1656, ext. 153

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

The Criminal Justice program is certified by the Massachusetts Board of Higher Education - Criminal Justice Program Review Committee.

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

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

Commission on Accreditation
of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
1-727-210-2350

Affirmative Action

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 admissions to, access to, treatment in, or employment in its programs or 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 there under; 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 Director of Equal Opportunity and Institutional Development. All complaints, concerns, or questions should be forwarded to Chet W. Yacek, Dean of Human Resources and Administration, or to Mikel Satcher with respect to Affirmative Action or Title IX. All complaints, concerns, questions, or requests for auxiliary aids and services regarding the Americans with Disabilities Act should be forwarded to Dean Yacek, A.D.A. Compliance Coordinator, or the Director of the O'Neill Center for Disability Services. Telephone number 1-508-362-2131 or TDD 1-508-375-4027. *This notice is available in large print, audio tape, and in Braille from the A.D.A. Compliance Coordinator or from the O'Neill Center.*

Filing Complaints
For purposes of filing federal charges of discrimination under Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Rehabilitation Act, or Title VI of the 1964 Civil Rights Act, students may contact:

Federal Office for Civil Rights
McCormack Post Office and Court House
Post Office Square
Boston, MA 02109

Inquiries may be directed to:
Mikel E. Satcher, Director of Equal Opportunity and Institutional Development at 1-508-362-2131 ext. 4392, 4459

Chet Yacek, Dean of Human Resources and Administration
1-508-362-2131 ext. 4306

Non-Discrimination Policy Statement

Cape Cod Community College policy prohibits discrimination in education, employment, and services due to 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 above.

Campus Directory

West Barnstable - Main Campus

Tilden Arts Center (1)
Arts and Communication Department and Faculty Offices
Art Studios
Box Office
Higgins Art Gallery
Honors Program
International Studies
Main Theater
Media Production
Music Room
Phi Theta Kappa
Practice Rooms
Studio Theater

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

Wilkens Library (3)
Alumni Office
Cape Cod Community College Educational Foundation
Cape Cod Historical Collection/ Nickerson Room
Facilities Use
Health Promotion and Resource Center
Information Skills Classroom
Institutional Research and Planning
Institutional Resource Development
Instructional Media Services
Instructional Technology Center
Listening and Viewing Rooms
Media Room
Online and Teaching Technologies

South Hall (4)
Advanced Studies
ADVANTAGE Program
Coaches & Mentors
Dean of Learning Support Services and Student Success
Dental Hygiene Clinic
Diploma Plus
Equal Opportunity /Institutional Development
O'Neill Center for Disability Services
Project Forward
School-to-Careers
Social Sciences, Behavioral Sciences, and Human Services Department and Faculty Offices
Student Employment
Writing Resource Center

North/South Connector (5)

North Hall (6)
Dean of Health Sciences, Social Sciences, and Human Services
Health Sciences Department and Faculty Offices
Language and Literature Department and Faculty Offices
Nursing and Allied Health Learning Resource Center

Science Hall (7, 8)
Dean of Math, Science, Business, and Technology
Mathematics and Natural Sciences Departments and Faculty Offices
Lecture Halls
Math Learning Center
Science Labs

Grossman Commons (9)
Academy for Lifelong Learning
Advising and Counseling Center
Assessment Center
Bookstore
Cafeteria
Career Planning and Placement
Copy Center
Dean of Enrollment Management and Advising Services
Mail Room
MainSheet - Student Newspaper
Student Development
Student Lounge
Student Senate
Tech Prep-Career Vocational Technical Education Linkage (CVTE)
Zammer Hospitality Institute

Lyndon P. Lorusso Applied Technology Building (10)
Business Department and Faculty Offices
Computer Labs
Cotton Center for Real Estate Studies
Information Technology
Tutoring Center
Workforce Education Resource Center

Makkay Broadcasting Center (11)
WKKL - Radio Station

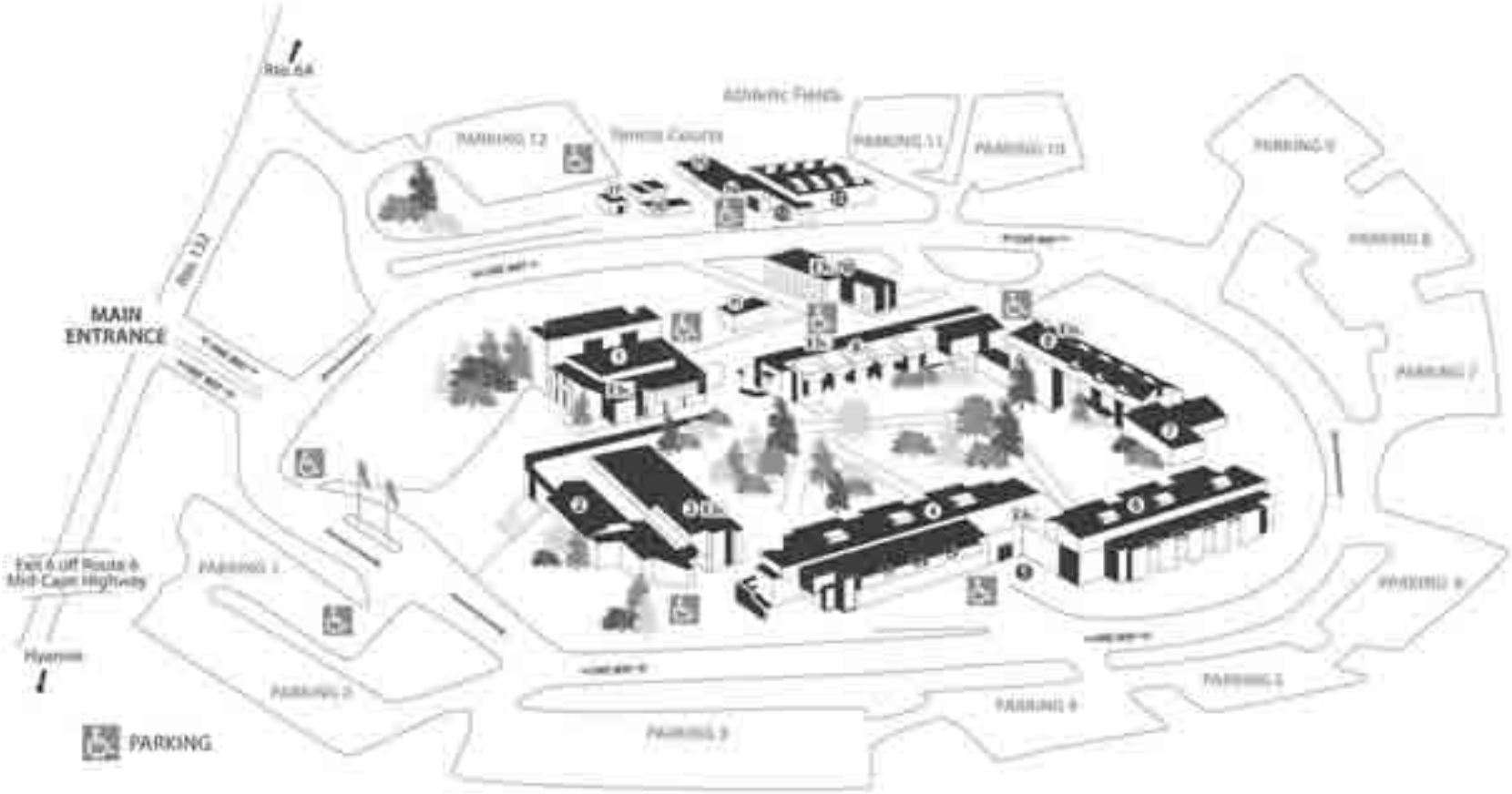
Life Fitness Complex (12-15)
All-Purpose Fields
Baseball Fields
Child Care Center
Gymnasium
Health Services
Life Fitness Center
Massage Therapy Lab
Racquetball Court
Soccer Fields
Tennis Courts

Facilities Management Building (16,17)
Maintenance Shops
Shipping and Receiving - Warehouse

West Barnstable - Main Campus

Directions to Cape Cod Community College's West Barnstable Campus

Route 6 to exit 6. Travel north on Route 132. The campus entrance is on the right.



Directions to Cape Cod Community College's Hyannis Center

Route 6 to exit 6 turn on Route 132 South (Iyannough Road) and travel approximately 1.7 miles. Turn right on to Bearse's Way and proceed 1.7 miles (crossing Route 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.

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.

The College in Brief

Degrees Offered

The College offers Associate in Arts and Associate in Science degrees, and certificates in a variety of program areas. Advanced degrees are offered in partnership with other colleges and universities. Refer to page 179 for information on **Bachelor's and Master's Degrees.**

Enrollment

Cape Cod Community College enrolls approximately 4000 students per semester.

The Faculty

Of the 65 full-time faculty members teaching at the College, 43 are female and 22 are male. Virtually all of the faculty members hold Master's degrees in their respective fields, and about 35 percent have earned Doctorates. The College also prides itself on the additional expertise with which part-time adjunct faculty enrich the curriculum and the classroom experience.

Location

The main campus (West Barnstable) is located just off the Mid-Cape Highway, north of Exit 6 (the junction of Routes 6 and 132).

The Hyannis Center is located at 540 Main Street in downtown Hyannis.

The Students

The full-time and part-time student population consists of 61% female and 39% male ranging in age from 16 to 80. It is the policy of Cape Cod Community College not to discriminate on the grounds of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin, or disability status. All inquiries concerning this policy should be directed to Mikel E. Satcher, Director of Equal Opportunity and Institutional Development.

History of the College

Cape Cod Community College was established in 1961, the second institution to open as part of what is now a 15 community college system in Massachusetts that resulted from the persistent efforts of Senator Edward Carleton Stone.

Cape Cod Community College opened under the leadership of its first president, Irving Bartlett, in the building that is now the Barnstable Town Hall. One hundred sixty-six students from thirty-three communities enrolled in the College's first class. There were five full-time faculty and six part-time instructors to greet them. These students were offered five terminal programs, as well as the transfer program. For the first two years, courses were offered in the evening in cooperation with the Massachusetts Division of University Extension. In 1963, Cape Cod Community College's first evening program found one hundred and thirty students enrolled in ten different degree credit courses. In the spring of 1963, the first summer session had enrolled one hundred and forty-five students from fifty colleges and universities taking degree credit courses.

Outgrowing its first home, in 1970 Cape Cod Community College moved to its current location on 116 acres in West Barnstable, making it the first community college in the state to build a new campus. Under the direction of its second president, E. Carleton Nickerson, the College moved into five of the eight buildings designated in the master plan for the new campus.

In 2006, the College opened its doors to the new Lyndon P. Lorusso Applied Technology building, a state-of-the-art teaching and learning facility. Representing the College's commitment to environmental sustainability, it is the state's first LEED (Leadership in Energy and Environmental Design) certified "green-building" ever built with state dollars. The Tutoring Center, Writing Center, Workforce Education Resource Center, classrooms, and offices occupy space in this new building.

It might be tempting to say that those first students of 1961 could never have imagined Cape Cod Community College as it is today, but it would not be true. They had a vision which was stated in an unsigned article in the December 1965 issue of the school paper, *The Beacon*.

> *"Reputations will be earned, traditions will come, just so long as we don't lose sight of the dream and the idea. In time, our graduates will earn their place in the Arts, in the Sciences and Industry. In time, we will look back with great pride on the fact that many traditions enjoyed by future enrollees were started by us. In time, Cape Cod Community College will be our greatest pride because we helped to build it."*

That vision is the legacy of the students at Cape Cod Community College.

Commencement 1963

Admissions

Admissions Policy

Cape Cod Community College admits applicants to degree and certificate programs according to the Massachusetts Department of Higher Education's "Open Door" philosophy. Each applicant is accepted to the College, on a rolling, first-come basis, if the applicant meets the eligibility requirements, has completed the application procedures, and a vacancy exists in the applicant's elected program of study. This policy does not apply to the College's selective health programs. Refer to page 11 for information on the selective health programs.

Eligibility Requirements for Admission

To be eligible for admission, an applicant must have graduated from an approved secondary school (high school) or received a state-issued high school equivalency certificate (GED), prior to enrollment. Applicants who have not graduated or earned a GED should contact the Admissions Office to discuss their options.

Three Easy Steps to Enroll in a Degree or Certificate Program

All applicants must submit the following materials to the Admissions Office by August 15th for the Fall semester or January 10th for the Spring semester:

1. their completed application form,
2. proof of high school graduation or the equivalent, in the form of <u>one</u> of the following:
   a. an official high school transcript from an approved secondary school indicating date of graduation, *or*
   b. official state-issued high school equivalency certificate (GED),*or*
   c. notarized copies of foreign high school transcripts, or diplomas, or national examination results accompanied by certified English translations, and evaluations, *or*
   d. an original, signed letter from the high school verifying an early graduate has completed all high school graduation requirements, but will not receive a diploma until the ceremony, *or*
   e. succcessful completion of an Ability to Benefit assessment, *or*
   f. graduation from a two-year or four-year college, official transcript must be submitted.

The Ability to Benefit option does not apply towards the Dental Hygiene program. For eligibilty criteria for the Ability to Benefit, please contact the Admissions office. Applicants who have neither a high school diploma nor GED should contact the Director of Admissions for details.

Transfer Applicants must submit official transcripts from all colleges and universities ever attended. Previous college performance will not impact admission to non-selective programs. Upon acceptance to the College, the Registrar's Office will conduct a transfer credit evaluation of previous college-level course work and notify students, in writing, of accepted transfer credit. Refer to page 12 for the College's transfer credit policy.

Permanent Resident Aliens must submit a copy of their valid green card with their application.

Applicants in the Process of Applying for a Green Card must submit either a Notice of Action form verifying their application for a green card or a letter from an attorney verifying application in process.

International Applicants: Additional documentation, criteria, and deadlines apply to international applicants seeking an I-20 form for an F-1 visa. Please contact the Admissions Office to receive an International Student Packet or download the necessary forms at *www.capecod.edu/admissions/international/html.* This packet explains the additional admission requirements and contains additional forms that must be completed for consideration. Application deadline dates are May 1 for the Fall semester or October 1 for the Spring semester.

Non-Degree Seeking Students who do not intend to receive a degree or a certificate from Cape Cod Community College do not need to apply for admission. However, financial aid is NOT available to any student who has not applied for admission and enrolled in a degree or a certificate program. Non-degree seeking students can meet with advisors in the Advising and Counseling Center to help select the appropriate courses. Then, students can register for their desired courses at the Registration Office on the first floor of the Nickerson Administration Building.

Re-admission to the College: Students who had once applied to the College and enrolled, but are no longer "matriculated" due to:

a. graduation from the College, or
b. an unenrolled status for two consecutive years,

can follow the standard application procedures for re-admission. Re-applicants must check with the Admissions Office to determine whether or not they need to resubmit their high school and college transcripts. If a student is readmitted to the College or changes his/her degree or certificate program, the graduation requirements are those in effect on that date.

Students who do not register for classes at the College after two consecutive semesters, exclusive of summer, will be required to see an advisor prior to registration.

Academic Dismissal: Refer to **Academic Standards**, page 31.

Returning to the College after Withdrawing: Students who once officially withdrew from the College, but are still considered "matriculated" may simply register for courses and resume their studies.

Students who once officially withdrew and are no longer considered "matriculated" due to an unenrolled status for over two years may re-apply through the Admissions Office. Re-applicants must check with the Admissions Office to determine whether or not they need to resubmit their high school and college transcripts. If a student is readmitted to the College or changes his/her degree or certificate program, the graduation requirements are those in effect on that date.

Fresh Start Option: Refer to page 32.

Selective Health Program Applicants: Applicants interested in applying to the Nursing, Dental Hygiene, Massage Therapy, Diagnostic Technology, Medical Assisting, or Paramedic programs at Cape Cod Community College must complete additional requirements and will be considered for their program of choice on a selective basis.

Interested applicants may obtain detailed requirement listings for the Nursing, Dental Hygiene, Medical Assisting, Paramedic, and Massage Therapy programs in the Admissions Office. Applicants to the Nursing and Dental Hygiene programs are encouraged to attend an information session. Massage Therapy, Medical Assisting, and Paramedic students must attend an information session. Schedules of upcoming information sessions are available at the Admissions Office.

Diagnostic Technology and Tri-level Nursing Assistant / Home Health Aide applicants should call 1-508-362-2131, ext. 4452 to sign up for a required information session and interview.

Criminal Offender Record Information and **Sex Offender Registry Information Checks:** In order for a student to be eligible to participate in an academic, community or clinical program that involves the potential for unsupervised contact with children, the disabled, or the elderly, the student 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 is authorized by the Commonwealth's Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College's CORI/SORI check process, please contact either Roseanna Pena-Warfield, Dean of Enrollment Management and Advising Services or Chet W. Yacek, Dean of Human Resources and Administration.

Dual Enrollment Program: High School Students Taking College Courses

Consistent with the mission of the Department of Higher Education, Cape Cod Community College seeks to work closely with area high schools.Qualified high school students can earn both high school and college credits through the Dual Enrollment Program, authorized in the Education Reform Act of 1993. Eligible students will be in either their junior or senior year, or be at least 16 years of age, have a GPA of 3.0 or better, and be recommended by their teacher, guidance counselor or principal. An alternative Dual Enrollment program is available for juniors and seniors who have a 2.0-2.9 grade average, who are recommended by a school representative, and who demonstrate the ability to do college- level coursework by scores received on the Computerized Placement Test administered at the College. For further information, contact the Admissions Office at 1-508-362-2131, ext. 4311.

Secondary Post Secondary Career Vocational Technical Education Linkage Consortium (CVTE)

Students are eligible to enroll in specific courses in their high school to earn college credit through articulated agreements. High school students who successfully complete these articulated courses may be eligible to be awarded the credit once they earn additional college credit at Cape Cod Community College. In order to participate, high school students must be officially registered through their local high schools that are members of the Cape Cod & Islands CVTE Consortium. Articulated CVTE credits are posted on the students Cape Cod Community College transcript once all requirements have been met. Contact the CVTE office at 1-508-362-2131, ext. 4265 for more information about articulated courses and other program offerings.

Diploma Plus

The Diploma Plus program gives high school seniors the option to earn a traditional diploma and college credits by *spending their entire senior year* on the campus of Cape Cod Community College. The two-part program begins in the spring of the junior year developing an Early Portfolio in an after-school course at the community college. A completed portfolio with good attendance earns a 1/2 credit towards graduation and an interview for a placement in the full year program. After summer vacation, students accepted into the Diploma Plus program will not return to their high school. Instead, the students will attend the College full time for both semesters of their senior year in college-level courses, internships and community service. For further information, contact the Diploma Plus program office at 1-508-362-2131, ext. 4485.

Transfer to Cape Cod Community College

Transfer credit to the College is determined on an individual basis using these guidelines:

- Only comparable course work from an accredited institution or a college which is a candidate for accreditation will be eligible for transfer credit;
- College Level Examination Program (CLEP) credits will be accepted in accordance with College policy;
- Only grades of C (2.0 on a 4.0 scale) or better will be considered for transfer;
- Transfer credits will be accepted in the number established for that course by the college at which those credits were earned. If the transferring institution uses a credit system different from that of the College, the Registrar of Cape Cod Community College will convert the credits;
- In most cases, credits will be accepted without a time limit from any regionally accredited institution. In certain courses where a program or a department requires that current knowledge is essential, a time limit may 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 in either of the following circumstances:
    a. the student successfully passes a CLEP test for the course or, in the absence of a CLEP test, passes a Department Challenge Examination, or
    b. the student submits a waiver request and receives approval from the appropriate department;
- A minimum of 30 credits must be completed at Cape Cod Community College in order to earn a degree.

Science Transfer Credits

Students who are transferring in credits for science courses that do not fit the traditional four-credit format (3 credits lecture, 1 credit laboratory) may be permitted to take only the laboratory portion of a Cape Cod Community College science course that closely matches the transferred course. Refer to **Laboratory for Transfer Students,** page 157, for a detailed description of the conditions that must be met in order to enroll in one of these special laboratory sections.

Non-Refundable Deposit

Accepted students will be required to pay a $35 non-refundable deposit to reserve their space in the incoming class. This deposit is due no earlier than May 1st for the Fall and December 1st for the Spring. This deposit will be deducted from the semester bill.

Basic Skills Assessment

Although Cape Cod Community College has an open admission policy, appropriate skill levels are needed for success in any program of study and are prerequisites to enrollment in many introductory courses at this college. Therefore, the College administers skills assessments in English, reading, and mathematics. Matriculated students are required to take these skills assessments as part of their scheduled assessment/advising/registration appointment prior to their first semester of classes. During this appointment each student will meet with an academic advisor to develop an appropriate academic plan. Students will be advised to select and schedule appropriate academic courses based on their assessment results and individual circumstances. Students may retest in one or more subject areas (English, Reading, and Math) one time only. Non-matriculated students who wish to enroll in courses that have an identified prerequisite skill level are **required** to take the skills assessment test before registering for the class. Students may enroll only in courses for which they are able to demonstrate the required entry level competency. Cape Cod Community College will provide appropriate developmental courses and experiences for students who have demonstrated need in English, reading, and mathematics. Developmental education courses, although credit bearing, may not be used to fulfill associate degree requirements.

Test results remain valid for three years. Students will be required to retake the skills assessment unless current (less than three years old), valid, comparable information is available.

The Assessment Center is located in the Grossman Commons.

Immunization Requirements - Refer to page 33.

Financial Aid

Sources of Assistance

Student financial aid provides monetary assistance to help many students pay for educational expenses. There are three basic categories of financial aid available:

- Grants and scholarships--forms of assistance that do not have to be repaid;
- Work Study--part-time employment at the College allows students to earn funds;
- Loans--repayment of most loans begins after the student is no longer enrolled in classes.

The following financial aid programs are available at Cape Cod Community College.

Federal Aid

Federal Pell Grant - Pell Grants are federal funds which do not have to be repaid. The maximum grant for 2008-2009 will be $4731 per academic year. The amount of the grant varies according to federal need calculations and the student's enrollment.

Federal Supplemental Education and Opportunity Grants (SEOG) - The Financial Aid Office awards SEOG to those students who qualify for the Federal Pell Grant and who demonstrate the greatest financial need. Generally, awards range from $200 to $1000 per year. This grant does not have to be repaid. The limited funds are awarded on a first-come, first-served basis.

Federal Academic Competitiveness Grant (ACG) - The ACG is available to recent high school graduates who meet all of the following requirements: receive Pell Grant fund, full-time college student, U.S. citizen, enrolled in a degree program, in first or second year of college, and completed a rigorous secondary program. First year ACG awards are up to $750; second year awards are up to $1300.

Federal Work Study (FWS) - FWS is a federal program which allows students with financial need to work on campus. Students work an average of ten hours per week and in return receive a paycheck every other week. Most students will earn up to $2400 per academic year. Recipients must be enrolled at least half-time.

Federal Stafford Loan Program - This loan program, which requires at least half-time enrollment, is available in two forms: subsidized and unsubsidized. Subsidized loans are dependent upon financial need and are limited to $3500 for students who have earned less than thirty graduation credits (first-year students). Second-year students with thirty or more graduation credits may borrow up to $4500. Subsidized loans have deferred repayment and do not accrue interest while students are enrolled at least half-time and for six months after dropping below half-time status. Unsubsidized loans are available to independent students and to some dependent students. The unsubsidized loan provides up to an additional $2000-$6000 to qualifying students. Unsubsidized loans accrue interest while the student is in school. Detailed information on the Stafford loan is available from the Financial Aid Office. Federal Stafford Loans may have origination and (insurance) fees of 1-4% deducted from each disbursement.

Federal Parent Loan for Undergraduate Students (PLUS) - Parents borrow this education loan on behalf of a child enrolled at least half time. PLUS is available each year for the cost of education less any other financial aid the student receives. Parents begin to repay this loan while the student is in school. For more information on interest rates and credit qualifications, contact lending institutions or the Financial Aid Office.

State Aid

MASSGrant - The State Office of Student Financial Assistance awards these need-based grants to Massachusetts residents enrolled full-time. Applications must be received by May 1 prior to the start of the school year (May 1, 2008 for the 2008-2009 academic year). This grant of up to $900 per academic year does not have to be repaid.

MA Access Cash Grant - The Financial Aid Office awards these funds to Massachusetts residents with financial need. Amounts vary, but will not exceed the cost of tuition and fees. Funds are awarded on a rolling basis. This grant does not have to be repaid.

MA Part-time Grant - These awards are provided to students who qualify for the Federal Pell Grant and who enroll in 6 to 11 credits per semester. The amounts range from $200 to $450 per year, are awarded on a rolling-basis, and do not have to be repaid.

MA Need-Based Tuition Waiver - These funds are for Massachusetts residents who have demonstrated financial need and who are enrolled in state-supported classes (sections 01-39). The Financial Aid Office determines the amount, but the award will not exceed the cost of state tuition. Waivers do not have to be repaid.

Categorical Tuition Waiver - Tuition waivers are available for the categories listed on page 17. Tuition is approximately 20% of the class price. Recipients must reside in Massachusetts for the 12 months prior to the start of school. Recipients cannot be in default on federal or state education loans. Apply in the Financial Aid Office.

College Aid

CCCC Gap Fund

The College Financial Aid Office awards these funds to needy students who may not qualify for federal or state grants. Award amounts vary. To apply, complete the Free Application of Federal Student Aid (FAFSA). The Gap Fund does not require repayment.

College Scholarships and Grants

Each spring the Cape Cod Community College Educational Foundation will award scholarships to incoming, continuing, and graduating students. Recipients are selected based on criteria established by the scholarship donors and the academic qualifications of the applicants. Applications will be available throughout the campus in April. The scholarship amounts vary.

Whitehouse Scholarship

This fund is used to provide assistance to the evening Nursing program and the LPN in Transition course. Apply by completing the Free Application for Federal Student Aid (FAFSA). Other students with exceptional circumstances may receive awards at the discretion of the Financial Aid Director.

Eligibility Requirements

To be considered for the programs listed, students must meet all of the requirements below:

- be a United States citizen or eligible non-citizen
- be accepted into a College degree or qualifying certificate program
- be enrolled for the appropriate number of credits per semester
  Most aid programs require at least half-time enrollment (six credits per semester). Exceptions: some Federal Pell recipients receive the funds for only one class; the MASSGrant program requires full-time enrollment (twelve or more credits)
- maintain satisfactory academic progress as outlined in the *Student Handbook*
- not be in default or owe a refund on any federal grant or loan programs
- provide all documentation required to complete the financial aid application
- demonstrate financial need for those programs awarded based on need.

Students should note that certain short-term certificate programs do not qualify for financial aid. Contact the Financial Aid Office to confirm that your certificate program is eligible.

Financial need is defined as the cost of education minus a family contribution assessed from your application. The contribution is calculated using the Federal Methodology approved by the United States Department of Education. It considers total family income, family size, the number of family members in college, and certain family assets.
For most students under the age of 24, the federal formula requires we consider both the student's and parents' financial information. If you or your family would like any special financial circumstances taken into consideration, please inform the Financial Aid Office.

Application Procedures

Students must complete the Free Application for Federal Student Aid (FAFSA) for all federal and state grant, work study, and loan programs. The form is available online at *www.fafsa.ed.gov* in English or Spanish. Complete the form after January 1, 2008, for the 2008-2009 academic year. While the College accepts applications throughout the academic

year, students should apply before May 1 for the Fall semester to allow sufficient processing time. The FAFSA takes approximately two to four weeks to process.

The federal aid processing center will select some students for a process called income verification. The Financial Aid Office contacts these students requesting additional documentation. Some students may also be asked to provide additional information to resolve discrepancies in their aid applications.

Loan programs require that students complete "entrance counseling" and a separate loan promissory note. Details are available in the Financial Aid Office.

Notification of Awards - Students will receive an award letter providing the details of their financial aid package once their file is complete. The letter will list the source and amount of each type of assistance for which the student qualifies. Award letters will usually begin to be mailed starting in May for the Fall semester. New students will receive an award letter after being officially admitted to the College. Continuing students who are meeting satisfactory academic progress standards will receive their awards on a rolling basis.

Disbursement of Funds - Grants, waivers, and scholarships will be disbursed toward tuition, fees, and other charges approximately six weeks into the semester. If the total aid exceeds the charges, the Business Office mails a check to the student for the excess funds.

Federal Work Study checks are issued directly to the student every other week according to the number of hours worked.

Loans usually are paid directly to the student's tuition account through electronic fund transfer (EFT). Paper checks are made co-payable to the student and the College. Most lenders must charge origination fees which reduce the loan disbursement (up to 4% for Federal Stafford and PLUS loans). If the amount is greater than the charges, the Business Office mails the student a check for the excess funds.

If a student withdraws or is reported as absent in all classes, the amount of financial aid disbursed may need to be refunded. Recipients earn financial aid based on the total days attended. Students must be enrolled beyond the 60% point in the semester (beyond 9 weeks) to earn all financial aid.

Tuition and Fees Policy

The financial requirements of the College, changing costs, state and legislative action, and other circumstances may require adjustments in the tuition and fees stated. **The College reserves the right to make such adjustments in these charges as may from time to time be required by the Department of Higher Education or the Board of Trustees.** All obligations to the College must be paid prior to the beginning
of classes each semester. The full-time tuition and fees listed here are based upon 30 credit hours of enrollment per year.

Full-time Tuition and Fees (per year)*
Massachusetts residents $4,080.00 Non-residents $10,260.00

Part-time Tuition and Fees (per credit hour)*
Massachusetts residents $136.00 Non-residents $342.00

** Tuition and Fees are subject to change by vote of the Department of Higher Education and/or the Cape Cod Community College Board of Trustees.*

Other Fees

Books and supplies (estimate) $800-$1000 per year, full-time
Assessment retest fee $7 per test
Health Insurance (estimate) $900 per year (9 credits or more)
Nursing Program fee $150 per year
Dental Hygiene Program fee $100 per year
Allied Health students drug test fee $50
Other courses may also require special fees.

Past due accounts are referred to collection agencies and to the State for tax intercept. Past due accounts will be charged legal fees, plus collection company fees and other costs. Collection costs can be as high as 40% of the past due balance.

Tuition Waivers

Massachusetts residents may be eligible for tuition waivers under the following categories:

- sixty years of age or older
- a Native American
- a client of the Massachusetts Rehabilitation Commission or the Commission for the Blind
- an active duty service person
- a Veteran of the U. S. military
- an adopted or former foster child through the Department of Social Services (until age 24)
- a recipient of either the Adams Scholarship or the Stanley Koplik Certificate of Mastery for MCAS achievement
- a surviving child or spouse of the September 11, 2001 tragedy.

Tuition waivers cover the amount of tuition only, which is approximately 20% of the class price. Recipients are responsible for all remaining class fees. Specific guidelines for waivers are described under **Eligibilty Requirements** on page 15. Applications are available in the Financial Aid Office.

Veteran's Benefits and Services

Cape Cod Community College welcomes and appreciates our veterans. The College has VA approval for educational training of veterans and their dependents. The Veterans Affairs Office is part of the Financial Aid Office. Veterans receive assistance in obtaining educational benefits such as tuition waivers and monthly GI Bill education payments. The office provides application materials, contact information, and certifies enrollment. If a veteran has earned college credits at other institutions, the Registrar's Office evaluates all transcripts, CLEP, and DANTES test results promptly to facilitate class selection.

The Commonwealth of Massachusetts provides its Veterans, National Guard members, and Active Duty military stationed in Massachusetts with tuition waivers. For Veterans and Active Duty military, the waiver is approximately a 20% discount on each class. MA National Guard members may receive full tuition and fee coverage. Information regarding the waivers is available on this page and on page 15 under **Eligibility Requirements.**

Under the Montgomery GI Bill, many veterans receive payments at the end of each month while attending school. The amount varies with each veteran's situation and with the number of credits per term. Spouses and children of disabled or deceased veterans may also qualify for monthly education payments. The College also participates in the VA Vocational Rehabilitation program.

The VA provides an online application for benefits at *www.gibill.va.gov.* Veterans should apply for a degree or certificate program through the Admissions Office. Once registered, the Financial Aid Office will certify and monitor enrollment.

Massachusetts National Guard Reimbursements

If you serve in the Massachusetts National Guard, you may be eligible for 100% tuition and fee reimbursement. Contact your National Guard Education Office to request a Certificate of Eligibility, then submit it to the Financial Aid Office.

Tuition Refund Policy

Students who withdraw from classes may be due a refund of all or a portion of their tuition and fees. Please check with the College Business Office regarding the status of your account. Full refund of tuition, less $35 non-refundable deposit, is usually allowed before classes start and a pro-rated refund after the beginning of the semester. The complete Tuition Refund Policy can be found in the *Student Handbook.* Financial aid funds will be paid based on the number of days enrolled. Withdrawing during the first nine weeks of the semester will impact the amount of funds available to pay tuition and fees.

Disclosure of Cost and Price to Students

Students who attend Cape Cod Community College and other public higher education institutions receive a generous subsidy of their cost of education through state appropriation. This state support significantly reduces the cost of tuition and fees. Additionally, many needy students receive financial aid awards to further reduce their costs.

The following is an *example* of the net expense for a Massachusetts resident taking 30 credit hours over two semesters beginning Fall 2008. Individual costs will vary depending on each student's particular circumstance.

Full Operating Cost per Student (estimate)	$11,800
- State Operating Subsidy (estimate)	- 7,720
Tuition and Mandatory Fees	$ 4,080
- Student Financial Aid (average)	- 2,037
Net Student Cost	$ 2,043

In addition to the state subsidy and student financial aid, many students will benefit from federal income tax credits for tuition paid. Tax credits are based on the tuition and fees not paid by grants, scholarships, or waivers. Tax credit amounts cannot exceed tuition and mandatory fees. The 2007 federal tax credit limits are $1650 Hope credit, $2000 Lifetime Learning, and $4000 Tuition and Fees Deduction. Tax credits do not reduce the initial cost to attend college, but are instead a reimbursement of tuition paid.

Student financial aid in this illustration includes all federal and state grants and tuition waivers that may be applied directly to the College's tuition and fees. Tuition and fees reflect the cost of the courses; it does not include health insurance or other miscellaneous fees. Questions regarding Cape Cod Community College's cost and financial aid should be addressed to the Business Office and/or Financial Aid Office.

Academic Support Services

The Office of Academic Support Services encourages students to take advantage of the following services to assist them with the successful completion of their course work.

Academic Advising and Counseling Center. Academic advising is an important component in the successful completion of course work. Advisors help students plan academic programs and discuss academic concerns. Academic advising assists students in the development of meaningful educational plans that are compatible with the student's life goals and abilities. However, the ultimate responsibility for making academic decisions rests with the individual student. Academic advising is available on a drop-in basis or by appointment to students who have been assigned to the Center, or others who need guidance with their academic program. Evening appointments are available. The Advising and Counseling Center is located in the Grossman Commons building.

The Tutoring Center provides new and returning students academic support toward success in their endeavors at Cape Cod Community College. In addition to tutoring course material, help is available for vocabulary, spelling, study skills, grammar, test taking, reading skills, math skills, word processing, diagnosis of learning strengths and weaknesses, and more. All services are free to Cape Cod Community College students. Students can make appointments beginning the first day of classes; tutoring starts the second week of classes. The Tutoring Center is located in the Lorusso Applied Technology Building.

To Make a Tutoring Appointment

1. Go to *www.capecod.edu/tutor,* or
2. Stop by the Tutoring Center in the Lorusso Applied Technology Building, or
3. Call 1-508-362-2131, ext. 4352

eTutoring is available if you are unable to come to the campus. Cape Cod Community College is participating in an online tutoring program, giving our students access to online tutoring every day. This service is free. Go to *www.capecod.edu/eTutor*

The Writing Resource Center offers academic support for all written assignments. A writing specialist is always available to assist students with the preparation of any written assignment--from the development of ideas through the revision of final drafts. Software is available for self-directed study in grammar, sentence structure, punctuation, reading comprehension and more. The Writing Resource Center is located in the South Hall, Room 108.

The Math Learning Center is available to students who want to study in small groups; work on mathematics homework with assistance available; clear up a specific problem; work with a tutor; or, refer to other textbooks covering similar information. The Math Learning Center, located in Science 112, is staffed by math faculty, para-professional tutors, and peer tutors.

Workshops are conducted on the preparation of research papers, study skills, note taking, time management, overcoming math anxiety, the transfer process, positive thinking through humor, and test-taking skills.

Advantage Program

The Advantage Program is a Student Support Service program that offers many enriching programs to its students. The staff includes counselors, tutors, and peer mentors who understand academic challenges that college students face when completing a two-year degree. There is an eligibility requirement for students to participate in this program. For those students who qualify, free services include: individualized tutoring, counseling and advising, transfer trips to state colleges, specialized workshops, career preparation, and group tours to museums and cultural arts events. The Advantage Program also co-sponsors specialized workshops that include: Word Processing, Time Management, Resume Writing, Study Skills, Test Taking Skills, How to Write a Research Paper, and Interviewing Techniques.

For over eighteen years, the U.S. Department of Education has awarded Cape Cod Community College a grant to service a select group of students who make up the Advantage Program, and we are honored to

serve them. The ADVANTAGE Program helps students adjust to college life and prepares them for academic success.

The ADVANTAGE Program office is located in South 221. For more information, call 1-508-362-2131, ext. 4321

Assessment Center

The Assessment Center, located in the Grossman Commons building, administers the College's basic skills assessment program. The Center also schedules and administers: CLEP (College Level Examination Program), GRE (Graduate Record Exams, subject only), and MBTI (Meyers-Briggs Type Indicator Tests). Those students completing developmental reading and writing courses will also complete post-testing in that subject area. The Center offers students and faculty other assessment resources, such as learning styles workshops, learning and study skills inventories, and reading style inventories. For more information, call 1-508-362-2131, ext. 4543.

Career Planning and Placement

The Career Planning and Placement office, located on the second floor of the Grossman Commons building, provides students with career planning and job search assistance. Appointments may be made with a career counselor to discuss career selection, résumé writing, interviewing skills, and related issues. Assessment instruments are available to help students identify careers that might be a good match for their interests, skills, values, and personality preferences. Students may browse through current job opportunities in person or online at *www.capecod.edu/career.* Students can connect with employers and apply for employment opportunities at our annual Job Fair. In our career library, students can research career fields, employment trends, salaries, etc. For more information, call 1-508-362-2131, ext. 4688.

Child Care Center

The Cape Cod Community College Child Care Center is a small friendly school dedicated to making your child's school experience warm and positive. We provide the structure and program flexibility to meet the needs of your child. Our small size allows us the chance to know you and your child as individuals, allowing for an open communication between home and school.

The Child Care Center is professionally staffed and accredited by the National Association for the Education of Young Children. Children from 2 years 9 months to 6 years of age are eligible for enrollment in the preschool program. The Child Care Center is open from 7:30am-5:00pm and is located in the Life Fitness Complex, lower level. For more information, call 1-508-362-5333.

Coaches & Mentors

Coaches & Mentors is a comprehensive student support services program that provides assistance to students from the first day they arrive on campus to the day they graduate. Services include tutoring, academic advising, career counseling, study skills instruction, workshops, and job placement assistance. This program is especially beneficial for adult re-entry students, students with disabilities, students with limited English proficiency and for students who were enrolled in a non-college bound concentration in high school.

For twenty years, Coaches & Mentors has helped students develop a positive connection to community college life. The program prides itself on supporting each student to reach his/her potential through a caring and supportive environment. Funding for this program is provided by allocations to the College from the Massachusetts Department of Education through the Carl Perkins Vocational and Technical Education Act of 1998. For more information, call 1-508-362-2131, ext. 4353 or visit the Coaches & Mentors office located in South 234.

Nontraditional by Gender Careers

Cape Cod Community College promotes career choices following a personal vision and based on one's unique individual interests and abilities, free from gender stereotypes or limiting expectations.
The aim is to increase understanding of gender as a facet of diversity, foster and affirm gender equitable opportunities in education, the workplace, and the community at large, and support students in career programs that are nontraditional for their gender. Nontraditional by gender occupations are those where either women or men comprise less than 25% of the total individuals employed in such occupations.
For more information, please call 1-508-362-2131, ext. 4775.

O'Neill Center for Disability Services

The O'Neill Center for Disability Services offers assistance to students with documented physical, psychological, and/or learning disabilities. The Center works collaboratively with faculty and other campus resources to provide a wide range of support services which may include priority registration, academic counseling, tutoring, note taking, adaptive computing, and exam modifications. Students are encouraged to meet with a disability specialist before the start of their first semester to develop a support services plan. For assistance, call 1-508-362-2131, ext. 4337 or visit the O'Neill Center located in South 222.

Wilkens Library

The Frank and Maureen Wilkens Library is an attractive, four-story building located between the Nickerson Administration building and the South classroom building. The library's collections include books, reference materials, journals, local and national newspapers, video recordings, DVDs, and other audiovisual materials.

The William Brewster Nickerson Cape Cod History Archives houses an extensive Cape Cod history collection, including ship's logs and diaries and other manuscript material. The Wilkens Library provides students with on campus and remote access to online indexes and full-text databases, covering thousands of scholarly and professional journals and newspapers in all disciplines. The facility provides computers, listening and viewing rooms, areas for quiet study, and a networked classroom for information literacy instruction. The professional and highly qualified staff are readily available to help library patrons locate materials and information for class assignments and research, access computerized information resources, borrow materials from other libraries, and utilize audiovisual information and equipment. Librarians actively work with faculty to provide information literacy instruction to students and the community.

The Maureen and Frank Wilkens Library

Academic Information

Cape Cod Community College provides a variety of resources to assist students in successfully completing their educational objectives. Upon admission to the College, students take skills assessments in English, reading, and mathematics to determine their level of proficiency. Developmental courses are available for students who need to improve their basic skills. Academic advisors assist students in choosing appropriate courses and meeting program requirements based on assessment results and individual circumstances.

Audit

A student may register to audit a course with the permission of the course instructor. Audit forms are available at the Registration Office. Students are required to pay all tuition and fees. Financial aid does not cover the cost of audited classes.

Attendance requirements for audit students shall conform with the instructor's policy for the class as a whole, unless other arrangements are made between the auditing student and the instructor. Participation in the course is by agreement between the student and the instructor. The student or the instructor has the prerogative to request the agreement be in writing. Upon satisfactory attendance and fulfillment of the agreement between the student and instructor, a status of AU will be recorded; no credit will be awarded. A status of Z (ABS-absent) will be recorded at the end of the course should the attendance and/or agreement not be fulfilled. The student may officially withdraw from the audited course according to the withdrawal policy.

Change of status in a course from audit to credit may be made only during the add period. Change of status in a course from credit to audit may be made only during the first ten weeks of classes subject to the above mentioned requirements.

A course taken for audit does not count toward a student's full-time status unless the student is required to audit the course with the approval of the Vice President of Academic and Student Affairs.
A prerequisite cannot be satisfied by an audit.

Challenge of Courses for Credit

Any student who wishes to earn college credit for lifetime experiences by demonstrating proficiency in the content of a course may request a course challenge through the faculty advisor or counselor according to the following policy.Challenge Exam forms are available at the Registration Office. Please note that Developmental Education courses, independent studies, and courses for which College Level Examination Program (CLEP) tests are available will not be challenged.

1. The student's request must indicate:
   a. the name and number of the course;
   b. whether the course satisfies a requirement of the major program, satisfies a core requirement, or is an elective; and
   c. the reasons for believing there is already a mastery of the material, appropriate evidence, and supporting documentation.

   This request will be presented, together with an advisor's recommendation, to the appropriate Academic Dean after payment of a fee.
2. A faculty expert will be identified by the Academic Dean in consultation with Department Chair and/or Program Coordinator.
3. The faculty expert will examine the applicant's subject matter competence, will choose an appropriate evaluation process, and will make his/her recommendation for credit or no credit.
4. The expert's recommendation and process of evaluation will then be reviewed by the department at a regularly scheduled meeting to insure uniformity of treatment.
5. After being reviewed by the department, the challenge will be recorded at the end of the term. If successful, the course, its credits, and a "P" for pass will be recorded.
6. Credit for any successfully challenged course will not be included in the College degree requirement that thirty credits must be earned at Cape Cod Community College.

CLEP and Advanced Placement Credit

Through the College Level Examination Program (CLEP), credits will be awarded to matriculated students who achieve a predetermined score, up to a maximum of thirty (30) credit hours. An official score report must be sent to the Registrar of the College. Cape Cod Community College requires the English Composition with Essay CLEP Examination in order to earn three semester hours of credit equivalent to ENL101

English Composition I. Freshman College Composition is required to earn three semester hours of credit equivalent to ENL102 English Composition II. Cape Cod Community College's academic departments determine which CLEP subject examinations are equivalent to department offerings (required or elective) and the credits awarded for successful completion.

Students who score three (3) or better on the College Board Advanced Placement Examinations may be granted college credit. An official score report must be sent to the Registrar of the College.

For further information, call 1-508-362-2131, ext. 4542 or stop by the Assessment Center in the Grossman Commons. CLEP registration bulletins are available in the Assessment Center.

Developmental Education

The College recognizes that students come from a variety of backgrounds and experiences, thus making each student's educational plan different. To assure student success in college-level courses, a variety of developmental courses are available for students to help build skills necessary for college-level work. Developmental education credits cannot be counted in the 60 credits (minimum) required for the A.A. and A.S. degrees. For more information on developmental education courses, refer to page 133.

Distance Learning

The Office of Teaching and 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. Some materials for online courses or courses with online components may be available from the Web via 4C's Learning Management System.

It is the responsibility of the student to pick up materials from the Teaching and Learning Technologies Office at the beginning of the semester. The Teaching and Learning Technologies Office is located in the Wilkens Library, LGC-13.

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. Students with disabilities who believe they need accommodations in e-courses are advised to contact the O'Neill Center for Disability Services in South 222 as soon as possible, or call 1-508-362-2131, ext. 4337.

Honors Courses and Options

The Cape Cod Community College Honors Program is designed to meet the needs of highly motivated and capable students who wish to pursue the highest level of academic achievement possible at the College. The program provides challenging and exciting educational opportunities designed to foster high levels of independent inquiry and creativity, written and oral communication skills, interdisciplinary approaches to education, and the ability to work with others in a collaborative environment. As a result, honors students will be better prepared to continue advanced studies at colleges and universities throughout the country and to bring their academic talents to the attention of future employers.

Qualified students may enroll in honors options, honors courses, interdisciplinary seminars, and learning communities. Honors options comprise the majority of honors work completed at the College. Honors options require a contract between the student and faculty member for additional activities such as independent research, tutorials, service learning, and/or special projects. All contracts need approval from the Honors Program Director. Successful completion of honors courses and contracts will be noted on students' transcripts with a special notation of distinguished academic work.

Students engaged in honors work have access to specialized advising and support services from the chair of the Honors Program Committee as well as access to the available resources in the honors program office and study center. Students will also receive assistance and encouragement to participate in student research conferences and student honors organizations.

The Cape Cod Community College Honors program is affiliated with the National Collegiate Honors Council (NCHC) and is working towards Commonwealth Honors Program status. This statewide program allows community college students to graduate as a Commonwealth Honors Scholar and transfer their honors credits directly into the honors programs at the four-year state colleges and universities. For further information, call 1-508-362-2131, ext. 4658.

Independent Study

A student may pursue an independent study project for credit. The project must be approved by the student's faculty advisor, as well as by the faculty member who will present the project to the appropriate department. An interdisciplinary project may be planned requiring approval from more than one academic department. Projects will be planned and approved in advance whenever possible.

Learning Communities

In an effort to provide the best learning environment for college students, several learning communities have been developed. Learning communities differ from traditional course offerings in that students enroll in two or three complementary courses during a single semester. This team-teaching, interdisciplinary approach enables students to transfer and apply the skills learned in one course to the other(s). In addition, learning communities help strengthen the connection of students to the College and one another. For more information, please contact the Advising Center at 1-508-362-2131, ext. 4318.

On-Time Registration

Cape Cod Community College endorses the policy of On-Time Registration for all students. No student will be allowed to register after the Friday prior to the start of the semester.

Cape Cod Community College is authorized to award the Associate in Arts and Associate in Science degrees. Degree requirements and academic standards, subject to modification, apply to all students.

The College will consider and accept credits, subject to its standards, from other accredited institutions. Refer to **Transfer to Cape Cod Community College**, page 12, for more information.

All students must file a **Request for Graduation** form with the Registrar by the deadline date of the semester in which they expect to complete their requirements. To graduate in May, the deadline to submit the Request for Graduation form is March 1; the deadline for August graduation is July 1; and the deadline for January graduation is November 1. **It is the responsibility of the student to originate this request and failure to do so may delay his or her graduation. The responsibility for satisfying requirements rests with the student.**

The graduation requirements have been established to enable the graduate of Cape Cod Community College to lead a productive and satisfying life, to function in and contribute to society, and to possess those abilities necessary for further personal and career development. In addition to specific content knowledge, development of intellectual skills in written and oral communication, critical and creative thinking, values examination, and understanding and applying scientific reasoning have been integrated throughout the curriculum. Students must complete the following requirements as stated in the **Associate in Arts** or **Associate in Science Degree Requirements.**

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. Students are required to complete (or be currently enrolled in) prerequisites prior to registering for the next level course.

Associate in Arts Degree Requirements

For the Associate in Arts degree the student must:

1. have a minimum cumulative average of 2.0,

2. satisfactorily complete a minimum of sixty credit hours, at least thirty of which must be earned from Cape Cod Community College, excluding developmental education courses,

3. select 38 **General Education** credits as follows:

ENL101 English Composition I	3
ENL102 English Composition II	3
COM103 Human Communication	3
Language Arts	3
Fine and Performing Arts	3
Behavioral Science	3
Social Science	3
Natural Science	8
Mathematics	3
Behavioral Science (or) Social Science	3
Fine and Performing Arts (or) Language Arts	3
Total Credits	38

   Refer to **General Education Requirements**, page 26.

4. select the remaining credits from among all other course offerings for which the student has met the prerequisites.

Note:

1. Students who are recommended to enroll in developmental courses in reading, writing, or mathematics should do so during their first semester. Other courses should be chosen carefully and in many cases these students should not carry a full-time load.
2. Students should complete ENL101, ENL102, COM103 and any mathematics requirements within the first 30 credits since communication and quantitative skills are essential for success in many college courses.

Associate in Science Degree Requirements

For the Associate in Science degree the student must:

1. have a minimum cumulative average of 2.0,

2. satisfactorily complete a minimum of sixty credit hours, at least thirty of which must be earned from Cape Cod Community College, excluding developmental education courses,

3. select 21 **General Education** credits (which may be specified by the particular program) as follows:

ENL101English Composition I	3
ENL102 English Composition II (or)	3*
COM103 Human Communication	
Natural Science (or) Mathematics	3/4
Social Science (or) Behavioral Science	3
Fine and Performing Arts (or) Language Arts	3
General Education courses	6
Total Credits	21/22

   Refer to **General Education Requirements**, page 26.

4. successfully complete other courses required by a particular program.

   **Programs will, in most cases, include both ENL102 and COM103 resulting in 24 General Education credits.*

Note:

1. Students who are recommended to enroll in developmental courses in reading, writing, or mathematics should do so during their first semester. Other courses should be chosen carefully and in many cases these students should not carry a full-time load.
2. Students should complete ENL101, ENL102, COM103 and any mathematics requirements within the first 30 credits since communication and quantitative skills are essential for success in many college courses.

Second Associate Degree Policy

A second Associate degree shall be awarded to students who have:

1. met all specific degree requirements of the program from which a second Associate degree will be granted.
   (Note: Only one Associate in Arts degree may be earned and in the Associate in Science degrees with multiple concentrations, the student can complete the requirements for only one concentration.)
2. completed the specific courses, as identified and approved by the appropriate individual or committee and at the institutional level, needed to complete the second degree.
3. completed a minimum of fifteen (15) credit hours beyond the first degree requirements. In no case (other than this 15-hour minimum) should it be mandatory for the student to take more credit hours than necessary to meet the requirements of a second degree.

General Education Requirements

Courses listed below satisfy General Education requirements for the Associate in Arts and the Associate in Science degrees. Check the Associate in Arts concentration outlines (beginning on page 37) for recommended electives and the Associate in Science programs for specific requirements (beginning on page 67). *Note:* 100-level courses are generally designed for first-year students; 200-level courses are generally designed for second-year students.

English Composition/Writing
ENL101 English Composition I
ENL102 English Composition II

Oral Communication
COM103 Human Communication

Behavioral Science
ANT107 Introduction to Anthropology
ANT108 World Archaeology
ANT211 Comparative Cultures
CRJ105 Criminology, Theory and Practice
ECE100 Introduction to Early Childhood Education
ECE105 Introduction to Young Children with Special Needs
ECE200 Teaching Infants and Toddlers

ECE201	Preschool Curriculum Planning
ECE202	Advanced Curriculum Development: Creative Experiences for Early Childhood Education
ECE230	Practicum in Early Childhood Education
ECE242	Selected Topics in Early Childhood Education
ECE290	Administration of Early Childhood Programs
PSY101	General Psychology
PSY201	Child Psychology
PSY202	Adolescent Psychology
PSY203	Educational Psychology
PSY204	Psychology of Personality
PSY207	Abnormal Psychology
PSY208	Principles of Counseling and Crisis Intervention
PSY212	Human Sexuality
PSY216	Social Science Research Methods *(may not earn credit for SOC225)*
PSY218	Psychology of Death and Dying
PSY219	Psychology of Women
PSY231	Psychology of Aging
PSY233	Developmental Psychology: The Life Span
PSY235	Cognitive Psychology
PSY241	Selected Topics in Psychology
SOC106	Principles of Sociology
SOC200	Sociology of Health and Health Care
SOC205	Juvenile Delinquency
SOC208	Race, Gender, and Class in the United States
SOC210	Marriage and Family: Sociology of Family Interaction and Organization
SOC215	Social Problems
SOC216	Sociology of Education
SOC225	Social Science Research Methods *(may not earn credit for PSY216)*
SOC229	Introduction to Social Welfare
SOC232	Sociology of Aging
SOC241	Selected Topics in Sociology

Fine and Performing Arts

ART100	Drawing I
ART101	Design I
ART102	Studio Art I
ART103	Painting I
ART104	Watercolor I
ART105	Visual Fundamentals
ART106	Sculpture I
ART107	Life Drawing
ART125	History of Art I
ART126	History of Art II
ART130	You Can Design!
ART132	History of Modern Art: From Realism to Surrealism
ART133	History of Contemporary Art: From 1945 to the Present
ART135	Textile/Fiber Arts I
ART136	Three-Dimensional Design
ART137	History of Graphic Design
ART200	Drawing II
ART201	Design II
ART202	Studio Art II
ART204	Watercolor II
ART205	Illustration I
ART206	Illustration II
ART207	Graphic Design I
ART208	Graphic Design II
ART209	Printmaking Techniques
ART210	Graphic Production & Layout I
ART211	Graphic Production & Layout II
ART212	Art Gallery Management and Display
ART213	Myths, Legends and Symbols in Art
ART214	Digital Imaging I
ART215	Digital Imaging II
ART225	Book Arts and Paper Making
ART226	Advanced Printmaking
ART228	Advanced Painting
ART235	Textile/Fiber Arts II
ART246	History of Women Artists: From the Middle Ages to the Modern Era
ART248	Mosaics
ART250	Advanced Projects in the Visual Arts
ART252	International Landscape Watercolor
ART253	Preparing and Presenting a Portfolio
ART256	Internship in Graphic Design
COM100	Voice and Diction
COM105	Survey of Mass Communication
COM113	Radio Broadcasting
COM121	American Film
COM205	Oral Interpretation/Readers Theater
COM212	Scriptwriting for Television
COM220	Introduction to Film
COM222	International Cinema
COM223	Women Film Directors
COM224	Documentary Film
COM231	Advanced Radio Production
COM262	Mass Communication Cooperative Work Experience
DAN120	Modern Dance I
DAN125	Stage Movement
DAN129	Choreography and Performance

DAN221	Modern Dance II
HUM102	Humanities: Perception Through the Arts
MUS100	Music Appreciation
MUS101	Elementary Music Theory
MUS102	Music History I
MUS103	Music History II
MUS110	Chorus
MUS115	Jazz Ensemble
MUS120	Applied Music
MUS121	Advanced Applied Music
MUS122	Beginning Guitar
MUS123	Jazz Combo
MUS201	Advanced Music Theory
THR101	Introduction to Theater
THR102	Page to Stage: Planning Play Productions
THR103	Acting I
THR114	Creative Dramatics
THR117	Introduction to Theater Design
THR119	Stagecraft
THR203	Acting II
THR204	Advanced Scene Study Studio
THR205	Directing for Theater
THR206	Acting the Song
THR207	Acting on Camera
THR211	Rehearsal and Performance

Interdisiplinary Studies

COL101	The College Experience

Language Arts

ASL102	American Sign Language II
ASL201	American Sign Language III
COM201	Interpersonal Communication
COM202	Small Group Communication
COM203	Public Speaking
COM204	Persuasive Communication
COM205	Oral Interpretation/Readers Theater
COM206	Communication in Current Settings
COM207	Argumentation and Debate
ENL120	Introduction to Children's Literature
ENL131	Technical Writing
ENL135	The Short Story and Human Values
ENL150	World Mythologies
ENL161	Journalism I
ENL163	Journalism II
ENL201	World Literature I
ENL202	World Literature II
ENL203	English Literature through the Eighteenth Century
ENL204	English Literature from the Romantic Age to the Present
ENL205	American Literature to 1890
ENL206	American Literature since 1890
ENL207	Shakespeare
ENL208	The Modern Novel
ENL209	Creative Writing (maximum of 3 credits)
ENL210	Exploring Modern Poetry
ENL213	Poetry Writing
ENL218	The Arthurian Legend
ENL228	Women Writers
ENL290	Selected Topics in Literature
ENL291	Selected Topics in Writing
FRN101	Elementary French I
FRN102	Elementary French II
FRN122	Immersion Study in French Language/Civilization
FRN201	Intermediate French I: Survey of French Literature I
FRN202	Intermediate French II: Survey of French Literature II
FRN301	Advanced French I
FRN302	Advanced French II
GER101	Elementary German I
GER102	Elementary German II
GER201	Intermediate German I
GER202	Intermediate German II
HUM102	Humanities: Perception Through the Arts
SPN101	Elementary Spanish I
SPN102	Elementary Spanish II
SPN103	Elementary Spanish II for Health Professionals
SPN201	Intermediate Spanish I
SPN202	Intermediate Spanish II
SPN301	Advanced Spanish I
SPN302	Advanced Spanish II

Mathematics

MAT140	Survey of Mathematics
MAT150	Elementary Statistics
MAT160	Mathematics for Business and Management
MAT170	Precalculus Mathematics I
MAT180	Business Calculus I
MAT185	Business Calculus II
MAT190	Precalculus Mathematics II
MAT240	Calculus I
MAT245	Linear Algebra
MAT250	Calculus II
MAT260	Calculus III
MAT270	Differential Equations

Natural Science

AST101	Fundamentals of Astronomy
BIO101	Concepts in Biology I
BIO102	Concepts in Biology II
BIO105	Survey of Human Anatomy and Physiology
BIO107	Human Anatomy and Physiology I
BIO108	Human Anatomy and Physiology II
BIO199	Special Laboratory in the Life Sciences
BIO201	Microbiology
CHM101	General Chemistry I
CHM102	General Chemistry II
CHM106	Survey of Chemistry
CHM109	Chemistry for the Health Sciences I
CHM110	Chemistry for the Health Sciences II
CHM201	Organic Chemistry I
CHM202	Organic Chemistry II
ENV118	Introduction to Environmental Science
ESC101	Introduction to Earth Science
ESC105	Fundamentals of Oceanography
HOR101	Plant and Soil Science
PHY101	Physics I
PHY102	Physics II
PHY106	Survey of Physics
PHY199	Special Laboratory in the Physical Sciences
PHY211	University Physics I
PHY212	University Physics II

Social Science

ECO117	Principles of Macroeconomics
ECO118	Principles of Microeconomics
ECO120	Economics of Aging
ECO155	Emerging Market Economies
ECO157	Global Economics
ECO160	Environmental and Natural Resources Economics
GEO101	American Geography
GEO104	Geography: Culture and Environment
GOV101	Comparative Politics
GOV102	International Relations
GOV110	The American Presidency
GOV111	American Government
GOV241	Selected Topics in Government
HIS103	U.S. History to 1865
HIS104	U.S. History since 1865
HIS108	The U.S. since 1945
HIS112	U.S. Maritime History to World War I
HIS119	World History I
HIS120	World History II
HIS140	Chinese Culture
HIS160	European History I
HIS162	European History II
HIS202	The United States as a World Power
HIS206	Ancient History
HIS207	Medieval History
HIS211	U.S. at War
HIS215	Women in U.S. History
HIS216	History of Japan
HIS217	The Civil War
HIS228	Women in European History
HIS250	Vietnam: America's Longest War
HIS258	African American History
HIS241	Selected Topics in History
PHI105	Nineteenth and Twentieth Century Political Thought
PHI125	Contemporary Ethical Problems
PHI130	Introduction to Philosophy
PHI131	Logic
PHI140	History of Western Philosophy I
PHI141	History of Western Philosophy II
PHI160	Three Great Thinkers
PHI201	Existentialism
PHI210	Ethics
PHI241	Selected Topics in Philosophy
REL122	Concepts of Western Religion
REL123	Concepts of Eastern Religion
REL224	Roots of Islam

Revisions to General Education, *effective Fall 2010*

Cape Cod Community College is working toward implementing the following requirements for all Associate in Arts and Associate in Science degrees at Cape Cod Community College, effective Fall 2010.

I. Associate in Arts and Associate in Science Degree Requirements *(adopted November 19, 2007)*
In order for a student to earn an Associate in Arts or Associate in Science degree from Cape Cod Community College, the student must:

1. have a minimum cumulative average of 2.0,

2. satisfactorily complete a minimum of sixty credit hours, at least thirty of which must be earned from Cape Cod Community College, excluding developmental education courses,

3. complete the following core requirements:

ENL101 English Compostion I	3 credits
Humanities*	3 credits
Social Science **	3 credits
Social Science**	3 credits
Math or Lab Science	3 or 4 credits
Math or Lab Science	3 or 4 credits
Elective in General Education	3 credits

21-23 credit hour CORE for all students (plus [37-39+ credits] in Professional Education for AS). A. S. degree programs may identify required courses within the academic disciplines represented in the CORE. The elective is a program elective, not a free elective for the student.
* Within the core, Humanities* refers to what we currently call Fine and Performing Arts and/or Language Arts at CCCC.
** Within the core, Social Science** refers to what we currently call Social Sciences and/or Behavioral Sciences at CCCC.

4. Select the remaining credits from among all other course offerings for which the student has met the prerequisite. Students seeking an A.S. degree must successfully complete other courses required by a program.

II. Commonwealth Transfer Compact *(adopted December 10, 2007)*
Associate in Arts students must fulfill the requirements of the Commonwealth Transfer Compact to earn an Associate in Arts degree at Cape Cod Community College.

III. General Education Criteria *(adopted March 10, 2008)*
In order for a course to meet General Education criteria, at least four of the six **Institutional Student Learning Outcomes** must be assessed within the course.

Institutional Student Learning Outcomes
(adopted March 19, 2007)

Communication Skills: The community college graduate will demonstrate the ability to express ideas clearly and cogently, and to read, write, speak, and listen using Standard American English.

Critical and Creative Thinking Skills: The community college graduate will demonstrate the ability to locate and use information for the purpose of examining underlying assumptions and interpreting and evaluating arguments, will create deliberately and independently using skills and knowledge acquired in our classrooms.

Ethical and Civic Engagement Practices: The community college graduate will demonstrate a broad-based knowledge and understanding of ethical concepts and principles, decision-making, and behaviors and will understand the meaning and responsibilities associated with citizenship in the USA and the world community.

Multi-cultural and Global Awareness: The community college graduate will demonstrate the ability to appreciate, analyze and deal constructively with historical or contemporary experiences of diversity in the USA and the world enabling the student to participate effectively in an increasingly complex and diverse world.

Quantitative and Computational Skills: The community college graduate will demonstrate the ability to apply computational methods, generate problem-solving strategies, interpret equations and numerical data from tables, charts, and graphs, and organize, analyze, and present quantitative information.

Technological Literacy: The community college graduate will demonstrate the ability to use current technology to improve his/her creativity, productivity, communication skills, research skills, and information management skills.

Academic Distinctions

Matriculated students are eligible for the following academic distinctions.

Dean's List

Students who demonstrate superior academic performance are named to the Dean's List at the end of each semester. Students are eligible for the Dean's List in any semester during which they successfully complete 15 or more semester hours of credit with grades no lower than C and with a grade point average of 3.00 or above, or complete 12-14 credit hours with grades no lower than C and with a grade point average of 3.20 or above.

- Non-degree course credit, such as developmental education credits, will not be calculated in determining total semester hour credit for Dean's List eligibility.
- A student with a grade below C is not eligible for the Dean's List in that semester.
- A student with an Incomplete in any course is not eligible for the Dean's List in that semester.

Graduation Honors

Students who demonstrate superior academic performance in earning their Associate degree are recognized with honors at graduation.

- "Honors" are awarded to students with a CGPA of 3.5 to 3.74 inclusive.
- "High Honors" are awarded to students with a CGPA of 3.75 to 4.0.

Credit count for graduation is based on a) credits taken at Cape Cod Community College for courses graded A-F and P; b) transfer credits (credits transfer; grades do not transfer); c) College Level Exam Program (CLEP) and challenge exam credits.

Academic Standing

A student's academic standing is determined by the cumulative grade point average (CGPA) required to meet minimum academic standards based on the student's credit count of courses taken at Cape Cod Community College.

	Good Standing	Probation
Credit Count	CGPA at or above	CGPA at or below
9	1.30	1.29
10-12	1.50	1.49
13-15	1.60	1.59
16-18	1.65	1.64
19-21	1.70	1.69
22-24	1.80	1.79
25-27	1.85	1.84
28-30	1.90	1.89
31+	2.00	1.99

Academic Review

A student is placed on Academic Review when his/her semester or Cumulative Grade Point Average (CGPA) falls below 2.0. Students placed on Academic Review will be required to meet with an Advisor prior to enrolling for their next semester of study.

Academic Probation

Any student with a CGPA that falls below the Good Standing standard is placed on Academic Probation. Students have one year in which to bring their CGPA to Good Standing. Students on Academic Probation are required to meet with an academic advisor every semester before registering for classes in order to create a plan including tutoring, strategic course selection, and other changes in study habits.

Academic Dismissal

A student who does not raise his/her CGPA from "Probation" to "Good Standing" within one calendar year will be dismissed for one year before being readmitted as a student on probation. After two years of inactive status, the student may choose to take advantage of the Fresh Start Option as described on page 32.

Cumulative Grade Point Average (CGPA)

The student's cumulative grade point average is computed on the basis of grade number values as follows:
A = 4; A^- = 3.67; B^+ = 3.33; B = 3; B^- = 2.67; C^+ = 2.33; C = 2; C^- = 1.67; D^+ = 1.33; D = 1; D^- = 0.67; F = 0. These assigned values are multiplied by the number of credit hours for each course to establish the total quality points.

The following grades are not computed in the CGPA: Z(ABS), AU, I, P, R, W, and WIP*. Grades of F, however, are calculated into the grade point index. Course grades from other colleges are not computed in the Cape Cod Community College cumulative grade point average. Transfer credits for course work from other colleges, however, may be approved and applied to satisfy degree requirements, up to a maximum of 30 credits.

If a student withdraws from a class, an official withdrawal form must be filed with the Registrar to ensure accuracy of student records. If the student fails to officially withdraw, a failing grade could result.

A typical CGPA would be computed as follows: (see chart). Since the student attempted 13 hours of work and achieved 26.33 total quality points, the 26.33 quality points are divided by 13, resulting in a 2.03 CGPA.

Course	Grade	Hours Towards GPA	Quality Points	Total Quality Points
English Composition I	A-	3	3.67	11.01
Human Communication	C	3	2.00	6.00
General Psychology	F	3	0.00	0.00
Concepts in Biology I	C+	4	2.33	9.32
College Reading and Study Skills	P	(3)	**	**
		13		26.33

* Z (ABS) = absent; AU=audit; I=incomplete; P=pass; R=repeat; W=withdraw; WIP= work in progress.

** No grade point equivalent, therefore not included in grade point average.

Fresh Start Option

The Fresh Start Option permits a fresh start to a student who has not been enrolled at the College for at least two years and has re-enrolled on probation, has a grade point average below 2.0, or has been academically dismissed. A student may exercise the Fresh Start Option only once.

Within this option, original grades and CGPA will remain on the transcript, but all future calculations of CGPA will include only courses taken after readmission. Prior courses taken at Cape Cod Community College (before the two-year break) will be evaluated according to the current transfer credit policy. Courses meeting the transfer credit policy will be counted as transfer credit. The transcript will identify the selection of this option. The student who wishes to re-enroll under this option may obtain an application and requirements of the Fresh Start Option from the Admissions Office. A student must be matriculated in order to elect the Fresh Start option.

Student Status

Each student who attempts at least 12 semester hours of work is considered a full-time student at the College; a part-time student is one taking 11 semester hours or less. To matriculate, a student must submit an admissions application, be accepted, and enroll in a degree or certificate program. Students seeking a degree or certificate should matriculate as early as possible. Contact the Admissions Office for assistance.

If a student changes status at any time, the Registrar must be notified immediately to ensure correct status. Any change made from full-time to part-time status within the first two weeks of a semester may result in a partial refund. Obviously, the reverse is true, and any part-time student who schedules more than 11 semester hours must be considered a full-time student and pay for the added courses.

Absence Due to Religious Beliefs

Under the Massachusetts General Laws, Chapter 151C, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day, will be excused from any such examination, study, or work requirement and will be provided with an opportunity to make up such examination, study, or work requirement which may have been missed because of such absence on any particular day; provided, however, that such makeup examination or work will not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects will result to any student because of availing himself or herself of these provisions.

Affirmative Action

Refer to page 5.

Campus Safety Disclosure

In accordance with the Student Right to Know Act (Title 1 of Public Law 101-542), the Campus Crime Report is available upon request from the Department of Public Safety.

Immigration and Naturalization

Under the Massachusetts General Laws, Chapter 15A, Section 9, public institutions of higher education in the Commonwealth of Massachusetts are required to notify the United States Citizenship and Immigration Services (USCIS) 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 foward copies of any such USCIS notifications to the Department of Higher Education.

Immunization Requirements for College Students

Under the Massachusetts General Law, 105 CMR 220.600, in order to be registered at an institution of higher learning, every (1) full-time undergraduate or graduate student and (2) every full-time or part-time undergraduate or graduate student in a health science program who is in contact with patients, must present a physician's certificate that such student has received the following immunizations:

1. at least one dose of mumps and rubella vaccine(s) given at or after 12 months of age;
2. two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age;
3. a booster dose of Td within the last ten years; and
4. 3 doses of Hepatitis B vaccine. (If the Hepatitis B vaccine has not been received, arrangements must be made prior to enrollment.)

The requirements of the Massachusetts General Law 105 CMR 220.600, shall not apply where:

1. the student provides written documentation that he or she meets the standards for medical or religious exemption set forth in M.G.L.c.76, §15C;
2. the student provides appropriate documentation, including a copy of a school immunization record, indicating receipt of the required immunizations; or
3. in the case of measles, mumps, rubella, and hepatitis, the student presents laboratory evidence of immunity.

Students may be registered on the condition that the required immunizations be obtained within 30 days of registration.You may obtain the vaccination record from your high school, personal physician or military records. If you are unable to obtain your record, you may be re-immunized or may obtain bloodwork to prove immunization.

Student Records

Confidentiality of Student Records

Cape Cod Community College complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) which governs

access to and release of information contained in student educational records. Students have the right to review their educational records and seek correction of errors they may find in their records. Students have the right to file written complaints with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged violations of this act. Release of Educational Records: Personally identifiable information may be released under certain circumstances, as provided by law. These include but are not limited to the following:

1. College personnel may have limited access to student records for legitimate educational or administrative purposes.
2. Confidential student records may be released pursuant to a court subpoena. However, the Registrar shall use professional judgment in determining which information to release and shall so notify the student in writing prior to releasing the requested information.
3. Medical and counseling records are different from educational records, and access is more limited. Such records will not be released without the student's prior consent except as provided by law.
4. Information regarding the student, including educational records, may be released to parents of students who are claimed as dependents on their income tax returns.
5. A log or record will be kept for all students documenting release of that student's records. No entry in the record need be made if access is provided by federal or state law.
6. The College may refuse to release transcripts for such reasons as unpaid financial obligations to the College.
7. The College may refuse to release any personally identifiable information, the disclosure of which may constitute an unwarranted invasion of personal privacy.

Students seeking additional information regarding their rights under the Family Educational Rights and Privacy Act should contact the Registrar's Office or the Vice President of Academic and Student Affairs Office.

Student Right to Know Disclosure

In accordance with the Student Right to Know Act (Title 1 of Public Law 101-542), the graduation rates of degree-seeking, full-time students are available to all current or prospective students from the Office of the Registrar, and will be provided upon request.

Student Directory Information

Cape Cod Community College has designated certain types of information as "directory information." This includes the student's name, home town, earned degrees or certificates, and academic honors. Students may restrict release of this information, if they wish, and this data will not be released except as authorized by law. Requests to restrict the release of directory information shall be made in writing to the Registrar. The College assumes that failure of any student to do so indicates approval for release of the information indicated above.

Notwithstanding the College's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1998, identifies the following student information as directory information: student names, addresses, and telephone listings; and if known, student ages, levels of education, major. If an eligible student chooses not to exercise his/her aforementioned right to refuse to permit the College to designate some or all of those types of information about the student as directory information, the College will release to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as directory information. This may result in the nonconsensual release of students personally identifiable information by the College to the Department of Defense. When student information is released pursuant to the Department of Defense request, notice of the request and release of student information in accordance therewith, will be posted in a conspicuous location in the College Registrar's Office for the period of one academic year. All requests for student directory information shall be made in writing to the Registrar who shall review the request for compliance with all state and federal laws and regulations. The College will not release any student information over the phone or to persons making inquiry in person.

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, affidavit of voter registration forms are available at the Registration Office. See the Registrar for details.

Arts and Humanities

Appointment pending, *Dean*

ACCCESS Program
Box Office
Higgins Art Gallery
Hyannis Center
PAAM/ Campus Provincetown
Arts Center Technical Services
Foreign Film Series
Honors
International Education
Writing/Resource Center

Department of Arts and Communication

Nancy J. Willets, *Chairperson*

Art
Dance
Humanities
Radio and Television
Communication
Film
Music
Theater

Department of Language and Literature

Sarah Polito, *Chairperson*

American Sign Language
English for Speakers of Other Languages
German
Journalism
Portuguese
English
French
Italian
Literature
Spanish

Health Sciences, Social Sciences and Human Services

Susan Miller, *Dean*

Academy for Lifelong Learning
Computers for Seniors
Dental Hygiene Clinic
Encore Institute
Fitness Center/Intramurals
Nursing & Allied Health
  Learning Resource Center
Small Business
  Development Center
Community Leadership Institute
Cotton Center for Real Estate Studies
Early Childhood Center
Health Services
Non-credit Offerings
Project Forward
School-to-Careers/Diploma Plus
Workforce Education Resource Center

Department of Health Sciences

Barbara Murphy, *Chairperson*

Dental Hygiene
Life Fitness/Wellness
Nursing
- Evening Program
- LPN in Transition

Allied Health & Gerontology
- Tri-level Nurse Aide
- EMT/Paramedic
- Gerontology
- Massage Therapy
- Medical Assisting
- Diagnostic Tech

Department of Social Sciences, Behavioral Sciences, and Human Services

Frances-Dee Burlin, *Chairperson*

Anthropology
Early Childhood Education
Education
Geography
Human Services
Political Science & Government
Religion
Criminal Justice
Economics
Fire Science
History
Philosophy
Psychology
Sociology

Science, Technology, Mathematics, and Business

Appointment Pending, *Dean*

Advanced Studies / 2+2
Math Learning Resource Center
Zammer Institute
Cape Cod Center for Graduate Studies
South Coast/Cape Cod/Tech Prep Consortium

Department of Business

Gail W. McCormick Knell, *Chairperson*

Business Administration
- Accounting
- Hospitality Management
  - Tourism Operations and Management
- Management
- Marketing

Entrepreneurship
Information Technology
- Administrative Assistant - General
- Administrative Assistant - Medical

Insurance
Paralegal
Real Estate

Department of Mathematics

Ted Panitz, *Chairperson*

Computer Science
Mathematics

Department of Natural Sciences and Applied Technology

Margaret Rich, *Chairperson*

Astronomy
Chemistry
Construction Technology
Environmental Technology
Physics
Biology
Clean Energy/Sustainability
Earth Science
Horticulture

Learning Resources and Student Success

David Ziemba, *Dean*

Alumni
Instruction Technology Center
Media Production
Service Learning
Student Success Course
Tutoring Center / Student Success Center
Judiciary
Learning Communities
Online & Learning Technologies
Student Life and Co-Curricular Programs
Teaching and Learning Technologies

Student Success

Adaptive Computer Technology
ADVANTAGE Trio
Career Specialist
Coaches & Mentors
Non-Traditional by Gender Initiative
Services for Students with Disabilities
Tutors/Advisors/Counselors

Learning Resources/Wilkens Library

Public Services
- Circulation
- Media Library
- Reference Services
- Special Collections

Technical Services
- Aquisitions
- Cataloging
- Serials

Enrollment Management and Advising Services

Roseanna Pena-Warfield, *Dean*

Admissions
Assessment Center
College Bound Program
Evening Advisors
GED/SUCCESS
Records and On-Line Enrollment
Student Employment
Veterans Educational Benefits
Advising & Counseling
Career Planning and Placement
College Connection
Financial Aid
Internships/Cooperatives
Registration
Transfer

The requirements for the Associate in Arts degree are stated on page 25. The concentrations listed on the following pages are sample programs that have been prepared to assist students who wish to transfer in certain areas. **The sequential list of courses are only suggestions based on what many four-year institutions require.**

Students who plan to transfer to a particular college should consult with a Cape Cod Community College transfer advisor, the receiving institution's office of admissions, the relevant college catalog, and plan an appropriate course of study.

Your academic advisor can assist you in shaping a program that meets your career and educational goals. If you do not have an academic advisor, please contact the Advising and Counseling Center.

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 version 5.5 or higher.

Please visit *www.capecod.edu/online* for more information detailing online course requirements.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Business Transfer Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Business Transfer concentration might* select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
BUS100	Introduction to Business	3	
MAT180	Business Calculus I	3	MAT171
COM103	Human Communication	3	ENL010 or ESL102
	Language Arts	3	
Second Semester			
ENL102	English Composition II	3	ENL101
ACC201	Financial Accounting **	3	MAT030, ENL020, (BUS100 or HRM140) & GIT110
GIT110	Microcomputer Appl. Software	3	GIT102, ENL020, ENL050
	Fine and Performing Arts	3	
Third Semester			
ECO117	Principles of Macroeconomics	3	
ACC202	Managerial Accounting	3	ACC201 or (ACC111 & ACC112)
BUS120	Business Law I	3	
	Natural Science	4	
	Elective	3	
PSY101	General Psychology	3	
Fourth Semester			
ECO118	Principles of Microeconomics	3	
	Fine and Performing Arts (or) Language Arts	3	
	Elective	3	
	Natural Science	4	
	Business elective	3	

Total Credits: 62

Overview: The student in this option acquires the basic general education and foundation accounting and business courses. It is designed to give the students the maximum flexibility to tailor their courses to enhance the articulation to the four-year institution.

Career Outlook: The student completing this option is encouraged to transfer to a four-year institution to earn the highly desirable bachelor's degree in Accounting, Information Systems, Finance, Management, Marketing, and Public Administration.

Some four-year schools of Business require Business Calculus I and II, Finite Mathematics and Statistics. Computer course requirements at transfer institutitions vary greatly and need to be carefully considered with an advisor. Mathematics for Business and Management does meet the College core requirements; however, it is not recommended to A.A. students because it does not receive transfer credit at some four-year institutions.

*Students interested in the Isenberg School of Management at the University of Massachusetts-Amherst must have ECO117, ECO118, ACC201, ACC202, and MAT180 as part of their curriculum.

** Students may take ACC111 and ACC112 in lieu of ACC201.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Communication Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Communication concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
	Social Science	3	
	Elective	3	
	Concentration elective	3	
Second Semester			
ENL102	English Composition II	3	ENL101
	Mathematics	3	
	Behavioral Science	3	
	Elective	3	
	Concentration elective	3	
Third Semester			
	Fine and Performing Arts	3	
	Behavioral Science (or) Social Science	3	
	Natural Science	4	
	Concentration elective	3	
	Concentration elective	3	
Fourth Semester			
	Natural Science	4	
	Language Arts	3	
	Fine and Performing Arts (or) Language Arts	3	
	Concentration elective	3	
	Concentration elective	3	

Total Credits: 62

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: This concentration offers a sequence of courses providing a flexible background for students who plan to transfer to a four-year college or university to major in communication options. The sequence meets the requirements of the Commonwealth Transfer Compact. Most of the courses are skills oriented, designed to improve the student's skill in developing personal confidence to communicate in formal and informal settings and in interpersonal relationships, to effectively prepare and present informative and persuasive information, and to effectively lead and participate in small group discussions. Critical thinking skills are developed in such areas as the study of value systems, the study of language, the use of persuasion, and in audience analysis. More specific courses introduce the student to career-oriented fields such as television production and direction, radio broadcasting, or journalism.

Career Outlook: The Communication concentration allows the student to enter bachelor's degree programs and professional fields where the abilities to think, create, and work independently are valued. Graduates with strong backgrounds in the communication arts have been successful in media and the performing arts, law and public administration, public relations, sales, business, and industry. The bachelor's degree is the minimum requirement for entry into many of these fields.

Concentration electives:

COM201	Interpersonal Communication
COM202	Small Group Communication
COM204	Persuasive Communication
COM205	Oral Interpretation/Readers Theater
COM105	Mass Communication
COM206	Communication in Current Settings
COM113	Radio Broadcasting
ENL161	Journalism I
ENL163	Journalism II
MKT103	Advertising

Computer Science Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Computer Science concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
MAT240	Calculus I	4	MAT190
CSC110	Computer Programming I: Java	3	MAT030
	Physics*	4	
	Behavioral Science	3	
Second Semester			
ENL102	English Composition II	3	ENL101
MAT250	Calculus II	4	MAT240 or MAT185
CSC130	Computer Programming II: Java	4	CSC110
	Physics*	4	
Third Semester			
COM103	Human Communication	3	ENL010 or ESL102
CSC210	Systems Software and Assembly Language Programming	4	CSC130
CSC120	Computer Programming I: C++	4	MAT030, knowledge of programming language
	Language Arts	3	
	Social Science	3	
Fourth Semester			
CSC230	Data Structures	4	CSC120, CSC130
	Mathematics**	3/4	
	Fine and Performing Arts	3	
	Behavioral Science (or) Social Science	3	
	Fine and Performing Arts (or) Language Arts	3	

Total Credits: 65/66

Overview: Using hands-on projects and teamwork, Computer Science students learn to design, implement, and test programs in Java, C++, and assembly language. Students analyze and use various software development models and basic software engineering principles. Object-oriented programming methodology, systems software, and data structures are studied in depth. Students satisfy the general education requirements and the Massachusetts Transfer Compact with concentrated coursework in Calculus and Physics.

Career Outlook: Most Computer Science students continue their education at a four-year school. Computer scientists design computers, software, and information technologies. Computer engineers also work with hardware and software, often in the process of building prototypes. By far the most numerous of computer professionals, systems analysts solve computer problems and customize technology to satisfy the needs of an organization. Computer scientists, computer engineers, and systems analysts are among the fastest growing occupations.

* Physics I and II or University Physics I and II

** Calculus III, Differential Equations, Linear Algebra, or Statistics

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Education Licensure Requirements for Students Planning to Teach in MA Public Schools

Students planning to teach in Massachusetts public schools should be aware of the following information as they move forward in their education at Cape Cod Community College.

Education Licensure in Massachusetts is offered on four levels:*

Early Childhood (Pre-Kindergarten through Grade 2)
Elementary Education (Grade 1 through Grade 6)
Middle School (Grade 5 through Grade 8)
High School (Grade 8 through Grade 12)

** There are a few teaching areas (Art, Drama, Music, plus others) that do not follow these levels and may be researched at the Department of Education website, www.doe.mass.edu, or with the CCCC Transfer Advisor.*

Students planning to begin their education at CCCC and then transfer to a bachelor's institution to complete a course of study leading to licensure to teach in Massachusetts public schools should choose their course of study at CCCC based on the following guidelines:

Early Childhood - A.A., Early Childhood Education Transfer Compact Concentration (students not wishing to become licensed to teach in the public schools, or who want to teach at the preschool level, may also choose the A.S. degree in Early Childhood Education, see page 78.)
Elementary Education - A.A., Elementary Education Transfer Compact Concentration
Middle or High School - A.A., Education Concentration

Requirements to be accepted into a licensing program at a bachelor's institution:

- Entry into Education programs at the bachelor's level requires that students have a minimum grade point average of not less than 2.75 (Note: At their discretion, individual institutions may require a higher grade point average).
- For all levels of licensure a student is required to pass two Massachusetts Tests for Educator Licensure (MTEL): the Communication and Literacy Test (CLST) and a particular subject matter test (Early Childhood Education, General Curriculum - Elementary Education, Mathematics, English, History, Biology, etc.), depending on what a student plans to teach. Students seeking licensure in Early Childhood Education and Elementary Education must also pass a Foundations of Reading Test. Information about these tests can be found at the Department of Education web site, or by going directly to *www.mtel.nesinc.com*.
- The **Communication and Literacy Test** is usually taken before a student is admitted to an education program at the bachelor's institution. Students should plan to take this test sometime after the completion of English Composition II, and before they plan on entering the bachelor's institution, but it may also be taken earlier. The CLST may be taken after entering the bachelor's institution but a student will not be admitted to an education program until they receive a passing score.

Requirements to obtain initial licensure to teach:

- Early Childhood Education and Elementary Education students will be required to double major in early childhood or elementary education and a liberal arts and science major while in attendance at the bachelor's institution. The choices for the liberal arts and science major will depend on the bachelor institution a student attends.
- Middle school and high school students will be required to major in their subject area and minor in middle or high school education while in attendance at the bachelor institution.
- Students will take the subject matter test towards the end of the bachelor degree. Different bachelor institutions have specific requirements as to when to take the test. Students will receive more information on this test after they are admitted to an education program at the bachelor institution.
- Once students pass the subject matter test and graduates with a bachelor's degree, they will receive their initial license and they are ready to enter the teaching profession.

Teaching Licensure is administered by the Massachusetts Department of Education. Requirements for licensure are subject to change. Students should check the Department of Education's web site, *www.doe.mass.edu*, or call 1-781-338-6600, for the most current information. Students are also encouraged to visit the Transfer Office at Cape Cod Community College to find out more information, and/or explore the College catalog or web site of their intended transfer institution.

Early Childhood Education Transfer Compact Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

For students planning to teach in Massachusetts public schools, please refer to page 41 for Education Licensure Requirements. To graduate in the Early Childhood Education Transfer Compact Concentration a student must complete the following required course of study.

Students interested in this concentration are encouraged to meet with the CCCC Transfer Advisor.

Refer to the information regarding Criminal Offender Record Information (CORI) page 11.

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
PSY101	General Psychology	3	
	Mathematics	3	
ECE100	Intro. to Early Childhood Education	3	ENL020, ENL050
Second Semester			
ENL102	English Composition II	3	ENL101
PSY201	Child Psychology	3	PSY101
GOV111	American Government	3	
SOC106	Principles of Sociology	3	
ECE201	Curriculum Planning for Early Childhood Education	3	ECE100 or PSY201
Third Semester			
ENL120	Introduction to Children's Literature	3	ENL101
	Fine and Performing Arts**	3	
	Natural Science (Biological)*	4	
SOC210	Marriage and Family (or)	3	SOC106
SOC215	Social Problems (or)		SOC106
SOC208	Race, Gender and Class in the U.S.		SOC106
ECE202	Advanced Curriculum Development: Creative Experiences for Early Childhood Education	3	ECE201
Fourth Semester			
	Fine and Performing Arts (or) Language Arts	3	
	Natural Science (Physical)*	4	
ECE105	Intro. to Children with Special Needs	3	ECE100 or PSY201
ECE230	Practicum in Early Childhood Ed.	6	PSY201, ECE201

Total Credits: 62

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: This program guarantees admission to an Early Childhood Education Licensure Program at the following Massachusetts state colleges: Bridgewater, Fitchburg, Framingham, Salem, Worcester, and Mass College of Liberal Arts. The course selection must be followed as outlined to be eligible for this Compact.++

Students must graduate with a minimum 2.75 GPA and attain a passing score on the Communication and Literacy test before their planned entrance to the bachelor institution to be accepted directly into an education program.

Career Outlook: Students completing a bachelor's degree in Early Childhood Education will be required to take the MTEL test in Early Childhood and the Foundations of Reading test. After passing these tests, they will receive initial licensure to teach and be ready to enter the teaching profession. Students must obtain a master's degree within five years to receive professional licensure. Students will be eligible to teach in public and private schools, grades Pre-K through Grade 2.

* **Natural Science:** A Biological Science is any 4-credit Natural Science course (with a lab) with the prefix BIO, ENV, or HOR; all other 4-credit Natural Sciences (with a lab) are considered Physical Sciences.

** ART125, ART126, MUS100, or THR101 are recommended.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

++If because of space or fiscal limitations the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for applicants who are transfer students under this Compact as it does for its native students.

Education Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

For students planning to teach in Massachusetts public schools, please refer to page 41 for Education Licensure Requirements. Refer to information regarding Criminal Offender Record Information (CORI), page 11. **A candidate for the Education concentration might select a schedule similar to this:**

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
PSY101	General Psychology	3	
	Elective*	3	
	Social Science	3	
	Fine and Performing Arts	3	
Second Semester			
ENL102	English Composition II	3	ENL101
COM103	Human Communication	3	ENL010 or ESL102
PSY202	Adolescent Psychology	3	PSY101
	Elective*	3	
	Natural Science	4	
Third Semester			
	Elective*	3	
	Natural Science	4	
	Language Arts**	3	
	Mathematics	3	
	Elective*	3	
Fourth Semester			
	Fine and Performing Arts (or) Language Arts	3	
	Elective*	3	
	Elective*	3	
	Elective*	3	
	Elective*	3	

Total Credits: 62

Overview: This concentration will prepare students for transfer to complete their bachelor's degree and become licensed to teach at the middle and high school level. Candidates for middle or high school licensure are required to minor in middle or high school education and major in the subject area they plan to teach.

Students must graduate with a minimum 2.75 GPA and attain a passing score on the Communication and Literacy test before their planned entrance to the bachelor institution to be accepted directly into an education program.

Career Outlook: Students completing a bachelor's degree in middle or high school education will be required to take the MTEL test in the subject area they plan to teach. After passing this test, they will receive initial licensure and be ready to enter the teaching profession. Students must obtain a master's degree within five years to receive professional licensure. Students will be eligible to teach in public and private schools in grades 5-8, or 8-12, depending on which licensure track they pursue.

* The elective credits may be courses in the intended teaching area, or if you know what bachelor institution you plan to attend, then choosing courses that would satisfy general education requirements at that institution would be beneficial.

** Students should choose a literature or foreign language for this area, depending on the general education requirements of the bachelor institution they plan to attend.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Elementary Education Transfer Compact Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

For students planning to teach in Massachusetts public schools, please refer to page 41 for Education Licensure Requirements. To graduate in the Elementary Education Transfer Compact concentration a student must complete the following required course of study. Students interested in this concentration are encouraged to meet with the CCCC Transfer Advisor. Refer to information regarding Criminal Offender Record Information (CORI), page 11.

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
	Fine and Performing Arts	3	
PSY101	General Psychology	3	
	Social Science*	3	
Second Semester			
ENL102	English Composition II	3	ENL101
PSY201	Child Psychology	3	PSY101
	Mathematics	3	
EDU101	Foundations of Education	3	ENL010, ENL050
ENL120	Introduction to Children's Literature	3	ENL101
Third Semester			
HIS103	U.S. History to 1865	3	
	Social Science*	3	
	Natural Science (Biological) ***	4	
	Mathematics	3	
	Elective (prep. for academic major)	3	
Fourth Semester			
	Natural Science (Physical) ***	4	
	Literature **	3	
	Elective (prep. for academic major)	3	
	Elective (prep. for academic major)	3	
	Elective (prep. for academic major)	3	

Total Credits: 62

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: This program guarantees admission to an Elementary Education Licensure Program at the following Massachusetts state colleges: Bridgewater, Fitchburg, Framingham, Salem, Worcester, and Mass College of Liberal Arts. The course selection must be followed as outlined to be eligible for this Compact.++

Students must graduate with a minimum 2.75 GPA and attain a passing score on the Communication and Literacy test before their planned entrance to the bachelor institution, to be accepted directly into an education program.

Career Outlook: Students completing a bachelor's degree in Elementary Education will be required to take the MTEL test in General Curriculum and the Foundations of Reading test. After passing these tests, they will receive initial licensure to teach and be ready to enter the teaching profession. Students must obtain a master's degree within five years to receive professional licensure. Students will be eligible to teach in public and private schools in grades 1-6.

*** Social Science:**
GOV111 American Government
HIS119 World History I
GEO104 Geography: Culture and Environment

**** Literature:**
ENL201 World Literature I
ENL202 World Literature II
ENL205 American Literature to 1890
ENL206 American Literature since 1890

***** Natural Science:**
A Biological Science is any 4-credit Natural Science course (with a lab) with the prefix BIO, ENV, or HOR; all other 4-credit Natural Sciences (with a lab) are considered Physical Sciences.

++If because of space or fiscal limitations the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for applicants who are transfer students under this Compact as it does for its native students.

English Literature Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the English Literature concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
	Behavioral Science	3	
	Mathematics	3	
	Modern Language	4	
Second Semester			
ENL102	English Composition II	3	ENL101
	Social Science	3	
	Fine and Performing Arts	3	
	Concentration elective	3	
	Modern Language	4	
Third Semester			
	Behavioral Science (or) Social Science	3	
	Natural Science	4	
	Language Arts (Literature)**	3	
	Concentration elective	3	
	Concentration elective	3	
Fourth Semester			
	Natural Science	4	
	Concentration elective	3	
	Concentration elective	3	
	Fine and Performing Arts (or) Language Arts **	3	

Total Credits: 61

Overview: The English Literature concentration is for students who plan to transfer as a junior to a bachelor's degree program. This program meets all of the requirements of the Massachusetts Commonwealth Transfer Compact.

Career Outlook: Students planning to attend graduate school select from a broad range of humanistic courses to prepare for advanced study. Career fields include education, law, publishing, advertising, public relations, personnel management, administration, writing, and library services.

Concentration electives:
ENL108 Critical Reading and Thinking
COM205 Oral Interpretation/Readers Theater
Modern Language (2-4 semesters)
Advanced Literature electives*
Writing elective

* Advanced literature electives should include a two-semester literature sequence ENL201-202, ENL203-204, ENL205-206.

** Concentration electives on the Language Arts distribution list may be used, see page 28.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

English Writing / Rhetoric Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the English Writing / Rhetoric concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
	Behavioral Science	3	
	Mathematics	3	
	Modern Language	4	
Second Semester			
ENL102	English Composition II	3	ENL101
	Social Science	3	
	Fine and Performing Arts	3	
	Modern Language	4	
	Communication elective	3	
Third Semester			
	Behavioral Science (or)	3	
	Social Science		
	Natural Science	4	
	Language Arts *	3	
	Concentration elective	3	
	Concentration elective	3	
Fourth Semester			
	Natural Science	4	
	Concentration elective	3	
	Concentration elective	3	
	Fine and Performing Arts (or)	3	
	Language Arts *		

Total Credits: 61

Overview: The English Writing / Rhetoric concentration prepares students for transfer to Bachelor of Arts programs in writing, critical thinking, journalism, and/or communication. Students who select this option may also transfer to Bachelor of Fine Arts programs in creative writing. This program meets all of the requirements of the Massachusetts Commonwealth Transfer Compact.

Career Outlook: Excellent employment opportunities abound for students whose critical thinking and writing skills enable them to communicate effectively and clearly, participate in decision making, and learn autonomously. Career fields include education, journalism, public relations, resource management, sales, information management, and customer relations.

Concentration electives:

ENL108 Critical Reading and Thinking
ENL106 Language in Society
ENL131 Technical Writing
ENL147 Cod Tales: Writing about Cape Cod
ENL161 Journalism I
ENL163 Journalism II
ENL209 Creative Writing
Modern Language elective
Literature elective

* Concentration electives on the Language Arts distribution list may be used, see page 28.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Environmental Studies Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Environmental Studies concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
BIO101	Concepts in Biology I	4	MAT030
	Mathematics*	3/4	
ENV101	Survey of Environmental Technology	3	
CHM101	General Chemistry I	4	MAT040
Second Semester			
BIO102	Concepts in Biology II	4	A grade of C or higher in BIO101
ENL102	English Composition II	3	ENL101
CHM102	General Chemistry II	4	A grade of C or higher in CHM101
COM103	Human Communication	3	ENL010 or ESL102
	Behavioral Science	3	
Third Semester			
	Language Arts	3	
	Social Science	3	
CHM201	Organic Chemistry I	5	CHM102
	Mathematics*	3/4	
	Environmental elective**	3	
Fourth Semester			
	Fine and Performing Arts	3	
	Behavioral Science (or) Social Science	3	
CHM202	Organic Chemistry II	5	CHM201
	Environmental elective**	3	
	Fine and Performing Arts (or) Language Arts	3	
ENV260	Internship (optional) ***	3	ENV118, permission of instructor

Total Credits: 71/73

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: Students who aim toward a four-year undergraduate program in Environmental Studies can undertake the first two years at the College. In addition to the natural science and mathematical courses, students will be able to choose from a variety of environmental electives. The Environmental Studies concentration fulfills all of the requirements of the Commonwealth Transfer Compact. In addition, the College has established articulation agreements with the Massachusetts Maritime Academy Marine Safety and Environmental Protection Program and the Environmental Engineering Program at the University of Massachusetts-Dartmouth. Additional articulation agreements are being developed with other state and private institutions. Consult your advisor concerning the details of these articulation agreements.

Career Outlook: This option provides students with a sound basis for further study in environmental engineering, environmental studies, natural resources management, environmental education, and environmental management.

Program Outcomes: Upon completion of the Environmental Studies Concentration, students are able to:

- Communicate and discuss current issues in environmental science.
- Have the demonstrated ability for further study in environmental engineering, environmental studies, natural resources management, environmental education, and environmental management.

* Mathematics courses chosen from among: MAT150, MAT171, MAT190, MAT240.

** Environmental electives should be carefully chosen from the list of Environmental Technology courses on pages 139-142.

*** To be taken during the summer or during the third or fourth semester.

Global Studies Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Global Studies concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
ECO117	Principles of Macroeconomics	3	
	Behavioral Science	3	
	Mathematics	3	
	Modern Language	4	
Second Semester			
ENL102	English Composition II	3	ENL101
COM103	Human Communication	3	ENL010 or ESL102
GEO104	Geography: Culture and Environment	3	
	Fine and Performing Arts	3	
	Modern Language	4	
Third Semester			
GOV101	Comparative Politics	3	
	Natural Science	4	
ENL201	World Literature I	3	ENL102
HIS119	World History I	3	
	Modern Language (or) Concentration elective	3/4	
Fourth Semester			
	Natural Science	4	
ENL202	World Literature II	3	ENL102
ECO157	Global Economics	3	
HIS120	World History II	3	
	Modern Language (or) Concentration elective	3/4	

Total Credits: 64/66

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: A student who chooses the Global Studies concentration will develop intercultural competencies and modern language skills. Courses address learning needs related to the global realities of the twenty-first century. Studies on campus may be enhanced through participation in study abroad through the College Consortium for International Studies or CCCC-sponsored programs. A student who plans to study abroad has various options available. See International Studies beginning on page 156. A student who completes this concentration will be prepared for transfer to a bachelor's program and will complete the requirements for the Commonwealth Transfer Compact.

Career Outlook: The Global Studies concentration prepares a student for a successful career in government, diplomacy, international law or business, political science, research and teaching within the humanities or social sciences, economics, or human services. It gives a student a strong foundation for further studies in these areas. Students should note that entry-level job requirements in these areas almost always call for a minimum of a bachelor's degree.

Concentration Electives:

ANT107	Introduction to Anthropology
ANT108	World Archaeology
COM220	Introduction to Film
COM222	International Cinema
ENL150	World Mythologies
ENL106	Language in Society
ENL228	Women Writers
ENL208	Modern Novel
SOC235	The Sociology of Gender
REL122	Concepts in Western Religion
REL123	Concepts in Eastern Religion

Graphic Design Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Graphic Design concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
	Social Science	3	
ART100	Drawing I	3	
ART101	Design I	3	
Second Semester			
ENL102	English Composition II	3	ENL101
	Mathematics	3	
	Language Arts	3	
ART205	Illustration I	3	Some computer experience
	Elective	3	
Third Semester			
	Behavioral Science	3	
ART207	Graphic Design I	3	ART210 or ART214 or ART205
	Natural Science	4	
ART210	Graphic Production & Layout I	3	GIT110
ART214	Digital Imaging I	3	Some computer experience
Fourth Semester			
	Behavioral Science (or) Social Science	3	
	Natural Science	4	
ART200	Drawing II	3	ART100
ART208	Graphic Design II	3	ART207
	Elective	3	

Total Credits: 62

Overview: The Graphic Design concentration provides the initial basic courses needed for transfer to a Bachelor's degree program of study. Students should select their schedule with careful attention to the graduation requirements of their transfer institution. Students should be aware that some of the electives listed below may not be transferable.

Career Outlook: The Graphic Design concentration prepares students to continue their studies at a professional art school, college or university. Employment as a designer is rare with a two-year degree. There are some entry-level positions in print ships, advertising agencies, publication or packaging firms that may require some basic layout and pre-press skills.

Concentration Electives:

ART125 History of Art*
ART137 History of Graphic Design
ART201 Design II
ART127 Modern & Contemporary Art History*
ART136 Three-Dimensional Design*
ART253 Preparing & Presenting a Portfolio**
ART107 Life Drawing

* Transfers to UMass-Dartmouth

** Strongly recommended for transfer institutions that require a portfolio

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Health Education / Exercise Science / Recreation Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Health Education / Exercise Science / Recreation concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
MAT150	Elementary Statistics	3	MAT040, ENL020
BIO101	Concepts in Biology I	4	MAT030
HIS104	U.S. History since 1865	3	
FIT117	Personal Fitness	3	
Second Semester			
ENL102	English Composition II	3	ENL101
PSY101	General Psychology	3	
BIO102	Concepts in Biology II	4	A grade of C or higher in BIO101
FIT132	Advanced First Aid and Emergency Care/ Basic Life Support/First Responder	3	
	Fine and Performing Arts	3	
Third Semester			
BIO107	Human Anatomy and Physiology I	4	CHM109 or BIO101 or CHM101
PSY201	Child Psychology (or)	3	PSY101
PSY202	Adolescent Psychology		PSY101
COM103	Human Communication	3	ENL010 or ESL102
PSY233	Developmental Psychology: The Life Span	3	PSY101
	Life Fitness elective	3	
	Language Arts	3	
Fourth Semester			
BIO108	Human Anatomy and Physiology II	4	A grade of C or higher in BIO107
	Life Fitness elective	3	
	Fine and Performing Arts	3	
	Elective	3	
	Fine and Performing Arts (or) Language Arts	3	

Total Credits: 67

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: The student will be prepared to transfer into a four-year college or university bachelor's degree program as a health education or exercise science major. After transferring, the student will develop a course of study to become proficient in the health and exercise sciences, athletic training/coaching, recreational leadership, and therapeutic recreation. Students are encouraged to consult with their transfer institution to determine appropriate electives. This program of study meets all the requirements of the Commonwealth Transfer Compact.

Career Outlook: Entry-level employment opportunities in personal training, coaching, and recreational leadership usually require a minimum of a bachelor's degree. Professional positions such as health or physical educators, athletic trainers, exercise physiologists, and therapeutic recreational leaders usually require a minimum of a master's degree.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Health Sciences Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26). Refer to page 85 for Nursing requirements, page 75 for Dental Hygiene requirements, and page 89 for Allied Health certificate requirements.

A candidate for the Health Sciences concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
	Fine and Performing Arts	3	
	Behavioral Science (PSY101 or SOC106)	3	
	Behavioral or Social Science (PSY101 or SOC106)	3	
	Natural Science (CHM109 or CHM101 & BIO107 or BIO105)	4	
BIT103	Medical Terminology	3	ENL020, ENL050
Second Semester			
ENL102	English Composition II	3	ENL101
	Natural Science (CHM109 or CHM101 & BIO107 or BIO105)	4	
PSY233	Developmental Psychology: The Life Span	3	PSY101
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
HEA120	Stress Management for Optimal Health	3	
Third Semester			
COM103	Human Communication	3	ENL010 or ESL102
BIO108	Human Anatomy and Physiology II	4	A grade of C or higher in BIO107
	Fine and Performing Arts (or) Language Arts	3	
	Social Science (PHI125 or PHI210)	3	
FIT130	Standard First Aid and Basic Life Support	1	
Fourth Semester			
	Language Arts (COM201)	3	
	Mathematics (MAT150)	3	
BIO201	Microbiology	4	CHM101 or CHM109 & BIO101 or BIO107
HEA201	Nutrition	3	CHM109 & BIO107
NUR100	Pharmacology Calculations	1	MAT030
MTC135	Intro to Complementary Healing Practices	3	
SPN100	Conversational Spanish (or)	3	ENL050
PRT100	Conversational Brazilian Portuguese		ENL050

Total Credits: 69

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: This concentration is designed for the student who is interested in establishing the groundwork for a health career or is interested in pursuing an A.A. degree, and/or planning to transfer to a 4-year college. To optimize the student's experience and success, the student is encouraged to work with an advisor or transfer counselor to select the appropriate elective courses for the career the student wishes to pursue. Successful completion of this concentration is not a guarantee of admission into a selective health program.

Career Outlook: Health career roles continue to be in high demand in our service area and beyond. This concentration provides the student with a strong basic education on which to build knowledge for the specific healthcare profession of choice. This degree meets the requirements for the Commonwealth Transfer Compact (see page 173).

Program Outcomes: With advisor consultation and upon successful completion of selected courses the students are able to:

- Achieve the prerequisites and basic course knowledge to design a schedule to meet the requirements for a variety of health career educational programs at Cape Cod Community College and for transfer.
- Demonstrate basic knowledge in the social and natural sciences.
- Communicate effectively.
- Apply information literacy.
- Demonstrate an appreciation for art and culture.
- Discuss ethical issues.

History Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the History concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
HIS160	European History I	3	ENL020, ENL050
	Fine and Performing Arts	3	
	Modern Language	4	
Second Semester			
ENL102	English Composition II	3	ENL101
	Sociology (or) Anthropology	3	
HIS162	European History II	3	ENL020, ENL050
	Language Arts	3	
	Modern Language	4	
Third Semester			
HIS103	U.S. History to 1865	3	
	Natural Science	4	
	Literature	3	
MAT150	Elementary Statistics	3	MAT040, ENL020
	Elective*	3	
Fourth Semester			
	Natural Science	4	
HIS104	U.S. History since 1865	3	
	Fine and Performing Arts (or) Language Arts	3	
	Elective*	3	
	Elective*	3	

Total Credits: 64

Overview: The history and political science component of the Social Science discipline areas consists of the traditional studies into the evolving human-made structures that have shaded human's past, govern its present, and point to the future. Here is the social, political, and economic record of that past and, importantly, its impact on the present and its possibilities for that future.

Career Outlook: For the civilized, the knowledgeable, productive, and ambitious man and woman of the 21st century, educated awareness of history and political science is quite truly indispensable as cultural and realistic basis for almost any area of endeavor - not only the obvious: education, government, and law, but also to provide a more worldly-wide broad-mindedness in those involved in the ever expanding business, service, and technical professions.

*Suggested general education electives: one History course and selections from Geography, American Government, Economics, International Relations, and Philosophy.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Human Services Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Human Services concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
PSY101	General Psychology	3	
COM103	Human Communication	3	ENL010 or ESL102
GOV111	American Government (or)	3	
HIS103	U.S. History to 1865 (or)		
HIS104	U.S. History since 1865		
	Fine and Performing Arts	3	
Second Semester			
ENL102	English Composition II	3	ENL101
MAT150	Elementary Statistics	3	MAT040, ENL020
SOC106	Principles of Sociology	3	
SOC229	Introduction to Social Welfare	3	PSY101 or SOC106
	Social Science	3	
Third Semester			
PSY201	Child Psychology (or)	3	PSY101
PSY202	Adolescent Psychology (or)		PSY101
PSY233	Developmental Psychology: The Life Span		PSY101
BIO101	Concepts of Biology I	4	MAT030
PSY208	Principles of Counseling and Crisis Intervention	3	PSY101
	Language Arts	3	
	Behavioral Science	3	
Fourth Semester			
	Fine and Performing Arts (or) Language Arts	3	
BIO102	Concepts of Biology II	4	A grade of C or higher in BIO101
	Behavioral Science	3	
	Behavioral Science	3	
	Behavioral Science (or) Social Science	3	

Total Credits: 62

Overview: A student who is interested in transferring into a four-year undergraduate program in the area of human services can take the first two years of study at Cape Cod Community College.

Career Outlook: This suggested course of study provides the basic curriculum for pursuing a major in the human services and related areas which include social work and other careers in public and private human service agencies.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Liberal Arts Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Liberal Arts concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
PSY101	General Psychology	3	
	History	3	
	Mathematics	3	
	Elective (or) Modern Language*	3/4	
Second Semester			
ENL102	English Composition II	3	ENL101
COM103	Human Communication	3	ENL010 or ESL102
	History	3	
	Fine and Performing Arts	3	
	Elective (or) Modern Language*	3/4	
Third Semester			
	Natural Science	4	
	Literature	3	
	Behavioral Science	3	
	Elective**	3	
	Elective**	3	
Fourth Semester			
	Natural Science	4	
	Literature	3	
	Social Science	3	
	Elective**	3	
	Elective**	3	

Total Credits: 62/64

Overview: The Liberal Arts concentration, which meets all the requirements of the Commonwealth Transfer Compact, is designed for students who have not yet chosen a concentration. It prepares students to transfer to a baccalaureate degree-granting college or university as a junior. Students are encouraged to take electives in disciplines in which they may major at a four-year institution. Specific course choices should be made in consultation with an academic advisor and requirements of the transfer institutions.

Career Outlook: Potential careers will vary depending upon the chosen major. A bachelor's degree is usually the minimum requirement for entry into many fields, and additional graduate work may be necessary as well.

*A student is encouraged to study a foreign language, because many four-year colleges require a proficiency level equivalent to two years of college work.

**Electives should be carefully chosen to provide a broad arts and sciences foundation. Over specialization or narrow course selection is not encouraged for those following this concentration.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Mass Communication Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Mass Communication concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
COM105	Survey of Mass Communication	3	ENL010
PSY101	General Psychology	3	
	Mass Communication elective	3	
Second Semester			
ENL102	English Composition II	3	ENL101
GOV111	American Government	3	
	Mathematics	3	
	Mass Communication elective	3	
COM220	Introduction to Film	3	ENL101
Third Semester			
	Mass Communication elective	3	
	Mass Communication elective	3	
	Natural Science	4	
	Language Arts	3	
	Elective	3	
Fourth Semester			
	Mass Communication elective	3	
	Mass Communication elective	3	
	Social Science	3	
	Natural Science	4	
	Elective	3	

Total Credits: 62

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: This concentration is designed to introduce a student to required and elective course work that develops communication skills and techniques as well as the social responsibilities necessary to utilize them properly. The concentration is designed to facilitate transfer to a bachelor's degree program in the field. It also meets all of the requirements of the Commonwealth Transfer Compact for transfer to the Massachusetts State College and University System.

Career Outlook: Any student planning a career in advertising, broadcasting, journalism, media graphics, or related areas may undertake the first two years of a four-year undergraduate program by electing courses in this concentration. Students should note that entry-level job requirements in these areas often call for a minimum of a bachelor's degree.

Mass Communication Electives:

ART105	Visual Fundamentals
ART205	Illustration I
ART206	Illustration II
ART207	Graphic Design I
ART208	Graphic Design II
ART214	Digital Imaging I
ART215	Digital Imaging II
COM113	Radio Broadcasting
COM121	American Film
COM212	Scriptwriting for Television
COM222	International Cinema
COM223	Women Film Directors
COM262	Mass Communication Cooperative Work Experience
ENL161	Journalism I
ENL163	Journalism II
ENL209	Creative Writing
MKT103	Advertising

Modern Language Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Modern Language concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
HIS160	European History I	3	ENL020, ENL050
COM103	Human Communication	3	ENL010 or ESL102
	Elementary Language I	4	
	Mathematics	3/4	
Second Semester			
ENL102	English Composition II	3	ENL101
HIS162	European History II	3	ENL020, ENL050
	Behavioral Science	3	
	Elementary Language II	4	
ART126	History of Art II (or)	3	
MUS100	Music Appreciation		
Third Semester			
	Natural Science	4	
ENL201	World Literature I	3	ENL102
	Intermediate Language I	4	
	Elementary Second Language I	4	
Fourth Semester			
	Natural Science	4	
ENL202	World Literature II	3	ENL102
	Intermediate Language II	4	
	Elementary Second Language II	4	

Total Credits: 62/63

Overview: Students seeking a bachelor's degree may major or minor in a modern language or world literature. Language study empowers students to communicate in a language other than their own, to compare what they know and experience at home, to make personal connections to the world community, as well as to use language with greater effectiveness in their lives. Students who complete this course sequence will fulfill the requirements of the Commonwealth Transfer Compact.

Career Outlook: Social scientists consider that communication across cultural boundaries is a core competency of the twenty-first century. Students who demonstrate effective functioning in diverse cultures and climates are attractive to global employers. Job applicants with second and third language skills have an advantage over monolingual candidates.

Note: A student who plans to study abroad has various options available; refer to International Studies, page 156.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Music Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Music concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
	Mathematics	3/4	
MUS101	Elementary Music Theory	3	
MUS102	Music History I	3	
MUS120	Applied Music	1	Interview
	Music Elective(s)	2	
Second Semester			
ENL102	English Composition II	3	ENL101
COM103	Human Communication	3	ENL010 or ESL102
MUS142	Advanced Music Theory	3	MUS101
MUS103	Music History II	3	
MUS120	Applied Music	1	Interview
	Music Elective(s)	2	
Third Semester			
MUS121	Advanced Applied Music	2	Interview and audition
	Natural Science	4	
	Social Science	3	
	Language Arts	3	
	Elective	3	
Fourth Semester			
MUS121	Advanced Applied Music	2	Interview and audition
	Natural Science	4	
	Behavioral Science	3	
	Behavioral Science (or) Social Science	3	
	Music Elective	3	

Total Credits: 60/61

Overview: The Music concentration provides the initial basic courses that will be needed to transfer to a bachelor's degree program at a four-year institution. Students who complete this course sequence will fulfill the requirements of the Commonwealth Transfer Compact.

Career Outlook: The world of music is constantly expanding in new directions. Careers are available in music education, sound recording, music business, and other ancillary music professions. Musicians with the broadest possible range of experiences are the most likely to succeed.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Music Concentration Electives:

MUS100	Music Appreciation
MUS110	Chorus
MUS115	Jazz Ensemble
MUS122	Beginning Guitar
MUS123	Jazz Combo

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Philosophy Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Philosophy concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
PHI125	Contemporary Ethical Problems	3	ENL101
ANT107	Introduction to Anthropology (or)	3	
SOC106	Principles of Sociology		
HIS160	European History I	3	ENL020, ENL050
Second Semester			
ENL102	English Composition II	3	ENL101
PHI130	Introduction to Philosophy	3	Basic skills assessment
HIS162	European History II	3	ENL020, ENL050
	Mathematics*	3/4	
	Literature	3	
Third Semester			
REL122	Concepts of Western Religion	3	
PHI140	History of Western Philosophy I	3	
	Natural Science**	4	
	Mathematics*	3/4	
	Fine and Performing Arts	3	
Fourth Semester			
REL123	Concepts of Eastern Religion	3	
PHI141	History of Western Philosophy II	3	
	Natural Science**	4	
PHI131	Logic	3	PHI130 or ENL101
	Fine and Performing Arts (or) Language Arts	3	

Total Credits: 62/64

Overview: The Philosophy concentration provides an intense and focused program on thinking and writing about the most basic intellectual activities in the human experience, including a broad range of historical, religious, social and ethical considerations.

Career Outlook: The Philosophy concentration provides a solid base from which a student could continue in a bachelor's program in any of the social sciences or liberal arts. The Philosophy concentration is also an excellent long-range preparation for graduate work in any area of specialization, particularly in law or in medical school.

*For the mathematically adept or for the scientifically inclined, this should be Precalculus or Calculus. For the individual less interested in these subjects, this should be Elementary Statistics.

**For the scientifically inclined, this should be Physics I, II; University Physics I, II; General Chemistry I, II; or Concepts in Biology I, II. For the individual less interested in science, this should be Survey of Physics; Survey of Chemistry; Environmental Science; or Introduction to Earth Science.

Note: Some transfer colleges require proficiency in a modern language at the intermediate level.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Political Science Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Political Science concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
GOV111	American Government	3	
	Fine and Performing Arts	3	
	Modern Language	4	
Second Semester			
ENL102	English Composition II	3	ENL101
	Sociology (or) Anthropology	3	
GOV101	Comparative Politics	3	
	Language Arts	3	
	Modern Language	4	
Third Semester			
	Literature	3	
MAT150	Elementary Statistics	3	MAT040, ENL020
GOV102	International Relations	3	
	Natural Science	4	
	Elective*	3	
Fourth Semester			
	Natural Science	4	
PHI105	19th and 20th Century Political Thought	3	Basic skills assessment
	Fine and Performing Arts (or) Language Arts	3	
	Elective*	3	
	Elective*	3	

Total Credits: 64

Overview: The student who is interested in studying political science is exposed to a broad range of courses which cover not only the structure and operation of American institutions, local, state and national, but also more generally political thought, governments other than our own, and the transnational relationships of governments internationally.

Career Outlook: This concentration is for students interested in any level of government, or political involvement, the foreign service, the law profession, teaching, public administration, or in the liberal arts.

*Suggested general education electives: Economics and selections from History of Western Civilization, United States History, Cultural Geography, and Philosophy.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Psychology Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Psychology concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
	History	3	
PSY101	General Psychology	3	
	Fine and Performing Arts	3	
Second Semester			
ENL102	English Composition II	3	ENL101
BIO101	Concepts in Biology I	4	MAT030
SOC106	Principles of Sociology	3	
	Psychology	3	
	Elective	3	
Third Semester			
BIO102	Concepts in Biology II	4	BIO101
	Social Science	3	
	Mathematics*	3/4	
	Language Arts	3	
	Psychology	3	
Fourth Semester			
	Fine and Performing Arts (or) Language Arts	3	
	Psychology	3	
	Elective	3	
	Elective	3	
	Elective	3	

Total Credits: 62/63

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: A student interested in studying psychology and/or transferring into a four-year undergraduate program in the liberal arts can take the first two years of study at Cape Cod Community College.

Career Outlook: This suggested course of study provides basic curriculum for those considering a career in psychology, counseling, social work, employee assistance work, human resource work or any profession requiring an in-depth understanding of human behavior.

*MAT150 Elementary Statistics recommended.

Note: In choosing electives, some transfer colleges require proficiency in a modern language at the intermediate level. In that case, the student may need to elect a four-semester sequence.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Public Relations Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Public Relations concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
COM105	Survey of Mass Communication	3	ENL010
PSY101	General Psychology	3	
	Social Science (history)	3	
Second Semester			
ENL102	English Composition II	3	ENL101
PHI125	Contemporary Ethical Problems (or)	3	ENL101
PHI210	Ethics		ENL101 or PHI130
COM220	Introduction to Film (or)	3	ENL101
THR101	Introduction to Theater (or)		
COM222	International Cinema (or)		ENL101
COM205	Oral Interpretation/Readers Theater		COM103 or ENL101 or THR103
COM203	Public Speaking	3	COM103 or ENL101
	Concentration elective*	3	
Third Semester			
GOV111	American Government	3	
	Literature ***	3	
	Concentration elective*	3	
	Natural Science *****	4	
	Fine and Performing Arts****	3	
Fourth Semester			
	Natural Science *****	4	
	Literature***	3	
MAT140	Survey of Mathematics	3	MAT040, MAT110
	Cultural Diversity**	3	
	Concentration elective*	3	

Total Credits: 62

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: This concentration is designed to fulfill the first two years of a four-year Bachelor of Arts degree in Public Relations or a similar communications area of study. Completion of this concentration should allow a student to transfer to almost any public or private four-year college at the Junior level in this academic area. In particular, the courses in this concentration were chosen to satisfy the first two years of the College's 2+2 Agreement with Suffolk University that leads to a Bachelor of Science degree in Journalism, and Communication with a concentration in Public Relations. It meets all of the requirements of the Commonwealth Transfer Compact for transfer to the Massachusetts State College and University System.

Career Outlook: Aside from providing a solid foundation for pursuing a bachelor's degree in this area, the student will receive preparation in the various skills required for successful career performance in Public Relations or related area of communication. Students should note that entry-level job requirements in this area almost always call for a minimum of a bachelor's degree.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Refer to page 62 for suggested electives.

***Concentration electives:**

COM113	Radio Broadcasting
COM121	American Film
COM201	Interpersonal Communication
COM202	Small Group Communication
COM204	Persuasive Communication
COM205	Oral Interpretation / Readers Theater
COM206	Communication in Current Settings
ENL161	Journalism I
ENL163	Journalism II
MKT103	Advertising
THR103	Acting I

****Cultural Diversity electives** (choose one from the list below):

ART246	History of Women Artists
COM222	International Cinema
COM223	Women Film Directors
ENL120	Introduction to Children's Literature
ENL228	Women Writers
HIS215	Women in United States History
PSY219	Psychology of Women
REL123	Concepts of Eastern Religion
SOC208	Race, Gender and Class in the U.S.
SOC235	The Sociology of Gender

*****Literature electives:**
Any Literature course except ENL120 Introduction to Children's Literature.

******Fine and Performing Arts electives** (choose one from the list below):

ART125	History of Art I
ART126	History of Art II
HUM102	Humanities
MUS102	Music History I
MUS103	Music History II

*******Natural Science electives** (choose one of the two-semester science sequences listed below):

BIO101	Concepts in Biology I
BIO102	Concepts in Biology II
BIO107	Human Anatomy and Physiology I
BIO108	Human Anatomy and Physiology II
CHM101	General Chemistry I
CHM102	General Chemistry II
PHY101	Physics I
PHY102	Physics II

Science, Mathematics, and Pre-Engineering Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Science, Mathematics, and Pre-Engineering concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
	Mathematics*	3/4	
	Natural Science**	4	
	Behavioral Science	3	
	Elective	3	
Second Semester			
ENL102	English Composition II	3	ENL101
	Mathematics*	3/4	
	Natural Science**	4	
COM103	Human Communication	3	ENL010 or ESL102
	Elective	3	
Third Semester			
	Language Arts	3	
	Social Science	3	
	Natural Science ***	3/4	
	Mathematics*	3/4	
	Computer Science	3	
Fourth Semester			
	Fine and Performing Arts	3	
	Social Science	3	
	Natural Science ***	3/4	
	Mathematics*	3/4	
	Fine and Performing Arts (or) Language Arts	3	

Total Credits: 62/68

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: Students in the Science, Mathematics, and Pre-Engineering concentration learn to solve problems and work in teams to analyze, conduct, and report on scientific experiments. Students generally focus on mathematics or one of the natural sciences, while completing the general education requirements that satisfy the Massachusetts Commonwealth Transfer Compact. An emphasis on science and mathematics is recommended for students interested in pursuing other degrees such as engineering, medical (including nursing), law, and economics.

Career Outlook: Most students in the Science, Mathematics, and Pre-Engineering concentration continue their studies at a four-year school. Students who have chosen a particular field should check the requirements of the transfer institution since some additional course work may be required. Students may pursue various careers in mathematics, biology, chemistry, physics, engineering, environmental science, medicine, optometry, veterinary science, naturopathy, pharmacy, alternative medicine, and chiropractic.

*The student should select Mathematics courses from among: Precalculus I & II, Calculus I, II, & III, Linear Algebra, and Differential Equations.

**Natural Science courses should be selected from among the two-semester sequences of: Concepts of Biology I & II, General Chemistry I & II, Physics I & II, University Physics I & II, and Organic Chemistry I & II.

***The student who pursues a mathematics field may elect Mathematics courses instead of a Natural Science course.

Sociology / Anthropology Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Sociology / Anthropology concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
SOC106	Principles of Sociology	3	
HIS103	U.S. History to 1865 (or)	3	
GOV111	American Government		
COM103	Human Communication	3	ENL010 or ESL102
	General Education elective	3	
Second Semester			
ENL102	English Composition II	3	ENL101
ANT107	Introduction to Anthropology	3	
HIS104	U.S. History since 1865 (or)	3	
HIS162	European History II		ENL020, ENL050
	Language Arts	3	
SOC215	Social Problems	3	SOC106
Third Semester			
	Natural Science	4	
MAT150	Elementary Statistics	3	MAT040, ENL020
SOC210	Marriage and Family	3	SOC106
PSY101	General Psychology	3	
	Fine and Performing Arts	3	
Fourth Semester			
	Natural Science	4	
SOC208	Race, Gender and Class in the U.S.	3	SOC106
	Behavioral Science (or) Social Science	3	
	Fine and Performing Arts (or) Language Arts	3	
PHI125	Contemporary Ethical Problems (or)	3	ENL101
PHI130	Introduction to Philosophy		basic skills assessment

Total Credits: 62

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: Sociology and Anthropology provide tools for understanding society, social and technological change, social problems, large organizations, small groups, everyday life and interactions, and the ways that social settings shape human behavior. Sociology and Anthropology help us understand our own lives in society as well as society in general. It is especially useful for students planning to work in government, law, social work, policing, politics, advertising, marketing, and similar fields.

Career Outlook: The Sociology/Anthropology concentration prepares students to major in Sociology, Anthropology and related fields such as American Studies, Women's Studies, Urban Studies, and Legal Studies at bachelor's degree institutions. Students should check the catalogs of potential transfer colleges to assure that their course selections meet those college's graduation requirements.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Theater / Dance Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Theater / Dance concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
	Social Science	3	
THR101	Introduction to Theater	3	
	Concentration elective	3	
Second Semester			
ENL102	English Composition II	3	ENL101
	Mathematics	3/4	
	Behavioral Science	3	
THR102	Page to Stage: Planning Play Prod.	3	
	Concentration elective	3	
Third Semester			
	Behavioral Science (or) Social Science	3	
	Natural Science	4	
	Concentration elective	3	
	Concentration elective	3	
	Concentration elective	3	
Fourth Semester			
	Natural Science	4	
	Language Arts	3	
	Concentration elective	3	
	Concentration elective	3	
	Concentration elective	3	

Total Credits: 62/63

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: The Theater/Dance concentration is a recommended sequence of courses designed for the student who wishes to prepare for admission to a four-year college or university as a theater or dance major. It is recommended that students complete requirements for the associate degree and transfer to a four-year institution for a bachelor degree. Students with this concentration could also seek these other related majors: theater education, drama therapy, dance therapy, literature or communications.

Career Outlook: Students with a strong theater/dance background are able to pursue careers in all aspects of performance, technical theater, radio/TV production, drama therapy, dance therapy, teaching (elementary, secondary, and collegiate), and print and broadcast journalism. For students primarily interested in theater or dance performance, it is recommended that they develop a second area of complementary study. This will probably become useful coping with the very competitive and insecure job market of the performing arts.

Concentration electives:

COM201	Interpersonal Communications
COM205	Oral Interpretation/Readers Theater
COM212	Scriptwriting for Television
DAN120	Modern Dance I
DAN125	Stage Movement
DAN129	Choreography and Performance
DAN221	Modern Dance II
THR103	Acting I
THR113	Rehearsal and Performance
THR114	Creative Dramatics
THR117	Intro. to Theater Design
THR119	Stagecraft
THR203	Acting II
THR204	Advanced Scene Studio
THR205	Directing for Theater
THR206	Acting the Song

Visual Arts Concentration

Students who complete this concentration will satisfy the requirements of the Commonwealth Transfer Compact (Refer to page 173). Students should consult with an academic advisor about the general education course requirements (Refer to page 26).

A candidate for the Visual Arts concentration might select a schedule similar to this:

Course No.	Course Title	Credits	Prerequisites+
First Semester			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
ART101	Design I	3	
ART100	Drawing I	3	
	Art History	3	
Second Semester			
ENL102	English Composition II	3	ENL101
ART200	Drawing II	3	ART100
ART201	Design II	3	ART101
	Behavioral Science	3	
	Mathematics	3/4	
Third Semester			
	Visual Arts	3	
	Visual Arts	3	
	Natural Science	4	
	Social Science	3	
	Behavioral Science (or) Social Science	3	
Fourth Semester			
	Visual Arts	3	
	Natural Science	4	
	Language Arts	3	
	Fine and Performing Arts	3	
	Fine and Performing Arts	3	

Total Credits: 62/63

The Associate in Arts degree does not indicate a specialized degree in a concentration.

Overview: The Visual Arts concentration meets all of the requirements of the Massachusetts Commonwealth Transfer Compact and prepares students to transfer to degree-granting colleges or university art programs. The Visual Arts concentration provides the necessary fundamental courses. Whenever possible, the student should select a schedule with careful attention given to the requirements of the transfer college, since there are often considerable differences among bachelor programs.

Career Outlook: Careers in the Visual Arts are constantly changing but could include electronic imaging, graphic design, illustration, teaching, museum and gallery work, display, advertising and industrial design as well as the areas of painting, printmaking, sculpture and performance art.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

The general requirements for the Associate in Science degree are stated on page 26. In addition, each Associate in Science program has specific course requirements listed on the following pages. To graduate, all of these courses must be taken, although not necessarily in the order listed. Many of these courses have prerequisites, and some courses are not offered each semester.

Your academic advisor can assist in the scheduling of your classes. If you do not have an academic advisor, please contact the Director of Advising and Counseling.

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 version 5.5 or higher.

Please visit *www.capecod.edu/online* for more information detailing online course requirements.

Business Administration Program - *Accounting Concentration*

To graduate in the Accounting concentration a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
ECO117	Principles of Macroeconomics	3	
ECO118	Principles of Microeconomics	3	
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
PSY101	General Psychology	3	
	Fine and Performing Arts (or) Language Arts	3	
	Mathematics (or) Natural Science	3/4	
Professional Education			
ACC111	Accounting I with Computer Appl.	3	MAT020, ENL020
ACC112	Accounting II with Computer Appl.	3	MAT030 & ACC111 or ACC101
ACC202	Managerial Accounting	3	ACC201 or ACC111 & ACC112
ACC110	Personal & Small Business Taxes	3	
BUS100	Introduction to Business	3	
BUS120	Business Law I	3	
GIT110	Microcomputer Appl. Software	3	GIT102, ENL020, ENL050
GIT125	Spreadsheet Appl. for Business	3	GIT110 or GIT120 & ACC111 or ACC201
ACC261	Accounting Coop. Experience (or)	3	ACC202 or ACC105
ACC263	VITA Practicum		ACC101 or ACC111 or ACC201; co-req: ACC110
	Business electives (2)	6	
	Electives (2)	6	

Total Credits: 60/61

Note: Students intending to transfer to a four-year institution should discuss options with a professor in the Accounting concentration.

Accounting Overview: Students in the Accounting concentration acquire a solid background in the areas of general accounting practices and tax accounting.

Career Outlook: Students completing the Accounting concentration are prepared for a variety of career options requiring a two-year degree in business, non-profit, and public accounting firms.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: Students in the Business Administration Associate in Science degree program acquire a wide range of knowledge to prepare them for various positions in the business arena. Concentrations in Accounting, Hospitality Management, Management, and Marketing provide an in-depth education.

Career Outlook: Currently, there is an excellent opportunity for students desiring to enter the field of management to have the career of their choice. Students completing a concentration in the A.S. degree in Business Administration are prepared for many exciting entry-level management positions.

Program Outcomes: Upon completion of the Accounting concentration, students are able to:

- Use financial statements in decision making.
- Create and maintain computerized accounting records for a business entity.
- Work effectively at an entry-level accounting position.
- Analyze and record basic accounting transactions for proprietorships, partnerships and corporations.
- Understand the accounting cycle for service, merchandising and manufacturing businesses.
- Prepare, analyze and interpret financial statements.
- Evaluate tax situations and apply appropriate tax law for informed and responsible moral choices.
- Identify situations in accounting that demonstrate the importance of ethical behavior by the accountant to ensure accounting information is accurate, complete, relevant and reliable.
- Describe the basic elements of budgeting process, its objectives, and its impact on human behavior.
- Apply quantitative reasoning to evaluate capital investment and budgeting decisions.

Business Administration Program - *Hospitality Management Concentration*

To graduate in the Hotel Restaurant Management concentration, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II (or)	3	ENL101
COM103	Human Communication		ENL010 or ESL102
	Behavioral Science	3	
	Fine and Performing Arts (or) Language Arts	3	
	General Education elective	3	
	Mathematics (or) Natural Science*	3/4	
ECO117	Principles of Macroeconomics (or)	3	
ECO118	Principles of Microeconomics		
Professional Education			
ACC111	Accounting I with Computer Appl. (or)	3	MAT020, ENL020
ACC201	Financial Accounting**	3	(BUS100 or HRM140), GIT110, MAT030, ENL020
BUS100	Introduction to Business	3	
BUS120	Business Law I	3	
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
CUL120	Culinary Arts Lab	3	Co-req: HRM111, CUL100
CUL210	Dining Room Operations & Service	4	CUL100 or HRM140, Co-req: CUL220
HRM111	Foodservice Sanitation	1	
HRM112	Foodservice Nutrition	1	
HRM130	Food and Beverage Management	3	MAT020
HRM140	Intro. to Hospitality Management	3	ENL020
HRM215	Lodging Operations	3	HRM140
HRM230	Hospitality Marketing	3	HRM140, ENL101
HRM250	Special Events & Operations Mgmt.	3	CUL100 or HRM140
HRM262	Hospitality Cooperative Work Experience I	3	9 credits of CUL/HRM courses

Total Credits: 63/64

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: Students in the Hospitality Management concentration acquire a wide range of management theory and practical training to prepare them for a career in the hospitality industry: restaurant production and management, hospitality accounting, marketing, law, and lodging.

Career Outlook: Currently, there is a strong demand for well-trained competent workers in the hospitality field. Students completing this concentration are prepared for a career in the hospitality field in a supervisory or middle-management position.

Program Outcomes: Upon completion of the Hospitality Management concentration, students are able to:

- Demonstrate skills in planning, organizing, leading and controlling that are necessary to coordinate and manage the component parts of the hospitality industry.
- Effectively communicate with employees, guests, suppliers and other related groups.
- Perform technical skills necessary for operating a successful hospitality business.
- Perform administrative skills in basic bookkeeping procedures, business cost controls, and planning and coordinating hotel and restaurant operations.
- Recognize and apply inter-personal skills needed in hospitality management, including team building, group decision making and providing quality guest service.

*Any student intending to transfer should take a college-level math reflecting the requirement of the transfer college.

** Students planning on transfer should take either ACC111 or ACC112 or ACC201.

Business Administration Program - *Hospitality Management Concentration: Tourism Operations and Management Option*

Course No.	Course Title	Credits	Prerequisites+
General Education			
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II (or)		
COM103	Human Communication	3	ENL101 ENL010 or ESL102
	Math (or) Natural Science*	3/4	
	Behavioral Science	3	
	Fine and Performing Arts (or)		
	Language Arts	3	
	General Education elective	3	
ECO117	Principles of Macroeconomics (or)		
ECO118	Microeconomics	3	
Professional Education			
ACC111	Accounting I with Computer Applications (or)	3	MAT020, ENL020
ACC201	Financial Accounting**		(BUS100 or HRM140), GIT110, MAT030, ENL020
BUS100	Introduction to Business	3	
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
BUS120	Business Law I	3	
MKT112	Customer Service *	3	
HRM151	Tourism Planning and Destination Dev.	3	HRM140
HRM152	Tour Operations and Management	3	HRM140
	Business Elective*	3	
HRM140	Introduction to Hospitality Management	3	ENL 020
HRM215	Lodging Operations	3	HRM140
HRM230	Hospitality Marketing	3	HRM140, ENL101
HRM250	Special Events and Operations Management	3	CUL 100 or HRM 140
HRM262	Hospitality Cooperative Work Experience	3	9 credits of CUL/HRM courses

Total Credits: 60/61

*Any student intending to transfer should take a college-level math reflecting the requirement of the transfer college.
** Students planning on transfer should take either ACC111 and ACC112 or ACC201.
+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: The Tourism Operations and Management Option prepares graduates for positions in companies and organizations focused on supporting a wide variety of businesses dedicated to providing goods and services to visitors and local residents alike. In addition, students will find ever increasing career opportunities in the development of new tourism products and services on the local, regional, national and international scene.

Career Outlook: Graduates who complete this option are prepared for a variety of front line and entry level management positions in lodging operations, receptive and ground tour companies, destination development and management companies and organizations, conference and event planning companies, museums and chambers of commerce.

Program Outcomes: Upon completing this option, graduates are able to do the following:

- Apply general business and management principles to the unique characteristics and demands of the tourism segment of the hospitality industry.
- Apply appropriate professional guest service to diverse cultural groups, including visitors, local residents, and co-workers.
- Solve business problems using both qualitative and quantitative tools.
- Demonstrate professionalism in work habits and in inter-personal settings, utilizing skills in both verbal and non-verbal communication; written or oral.
- Demonstrate flexibility in decision making in the dynamic and highly competitive environment of tourism and visitor services.
- Transfer to baccalaureate programs.

Business Administration Program - *Management Concentration*

To graduate in the Management concentration, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
ECO117	Principles of Macroeconomics	3	
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II (or)	3	ENL101
COM103	Human Communication		ENL010 or ESL102
	Behavioral Science	3	
	Fine and Performing Arts (or) Language Arts	3	
	General Education elective	3	
	Mathematics* (or) Natural Science	3/4	
Professional Education			
ACC201	Financial Accounting	3	BUS100 or HRM140, GIT110 MAT030, ENL020
ACC202	Managerial Accounting	3	ACC201 or ACC111 & ACC112
BUS100	Introduction to Business	3	
BUS107	Human Resource Management	3	
BUS120	Business Law I	3	
BUS201	Business Finance	3	ACC202 or ACC105
BUS214	Management	3	ENL101
BUS261	Management Cooperative Work Experience I	3	ACC202 or ACC105, BUS100, BUS103, ENL101
BUS103	Supervision (or)	3	
ENT108	Intro. to Entrepreneurship		
GIT110	Microcomputer Application Software	3	GIT102, ENL020, ENL050
MKT100	Marketing	3	ENL020
	Business elective	3	
	Information Technology elective	3	

Total Credits: 60/61

Overview: Students learn managerial, financial, supervisory and communication theory and practices. Teamwork and project management are also emphasized within this concentration.

Career Outlook: Students completing the Management concentration are prepared for a variety of positions including, but not limited to: first line supervisor, managerial assistant, small business owner, agency director, or management trainee.

Program Outcomes: Upon completion of the Management concentration, students are able to:

- Apply management theories in a dynamic and multicultural world.
- Make decisions through the use of technology.
- Demonstrate competency in the analysis and synthesis of the components of management using written and oral communication.
- Assume entry-level management positions.
- Engage in critical thinking by reading, writing and analyzing issues related to management.
- Recognize and analyze ethical issues as they relate to business.
- Apply quantitative problem solving techniques to evaluate management decisions.
- Work well with teams in a business setting.

Note: Students intending to transfer to a four-year institution should also refer to the Associate in Arts degree, Business Transfer Concentration on page 38.

*Choose from Mathematics for Business and Management, Statistics or Precalculus based on basic skills assessment results.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Business Administration Program - *Marketing Concentration*

To graduate in the Marketing concentration, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
COM201	Interpersonal Communication	3	COM103 or ENL101
	Behavioral Science (or) Social Science	3	
	Fine and Performing Arts (or) Language Arts	3	
	Mathematics* (or) Natural Science	3/4	
ECO117	Principles of Macroeconomics	3	
Professional Education			
ACC201	Financial Accounting	3	GIT110, MAT030, ENL020, BUS100 or HRM140
BUS100	Introduction to Business	3	
BUS120	Business Law I	3	
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
MKT100	Marketing	3	ENL020
BUS103	Supervision	3	
MKT103	Advertising	3	
MKT106	Consumer Behavior	3	MKT100 or MKT205
MKT112	Customer Service Concepts & Appl.	3	
GIT126	Electronic Publishing (or)	3	GIT120, GIT108, GIT110
GIT125	Spreadsheet Applications for Business		GIT110 or GIT120 & ACC111 or ACC201
MKT261	Marketing Cooperative Work Experience	3	MKT100
MKT200	Principles of Sales and Promotions	3	MKT100, MKT106, MKT112
BUS214	Management	3	ENL101

Total Credits: 60*

Overview: Students gain the understanding of customer service and consumer behavior and their interaction with business.

Career Outlook: The profit and non-profit sectors have a high demand for managers who have a strong understanding of the customer. A variety of positions are available to the student who completes this course of study in merchandising, marketing and customer service.

Program Outcomes: Upon completion of the Marketing concentration, students are able to:

- Read, write, discuss and think critically about topics and ideas in Marketing.
- Utilize planning strategies within the marketing mix.
- Identify and evaluate the uses of target marketing.
- Synthesize theories from consumer behavior, customer service and communications to develop marketing plans and solve marketing issues.
- Assume entry-level positions in sales and marketing.
- Recognize and analyze ethical issues as they relate to marketing.
- Work well with teams in a marketing setting.

*Students who take a mathematics course to meet the general education requirements will need an additional 1-credit course to meet the program requirements.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Business Transfer Program

To graduate in the Business Transfer Program, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II (or)	3	ENL101
COM103	Human Communication		ENL010 or ESL102
ECO117	Principles of Macroeconomics	3	
	Language Arts (or)	3	
	Fine and Performing Arts		
	Behavioral Science	3	
	General Education elective	3	
	Mathematics (or) Natural Science	3/4	
Professional Education			
BUS100	Introduction to Business	3	
ACC201	Financial Accounting	3	(BUS100 or HRM140), GIT110, MAT030, ENL020
ACC202	Managerial Accounting	3	ACC201 or ACC111 & ACC112
BUS120	Business Law	3	
	Elective*	3	
BUS201	Business Finance	3	ACC202 or ACC105
BUS214	Management	3	ENL101
	Electives*	6	
GIT110	Microcomputer Application Software	3	GIT102 ,ENL020, ENL050
MKT100	Marketing	3	ENL020
	Elective*	3	
	Information Technology elective*	3	

Total Credits: 60/61

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: The student in this concentration acquires a strong business and a solid general education foundation. It is designed to enhance a students' articulation to a four-year institution.

Career Outlook: The student completing this option is encouraged to transfer to a four-year institution to earn a bachelor's degree in Accounting, Information Systems, Management, Marketing, or Public Administration.

Some four-year institutions of Business require Business Calculus I and II, Finite Mathematics and Statistics. Course requirements at transfer institutions vary greatly and need to be carefully considered with an advisor.

Program Outcomes: Upon completion of the A.S. Business Transfer Concentration, students are able to:

- Transfer to a four-year institution with a concentration in business.
- Apply management theories in a dynamic and multicultural world.
- Make decisions through the use of technology.
- Recognize and analyze ethical issues as they relate to business
- Apply quantitative problem solving techniques to evaluate management decisions.

***Electives:** Choose from among the following courses. Check with transferring institution for acceptance of courses; all may not transfer.

Math
Natural Science
Fine and Performing Arts
Language Arts
BUS107 Human Resource Management
BUS103 Supervision
ENT108 Introduction to Entrepreneurship
BUS261 Management Coop. Work Experience I

Criminal Justice Program

To graduate in the Criminal Justice program, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisite+
General Education			
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II (or)	3	ENL101
COM103	Human Communication		ENL010 or ESL102
HIS104	U.S. History since 1865	3	
PSY101	General Psychology	3	
SOC106	Principles of Sociology	3	
	Fine and Performing Arts (or) Language Arts	3	
BIO105	Survey of Human Anatomy & Physiology	4	MAT020, ENL020, ENL050
Professional Education			
CRJ101	Substantive Criminal Law	3	
CRJ102	Procedural Criminal Law	3	
CRJ105	Criminology, Theory & Practice	3	
CRJ116	Introduction to Corrections	3	
CRJ125	Contemporary Policing	3	
CRJ206	Principles of Investigation I	3	All Level I CRJ courses
CRJ207	Principles of Investigation II	3	CRJ206, All Level I CRJ courses
CRJ210	Ethical Issues in Criminal Justice	3	All Level I CRJ courses
CRJ240	Selected Issues in Criminal Justice	3	All Level I CRJ courses
CRJ261	Criminal Justice Cooperative Work Experience*	3	All Level I CRJ courses
GOV111	American Government	3	
	Criminal Justice elective**	3	
	Criminal Justice elective**	3	
	Elective	3	

Total Credits: 64

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: Any student whose career plans include probation, corrections, or law enforcement requires not only a broad understanding of the criminal justice system, but also a fundamental knowledge of the social and behavioral sciences.

Career Outlook: The Criminal Justice program prepares students who intend to enter the fields of Law Enforcement, Corrections, or the Court System.

Program Outcomes: Upon completion of the Criminal Justice program, students are able to:

- Read, write, discuss, and think critically about topics and ideas in criminal justice.
- Analyze ethical issues in criminal justice.
- Apply ethical principles to the performance of roles and responsibilities in criminal justice careers.
- Synthesize information from the diversity literature in sociology, psychology, history, and criminal justice to determine sensitive and effective interactions with people encountered in criminal justice settings.
- Assume positions in a variety of criminal justice careers.
- Transfer to professional baccalaureate programs.

*CRJ261 Criminal Justice Cooperative Work Experience can be completed in the fall, spring, or summer semesters. Please refer to the policy statement of Criminal Offender Record Information and Sex Offender Registry Information checks on page 11.

****Criminal Justice Electives:**

CRJ130	Criminal Evidence
CRJ135	Terrorism
CRJ220	Crisis Intervention for Criminal Justice Professionals
CRJ221	Juvenile Justice

Dental Hygiene Program

The Dental Hygiene program is accredited by the Commission on Dental Accreditation of the American Dental Association.

The Dental Hygiene program provides selected individuals from various experiential and educational backgrounds the opportunity for education in dental hygiene. Graduates are awarded the Associate in Science degree and are eligible for the Dental Hygiene Northeast Regional Board examination and the National Board examination.

Special Requirements for Students Enrolled in the Dental Hygiene Program. Dental Hygiene applicants are accepted only for the **FALL SEMESTER**.

Applicants must submit the following credentials: Completed CCCC Application for Admission with the appropriate application fee **BY FEBRUARY 1st** (The February 1st deadline is sometimes extended. Please contact the Admissions Office.)

- Official high school transcript or GED diploma.
- Official transcript(s) for all colleges and universities ever attended, (if applicable).
- Letter and/or resume indicating reasons for selecting the Dental Hygiene program, related experiences, motivation and other pertinent data.
- Two letters of recommendation from employer(s), science teacher(s), dentist(s) or other health professionals.
- Dental Hygiene Information Sessions: Attendance at an information session is strongly recommended for all applicants to the Dental Hygiene program. The Director of Admissions and the Dental Hygiene Program Coordinator will share up-to-date information about the program and answer questions about the curriculum, clinical assignments, support services and the admissions process. Information sessions are held each fall and winter. Appointments may be scheduled by contacting the Admissions Office.
- Criteria for admission includes satisfactory performance in the most recent educational experiences that must include courses in algebra and chemistry.

  Successful completion of algebra (MAT030 Elementary Algebra or the equivalent) within the last five years, or satisfactory elementary algebra score on assessments.

  Successful completion of chemistry with a lab within the last five years. (CHM109) Chemistry for the Health Sciences I or equivalent completed no later than the summer prior to enrollment in (DEN101) Oral Tissues I. Earlier completion of this course is recommended.

The preferred applicant will present:

- An overall Grade Point Average (GPA) of 3.0 or better (on a 4.0 scale).
- An overall GPA of 3.0 or better in mathematics and science courses. Priority will be given to the candidate who has taken additional courses to fulfill the core requirements.
- Admission decisions are based upon a review of all candidates.

Wait List: Once the incoming class has been selected, a wait list will be formulated with the following criteria:

- An overall GPA of 2.8.
- An overall GPA of 2.8 in mathematics or science courses.
- The Wait List is maintained in chronological order until the first week of Fall semester.
- Completion of courses required by English and elementary algebra skills assessments prior to registration for dental hygiene courses.
- Students who are required to study developmental education courses should anticipate a three-year program of study.
- The Dental Hygiene program is a sequential course of study. Upon acceptance into the Dental Hygiene program, the student must maintain a grade of 75 or better and a satisfactory clinical evaluation in each Dental Hygiene course in order to proceed to the next Dental Hygiene course. Students who fail a course may apply for re-entry in accordance with the Dental Hygiene Program Re-Entry Policy.

continued

- Due to the rigorous nature of the Dental Hygiene program, completion of additional science and general education courses outlined in the Dental Hygiene program are recommended.
- Clearance by the Director of Health Services requires that each dental hygiene student must: undergo a complete physical examination and meet the physical and mental abilities required to achieve the clinical objectives; complete all required tests and immunizations as indicated on the Cape Cod Community College Report of Medical History, and have completed two of the three Hepatitis B immunizations prior to the September of the year the student is entering the Dental Hygiene program. In addition, each dental hygiene student is required to maintain current CPR certification at the Health Care Provider level, and carry malpractice and health insurance.
- Please refer to the policy statement of Criminal Offender Record Information and Sex Offender Registry Information checks on page 11.
- As in any health care environment, students in the Dental Hygiene program may have risks of exposure to infectious diseases. The Dental Hygiene program adheres to all state and federal regulations to reduce the risk of health care associated infections. Individuals who disclose the presence of bloodborne infectious diseases will be shown the same consideration as non-infected individuals and will be offered reasonable accommodation. Information regarding health status of an individual is considered confidential, and protected by the Family Education Rights and Privacy Act of 1974.

Program Outcomes: The Dental Hygiene program at Cape Cod Community College provides students with the theory, knowledge, and experience necessary to obtain competency in the practice of dental hygiene in a variety of settings. Upon completion of the program, the dental hygiene graduate are able to meet the following learning outcomes:

- Integrate knowledge from the basic, psychosocial, dental, and dental hygiene sciences into the dental hygiene process of care.
- Communicate effectively with individuals and groups from diverse populations.
- Utilize critical thinking, problem solving, and evidence-based decision making in the practice of dental hygiene.
- Apply a professional code of ethics while adhering to appropriate legal and regulatory measures when providing oral health services.
- Utilizing risk assessment and health promotion strategies, integrate the goals, values and beliefs of diverse populations in the promotion of health, wellness, and the prevention of disease.
- Safely perform the dental hygiene process of care (assessment, diagnosis, planning, implementation, evaluation) for all patients and community-based oral health programs.
- Continually perform self-assessment to maintain professional standards and encourage life-long learning.
- Value the need for personal and professional growth through participation in professional activities and associations.
- Demonstrate an awareness of the variety of career options within the dental hygiene profession.

continued

Dental Hygiene Program, continued

To graduate in the Dental Hygiene program, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
BIO107	Human Anatomy and Physiology I	4	CHM109 or BIO101 or CHM101
BIO108	Human Anatomy and Physiology II	4	A grade of C or better in BIO107
BIO201	Microbiology	4	CHM101 or CHM109 and BIO101 or BIO107
COM103	Human Communication	3	ENL010 or ESL102
ENL101	English Composition I	3	ENL050 or ESL201
PSY101	General Psychology	3	
SOC106	Principles of Sociology	3	
	Fine and Performing Arts (or) Language Arts	3	
Professional Education			
DEN101	Oral Tissues I	2	MAT030, ENL020, ENL050, CHM109
DEN102	Oral Tissues II	2	DEN101
DEN103	Principles of Oral Radiology	3	MAT030, ENL020, ENL050, CHM109
DEN105	Community Dental Health	2	DEN123, DEN128
DEN121	Dental Hygiene I	2	MAT030, ENL020, ENL050, CHM109
DEN123	Dental Hygiene II	2	DEN121
DEN126	Clinical Dental Hygiene I	3	MAT030, ENL020, ENL050
DEN128	Clinical Dental Hygiene II	4	DEN121, DEN126
DEN205	Oral Pathology	3	DEN121, DEN126
DEN209	Dental Materials	3	DEN101, CHM109
DEN211	Periodontics	2	DEN123, DEN128
DEN230	Dental Hygiene III	2	DEN123, DEN128
DEN232	Dental Hygiene IV	2	DEN230
DEN236	Clinical Dental Hygiene III	4	DEN123, DEN128
DEN237	Pain Management in Dental Hygiene Practice	2	DEN123, DEN128
DEN238	Clinical Dental Hygiene IV	4	DEN230, DEN236
HEA200	Pharmocology	3	DEN121
HEA201	Nutrition	3	CHM109, BIO107

Total Credits: 75

Overview: This full-time degree program prepares the student to become a dental hygienist who is a preventive oral health professional who provides educational, clinical and therapeutic services to the public.

Career Outlook: There are unlimited opportunities for employment as the demand has been stimulated by population growth with a greater retention of natural teeth by a larger number of middle-aged and elderly people.

Program Outcomes: Refer to page 76.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Early Childhood Education Program *- Career Option*

The National Association for the Education of Young Children (NAEYC) has awarded the Early Childhood Education Program at Cape Cod Community College full seven-year accreditation, the first such award in the state of Massachusetts and among the very first Associate Degree programs in the entire country to receive such recognition. The NAEYC Early Childhood Associate Degree Accreditation system sets a national standard of excellence for early childhood programs that prepare teachers at the associate degree level.

To graduate in the Early Childhood Education program, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
COM103	Human Communication	3	ENL010 or ESL102
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II	3	ENL101
ENL120	Intro. to Children's Literature	3	ENL101
PSY101	General Psychology	3	
SOC106	Principles of Sociology	3	
	Mathematics** (or) Natural Science	3/4	
Professional Education ***			
ECE100	Intro. to Early Childhood Education	3	ENL020, ENL050
ECE105	Intro. to Children with Special Needs	3	ECE100 or PSY201
ECE201	Curriculum Planning for Early Childhood Education	3	ECE100 or PSY201
ECE202	Advanced Curriculum Development: Creative Experiences for Early Childhood Education	3	ECE201
ECE221	Classroom Management: Skills & Strategies for Early Childhood Teachers	3	PSY201 or ECE110
ECE230	Practicum in Early Childhood Education	6	PSY201, ECE201
ECE291	Leadership & Management in ECE Program	2	PSY201 or ECE110
PSY201	Child Psychology	3	PSY101
SOC210	Marriage and Family (or)	3	SOC106
SOC215	Social Problems (or)		SOC106
SOC208	Race, Gender and Class in the U.S.		SOC106
	Early Childhood Education Elective*	3	
	Elective	3	
	Elective	3	

Total Credits: 60**

Transfer Option: Refer to page 42 for information on the Early Childhood Education Transfer Compact Concentration.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: This program is designed for students who are interested in working with young children. Graduates of the program work in a variety of child care settings in both private and public schools.

Career Outlook: Upon completion of this program, the student is qualified to work in a licensed child care facility. Graduates also work in summer camps and as assistants in public schools. The program meets the requirements of the Massachusetts Office of Child Care Services.

Program Outcomes: Upon completion of the Early Childhood Education program, students are able to:

- Promote child development and learning.
- Build family and community relationships.
- Observe, document, and assess to support young children and families.
- Build meaningful curriculum.
- Become a professional.

***Early Childhood Education Electives:**

ECE115	Literacy and the Young Child
ECE200	Teaching Infants and Toddlers
ECE211	Curriculum Strategies for Teaching Math and Science to Young Children
ECE242	Selected Topics in Early Childhood Ed

****** A student who takes a 3-credit mathematics course will need an additional one credit course to graduate. FIT130 Standard First Aid and Basic Life Support is recommended.

***Please refer to the policy statement of Criminal Offender Record Information and Sex Offender Registry Information checks on page 11.

Environmental Technology Program

To graduate in the Environmental Technology program, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
CHM106	Survey of Chemistry	4	MAT020
COM103	Human Communication	3	ENL010 or ESL102
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II	3	ENL101
ESC101	Introduction to Earth Science	4	MAT030, ENL020, ENL050
	Behavioral Science (or) Social Science	3	
	Fine and Performing Arts (or) Language Arts	3	
Professional Education			
ENV101	Survey of Environmental Technology	3	
ENV105	Quantitative Methods for Environmental Analysis (or)	3	MAT030
MAT150	Elementary Statistics		MAT040, ENL020
ENV115	Environmental Chemistry	3	CHM106
ENV118	Intro. to Environmental Science	4	MAT020, ENL020, ENL050
ENV125	Coastal Ecology	3	
ENV158	Occupational Health and Safety (OHSA) through Hazardous Waste Management	3	
ENV160	Introductory Concepts in GIS	3	
ENV201	Environmental Instrumentation	4	ENV105, ENV115
ENV260	Internship**	3	ENV118, permission of the instructor
	Environmental Technology electives (5)*	15	

Total Credits: 67

***Environmental Technology Electives:**

ENV117, ENV122, ENV135, ENV140, ENV142, ENV145, ENV146, ENV152, ENV163, ENV164, ENV170, ENV171, ENV172, ENV173, ENV177, ENV178, ENV179, ENV180, ENV181

GIT110 Microcomputer Appl. Software
CON130 Computer Aided Drafting I
CON135 Computer Aided Drafting II
HOR101 Plant and Soil Science
HOR102 Entomology and Plant Diseases
HOR103 Woody Plant Identification and Culture
HOR104 Turf Management
HOR201 Herbaceous Plant Identification and Culture

** To be taken during the summer or during the third or fourth semester.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: This program emphasizes the cognitive and technical skills needed to enter and advance in environmental technology careers in both the private and public sectors. This is a career field that utilizes the principles of science, engineering, communication and economics to protect and enhance safety, health and natural resources. Students who are interested in pursuing a four-year undergraduate program in Environmental Studies should refer to page 47 for the Associate in Arts Environmental Studies concentration.

Career Outlook: Graduates will be trained at the technical level for fields such as hazardous waste clean-up, site assessment, water quality, air quality, wastewater management, environmental compliance, solid waste management, coastal zone management, use of computerized mapping and pollution prevention.

Program Outcomes: Upon completion of the Environmental Technology program, students are able to:

- Communicate and discuss current environmental topics and be able to provide an overview of environmental technology.
- Apply scientific, technical, and communication skills and knowledge to specific tasks.
- Be proficient at using state-of-the-art scientific instrumentation to perform air, water, and soil analysis.
- Be certified in 40 hour OSHA for hazardous waste.
- Conduct monitoring in the field and demonstrate the ability to analyze the data in a laboratory setting.
- Be proficient in a discipline of environmental technology, including, coastal zone management, hazardous waste site assessment, geographic information systems, wastewater management, water quality, energy efficiency and/or renewable energy.

Fire Science Program - Fire Science Option

Students who wish to major in Fire Science must select either the Fire Science Option or Emergency Medical Services Option. Professional education courses are offered evenings only.

To graduate in the Fire Science program, Fire Science option, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II	3	ENL101
COM103	Human Communication	3	ENL010 or ESL102
CHM106	Survey of Chemistry (or)	4	MAT020
CHM109	Chemistry for the Health Sciences I		MAT030
	Fine and Performing Arts (or)	3	
	Language Arts		
	Mathematics (or) Natural Science	3/4	
	Psychology (or) Sociology	3	
Professional Education			
FSC100	Introduction to Fire Protection	3	ENL020, ENL050
FSC101	Fundamentals of Fire Prevention	3	FSC100
FSC102	Fire Protection Systems & Equipment	3	
FSC103	Fire Fighting Tactics and Strategy	3	FSC100
FSC104	Building Constr. for the Fire Service	3	FSC100
FSC105	Hazardous Materials	3	CHM106 or CHM101 or CHM109
FSC107	Hydraulics for Fire Science	3	FSC100, MAT030
FSC108	Fire Investigation and Evidence	3	FSC100
FSC109	Fire Department Management and Planning	3	FSC100
FSC110	Fire Codes and Ordinances	3	
FSC114	Fire Company Management	3	FSC100
	Fire Science elective*	3	
	Elective (GIT110 recommended)	3	

Total Credits: 61/62

*** Fire Science Electives:**
EMS101 Emergency Medical Tech: EMT
EMS201 Advanced Pre-Hospital Training Program: Paramedic I
EMS202 Advanced Pre-Hospital Training Program: Paramedic II
FSC120 Introduction to Incident Management
(or) courses that have been approved in advance by both the Fire Science Coordinator and the Academic Dean.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: This program offers the technical and educational requirements to assist in the development of knowledge required to succeed in the fire protection field. This program is centered around municipal fire protection. Aspects of fire protection in the private sector are also presented.

Career Outlook: Students who plan a career in firefighting or fire safety technology should select this program which is based on the premise that in-service personnel need to study technical improvement and that new recruits must be better qualified to enter fire and safety careers. The education obtained from this program will increase ability to take entrance and promotional exams for the fire service. A sound foundation is provided for continuing into a four-year fire degree program.

Program Outcomes: Upon completion of the Fire Science program, students are able to:

- Apply principles and current practices of fire protection techniques.
- Use effective communication skills to build relationships with co-workers, supervisors, and members of the community.
- Perform the role of a fire protection officer using established standards, guidelines, and regulations.
- Observe, analyze, assess, and implement an effective operating plan in fire protection and emergency medical service situations.
- Apply principles and practices of specialized technical operations teams.
- Intergrate leadership principles to perform roles of increasing responsibility within fire protection and emergency medical service organizations.

Fire Science Program - Emergency Medical Services Option

To graduate in the Fire Science program, Emergency Medical Services option, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
BIO105	Survey of Anatomy and Physiology	4	MAT020, ENL020, ENL050
CHM106	Survey of Chemistry (or)	4	MAT020
CHM109	Chemistry for the Health Sciences I		MAT030
COM103	Human Communication	3	ENL010 or ESL102
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II	3	ENL101
	Fine and Performing Arts (or) Language Arts	3	
	Psychology (or) Sociology	3	
Professional Education **			
EMS101	Emergency Medical Technician: EMT	5	
EMS201	Advanced Pre-Hospital Training Program: Paramedic I	7	ENL020, MAT020
EMS202	Advanced Pre-Hospital Training Program: Paramedic II	8	EMS201
FSC100	Introduction to Fire Protection	3	ENL020, ENL050
FSC101	Fundamentals of Fire Prevention	3	FSC100
FSC103	Fire Fighting Tactics and Strategy	3	FSC100
FSC105	Hazardous Materials	3	CHM101 or CHM106 or CHM109
FSC107	Hydraulics for Fire Science	3	FSC100, MAT030
FSC109	Fire Dept. Management and Planning	3	FSC100
	Elective*	3	

Total Credits: 64

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: This program is designed to expand the educational development of the Emergency Medical Services. Material covered in this program will expand the skill and education of persons working in the field or in administrative areas of Emergency Medical Services.

Career Outlook: This program is designed to provide professional training for students interested in careers in the Emergency Medical Services field with opportunities in municipal, state, and federal agencies, industry, insurance companies, hospitals and various medical offices.

Program Outcomes: Upon completion of the Fire Science Program, EMS option, students are able to:

- Apply principles and current practices of fire protection techniques.
- Use effective communication skills to build relationships with co-workers, supervisors, and members of the community.
- Perform the role of a fire protection officer using established standards, guidelines, and regulations.
- Observe, analyze, assess, and implement an effective operating plan in fire protection and emergency medical service situations.
- Apply principles and practices of specialized technical operations teams.
- Intergrate leadership principles to perform roles of increasing responsibility within fire protection and emergency medical service organizations.

* GIT110 recommended.

**Please refer to the policy statement of Criminal Offender Record Information and Sex Offender Registry Information checks on page 11.

Information Technology Program

To graduate in the Information Technology program, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
COM103	Human Communication	3	ENL010 or ESL102
ECO117	Principles of Macroeconomics (or)	3	
ECO118	Principles of Microeconomics		
ENL101	English Composition I	3	ENL050 or ESL201
	Fine and Performing Arts (or) Language Arts	3	
	General Education elective	3	
	Mathematics	3	
	Social Science (or) Behavioral Science	3	
Professional Education			
BUS100	Introduction to Business	3	
ACC111	Accounting I with Computer Appl.(or)	3	MAT020, ENL020
ACC201	Financial Accounting		(BUS100 or HRM140), GIT110, MAT030, ENL020
BUS120	Business Law I	3	
GIT110	Microcomputer Application Software*	3	GIT102, ENL020, ENL050
BIT112	Information Technology Foundations	3	ENL020, ENL050, MAT020
	IT Elective**	3	
BIT115	Operating Systems	3	GIT110
GIT150	Database Applications	3	GIT120, GIT108, or GIT110
BIT187	Networking Essentials	3	BIT113; Coreq: BIT115
GIT183	Web Site Design and Scripting	3	GIT110
	First-level programming course**	3	
	Advanced IT Elective	3	
BIT261	IT Cooperative Work Experience (or) Advanced IT Elective	3	Permission of IT Coordinator

Total Credits: 60

Overview: Students in the Information Technology A.S. degree program acquire a wide range of technical and business skills that prepare them for various positions in the information technology field. Since many technology clusters are available in the Information Technology field the IT program provides a foundation in software development, databse administration, networking, and web development.

Career Outlook: Currently, there is a strong demand for well-trained, competent workers in information technology. Students completing the degree program are prepared for entry-level positions in the IT field. Students who desire to advance in the field are encouraged to select advanced IT courses in a concentrated area.

Program Outcomes: Upon completion of the Information Technology program, students are able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Work well with teams in an information or office technology setting.
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems.
- Assume positions in a variety of information and office technology careers.
- Transfer to baccalaureate programs.

* If waived, must be replaced with an Information Technology or Computer Science course.
** CSC110 or CSC120
*** 200 level Information Technology course

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Information Technology Program - *Administrative Assistant Concentration - General Track*

To graduate in the Administrative Assistant General track, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
COM103	Human Communication	3	ENL010 or ESL102
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II	3	ENL101
PSY101	General Psychology	3	
	Fine and Performing Arts (or) Language Arts	3	
	Mathematics (or) Natural Science	3/4	
	Social Science	3	
Professional Education			
GIT101	Typing I*	3	
GIT110	Microcomputer Appl. Software	3	ENL020, ENL050, GIT102
BUS100	Introduction to Business	3	
GIT105	Office Communication Systems	3	ENL020, ENL050
GIT106	Office Accounting (or)	3	MAT020, ENL020
ACC111	Accounting I with Computer Appl.		MAT020, ENL020
BUS120	Business Law	3	
GIT220	Advanced Word Processing Applications	3	GIT120 or GIT110
GIT126	Electronic Publishing (or)	3	Coreq:GIT120, GIT108 or GIT110
ART210	Graphic Production & Layout I		GIT110
BIT202	Standard Office Procedures	3	GIT110 or GIT120
GIT125	Spreadsheet Applications for Business	3	GIT110 or GIT120 & ACC111 or ACC201
GIT150	Database Applications	3	GIT120, GIT108 or GIT110
	Business Elective	3	
	Business Elective**	3	

Total Credits: 60/61

Overview: Students in the Administrative Assistant concentration acquire a wide range of computer, communication, and organizational skills that prepare them for support positions in a modern office setting. Students enrolled in this concentration choose from the General or Medical tracks.

Career Outlook: Currently, there is a strong demand for well-trained, competent workers in the computerized office. Students completing the Administrative Assistant concentration are prepared to be secretaries, administrative and executive assistants in a variety of computerized office settings.

General Track Overview: Students in this option learn to keyboard, write and format business documents; use a variety of information processing tools; administer and organize an automated office; and apply correct office procedures in various situations.

Career Outlook: Students completing the General Administrative Assistant track are well trained to provide administrative or executive support in small to large office settings including but not limited to banks, insurance, technology, and real estate.

Program Outcomes: Refer to page 82.

* If waived, must be replaced with a Business course.

**Cooperative Work Experience is recommended.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Information Technology Program - *Administrative Assistant Concentration - Medical Track*

To graduate in the Administrative Assistant Medical track, a student must complete the following required course of study.

Course No.	Course Title	Credits	Prerequisites+
General Education			
COM103	Human Communication	3	ENL010 or ESL102
ENL101	English Composition I	3	ENL050 or ESL201
ENL102	English Composition II	3	ENL101
PSY101	General Psychology	3	
	Fine and Performing Arts (or)	3	
	Language Arts		
	Mathematics (or) Natural Science	3/4	
	Social Science	3	
Professional Education			
GIT101	Typing I*	3	
GIT110	Microcomputer Appl. Software	3	ENL020, ENL050, GIT102
GIT106	Office Accounting (or)	3	MAT020, ENL020
ACC111	Accounting I with Computer Appl.		MAT020, ENL020
GIT105	Office Communication Systems	3	ENL020, ENL050
BUS100	Introduction to Business	3	
GIT150	Database Applications	3	GIT120, GIT108 or GIT110
BIT103	Medical Terminology	3	ENL020, ENL050
GIT220	Advanced Word Processing Applications	3	GIT120 or GIT110
BIO105	Survey of Human Anatomy & Physiology	4	MAT020, ENL020, ENL050
BIT202	Standard Office Procedures (or)	3	GIT110 or GIT120
BIT261	IT Cooperative Work Experience		Permission of IT Coordinator
BIT203	Medical Office Procedures	3	BIT103 & GIT120 or GIT110
BIT207	Medical Coding and Billing	3	BIT103
BUS120	Business Law	3	

Total Credits: 61/62

Overview: Students gain an understanding of medical procedures, medical terminology, and a conceptual and practical understanding of a computerized office environment in a medical setting. Students progress from basic key-boarding and word processing to advanced information processing and office procedures.

Career Outlook: Students completing the Medical Administrative Assistant track are prepared to provide administrative support in a variety of medical office and allied health services environments.

Program Outcomes: Refer to page 82.

*If waived, must be replaced with a Business elective.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Nursing Program

The Associate Degree in Nursing is accredited by the National League for Nursing and is approved by the Board of Registration in Nursing of the Commonwealth of Massachusetts.

The Nursing program offers a specific sequence of courses that lead to the Associate in Science Degree. Upon successful completion of the degree program, the Coordinator of the Nursing program will furnish documentation to the Massachusetts Board of Registration in Nursing verifying that a student has met the legal responsibilities to be eligible for the National Council Licensure Examination for Registered Nurses (NCLEX). Cape Cod Community College (CCCC) Nursing program graduates become licensed as Registered Nurses upon successful completion of the NCLEX-RN.

In preparing your application, the Admissions Office and Nursing program recommend that you review the following information.

Information Sessions

It is essential that all Nursing applicants attend a Group Information Session that will include: meeting with the Coordinator of the Nursing program, Admissions representatives, and a review of the application procedures and details about the Nursing program. These sessions are scheduled periodically throughout the Fall and Spring semesters. Please contact the Admissions Office at 1-508-362-2131, ext. 4386 to sign up for a Group Information Session.

Application Procedures

A. Nursing applications are accepted ONLY for the FALL SEMESTER.
B. Each applicant will be evaluated relative to all other applicants in the current pool.
C. Applicants MUST submit all of the following items to the Admissions Office:
    1. A completed Application for Admission with the appropriate application fee by January 5.
    2. An official high school transcript or GED diploma.
    3. An official transcript(s) from all colleges or universities ever attended (if applicable).
    4. A letter and/or resume indicating the reasons for selecting the Nursing program, related experiences, motivation and other pertinent data. Applicants should take this opportunity to provide information covering any special circumstances in their background.

Qualifications for Admission

Satisfactory performance in the most recent educational experience is required and must include:

- Successful completion of Algebra, MAT030 Elementary Algebra or the equivalent.
- Successful completion of NUR100 Pharmacology Calculations within the last two years. *MAT030 Elementary Algebra is a prerequisite for this course.*
- Successful completion of CHM109 Chemistry for the Health Sciences (or an equivalent college/university chemistry course). *MAT030 Elementary Algebra is a prerequisite for this course.*
- Successful completion of BIO107 Human Anatomy and Physiology I with a lab (BIO107 or the equivalent). *MAT030 Elementary Algebra and CHM109 Chemistry for the Health Sciences or an equivalent college/university chemistry course are prerequisites for this course.*

Nursing applicants with previous college credit may have fulfilled one or more prerequisites at another college or university. Transfer credit may be awarded if official transcripts show equivalent college-level course work required for the Nursing program, from an accredited college or university, with a grade of C (2.0 on a 4.0 scale) or better.

Priority will be given to applicants who:

- Completed the required science courses, i.e., Anatomy and Physiology II, Microbiology
- Completed the required general education courses, i.e., General Psychology, English Composition, Sociology, etc.
- Achieved a high level of academic success
- Graduated from the Cape Cod Community College Tri-level Nursing Assistant program with a final grade of A and are recommended by the Allied Health Director.

Nursing Student Accountability for Patient/Client Care

The CCCC nursing student must demonstrate accountability for his/her own actions in the delivery of nursing care in a way that ensures the health and safety of patients/clients, staff and self. The student will be

able to function in a manner that does not pose a direct threat as defined by the Board of Registration in Nursing (BORN) as "a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services." Students who are evaluated as unable to meet the instructional objectives based on the Health Sciences Programs' Physical and Mental Health Criteria should follow the CCCC grievance policy.

Waiting List
When the appropriate number of students have been accepted, the remaining qualified applicants are placed on the waiting list. Admission will be offered to applicants on the waiting list when an accepted student withdraws or is withdrawn by the Admissions Office. The waiting list is maintained until the first day of the Fall semester, and then is dissolved.

Assessment Placement
The Basic Skills Assessment is required of all entering students. These examinations help to assess achievement levels in mathematics, writing and reading skills. The test results will assist in placing students into the correct level courses. Students who are required to study developmental education courses should anticipate a three year program of study.

CPR Certification
Students are required to document and maintain CPR Certification throughout the Nursing program. There are a variety of certification programs available. However, when choosing a CPR certification course, students must ensure that the course includes adult, child, and infant CPR and a written and practical exam.

"Good Moral Character" - Standard for Licensure
Applicants who have been convicted of a felony or misdemeanor by a court of law must comply with the requirements to document “Good Moral Character” through the Massachusetts Board of Nursing before being eligible to take the NCLEX-RN examination to become licensed as a Registered Nurse. An individual who has been convicted of certain designated felonies is permanently ineligible for licensure as a Registered Nurse in Massachusetts.

Criminal Offender/Sex Offender Information Checks
Please refer to the policy statement of Criminal Offender Record Information and Sex Offender Registry Information checks on page 11.

Drug Screening
Students will be required to complete drug screening at a testing site designated by Cape Cod Commuity College early in the first semester of the freshman year.

Program Outcomes: Upon completion of the Nursing program, students are able to:

- Synthesize data from biopsychosocial sciences for patients/ clients at all developmental levels to provide nursing care.
- Synthesize knowledge of stress-adaptation theory to promote and restore health.
- Synthesize components of the nursing process to assist patients/clients to move toward optimal health.
- Integrate knowledge of the patients/clients relationship to family, community and the external environment in providing nursing care.
- Develop therapeutic nurse-patient relationships.
- Function as a member of the multidisciplinary health team caring for individuals with common problems in acute and long-term structured care settings.
- Demonstrate accountability for delegation of nursing tasks to unlicensed assistive personnel.
- Provide nursing care based on the profession’s ethical code of behavior and with respect for the beliefs and cultural practices of others.
- Demonstrate accountability for own actions in the delivery of nursing care.

If you are interested in the Evening Nursing Option or the LPN to RN program, please request additional information from the Admissions Office.

Nursing Program, continued

To graduate in the Nursing program, a student must complete the following required course of study.

Note: The following prerequisites must be completed before entering NUR107 and the first semester of Nursing study.

MAT030	Elementary Algebra
CHM109	Chemistry for the Health Sciences
NUR100	Pharmacology Calculations
BIO107	Human Anatomy & Physiology I

Course No.	Course Title	Credits	Prerequisites+
General Education			
BIO108	** Human Anatomy and Physiology II	4	A grade of C or better in BIO107
BIO201	Microbiology	4	CHM101 or CHM109 & BIO101 or BIO107
ENL101	** English Composition I	3	ENL050 or ESL201
ENL102	** English Composition II (or)	3	ENL101
COM103	** Human Communication*		ENL010 or ESL102
PSY101	** General Psychology	3	
PSY233	** Dev. Psychology: The Life Span	3	PSY101
SOC106	** Principles of Sociology	3	
	** Fine and Performing Arts (or) Language Arts	3	
Professional Education			
HEA200	Pharmacology	3	Acceptance into the Nursing Program
NUR107	Fundamentals of Nursing	8	Refer to page 163.
NUR108	Nursing Across the Life Span	8	NUR107, PSY101, ENL101, BIO108; Coreq: PSY233
NUR201	Physical and Mental Health I	10	NUR108 or NUR132 & CPR; Coreq: BIO201, HEA200
NUR202	Physical and Mental Health II	8	NUR201, BIO201, HEA200
NUR203	Foundations of the Profession	3	NUR201

Total Credits: 66

Note: For those students seeking additional courses, or planning to continue their education to achieve a baccalaureate degree, the following courses are recommended: HEA120, HEA201, HEA125, SOC220, PHI210, CHM110, and courses in computers or keyboarding.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Nursing Program Evening Option - Overview: The course sequencing is based on the term of enrollment. Nursing classes and clinical experiences are scheduled evenings and on alternate Saturdays. In addition to the prerequisites listed for NUR107 - Day Option, students must complete the following course work prior to admission to the Evening Option: ENL101, PSY101, BIO108, PSY233, and ENL102 or COM103.

Nursing Program – LPN to RN - Overview: In order to be considered for admission to this program, the applicant must have a current LPN license and have completed all prerequisites. In addition to the prerequisites listed for NUR107– Day Option, students must complete the following course work prior to admission to the transition course: ENL101, PSY101, BIO107, PSY233, and ENL102 or COM103. Completion of BIO201 is strongly recommended.

NUR132 The LPN in Transition course is offered during the late Spring. Successful completion of NUR132 admits the student to the third semester nursing course, NUR201.

Career Outlook: Employment opportunities are available as an entry-level Registered Nurse in hospitals, long-term care facilities and other health care agencies.

*It is strongly recommended that students take both ENL102 and COM103.

**Courses that can be completed in advance of applying to the Nursing program.

Students whose placement scores indicate an insufficient level of proficiency will be required to complete MAT020 Prealgebra and ENL050 Foundations in Writing. Credits earned in these courses will be in addition to the required credits in each certificate. Certificates of 16 to 29 credits require satisfactory completion of at least one 100-level course from the general education requirement list, page 26.

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 version 5.5 or higher.

Please visit *www.capecod/online* for more information detailing online course requirements.

Allied Health Certificates*

Admissions Requirements: Admission into the Allied Health certificates requires that the applicant attend an information session and have an interview. Students must also meet all health requirements, refer to **Immunization Requirements** on page 33, and pass a **CORI/SORI***.
To remain in these programs a student must maintain a 75% average in the required courses, a satisfactory clinical evaluation, and adhere to the attendance policy.

Diagnostic Technician*

Course No.	Course Title	Credits	Prerequisites+
BIT103	Medical Terminology	3	ENL020, ENL050
COM103	Human Communication	3	ENL010 or ESL102
DTC102	EKG Technician	2	
DTC101	Phlebotomy	8	

Total Credits: 16

Overview: This certificate prepares students to function in a variety of settings assisting with diagnostic testing including phlebotomy and EKG. The additional courses provide students with the vocabulary and communication skills to work with the public in the health care setting.

Career Outlook: Employment opportunities are available in hospitals, clinics, diagnostic testing laboratories, physicians' offices, and insurance companies. Graduates are eligible to take the national credentialing exams in Phlebotomy and EKG.

Program Outcomes: Upon successful completion of the Diagnostic Technician certificate, the students are able to:

- Communicate and interact with a caring and professional attitude in the clinical setting.
- Demonstrate competence and accuracy in skills and procedures involved in the diagnostic test which involve phlebotomy and EKG.
- Interpret medical terminology pertaining to the practice area.

* Please refer to the policy statement of Criminal Offender Record Information and Sex Offender Registry Information checks on page 11.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Massage Therapy*

Course No.	Course Title	Credits	Prerequisites+
Semester I			
BIO105	Survey of Anatomy & Physiology**	4	MAT020, ENL020, ENL050
MTC135	Intro. to Comp. Healing Practices	3	
MTC101	Massage Therapy I	4	Co-req: BIO105
MTC120	Self-Care for Healthcare Practitioners	1	
Semester II			
MTC201	Massage Therapy II	4	MTC101
MTC115	Kinesiology for Massage Therapy	2	BIO105
MTC225	Massage Therapy Professional Ethics and Practice Management	2	MTC101
MTC205	Clinical Practicum	2	MTC101, MTC115, MTC105
Semester III			
COM103	Human Communication	3	ENL010 or ESL102
MTC110	Pathology for Massage Therapy	3	BIO105
MTC205	Clinical Practicum (continued)		MTC101, MTC115, MTC105
MTC105	Introduction to Shiatsu	1	

Total Credits: 29

Program Outcomes: Students completing this program are able to complete the following, as outlined in COMPTA (Commission on Massage Therapy Accreditation) standards:

- Plan and organize an effective massage and bodywork session.
- Perform a massage therapy and bodywork session for therapeutic benefit.
- Develop and implement a self-care strategy.
- Develop successful and ethical therapeutic relationships with clients.
- Develop a strategy for a successful practice, business or employment situation.
- Identify strategies to participate in professional activities and pursue professional development.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: The Massage Therapy certificate provides 600 hours in the art and science of massage. A focus is the mind-body connection, and how caring, competent touch can promote healing. Students practice their skills in a supervised, clinical setting. Graduates are qualified to take the national certification exam. The College will seek approval from the Commission on Massage Therapy Accreditation (COMTA). Acceptance into the certificate is contingent upon an acceptable report from the CORI/SORI.

Career Outlook Statement : *The Cape Cod Times* reports that the Massage Therapy field has many more career opportunities than people to fill them. Massage Therapists have moved into new arenas of both wellness and rehabilitation including sports medicine, physical therapy, and even dentistry. Licensed massage therapists find opportunities in complementary and traditional healthcare settings, working as self-employed practitioners in private or group offices and as salaried or commissioned employees.

*Please refer to the policy statement of Criminal Offender Record Information and Sex Offender Registry Information checks on page 11.

* For those planning on pursuing other health careers, BIO107 and BIO108 are recommended.

Medical Assisting

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

Course No.	Course Title	Credits	Prerequisites+
First Semester (Spring)			
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
BIO105	Survey of Human Anatomy & Physiology*	4	MAT020, ENL020, ENL050
BIT103	Medical Terminology	3	ENL020, ENL050
Second Semester (Fall)			
GIT105	Office Communication Systems	3	ENL020, ENL050
PSY101	General Psychology	3	
MAC101	Fundamentals of Medical Assisting	3	ENL020, ENL050, MAT020
Intersession (January)			
FIT130	Standard First Aid and Basic Life Support	1	
Third Semester (Spring)			
BIT203	Medical Office Procedures**	3	BIT103 & GIT120 or GIT110
MAC203	Medical Assisting Clinical Procedures and Clinical Practicum**	6	BIT103, BIO105, MAC101 Co-req: BIT203

Total Credits: 29

Program Outcomes: Upon successful completion of this certificate, the entry-level Medical Assistants are able to:

- Demonstrate competence in both administrative and clinical skills.
- Apply the knowledge acquired in the program inboth the administrative and clinical areas under the supervision and direction of the physician.
- Practice the behaviors that reflect a professional and caring attitude.
- Display a sensitivity to all patients.
- Describe the value of obtaining Professional Certification and continuing education.

* For those planning on pursuing other health careers, BIO107 and BIO108 are recommended.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites,

Overview: Students in the Medical Assisting certificate acquire a wide range of clinical, computer, communication, and organizational skills that prepare them for a multitude of positions in various medical environments. Medical Assistants are versatile, multifaceted professionals.

Career Outlook: Currently, there is a strong demand for well-trained, competent workers in the Medical Assisting field. Students completing the Medical Assistant certificate are prepared to work in various support positions in any ambulatory care setting. Medical Assistants find employment in doctors' offices, clinics, hospitals, medical laboratories, insurance companies, government agencies, pharmaceutical companies, and educational institutions. Other health care practitioners such as dentists, chiropractors, optometrists, and podiatrists also employ medical assistants. The U.S. Department of Labor listed Medical Assisting as the fastest growing allied health profession.

Paramedic*

Course No.	Course Title	Credits	Prerequisites+
EMS201	Advanced Pre-Hospital Training Program: Paramedic I	7	ENL020, MAT020
EMS202	Advanced Pre-Hospital Training Program: Paramedic II	8	EMS201

Total Credits: 15

Program Outcomes: Upon successful completion of this certificate, students are prepared to:
- Describe the roles and responsibilities of a paramedic within the EMS system.
- Apply the basic concepts of development, pathophysiology, and pharmacology to assessment and management of emergency patients.
- Demonstrate competence in performing the skills and procedures required of paramedics.
- Safely manage the scene of an emergency including effective ground and air transport, general incident management, and multiple casualty incident management.
- Integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients of all ages in a variety of situations, i.e. trauma, medical crisis, and neonatal, etc.
- Demonstrate an attitude of professionalism, respect, care and concern for the dignity of the individual.

Overview: This program is designed to assist the student to prepare for the State Certificate Exam for Paramedic. Students will be given the basic skills and technical information to provide emergency medical services at the paramedic level.

Career Outlook: This program is designed to provide professional training for students interested in careers in the paramedic field with opportunities in municipal, state and federal agencies, industry, insurance companies, hospitals and various medical offices.

*Please refer to the policy statement of Criminal Offender Record Information and Sex Offender Registry Information checks on page 11.

Tri-Level Nursing Assistant / Home Health Aide*

Course No.	Course Title	Credits	Prerequisites+
CNA117	Tri-Level Nursing Assistant/ Home Health Aide	6	
FIT130	Standard First Aid and Basic Life Support (CPR)	1	

Total Credits: 7

Program Outcomes: Upon successful completion of this certificate, students are prepared to:
- Provide basic care in activities of daily living of all ages under the direction and supervision of the registered nurse in healthcare facilities and in private homes.
- Demonstrate basic competence in skills required by state and federal guidelines.
- Communicate a caring attitude and behavior in all professional interactions.
- Apply principles of patient safety and infection control.
- Pass the state exam both written and skills demonstration and be placed in the Nurse Aide Registry.

Overview: This 156-hour certificate teaches basic nursing skills and beginning interpersonal relationship skills. The graduate will be able to provide care to patients of all ages under the direction and supervision of a registered nurse. Day and evening classes offered.

Career Outlook: There are unlimited employment opportunities for graduates to work in hospitals, nursing homes, assisted living, home care and hospice settings. Graduates are certified as nursing assistants and home health aides and certified in CPR/First Aid Basic Life Support.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Construction Technology Certificate

Course No.	Course Title	Credits	Prerequisites+
CON100	Quantitative Skills for Construction	2	MAT030
CON105	Materials of Construction	3	
CON110	Construction Technology	3	
	Construction Technology elective (or) Environmental Technology elective**	3	
	Construction Technology elective (or) Environmental Technology elective*	3	
CON120	Understanding and Working with the MA State Building Codes	3	
CON130	Computer Aided Drafting I	3	
ENL101	English Composition I	3	ENL050 or ESL201

Total Credits: 23

Construction Technology Course Sequence:

Fall 2008

CON105	Materials of Construction
CON115	Construction Estimating
CON120	Understanding and Working with MA State Building Codes
CON130	Computer Aided Drafting I
CON225	Architectural Computer Aided Drafting I

Spring 2009

CON100	Quantitative Skills for Construction
CON110	Construction Technology
CON115	Construction Estimating
CON120	Understanding and Working with MA State Building Codes
CON130	Computer Aided Drafting I
CON135	Computerized Aided Drafting II

*** Construction Technology Electives:**

CON101	Blueprint Reading: Construction Trades
CON115	Construction Estimating
CON125	Architectural Drafting & Construction Drawing
CON135	Computerized Aided Drafting II
CON225	Architectural Computer Aided Drafting I
BUS120	Business Law I
ACC111	Accounting I with Computer Applications

**** Environmental Technology Electives:**

ENV140	Introduction to Water
ENV170	Renewable Energy Sources
ENV171	Energy Efficiency & Conservation Methods
ENV172	Commercial Energy Audits
ENV173	Introduction to Solar Energy
ENV122	Environmental Management

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: The certificate provides an introduction to the process of construction from start to finish, including the application of Massachusetts State Building Code, experience using computer assisted drafting software, and building materials and testing. Unique to this program is the integration of principles, practices, standards, and materials necessary to ensure sustainable construction which address environmental issues and renewable energy use. In addition, students have the opportunity to complete the certificate with the selection of two electives from a selection of construction, business, and environmental technology courses.

Career Outlook: Completion of the Construction Technology certificate may allow a student to move from worker tradesman to journeyman, foreman, or superintendent; to start a new business; or be better prepared to assume other positions in lumber yards, building materials and design centers, real estate, and banks. Students may also pursue careers as drafters or construction/building inspectors.

The coursework in the Construction Technology certificate may be helpful in obtaining the knowledge and skills necessary to pass the Massachusetts Construction Supervisor Exam.

Program Outcomes: Upon completion of the Construction Technology certificate, students are able to:

- Apply basic construction knowledge and skills.
- Integrate sustainable and renewable energy standards, methods and materials to residential and commercial building construction projects.
- Demonstrate knowledge of industry standard tools for effective building practices including software, code implementation, and interpretation.
- Prepare basic working drawings for building construction using computer assisted drafting with AutoCAD software.
- Use basic business practices and principles for the execution of a construction project.

Customer Service Certificate

Course No.	Course Title	Credits	Prerequisites+
BUS100	Introduction to Business	3	
COM103	Human Communication	3	ENL010 or ESL102
COM201	Interpersonal Communication (or)	3	COM103 or ESL101
COM204	Persuasive Communication		COM103 or ESL101
GIT102	Computer Keyboarding	1	
GIT108	Windows Operating Systems	1	ENL020, ENL050
MKT106	Consumer Behavior	3	MKT205 or MKT100
MKT112	Customer Service Concepts and Applications	3	

Total Credits: 17

Overview: Students in the Customer Service certificate develop and enhance their communication skills as well as have a greater understanding of consumer behavior. Students are encouraged to build on this certificate to eventually obtain an A.S. Business Administration degree concentrating in Marketing.

Career Outlook: This certificate is designed to prepare students who are interested in pursuing work in customer-oriented career positions at entry level in either profit or not for profit entities.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Early Childhood Education Certificates

Infant and Toddler Concentration**

Course No.	Course Title	Credits	Prerequisites+
ECE100	Intro. to Early Childhood Education	3	ENL020, ENL050
PSY101	General Psychology	3	
PSY201	Child Psychology	3	PSY101
ECE105	Intro. to Children with Special Needs	3	ECE100 or PSY201
ECE200	Teaching Infants and Toddlers	3	ECE100 or PSY201
ECE230	Practicum in Early Childhood Education	6	PSY201*, ECE201

Total Credits: 21

Preschool Concentration**

Course No.	Course Title	Credits	Prerequisites+
ECE100	Intro. to Early Childhood Education	3	ENL020, ENL050
PSY101	General Psychology	3	
PSY201	Child Psychology	3	PSY101
ECE105	Intro. to Children with Special Needs	3	ECE100 or PSY201
ECE201	Preschool Curriculum Planning	3	ECE100 or PSY201
ECE202	Advanced Curriculum Development: Creative Experiences for Early Childhood Education	3	ECE201
ECE230	Practicum in Early Childhood Education	6	PSY201*, ECE201

Total Credits: 24

Overview: These certificates are designed to provide focused training in Early Childhood Education. Participants can elect either a preschool or an infant and toddler concentration. Students already employed in the field can use their centers as placement sites for the Practicum.

Career Outlook: Certificate holders will be eligible to apply to the Massachusetts Office of Child Care Services for teacher certification. All courses can be transferred into the Early Childhood Education Associate in Science degree at Cape Cod Community College.

"**All children** means *all* children with developmental delays or disabilities, children who are gifted and talented, children whose families are culturally and linguistically diverse, children from diverse socioeconomic groups, and other children with individual learning styles, strengths, and needs."

- National Association for the Education of Young Children

*Currently employed early childhood education and care personnel should contact the Coordinator of the Early Childhood Education program to discuss alternative options to meeting this requirement.

**Please refer to the policy statement of Criminal Offender Record Information and Sex Offender Registry Information checks on page 11.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Environmental Technology Certificates

The Environmental Technology certificates are a collaborative partnership among Cape Cod Community College, Massachusetts Maritime Academy and University of Massachusetts - Dartmouth, for persons seeking to acquire skills and knowledge in eight environmental fields: Coastal Zone Management, Environmental Site Assessment, Geographic Information Systems, Wastewater Management, Photovoltaic Technology, Small Wind Technology, Solar Thermal Technology, and Water Supply. Students may need to travel to each of the three schools in order to complete all the courses in any certificate program. Students are encouraged to enroll in ENV260 Cooperative Work Experience /Internship.

Coastal Zone Management

Course No.	Course Title	Credits	Prerequisites+
ENV118	Intro. to Environmental Science	4	MAT020, ENL020, ENL050
ENV125	Coastal Ecology	3	
ENV126	Coastal and Shelf Oceanography	3	MAT030, ENV118, ENV125
ENV135	Coastal Zone Management Laws and Regulations	3	ENV118, ENV125
ENV260	Internship (recommended)	3	ENV118, permission of instructor

Total Credits: 13/16

Program Outcomes: Upon completion of the Coastal Zone Management Certificate, students are able to:

- Work with public and private natural resource/conservation agencies, and environmental consulting companies.
- Conduct field examinations of various coastal ecosystems and understand the application of science in coastal zone management.
- Understand the laws and regulations and their relationship to policymaking at the local, state, and federal level.

Overview: This certificate is designed to provide students with up-to-date knowledge of the principles and practices of coastal zone management. Students will study coastal ecological systems and the impact man has on these systems, physical oceanography and coastal structures and their relationship to coastal resources. Laws and regulations covering the coastal zone will be presented and related to the policies of government.

Career Outlook: Completion of the Coastal Zone Management certificate prepares a student to obtain a position as a technician. The Department of Labor predicts that job opportunities are expected to increase 9 to 17 percent for all environmental technician occupations through the year 2014. In coastal areas, students may obtain positions that require knowledge of federal, state and local laws and regulations, as well as soil and species identification. These technicians assist governmental, municipal, and non-profit coastal managers in the preservation and remediation at coastal and recreational areas. This certificate is appropriate for students with advanced degrees that are looking for specific technical training.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Environmental Site Assessment

Course No.	Course Title	Credits	Prerequisites+
ENV118	Intro. to Environmental Science	4	MAT020, ENL020, ENL050
ESC101	Introduction to Earth Science	4	MAT030, ENL020, ENL050
ENV122	Process of Environmental Management and Decision Making	3	
ENV158	Occupational Safety and Health (OSHA) through Hazardous Waste Management	3	
ENV260	Internship (recommended)	3	ENV118, permission of instructor

Total Credits: 14/17

Program Outcomes: Upon completion of the Environmental Site Assessment Certificate, students are able to:

- Use the latest equipment and techniques to collect field samples and analyze data.
- Become familiar with the mapping of environmental parameters on a GIS system.
- Demonstrate knowledge of the laws governing site assessment.
- Prepare to begin an apprenticeship assisting a Licensed Site Professional.
- Certified in 40-hour OSHA for hazardous waste.

Overview: This certificate provides an understanding of the scope of environmental site assessment, the tools and techniques used to gather the field data and conduct the evaluation. Students study the interrelationship among various systems that exist on any site and apply these concepts in the evaluation of a site before and after an event has occurred. The regulatory overview focuses on federal, state and local laws governing environmental protection of sites including wetlands, wildlife and hazardous materials sites.

Career Outlook: Completion of the Environmental Site Assessment Certificate prepares a student to obtain a position as a hazardous materials removal worker or as a technician assisting a licensed site professional in development of land use planning and remediation. The Department of Labor predicts that job opportunities are expected to be excellent in this field. Experienced workers will have especially favorable opportunities, particularly in the private sector, as more state and local government's contract out hazardous materials removal work to private companies. Employment in this field is expected to increase 27 percent or more for all occupations through the year 2014, reflecting increasing concern for a safe and clean environment. This certificate is appropriate for students with advanced degrees that are looking for specific technical training.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Geographic Information Systems (GIS)

Course No.	Course Title	Credits	Prerequisites+
ENV118	Intro. to Environmental Science	4	MAT020, ENL020, ENL050
ENV160	Introductory Concepts in GIS	3	
ENV163	Geographic Information Systems I	3	ENV118, ENV160
ENV164	Geographic Information Systems II	3	ENV118, ENV163
ENV260	Internship (recommended)	3	ENV118, permission of instructor

Total Credits: 13/16

Program Outcomes: Upon completion of the Geographic Information Systems Certificate, students shall:

- Know the concepts of geography, cartography and database management, map spatial attributes, and analyze systems and processes using GIS.
- Be prepared to work with environmental consulting companies, facilities management offices, and county, municipal, and town departments, such as a town planning department.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: GIS is a computer database management system which combines computer graphics, artificial intelligence, and high speed communication to store, retrieve, manipulate, analyze and map geographic data. The technology is used to process complex geographic and environmental data for informed decision making by government, municipal and private industry regarding complex urban and environmental problems. The certificate will introduce the student to concepts in geography, cartography and database management and the analysis of systems and processes using GIS.

Career Outlook: Completion of the GIS certificate prepares a student to obtain a position as a GIS technician. The Department of Labor predicts that job opportunities in this field are expected to increase 9 to 17 percent for all occupations through the year 2014. The widespread availability and use of advanced technologies, such as GPS, GIS, and remote sensing, will continue to increase both the accuracy and productivity of these workers. Job openings will continue to arise from the need to replace workers who transfer to other occupations or who leave the labor force altogether. Many of the workers in these occupations are approaching retirement age. Opportunities for technicians should be available in basic GIS-related data-entry work. This certificate is appropriate for students with advanced degrees that are looking for specific technical training.

Photovoltaic Technology

Course No.	Course Title	Credits	Prerequisites+
ENV170	Renewable Energy Sources	3	MAT020, ENL020, ENL050
ENV171	Energy Efficiency & Construction Methods	3	MAT020, ENL020, ENL050
ENV173	Introduction to Solar Energy	3	MAT020, ENL020, ENL050
ENV178	Photovoltaic Installation	3	ENV173
ENV260	Environmental Technology Internship (recommended)	3	ENV118, permission of instructor

Total Credits: 12/15

Program Outcomes: Upon completion of the Photovoltaic Technology Certificate, students are able to:

- Conduct a basic home energy audit and make energy efficiency and conservation recommendations.
- Conduct a solar energy site assessment and quantify the amount of solar energy available at a particular site.
- Properly site, size, and design a residential scale photovoltaic system for both on and off grid applications.
- Accurately explain the benefits and limitations of photovoltaic systems.
- Conduct an economic and environmental assessment of proposed photovoltaic systems.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: This certificate provides a solid understanding of photovoltaic technology, site analysis, system design, and installation methods. Students completing ENV173 and ENV178 are qualified to take the North American Board of Certified Energy Practioners' Entry Level Photovoltaic Certificate of Knowledge Exam. This certificate appeals to anyone interested in learning more about solar energy and applying that knowledge to their home, business, or career.

Career Outlook: The "clean energy cluster" is a large and fast growing segment of the Massachusetts economy. Solar energy represents a significant portion of the cluster and its projected growth. A person with this certificate has basic knowledge of photovoltaic systems, suitable for a supervised, entry-level position with a dealer/installer, or other PV industry company or organization. Professionals in building trades can gain the knowledge necessary to expand their services to include photovoltaic system design, consulting, specification, and installation. A wide range of additional career opportunities are available within the clean energy cluster for students with degrees in a variety of fields, such as science, engineering, business, law, political science, and communications.

Small Wind Technology

Course No.	Course Title	Credits	Prerequisites+
ENV170	Renewable Energy Sources	3	MAT020, ENL020, ENL050
ENV171	Energy Efficiency & Construction Methods	3	MAT020, ENL020, ENL050
ENV177	Introduction to Wind Energy	3	MAT020, ENL020, ENL050
ENV180	Small Wind Installation	3	ENV177
ENV260	Environmental Technology Internship (recommended)	3	ENV118, permission of instructor

Total Credits: 12/15

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: This certificate provides a solid understanding of small wind technology, site analysis, system design, and installation methods. This certificate appeals to anyone interested in learning more about wind energy and applying that knowledge to their home, business, or career.

Career Outlook: The “clean energy cluster” is a large and fast growing segment of the Massachusetts economy. A person with this certificate has basic knowledge of small wind-electric systems, suitable for a supervised, entry-level position with a dealer/installer, or other small wind industry company or organization. Professionals in building trades can gain the knowledge necessary to expand their services to include small wind system design, consulting, specification, and installation. A wide range of additional career opportunities are available within the clean energy cluster for students with degrees in a variety of fields, such as science, engineering, business, law, political science, and communications.

Program Outcomes: Upon completion of the Small Wind Technology Certificate, students are be able to:

- Conduct a basic home energy audit and make energy efficiency and conservation recommendations.
- Conduct a wind energy site assessment and quantify the amount of wind energy available at a particular site.
- Properly site, size, and design a residential scale small wind system for both on and off grid applications.
- Accurately explain the benefits and limitations of wind-electric systems.
- Conduct an economic and environmental assessment of proposed small wind systems.

Solar Thermal Technology

Course No.	Course Title	Credits	Prerequisites+
ENV170	Renewable Energy Sources	3	MAT020, ENL020, ENL050
ENV171	Energy Efficiency & Construction Methods	3	MAT020, ENL020, ENL050
ENV173	Introduction to Solar Energy	3	MAT020, ENL020, ENL050
ENV179	Solar Thermal Installation	3	ENV173
ENV260	Environmental Technology Internship (recommended)	3	ENV118, permission of instructor

Total Credits: 12/15

Program Outcomes: Upon completion of the Solar Thermal Technology Certificate, students are able to:

- Conduct a basic home energy audit and make energy efficiency and conservation recommendations.
- Conduct a solar energy site assessment and quantify the amount of solar energy available at a particular site.
- Properly site, size, and design a residential scale solar hot water system for both domestic hot water and pool heating applications.
- Accurately explain the benefits and limitations of solar hot water systems.
- Conduct an economic and environmental assessment of proposed solar hot water systems.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: This certificate provides a solid understanding of solar hot water technology, site analysis, system design, and installation methods. Courses in this certificate count towards training requirements for the North American Board of Certified Energy Practioners' Solar Thermal Installer Certification. This certificate appeals to those interested in learning more about solar energy and applying that knowledge to their home, business, or career.

Career Outlook: The "clean energy cluster" is a large and fast growing segment of the Massachusetts economy. Solar energy represents a significant portion of the cluster and its projected growth. A person with this certificate has basic knowledge of solar thermal systems, suitable for a supervised, entry-level position with a dealer/installer, or other solar industry company or organization. Professionals in building trades can gain the knowledge necessary to expand their services to include solar thermal system design, consulting, specification, and installation. A wide range of additional career opportunities are available within the clean energy cluster for students with degrees in a variety of fields, such as science, engineering, business, law, political science, and communications.

Wastewater Management

Course No.	Course Title	Credits	Prerequisites+
ENV118	Intro. to Environmental Science	4	MAT020, ENL020, ENL050
ENV140	Intro. to Water: Concepts & Technologies	3	
ENV158	Occupational Health & Safety through Hazardous Waste Management	3	
ENV145	Wastewater Treatment Plant Operation	4	ENV118, ENV140
ENV260	Internship (recommended)	3	ENV118, permission of instructor

Total Credits: 14/17

Program Outcomes: Upon completion of the Wastewater Management Certificate, students shall:

- Have the knowledge and ability to operate, maintain and/or manage many of the wastestreams that currently exist.
- Be prepared to sit for state operator's municipal and/or industrial wastewater treatment licenses.

Overview: This certificate provides training for students in wastewater collection and treatment systems. Wastewater chemistry, toxicology and microbiology will be covered so students will know the basic processes and common parameters used to measure wastewater at the various stages of treatment. The courses cover the mechanical operation of the systems, an introduction to computer data gathering and process control, and the laws and regulations covering wastewater.

Career Outlook: Completion of the Wastewater Certificate prepares a student to obtain a state wastewater license and secure a position at a municipal wastewater treatment plant, a small package plant, or an on-site system. The Department of Labor predicts that employment of wastewater treatment plant and system operators is expected to increase 9 to 17 percent for all occupations through the year 2014. Job prospects will be good for qualified individuals because the number of applicants in this field is approaching retirement age. Workers who have training in all aspects of wastewater treatment and who can handle multiple duties will have the best opportunities.

Local governments are the largest employers of wastewater treatment plant and system operators. However, federal certification requirements have increased utilities' reliance on private firms specializing in the operation and management of wastewater treatment facilities. As a result, employment in privately owned facilities will grow faster than the average. This certificate is appropriate for students with advanced degrees that are looking for specific technical training.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Water Supply

Course No.	Course Title	Credits	Prerequisites+
ENV118	Intro. to Environmental Science	4	MAT020, ENL020, ENL050
ENV140	Intro. to Water: Concepts & Technologies	3	
ENV146	Water Supply	3	ENV118, ENV140
ENV158	Occupational Health & Safety through Hazardous Waste Management	3	
ENV260	Internship (recommended)	3	ENV118, permission of instructor

Total Credits: 13/16

Program Outcomes: Upon completion of the Water Supply Certificate, students are able to:

- Have the knowledge and ability to operate, maintain and/or manage a drinking water supply facility.
- Be prepared to sit for state operator's drinking water license.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

overview: This certificate provides students with up-to-date knowledge of the physical and chemical principles of drinking water supply and the basic framework for the practical application of science and mathematics to assess and solve water supply problems. They will understand the functioning of related equipment and support systems and the responsibilities required in safely operating and maintaining a water supply system. They will learn the significance of the laws and regulations covering water supply.

Career Outlook: Completion of the Water Supply Certificate prepares a student to obtain a position at a municipal drinking water treatment facility or to conduct drinking water testing by a Board of Health. The Department of Labor predicts that employment of water supply workers and system operators is expected to increase 9 to 17 percent for all occupations through the year 2014. Job prospects will be good for qualified individuals because the number of applicants in this field is approaching retirement age. Workers who have training in all aspects of water supply treatment and who can handle multiple duties will have the best opportunities.

Local governments are the largest employers of water supply facilities and system operators. However, Federal certification requirements have increased utilities' reliance on private firms specializing in the operation and management of water treatment facilities. As a result, employment in privately owned facilities will grow faster than the average. This certificate is appropriate for students with advanced degrees that are looking for specific technical training.

Fire Officer Development Certificate

Course No.	Course Title	Credits	Prerequisites+
ENL101	English Composition I	3	ENL050 or ESL201
FSC101	Fundamentals of Fire Prevention	3	FSC100*
FSC102	Fire Protection Systems and Equipment	3	
FSC103	Fire Fighting Tactics and Strategy	3	FSC100
FSC104	Building Construction for the Fire Service	3	FSC100
FSC110	Fire Codes and Ordinances	3	
FSC120	Intro. to Incident Management	3	ENL020, ENL050
FSC114	Fire Company Management	3	FSC100

Total Credits: 24

Overview: This certificate offers the basic skills required for an individual to successfully manage and lead firefighters in daily and emergency operations at a fire company level. This program will provide exposure to materials used in promotional examinations.

Career Outlook: This certificate offers instruction for firefighters who wish to upgrade their career status and for students who wish to transfer to an upper-level college or university.

Program Outcomes: Upon completion of the Fire Officer Development Certificate, students are able to:

- Function in a leadership capacity in fire and related public safety incidents.
- Evaluate fire protection equipment for operability and compliance with safety standards.
- Recognize the effect of combustion products on types of construction and impact on safety.
- Perform basic fire prevention activities with code enforcement.
- Perform management responsibilities of a first line supervisor in the fire service.

*Currently employed fire protection personnel should contact the Coordinator of the Fire Science program to discuss alternative options to meeting this requirement.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Graphic Design Certificate

Course No.	Course Title	Credits	Prerequisites+
ENL101	English Composition I	3	ENL050 or ESL201
GIT110	Microcomputer Applications	3	ENL020, ENL050, GIT102
GIT102	Computer Keyboarding or 30 wpm	1	
ART130	You Can Design!	1	
ART205	Illustration I	3	Some computer experience
ART207	Graphic Design I	3	ART214 or ART205 or ART210
ART210	Graphic Production & Layout I	3	GIT110
ART214	Digital Imaging I	3	Some computer experience
GIT183	Web Site Design & Scripting	3	GIT110
GIT184	Web Authoring & Graphic Tools	3	GIT110
BIT220	Internet Multimedia	3	GIT183, GIT184

Total Credits: 28/29

Program Outcomes

Upon successful completion of the Graphic Design Certificate, students are able to:

- Demonstrate the application of visual language through proficient use of basic design and production skills
- Demonstrate proficiency in basic computer operation and page layout software applications
- Demonstrate proficiency in drawing and image software applications
- Use the internet and integrate internet text and images in design media
- Prepare designs for print and/or web production
- Create and evaluate visual form in response to solving communication problems, including basic understanding and application of design elements, composition, typography, hierarchy, organization and the creation of meaningful images.

Overview: Students in the Graphic Design Certificate develop foundation skills for understanding the language of design. This language is applied through learning to use the latest, industry standard graphic and web design software.

Career Outlook: Students completing the Graphic Design Certificate are prepared for entry level employment in the field. Job descriptions are diverse; however, students should not expect to be qualified as designers and are encouraged to build on the certificate program and eventually obtain the Associate in Arts Degree with a concentration in Graphic Design at the College (an additional 37+ credits would be required to achieve the AA degree). Design professionals may keep current in their professional development by updating skills with specialized course work.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Horticulture Certificates

Horticulture

Course No.	Course Title	Credits	Prerequisites+
HOR101	Plant and Soil Science	4	MAT020, ENL020, ENL050
HOR102	Entomology and Plant Diseases	3	
HOR103	Woody Plant Identification & Culture	3	
HOR104	Turf Management	3	
HOR201	Herbaceous Plant Identification & Culture	3	HOR101
	Horticulture Elective*	3	
	Elective (2) **	6	
	General Education Elective ***	3	

Total Credits: 28

****Two courses chosen from the following list:**

MKT103 Advertising
MKT100 Marketing
BUS100 Introduction to Business
BUS107 Human Resource Management
BUS214 Management
GIT106 Office Accounting
GIT110 Microcomputer Applications Software
MAT160 Mathematics for Business & Management
(or) additional Horticulture courses or courses that have been approved in advance by both the Horticulture Program Coordinator and the Dean of Math, Sciences, Business & Technology

***One course from the list of courses which satisfy general education requirements on page 26.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: The Horticulture certificate provides the academic background needed to succeed in a variety of positions within the “green industries." The program is designed to meet the needs of individuals entering the field and to provide professional development opportunities. In addition to the horticulture courses, the program includes business, design and management courses needed to compete successfully in the green industries.

Career Outlook: The green industry is a major part of the Cape Cod region’s economy. There are numerous employment opportunities for individuals with a horticulture education and skills. Horticulture certificate students gain the background needed for positions in landscape maintenance, turf management, garden center operation, arboriculture, grounds and athletic field maintenance, and landscape construction. Careers include opportunities in private horticultural industries as well as in local and state government.

***Horticulture Electives:**

HOR107 Floral Design
HOR105 Equip. Maintenance and Operation
HOR202 Landscape Design and Construction

Landscape Construction Technician

Course No.	Course Title	Credits	Prerequisites+
HOR101	Plant and Soil Science	4	MAT020, ENL020, ENL050
HOR103	Woody Plant Identification & Culture	3	
HOR105	Equip. Maintenance & Operation	3	
HOR106	Horticulture Practicum	1	Enrollment in Horticulture Certificate program
HOR202	Landscape Design & Construction	3	HOR103
	Horticulture Elective*	3	

Total Credits: 17

Overview: This certificate is intended for those interested in landscape design and construction. All aspects of landscape site analysis and installation, equipment maintenance and operation, as well as selecting and planting appropriate landscape plants will be reviewed.

Career Outlook: Employment opportunities are available with landscape construction companies and municipal grounds and public works departments. Students will have a good understanding of landscape design, equipment operation and maintenance, and woody plant identification and culture.

Landscape Maintenance Technician

Course No.	Course Title	Credits	Prerequisites+
HOR101	Plant and Soil Science	4	MAT020, ENL020, ENL050
HOR103	Woody Plant Identification & Culture	3	
HOR104	Turf Management	3	
HOR105	Equip. Maintenance & Operation	3	
HOR106	Horticulture Practicum	1	Enrollment in Horticulture Certificate program
	Horticulture Elective*	3	

Total Credits: 17

Overview: This certificate provides an overview of the technical and cultural information needed to successfully maintain turf and landscape plants and to maintain and operate landscape equipment.

Career Outlook: Students will be prepared to work in landscape, golf course or municipal grounds maintenance. They will have a good understanding of plant growth and development, woody plant identification, turf management, and equipment maintenance.

***Horticulture Electives:**
HOR107 Floral Design
HOR202 Landscape Design and Construction

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Horticulture Technician

Course No.	Course Title	Credits	Prerequisites+
HOR101	Plant and Soil Science	4	MAT020, ENL020, ENL050
HOR103	Woody Plant Identification & Culture	3	
HOR106	Horticulture Practicum	1	Enrollment in Horticulture Certificate program
HOR201	Herbaceous Plant Identification and Culture	3	HOR101
HOR202	Landscape Design and Construction	3	HOR103
	Horticulture Elective*	3	

Total Credits: 17

Overview: This certificate provides an overview of the identification and culture of woody and herbaceous plants as well as landscape design and construction.

Career Outlook: Students will be prepared to work in garden centers and in the landscape design and maintenance division of landscape companies and golf courses.

***Horticulture Electives:**
HOR107 Floral Design
HOR105 Equip. Maintenance and Operation

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Hospitality Certificates

Culinary Arts

Course No.	Course Title	Credits	Prerequisites+
COM103	Human Communication	3	ENL010 or ESL102
CUL100	Introduction to Culinary Arts	3	ENL020
CUL120	Culinary Arts Lab	3	Coreq: HRM111 & CUL100
CUL180	Baking I	3	
CUL210	Dining Room Operations & Service	4	HRM140 or CUL100; Coreq:CUL220
CUL220	Culinary Arts Lab II	4	HRM140 or CUL100; Coreq:CUL210
HRM111	Foodservice Sanitation	1	
HRM112	Foodservice Nutrition	1	
HRM130	Food and Beverage Management	3	MAT020
HRM262	Hospitality Coop. Work Experience	3	9 credits in CUL/HRM

Total Credits: 28

Overview: Students learn professional culinary fundamentals throughout the Culinary Arts certificate courses ranging from knife skills to baking basics. Students are encouraged to build on these certificates and eventually earn a degree from the College.

Career Outlook: Students completing the Culinary Arts certificate are well prepared to work in the restaurant industry as line cooks, assistants, and baking assistants.

Program Outcomes: Students completing the Culinary Arts certificate requirements are able to:

- Prepare and serve food in an attractive, professional manner in a variety of food service environments and to train for and deliver quality guest service.
- Perform technical skills in basic cooking and food service operations.
- Recognize and apply inter-personal skills needed in a food production setting, including team building and group decision making.
- Calculate costs and institute procedures to run cost effective establishments.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Hospitality Certificates

Tourism Operations

Course No.	Course Title	Credits	Prerequisites+
COM103	Human Communication	3	ENL010 or ESL102
MKT112	Customer Service: Concepts and Applications	3	
HRM140	Intro. to Hospitality Management	3	ENL020
HRM151	Tourism Planning and Destination Dev.	3	HRM140
HRM152	Tour Operations and Management	3	HRM140
HRM215	Lodging Operations	3	HRM140
HRM250	Special Events and Operations Mgmt.	3	CUL100 or HRM140
GIT110	Microcomputer Appl. Software	3	ENL020, ENL050, GIT102

Total Credits: 24

Overview: The certificate in Tourism Operations prepares graduates for positions in companies and organizations focused on supporting the wide variety of businesses dedicated to providing goods and services to visitors and local residents alike. Attributes for the certificate students include completion in two semesters, with attention paid to skills preparation that mirror those found in the workplace, courses where application of new skills is stressed, and the opportunity to continue their studies towards the A.S. option.

Career Outlook: Graduates who complete the certificate are prepared for a variety of front-line, skills-based positions in lodging operations, receptive and ground tour companies, destination development and management companies and organizations, conference and event planning companies, museums, and chambers of commerce.

Program Outcomes: Upon completing this option,students able to:

- Apply acquired technical skills in providing destination information for tourism oriented businesses, local residents and seasonal visitors.
- Apply appropriate professional guest service to diverse cultural groups, including visitors, local residents, and co-workers.
- Demonstrate professionalism in work habits and in inter-personal settings, utilizing skills in both verbal and non-verbal communication; written or oral.
- Demonstrate skills that provide for the successful implementation of the “product/service” mix that is imperative in a tourist destination area.
- Continue education in an associate program.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Information Technology Certificates

Administration Assistant - *General Office Administration*

Course No.	Course Title	Credits	Prerequisites+
GIT101	Typing I*	3	
GIT105	Office Communication Systems	3	ENL020, ENL050
GIT106	Office Accounting (or)	3	MAT020, ENL020
ACC111	Accounting I with Computer Appl.		MAT020, ENL020
GIT110	Microcomputer Appl. Software	3	ENL020, ENL050, GIT102
BUS100	Introduction to Business	3	
GIT220	Advanced Word Processing Appl.	3	GIT110 or GIT120
BIT202	Standard Office Procedures	3	GIT110 or GIT120
PSY101	General Psychology	3	
	Business elective	3	

Total Credits: 27

Career Outlook: Students completing the General Administrative Assistant certificate are trained for entry-level positions in various environments including banks, insurance, technology, and real estate.

Administration Assistant - *Medical Office Administration*

Course No.	Course Title	Credits	Prerequisites+
GIT101	Typing I*	3	
BIT103	Medical Terminology	3	ENL020, ENL050
GIT105	Office Communication Systems	3	ENL020, ENL050
GIT110	Microcomputer Appl. Software	3	ENL020, ENL050, GIT102
ACC111	Accounting I with Computer Appl. (or)	3	MAT020, ENL020
GIT106	Office Accounting		MAT020, ENL020
GIT220	Advanced Word Processing Appl.	3	GIT110 or GIT120
GIT150	Database Applications	3	GIT120, GIT108 or GIT110
BIT203	Medical Office Procedures	3	BIT103 & GIT120 or GIT110
PSY101	General Psychology	3	

Total Credits: 27

Information Technology Certificates Program Outcomes: Upon completion of the Information Technology Certificate, students are able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Work well with teams in an information or office technology setting.
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems.
- Assume entry-level positions in a variety of information and office technology careers.
- Continue education in an associate program.

Overview: Students in the General Office Administration option learn to keyboard, write and format business documents; use a variety of information processing tools; administer and organize an automated office; and apply correct office procedures in various situations. Students are encouraged to build on certificate programs and eventually obtain a degree at the College.

Overview: Students in the Medical Office Administration option gain an understanding of medical procedures, medical terminology, and a conceptual and practical understanding of a computerized office environment in a medical setting. Students progress from basic keyboarding and word processing to advanced information processing and office procedures. Students are encouraged to build on certificate programs and eventually obtain a degree at the College.

Career Outlook: Students completing the Medical Administrative Assistant certificate are prepared for entry-level positions in a variety of medical office and allied health services environments.

*If waived, must be replaced with a Business course.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Application Specialist

Course No.	Course Title	Credits	Prerequisites+
COM103	Human Communication	3	ENL010 or ESL102
GIT102	Computer Keyboarding (or) 30 wpm	1	
GIT105	Office Communication Systems	3	ENL020, ENL050
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
GIT121	Electronic File and Data Management (or)	3	GIT110 or GIT120
GIT131	Electronic File and Disk Management		ENL020, ENL050
GIT220	Advanced Word Processing Applications	3	GIT110 or GIT120
BIT175	Visual Basic Programming	3	MAT030, GIT110, BIT111
GIT150	Database Applications	3	GIT120, GIT108 or GIT110
GIT126	Electronic Publishing	3	Coreq: GIT120, GIT108 or GIT110
GIT125	Spreadsheet Applications for Business	3	GIT110 or GIT120 & ACC111 or ACC201

Total Credits: 27/28

Overview: Students develop teamwork skills while mastering advanced and administrative features of business application software including word processing, spreadsheets, relational database, and presentation graphics. Students are prepared to take the Microsoft Office User Specialist exams for several of the Microsoft Office Products. Students are encouraged to build on the certificate program and eventually obtain a degree at the College.

Career Outlook: Students completing the Application Specialist certificate are prepared to be information processors and application support personnel in various office environments.

Database Design

Course No.	Course Title	Credits	Prerequisites+
GIT102	Computer Keyboarding (or) 30 wpm	1	
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
BIT175	Visual Basic Programming	3	MAT030, GIT110, BIT111
GIT150	Database Applications	3	GIT120, GIT108 or GIT110
BIT250	Database Design and Development	3	GIT150
BIT277	Visual Basic for Database Development	3	BIT175, GIT150
BIT253	Advanced Database Topics with SQL	3	BIT175, BIT250

Total Credits: 18/19

Overview: Students learn how to design, develop, and implement small to medium sized databases using current technologies in Database Management Systems (DBMS).

Career Outlook: Students completing the Database Design certificate are prepared for entry-level positions as database developers in organizations utilizing stand-alone and networked environments. Students are encouraged to build on the certificate program and eventually obtain a degree at the College.

Program Outcomes: Refer to page 111.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Desktop Publishing

Course No.	Course Title	Credits	Prerequisites+
GIT102	Computer Keyboarding (or) 30wpm	1	
GIT105	Office Communication Systems	3	ENL020, ENL050
ENL101	English Composition I	3	ENL050 or ESL201
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
ART210	Graphic Production and Layout I	3	GIT110
GIT184	Web Authoring and Graphic Tools	3	GIT110
ART207	Graphic Design I (or)	3	ART214 or ART205 or ART210
ART214	Digital Imaging I		Computer experience
GIT220	Advanced Word Processing Applications	3	GIT110 or GIT120
ART211	Graphic Production and Layout II	3	ART210
ENL161	Journalism I (or)	3	ENL101
ENL131	Technical Writing		ENL101

Total Credits: 27/28

Overview: Students concentrate on writing, communication, design, layout and graphic skills using the latest computer technology.

Career Outlook: Students completing the Desktop Publishing certificate are prepared to work at entry-level technical writing or desktop publishing positions in various fields including marketing, public relations, advertising, and telecommunications.

Program Outcomes: Refer to page 111.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Health Unit Coordinator

Course No.	Course Title	Credits	Prerequisites+
GIT102	Computer Keyboarding or 30wpm	1	
GIT105	Office Communication Systems	3	ENL020, ENL050
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
BIT103	Medical Terminology	3	ENL020, ENL050
HIT100	Health Unit Coordinator	3	MAT020, ENL020, ENL050
BIT203	Medical Office Procedures	3	GIT120 or GIT110, BIT103
COM103	Human Communication	3	ENL010 or ESL102

Total Credits: 18/19

Overview: This certificate emphasizes the communication and technical skills needed to enter into and advance in a career as a Health Unit Coordinator in a hospital setting. Students are prepared to take the National Association of Health Unit Coordinators' (NAHUC) certification examination. Students in this certificate program can continue their education and earn an A. S. degree in Information Technology, Medical Office Administration Concentration.

Career Outlook: The Health Unit Coordinator Certificate prepares students for the NAHUC certification examination and to work as Health Unit Coordinators in a hospital setting.

Program Outcomes: Upon successful completion of the Health Unit Coordinator Certificate, students are able to:

- Communicate and interact with an empathetic and professional attitude in a hospital setting.
- Demonstrate competency and accuracy in the skills and procedures involved in the position of Health Unit Coordinator.
- Use and interpret medical terminology pertinent to the practice area.
- Successfully sit for the NAHUC certification examination.
- Continue education in an A.S. program.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

PC Service Technician

Course No.	Course Title	Credits	Prerequisites+
GIT102	Computer Keyboarding (or) 30wpm	1	
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
BIT111	Introduction to Information Technology (or)	3	ENL020, ENL050
BIT112	Information Technology Foundation		ENL020, ENL050, MAT020
BIT113	Microcomputer Hardware	3	MAT020, ENL020, ENL050
BIT115	Operating Systems	3	GIT110

Total Credits: 12/13

Overview: Students in the PC Service Technician certificate develop a firm background in the basics of microcomputer systems. Balanced coverage of hardware and software are complemented by thorough treatment of memory, troubleshooting, networking, multimedia, maintenance, as well as DOS and Windows operating systems. This certificate program provides background for A+ Certification® testing.

Career Outlook: Students completing the PC Service Technician certificate are prepared for employment as PC Service Technicians. Students are encouraged to build on the certificate program and eventually obtain a degree at the College.

Web Site Design

Course No.	Course Title	Credits	Prerequisites+
GIT102	Computer Keyboarding (or) 30 wpm	1	
GIT180	Introduction to the Internet	3	ENL020, ENL050
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050
GIT105	Office Communication Systems	3	ENL020, ENL050
CSC110	Computer Programming I: JAVA	3	MAT030
GIT183	Web Site Design and Scripting	3	GIT110
ART207	Graphic Design I (or)	3	ART214 or ART205 or ART210
ART210	Graphic Production & Layout I		GIT110
ART214	Digital Imaging I		Computer experience
GIT184	Web Authoring and Graphics	3	GIT110
CSC130	Computer Programming II: JAVA (or)	4/3	CSC110
BIT220	Internet Multimedia Development		GIT183, GIT184
BIT283	Client and Server-side Web Scripting	3	GIT183,CSC110

Total Credits: 27/28/29

Overview: Students in the Web Site Design certificate develop skills in project management and teamwork while learning how to design and develop web sites using CGI, HTML, DHTML, Java, Javascript, Perl, and web authoring and graphic software.

Career Outlook: Students completing the Web Site Design certificate are prepared for employment as web site designers and web site maintenance personnel. Students are encouraged to build on the certificate program and eventually obtain a degree at the College.

Program Outcomes: Refer to page 111.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Law Enforcement Certificate

Course No.	Course Title	Credits	Prerequisites+
ENL101	English Composition I	3	ENL050 or ESL201
COM103	Human Communication	3	ENL010 or ESL102
SOC106	Principles of Sociology	3	
PSY101	General Psychology	3	
CRJ101	Substantive Criminal Law	3	
CRJ125	Contemporary Policing	3	
CRJ102	Procedural Criminal Law	3	
CRJ105	Criminology, Theory & Practice	3	
CRJ130	Criminal Evidence	3	

Total Credits: 27

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Overview: Developed in cooperation with the Massachusetts Chiefs of Police Association, the Law Enforcement Certificate program prepares students for a career in local law enforcement.

The certificate combines specialized criminal justice and general education coursework to provide students with knowledge and skills needed to compete for entry into the Massachusetts law enforcement field. All of the credits in the certificate program can be applied to the Criminal Justice Associate in Science Degree program.

Career Outlook: The certificate was developed in cooperation with the Massachusetts Police Chiefs Association and has been ratified by their Training and Education Committee as an important step in their goal to have a better-educated and more professional workforce. Although the certificate is not yet a requirement in the hiring and training procedures, it is anticipated that it will substitute for a significant part of the Massachusetts Training council curriculum in the near future.

Program Outcomes: Upon completion of the Law Enforcement Certificate, students are able to:

- Identify, evaluate and utilize effective verbal, non-verbal and written communication.
- Apply ethical principles in decision-making situations.
- Demonstrate an understanding of diversity and multiculturalism.
- Identify a problem and develop solutions.
- Properly use basic criminal justice terms and concepts.
- Identify, explain, and apply major theories of crime causation and individual criminal behavior.
- Identify and explain the interrelationship between the major components of the criminal justice system.

Paralegal Certificate

Course No.	Course Title	Credits	Prerequisites+
ENL101	English Composition I	3	ENL050 or ESL201
BIT130	Introduction to Substantive Law*	3	
BIT131	Family Law	3	BIT130 or BUS120
BIT133	Legal Research and Writing	3	ENL101, (BIT130 or BUS120)
BIT134	Real Estate, Mortgages and Landlord-Tenant Law	3	BIT130 or BUS120
BIT135	Civil Litigation	3	BIT130 or BUS120
BIT136	Estate Planning, Wills, Trusts and Probate Procedures	3	BIT130 or BUS120
BIT137	Contracts, Business Organizations and Transactions (or)	3	BIT130 or BUS120
BIT238	Internship in Paralegal Studies		Four paralegal courses including BIT133; 3.0 GPA
GIT102	Computer Keyboarding (or) 30 wpm	1	
GIT110	Microcomputer Applications Software	3	GIT102, ENL020, ENL050

Total Credits: 27/28

Overview: Paralegal students learn to do legal research, prepare legal documents, and investigate cases. This program trains individuals in the skills necessary to give legal assistance to attorneys, government agencies, and others.

Career Outlook: Students completing the Paralegal certificate are prepared to do paralegal work for attorneys, government agencies, and legal departments in profit or non-profit organizations.

* BUS120 Business Law I may be substituted.

+ Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

Paralegal Course Sequence:

Fall 2008
BIT130 Introduction to Substantive Law
BIT131 Family Law
BIT135 Civil Litigation
BIT238 Internship in Paralegal Studies

Spring 2009
BIT130 Introduction to Substantive Law
BIT133 Legal Research & Writing
BIT134 Real Estates, Mortgages and Landlord-Tenant Law
BIT238 Internship in Paralegal Studies

Fall 2009
BIT130 Introduction to Substantive Law
BIT135 Civil Litigation
BIT137 Contracts, Business Organizations & Transactions
BIT238 Internship in Paralegal Studies

Spring 2010
BIT130 Introduction to Substantive Law
BIT133 Legal Research & Writing
BIT136 Estate Planning, Wills, Trusts & Probate Procedures
BIT238 Internship in Paralegal Studies

Programming for Computer Science Certificate

Course No.	Course Title	Credits	Prerequisites+
CSC110	Computer Programming I: JAVA	3	MAT030
CSC120	Computer Programming I: C++	4	MAT030
CSC130	Computer Programming II: JAVA	4	CSC110
CSC210	System Software and Assembly Language Programming	4	CSC130
CSC230	Data Structures	4	CSC120, CSC130
	General Education elective	3	

Total Credits: 22

Overview: Using hands-on projects and teamwork, Computer Science students learn to design, implement, and test programs in Java, C++, and assembly language. Students analyze and use various software development models and basic software engineering principles. Object-oriented programming methodology, systems software, and data structures are studied in depth.

Career Outlook: Most Computer Science students continue their education at a four-year school. Computer scientists design computers, software, and information technologies. Computer engineers also work with hardware and software, often in the process of building prototypes. By far the most numerous of computer professionals, systems analysts solve computer problems and customize technology to satisfy the needs of an organization. Computer scientists, computer engineers, and systems analysts are among the fastest growing occupations.

+Refer to the Course Descriptions section of this catalog for the complete list of required prerequisites.

- Courses are listed alphabetically by discipline. To determine the division and department in which the discipline is included, refer to pages 35 and 36. Consult the Course Index, page 209 to locate a course description.
- 100-level courses are generally designed for first-year students; 200-level courses are generally designed for second-year students.
- Many courses are offered only once in an academic year, either fall or spring semester pending sufficient enrollment.
- Many courses have prerequisites that are either other college courses, developmental courses, pending sufficient enrollment, or satisfactory scores on the basic skills assessment.

American Sign Language

Introduction to Deaf History and American Deaf Culture
ASL100. Introductory survey of the history of Deaf people in western culture. American Sign Language, the culture it reflects, various professions and organizations within the Deaf community, legislation impacting Deaf people, and an overview of educational approaches/controversies will be addressed. Emphasis is on the sociological and cultural make-up of Deaf people and the American Deaf community and their relations to non-Deaf society. Members of the Deaf community are involved in class activities. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.* Offered in the Fall and Spring.

American Sign Language I
ASL101. An introductory-level course in American Sign Language intended to give an overview of both the language and the culture of the Deaf community. The course will focus on frequently used signs, basic rules of grammar, and cultural features within the Deaf community. *Prerequisite: ENL010 or satisfactory reading comprehension score on the basic skills assessment / 3 credits.* Offered in the Fall, Spring, and Summer.

American Sign Language II
ASL102. This is a continuation of the language and cultural study of the Deaf. It includes further development of receptive and expressive signs, use of the signing space, classifiers, and facial and body expressions. *Prerequisite: ASL101 / 3 credits.* Offered in the Fall and Spring.

American Sign Language III
ASL201. Further development of expressive and receptive communicative skills used with the sign language of the Deaf. Additional emphasis on increasing fluency in the language and in providing an opportunity for proficiency in use through extensive work in vocabulary acquisition, translations of Deaf and English idioms and study of the American Sign Language used by the Deaf. *Prerequisite: ASL102 and ASL100 / 3 credits.*

Fingerspelling and American Sign Language Number Systems
ASL204. This course is designed to develop further competency in expressive and receptive fingerspelling and to study in depth the complex rules and patterns of numbers in ASL. Topics will include phonic syllabication and strategies of fingerspelling, cardinal and ordinal systems, incorporate number systems, and unique number systems. *Prerequisite: ASL102 / 2 credits.*

Anthropology

Introduction to Anthropology
ANT107. An introduction to the principles and procedures of anthropology. The course is 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.*

World Archaeology
ANT108. A study of the early civilizations of Europe, Western Asia, China, India, Africa, and America, which provides for the understanding of how and why the various continents developed their unique civilizations. Archaeological discoveries provide background for this study. *Prerequisite: None / 3 credits.*

Comparative Cultures
ANT211. This course provides an in-depth examination of selected contemporary societies focusing on their customs, language, values, key social institutions and stratification systems. The various internal and external forces affecting political, economic, religious and social cultural dynamics in different, distinct cultures are examined. Students explore the differing social relationships within the family and the community in selected societies. The course also provides a review of selected anthropological case studies from many world cultures. *Prerequisite: SOC106 or ANT107 / 3 credits.*

Art

Also see **International Studies.**

Drawing I
ART100. 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 hours arranged) *Prerequisite: None / 3 credits.* Offered in the Fall, Spring and Summer.

Design I
ART101. Study of the basic design components including line, shape, color, texture, value, and composition and their integration on a two-dimensional surface. There will be a thorough examination of the nature and effect of color in its full utilization as a design element in conjunction with the interaction of positive and negative space, optical phenomena, and theories of harmony and visual dynamics. (4 studio hours plus 2 additional hours arranged) *Prerequisite: None / 3 credits.* Offered in the Fall.

Studio Art I
ART102. An introduction to the realm of the visual arts. There will be an attempt to explore the individual's creative process by exploring various media with an emphasis on freedom of expression and development of individual style and perceptual awareness through a variety of creative responses. (4 studio hours plus 2 additional hours arranged) *Prerequisite: None / 3 credits.* Offered in the Fall.

Painting I
ART103. 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 hours arranged) *Prerequisite: ART100 / 3 credits.* Offered in the Fall, Spring, and Summer.

Watercolor I
ART104. An introductory course in watercolor painting with an emphasis on color mixing, paint techniques, and pictorial composition. Students will have an opportunity to develop an understanding and awareness of the materials and subject possibilities of watercolor painting as a means of personal expression. (4 studio hours plus 2 additional hours arranged) *Prerequisite: ART100 / 3 credits.* Offered in the Fall.

Visual Fundamentals
ART105. 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. (4 studio hours plus 2 additional hours arranged) *Prerequisite: None / 3 credits.* Offered in the Fall, Spring, and Summer.

Sculpture I
ART106. 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.* Offered in the Fall, Spring, and Summer.

Life Drawing
ART107. 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. (4 studio hours plus 2 additional hours arranged) *Prerequisite: None / 3 credits; may be repeated once for credit.* Offered in the Fall and Spring.

History of Art I
ART125. This course provides an interdisciplinary approach to the art of the western world from the magical creations of the Old Stone Age to the magnificent works of the Gothic era. Illustrated lectures will deal with such topics as the ideas guiding the artistic creations, general stylistic trends, important methods, materials and techniques used. *Prerequisite: None / 3 credits.* Offered in the Fall, Spring, and Summer.

History of Art II
ART126. This course provides an interdisciplinary approach to the art of the western world from the Proto-Renaissance to the Age of Romanticism. Illustrated lectures will deal with such topics as general aesthetic trends, the life and work of key artists, ideas guiding their creations, as well as important methods, materials and techniques they employed. *Prerequisite: None / 3 credits.* Offered in the Fall, Spring, and Summer.

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

History of Modern Art: From Realism to Surrealism
ART132. In this course, students explore art produced from 1850 to the 1940s, with a focus on European art. Illustrated lectures deal with such topics as general aesthetic trends, the life and work of key artists, ideas guiding their creations as well as themes, styles, materials and techniques employed by individual artists. *Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.*

History of Contemporary Art: From 1945 to the Present
ART133. In this course, students explore art produced from1945 to the present with an emphasis on American art. Illustrated lectures deal with such topics as general aesthetic trends, the life and work of key artists, ideas guiding their creations, as well as themes, styles, materials and techniques employed by individual artists. *Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.*

Textile / Fiber Arts I
ART135. Learn the basics of fabric and textile manipulation and applying fibers and textiles to create art. Sewing machine maintenance explained. Color, design, composition, and texture are used to create project designs. Translate line drawings into patterns. Tools and templates specific to fabric are shown. Self-expression is required. Individual and group projects constructed. (4 studio hours plus 2 additional hours arranged) *Prerequisite: None / 3 credits.*

Three-Dimensional Design
ART136. This course is an introduction to the elements of visual language (line, shape, tone, texture, color, light, volume, negative space) in 3D form. Through exploring a range of materials to achieve 3D designs, techniques and principles introduced in ART101 are applied. Students solve 3D design problems by creating modeled and constructed forms both in relief and free-standing form. Historical references are made to support the development and understanding of the work. This course can inspire students to explore their creative expression in sculpture. (4 class hours plus 2 additional studio hours arranged) *Co-requisite: ART101 / 3 credits; may be repeated once for credit.*

History of Graphic Design
ART137. This course critically investigates and explores graphic design and visual communication history, materials, techniques and styles, major movements and significant artists and designers. This course requires students to participate in lecture and presentation, and prepare writing and studio projects. Students build a conceptual and visual understanding of vocabulary, applying critical thinking and visual skills in an evaluation of the historical context and the importance of historical reference in graphic design work. *Prerequisite: None / 3 credits.*

Drawing and Writing in Scotland
ART138. This course offers a travel experience for students interested in improving their drawing and writing skills and exploring Scotland's many places of stunning historical and natural beauty. Students will appreciate the close relationship between drawing and writing through sharing their visual and literary expressions. Ways of seeing through writing and drawing will be examined and the use of language both visual and literal will be applied and understood through exploring Scotland - the land, culture and people. *Prerequisite: None / 1 credit.*

Drawing II
ART200. A detailed exploration of a variety of drawing concepts and techniques including free-hand perspective and various rendering techniques as they apply to the representation of natural and man-made forms. Emphasis is on development of individual style and self-expression. (4 studio hours plus 2 additional hours arranged) *Prerequisite: ART100 / 3 credits.* Offered in the Fall and Spring.

Design II
ART201. An investigation of a variety of fundamental visual forms and concepts that can be used to delineate and describe both two and three dimensional structures. The descriptive expressive uses of color will be utilized in conjunction with structural systems that will explore different spatial concerns. (4 studio hours plus 2 additional hours arranged) *Prerequisite: ART101 / 3 credits.* Offered in the Spring.

Studio Art II
ART202. A concentration on individual projects with an emphasis on the development of personal style and expression through the manipulation and investigation of a variety of materials. Projects may include creative utilization of watercolor and acrylic painting, pastels, collage, and assemblage and book illustration. (4 studio hours plus 2 additional studio hours arranged) *Prerequisite: ART102 / 3 credits.* Offered in the Spring.

Watercolor II
ART204. An advanced class exploring a variety of watercolor techniques and papers that will develop and expand the student's ability to perceive and translate the illusion of space and dimension onto a two-dimensional surface. There is an emphasis on developing a personal form of expression utilizing composition, technique, and individual style. (4 studio hours plus 2 additional hours arranged) *Prerequisite: ART100 and ART104 / 3 credits.*

Illustration I
ART205. Illustration I is a detailed exploration of a variety of drawing, painting and design concepts and techniques using Adobe Illustrator. Development of personal expression will also be addressed, as students will use various techniques to illustrate book, poster, periodical and editorial designs. (4 studio hours plus 2 additional studio hours arranged) *Prerequisite: Some computer experience required; ART130 is recommended / 3 credits.* Offered in the Fall and Spring.

Illustration II
ART206. Further development and definition of a personal illustration style through specific commercial assignments that transform the knowledge and skills of using Adobe Illustrator program into finished illustrations. Using photos, drawings, and clipart, students will work on various editorial, advertising, and self-promotion projects with a focus on portfolio development. (4 studio hours plus 2 additional studio hours arranged) *Prerequisite: ART205 / 3 credits.* Offered in the Fall and Spring.

Graphic Design I
ART207. Introduction to the field of graphic design, including typography, layout and general graphic techniques. Fundamental studio projects provide investigation and proficiency in handling media and preparing graphics for advertising and other design purposes. It is highly recommended that students have some computer experience. (4 studio hours plus 2 additional hours arranged) *Prerequisite: ART214 or ART205 or ART210; ART130 is recommended / 3 credits.* Offered in the Fall and Spring.

Graphic Design II
ART208. This course is a continuation of ART207, which introduces typography, composition, layout, development of graphic concepts, and problem solving and creative thinking. (4 studio hours plus 2 additional studio hours arranged) *Prerequisite: ART207 / 3 credits.* Offered in the Spring.

Printmaking Techniques
ART209. The study and development of the fundamental elements of printmaking techniques using a variety of approaches to edition and unique printing. Students will cover all aspects of plate preparation and printing. (4 studio hours plus 2 additional hours arranged) *Prerequisite: None / 3 credits.* Offered in the Fall and Spring.

Graphic Production and Layout I
ART210. This course is an introduction to the field of electronic publishing and preparing materials for printed output using modern computer-based technologies. It explores the basics of digital typography and page layout using a professional page layout application to assemble various text-based and graphical elements into cohesive and effective communications using guided and unguided hands-on exercises to produce simple documents. Also covered are the fundamentals of color as they apply to printing. Emphasis is on the mastery of the software and technology. Students will be required to spend time outside of class working with the computer software to complete these exercises. This class requires significant skills in computer operation and file navigation/management that can be gained through the prerequisite. Students who believe they have these skills without taking the prerequisite may request a waiver from the instructor. (4 studio hours plus 2 additional hours arranged) *Prerequisite: GIT110; ART130 is recommended / 3 credits.*

Graphic Production and Layout II
ART211. This course is a continuation of the exploration of the electronic publishing workflow, with an emphasis on longer documents and collaboration. Additional topics covered will include use of transparency and transparency effects, color management and document automation. This course is intended for graphic design majors and publishing professionals and is lecture and project based. Students with previous publishing experience may request a waiver of the prerequisite from the instructor. (4 studio hours plus 2 additional hours arranged) *Prerequisite: ART210 / 3 credits.*

Art Gallery Management and Display
ART212. This course is designed as a hands-on experience and study of art gallery management and display methods appropriate to the level of the individual student. Students will have the opportunity to work under faculty supervision and direction and will be provided with theoretical and practical experience in the area of gallery management and display methods. (4 studio hours plus 2 additional hours arranged) *Prerequisite: Two ART courses / 1, 2 or 3 credits.* May be repeated once for credit; 6 credits maximum.

Myths, Legends and Symbols in Art
ART213. In this course, students explore key myths, legends and symbols in the visual arts and the way in which they have been interpreted by artists throughout history. Illustrated lectures will include the study of art works which deal with specific divinities, legendary and mythic figures as well as symbolic elements such as particular flowers, fruit, animals, objects, colors and numbers. Disciplines such as music, literature, drama, or cinema, relating to the topics discussed in class, are incorporated into the course. *Prerequisite: ENL101 and (ART125 or ART126) / 3 credits.*

Digital Imaging I
ART214. An introductory course covering Adobe PhotoShop software and scanning techniques and their relationship to graphic design. Students will learn from hands-on projects the features of Adobe PhotoShop. Assignments will be tailored to a wide variety of users, from graphic designers, artists, photographers and web page designers. From the first pixel to the finished picture, students will gain imaging proficiency and a strong understanding of the program. (4 studio hours plus 2 additional hours arranged) *Prerequisite: Some computer experience required; ART130 is recommended / 3 credits.* Offered in the Fall.

Digital Imaging II
ART215. A continuation of ART214. A more advanced study of Adobe Photoshop software and scanning techniques and their relationship to graphic design. Hands-on assignments promote a deeper understanding of imaging principles, color correction and layering of photos and artwork. 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 greater imaging proficiency and stronger understanding of the problem. (4 studio hours plus 2 additional studio hours arranged) *Prerequisite: ART214 / 3 credits.* Offered in the Spring.

Book Arts and Paper Making
ART225. A detailed exploration of a variety of basic and advanced concepts and techniques in making hand-made books and the exploration of the forming of hand-made paper. Students will be encouraged to develop professionalism and a familiarity with the mediums in order to develop an expertise in these fields as well as directions in personal style and expression. Topics will include bookbinding techniques, basic paper making techniques, and an exploration of printmaking forms, to be incorporated with the books and hand-made paper. (4 studio hours plus 2 additional hours arranged) *Prerequisite: Two 3-credit art classes / 3 credits.* Offered in the Spring.

Advanced Printmaking
ART226. This course will enable students to continue the study of printmaking and further develop their ideas through the exploration of advanced techniques and concepts. The class will use a variety of approaches to edition and unique printing. Students will explore collagraph, woodcut, and solar etching. Students will become proficient in all aspects of plate preparation and printing using professional printmaking inks. (4 studio hours plus 2 additional hours arranged) *Prerequisite: ART209 / 3 credits.* May be repeated for credit; 6 credit maximum. Offered in the Spring.

Advanced Painting
ART228. This course will provide the opportunity for personal interpretation of subject matter with an investigation of technical approaches leading to the development of a personal style of expression. (4 studio hours plus 2 additional hours arranged) *Prerequisite: ART103 / 3 credits.* May be repeated once for credit. Offered in the Spring.

Textile / Fiber Arts II
ART235. Learn three-dimensional surface design on fabric including silk-screening, dying, batik, marbling and painting on fabric. Construct wearable art garments from traditional garment patterns to draping and designing your own clothing. Add embellishments to ordinary clothing. Build your portfolio with photos of your work. Work as a group collaborating and continue to develop as a fiber artist professionally. (4 studio hours plus 2 additional hours arranged) *Prerequisite: ART135 / 3 credits.*

History of Women Artists: From the Middle Ages to the Modern Era
ART246. In this course, students explore the aesthetic contributions of women artists from the Middle Ages to the modern era. Illustrated lectures deal with such topics as the life and work of key artists, ideas guiding their creations, as well as themes, styles, materials and techniques employed by individual artists. The course also deals with the difficulties that they have faced as women artists within a largely male-dominated field and the role women have played as collectors and as subjects of art. *Prerequisite: ENL101 and (ART125 or ART126) / 3 credits.*

Mosaics
ART248. The course will give the student the opportunity to learn the ancient art of Mosaics. The focus will be on methods of execution of mosaics utilizing ceramic, stone and glass. The student will create individual projects and will have the opportunity to collaborate on group projects such as murals, sculpture, and art installations. (4 studio hours plus 2 additional hours arranged) *Prerequisite: One 3-credit art course / 3 credits; may be repeated once for credit.*

Advanced Projects in the Visual Arts
ART250. An opportunity for a student to focus on an individualized form of Visual Art that is not available on an extensive basis in any of our traditional structured credit courses. Projects may vary from semester to semester to allow for innovation, flexibility, and quality of personal experience. Concentrations could focus, for example, on book design, advanced painting, printing, projects in advanced drawing, and portfolio development. (4 studio hours plus 2 additional studio hours arranged) *Prerequisite: 6 hours of studio art courses and interview by instructor / 3 credits; may be repeated once for credit.* Offered in the Fall, Spring and Summer.

International Landscape Watercolor
ART252. Refer to **International Studies.**

Preparing and Presenting a Portfolio
ART253. Students explore, critique, and create art work for portfolio presentation and professional development. The portfolios can be used for transfer or employment. Visual language is developed towards communicating a personal expression and style. Museum, gallery and studio visits, art theory, and art history are used to investigate and develop personal themes and concepts. The student should have a range of art work already completed, in process, and be prepared to create art work that satisfies the demands of portfolio preparation. (4 class hours plus 2 additional studio hours arranged) *Prerequisite: ART100 and at least one other studio art elective. All artwork presented will be evaluated by the instructor as a basis for acceptance to the course / 3 credits.* Offered in the Fall.

Internship in Graphic Design
ART256. This course is designed to provide a practical experience in a professional graphic arts setting and preparation for a successful career in the graphic design field. Designation of intern site will be based on student academic and career goals. The student works in a graphic design business for 150 hours. *Prerequisite: ART205, ART207, ART210, ART214, and BIT220 / 3 credits.*

Astronomy

Fundamentals of Astronomy
AST101. 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.* Offered in the Fall, Spring, and Summer.

Current Topics in Astronomy
AST201. This course provides an opportunity for students to explore various topics of current interest in astronomy, adding breadth and depth to their knowledge of the cosmos and building independent research and presentation skills. Most course materials will be drawn from highly credible sources on the Internet (for example NASA.GOV) and current astronomical publications. *Prerequisite: AST101 or PHY101 or PHY211 / 3 credits.*

Biology

The following two courses (BIO101 and BIO102) constitute a coordinated general biology sequence. Students are expected to complete both courses.

Concepts in Biology I
BIO101. The course provides a descriptive and experimental approach to major concepts in modern biology from the molecular to the organism level. It is primarily designed for the student intending to pursue a degree in Biology or a related life science and places a heavy emphasis on the chemistry of life. Major topics include the chemical basis of life, its organization and continuity, the evolution of complexity, and the taxonomic relationship of organisms. (3 class hours / 2 laboratory hours) *Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.* Offered in the Fall, Spring and Summer.

Concepts in Biology II
BIO102. This course is a continuation of BIO101. It is designed to acquaint the student with the structure and function of plant and animal systems and finally to provide a view of the organism's environment and its place therein. Lectures and laboratory sessions are utilized. In lab, the study of animal physiology and ecological systems is stressed. Dissection, physiological testing and some field work provide the basis for learning. (3 class hours / 2 laboratory hours) *Prerequisite: A grade of C or better in BIO101 / 4 credits.* Offered in the Fall and Spring.

Survey of Human Anatomy and Physiology
BIO105. 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 and ENL050 or satisfactory basic skills assessment scores / 4 credits.* Offered in the Fall, Spring and Summer.

Human Anatomy and Physiology I
BIO107. A comprehensive systematic study of the human body emphasizing the structure and function of the systems. Part I topics include: cells and tissues, chemistry review, metabolism, the integumentary, skeletal, muscular and reproductive systems with correlated laboratory work. (3 class hours / 2 laboratory hours) *Prerequisite: CHM109 or BIO101 or CHM101 / 4 credits.* Offered in the Fall, Spring, and Summer.

Human Anatomy and Physiology II
BIO108. This course is a comprehensive systematic study of the human body emphasizing the structure and function of several organ systems. Human Anatomy and Physiology II covers the following organ systems: nervous, endocrine, circulatory, lymphatic, respiratory, digestive, and urinary. Lecture topics are correlated with laboratory work. (3 class hours / 2 laboratory hours) *Prerequisite: A grade of C or better in BIO107 / 4 credits.* Offered in the Fall, Spring, and Summer.

Microbiology
BIO201. 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.* Offered in the Fall, Spring, and Summer.

Business - *Accounting*

Money Matters
ACC106. Consumer-oriented course designed to assist in every day financial decisions. *Prerequisite: MAT030 / 3 credits.*

Personal and Small Business Taxes
ACC110. Students learn the kinds of taxes that an individual or small business must report to federal and state governments. Income taxes are the primary focus and students learn to apply the method and principles of tax preparation using a computerized tax preparation software package. *Prerequisites: None / 3 credits.*

Accounting I with Computer Applications
ACC111. (formerly ACC101) 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. (formerly ACC102) This course continues ACC111 covering liabilities, long-term assets and sources of equity in partnerships, corporations, and proprietorships. Analysis of accounting information is also covered. Computerized accounting including QuickBooks and Peachtree will be used for selected problems as well as the completion of a computerized practice set. This is the second course of a two-course series (ACC111 and ACC112) intended for A.S. Business Administration concentrations covering the topics of Financial Accounting. *Prerequisite: ACC111 or ACC101 and MAT030 or satisfactory basic skills assessment score / 3 credits.*

Financial Accounting
ACC201. 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 of Arts student. *Prerequisite: (BUS100 or HRM140), GIT110, MAT030 and ENL020 or satisfactory basic skills assessment score / 3 credits.*

Managerial Accounting
ACC202. 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.*

Intermediate Accounting I
ACC221. Refinement of principles. Special valuation problems on cash, receivables, inventories, investments, and other assets. *Prerequisite: ACC202 or ACC105 / 3 credits.* Offered in the Fall.

Intermediate Accounting II
ACC222. Continues ACC221. Special valuation problems in liabilities and equity, such as interest method in bonds, leases, and cash-flow statements. *Prerequisite: ACC221 / 3 credits.* Offered in the Spring.

Accounting Cooperative Work Experience
ACC261. Work in an accounting position in a business, government or non-profit organization for at least 300 hours to receive practical training in the accounting process. Limited to students enrolled in the Business Administration program - Accounting concentration. *Prerequisite: ACC202 or ACC105 and permission of Business Administration Coordinator / 3 credits.*

VITA Practicum
ACC263. This Volunteer Income Tax Assistance (VITA) practicum provides an opportunity for students to perform a community service in cooperation with the Internal Revenue Service and the Massachusetts Department of Revenue. The course trains students to assist taxpayers in filling out tax returns. Students also staff centers on Cape Cod, helping local residents complete their tax returns. *Prerequisite: ACC101 or ACC111 or ACC201. Co-requisite: ACC101 (may be taken concurrently) / 3 credits.* Offered Spring semester.

Business - *Entrepreneurship*

Introduction to Entrepreneurship
ENT108. 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. 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 Finance
ENT110. Students learn the various means of financing and supporting new ventures and are given an overview of a variety of state, federal and regional agencies that offer financial assistance and support to new ventures. Students learn directly from those involved with financing and supporting new venture creations. Students work to solve cases related to securing funding for new ventures. *Prerequisite: None / 3 credits.*

Entrepreneurial Cooperative Work Experience
ENT261. 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. 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. 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 Law II
BUS121. A continuation of BUS120 including commercial paper, antitrust, administrative, labor and environmental law, special ventures, life, fire and automobile insurance law, and the new bankruptcy laws. *Prerequisite: BUS120 / 3 credits.*

International Business: A European Experience
BUS225. Refer to **International Studies.**

Business - *Management*

Supervision
BUS103. Provides an opportunity to learn effective supervisory practices. Although various concepts and theories are covered to provide a conceptual framework for management and supervision, the emphasis will be on the practical experiences of supervisors. *Prerequisite: None / 3 credits.* Offered in the Spring.

Human Resource Management
BUS107. 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. This course provides an overview of the principles and practices of financial management. Includes the study of the procurement and effective use of funds in a business, budget preparation, alternative sources of funds, and control of working capital. *Prerequisite: ACC202 or ACC105 / 3 credits.*

Management
BUS214. 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. 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. Includes joint evaluation of student's work by employer and management work experience coordinator. Limited to students enrolled in the Business Administration - Management Concentration program. *Prerequisite: Grade of C or better in ACC202 or ACC105, BUS100, BUS103, ENL101 and an evaluative interview with the instructor / 3 credits.*

Business - *Marketing*

Introduction to e-Commerce
BUS114. Students study and analyze the definitions, principles, and practices in e-commerce marketing focusing on a satisfactory customer experience. Web site design skills from a marketing perspective and various marketing strategies are emphasized. Security, ethical, legal, global, and tax issues are

studied. This course is designed for both the business person who wishes to utilize the Internet as an aid to increasing profitability and the web designer who needs to understand the various marketing practices on the Internet. *Prerequisite: GIT110 / 3 credits.*

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

Advertising
MKT103. Study and analysis of the principles and practices of advertising: its functions in our society, its role in business, its challenges and the creative opportunities that exist in the field of advertising. Emphasis on how and why advertising influences consumer behavior, including a study of the various types of media used. *Prerequisite: None / 3 credits.*

Consumer Behavior
MKT106. A study of the various processes and facets of consumer motivation and behavior, including the internal and external influences on buyer behavior. *Prerequisite: MKT100 / 3 credits.* Offered in the Spring.

Customer Service: Concepts and Applications
MKT112. This course will open with an overview of customer service concepts. A variety of topics will be covered including: identifying customer behavior, determining customer needs through active listening, becoming an effective verbal and non-verbal communicator, honing telephone customer service skills, handling difficult customers, offering customer service within a diverse organizational environment, encouraging customer loyalty, and practicing service recovery. During the last four weeks of the course, the student will complete a 3-hour per week on-campus internship in a “customer service” setting. The class will meet as a group one hour per week to discuss progress, critique skills attained, and formulate problem-solving techniques using the “real-world” situations encountered during the internship. *Prerequisite: None / 3 credits.*

Principles of Sales and Promotions
MKT200. This course explores the principles of sales, promotional goals and processes as they relate to the total marketing program of the organization. Students examine advertising, personal selling, sales promotion and publicity as promotional techniques. *Prerequisite: MKT100, MKT106, and MKT112 / 3 credits.*

Marketing Work Cooperative
MKT261. Work experience with emphasis in the career of marketing. 300 hours of practical training in a profit or non-profit entity. Joint evaluation of a student's work by employers and business faculty member. Limited to students enrolled in the Marketing concentration. *Prerequisite: MKT100 / 3 credits.*

Chemistry

The following two courses (CHM101 and CHM102) constitute a chemistry sequence that covers chemistry without the use of calculus.

General Chemistry I
CHM101. 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.* Offered in the Fall and Summer.

General Chemistry II
CHM102. Continuation of CHM101. Considers the study of chemical families, chemical kinetics, chemical equilibria, solubility products, electrochemistry, nuclear chemistry and organic chemistry. Laboratory studies reinforce the principles and concepts studied in lecture and include the qualitative analysis of metals. (3 class hours / 3 laboratory hours) *Prerequisite: A grade of C or better in CHM101 / 4 credits.* Offered in the Spring.

Survey of Chemistry
CHM106. Presents the fundamentals of chemistry that are integral to an understanding of physical and biological processes. Emphasis is placed on the relationships between these processes and contemporary environmental topics. For non-science majors. (3 class hours / 2 laboratory hours) *Prerequisite: MAT020 or satisfactory basic skills assessment score / 4 credits.* Offered in the Fall and Spring.

Chemistry for the Health Sciences I
CHM109. 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.* Offered in the Fall, Spring, and Summer.

Chemistry for the Health Sciences II
CHM110. An introductory course in organic and biochemistry for students in various health-related programs. Emphasis is placed on the practical connections between health and chemistry, showing how chemistry works in the body and in daily living. (3 class hours / 2 laboratory hours) *Prerequisite: CHM109 / 4 credits.* Offered in the Spring.

Organic Chemistry I
CHM201. This course covers organic nomenclature, bonding, structure, reaction theory, aliphatic hydrocarbons, functional groups, stereochemistry, aromatic hydrocarbons, alkyl halides, and reaction mechanisms. The laboratory emphasizes basic laboratory techniques for separation, purification and synthesis. (3 class hours / 4 laboratory hours) *Prerequisite: CHM102 / 5 credits.* Offered in the Fall.

Organic Chemistry II
CHM202. Continuation of CHM201. It includes nomenclature, reaction mechanisms, name reactions, synthesis, organic qualitative analysis, carbanions, oxygen and nitrogen containing functional groups, spectroscopy and biochemical processes. In the laboratory, organic qualitative analysis, synthesis, and spectroscopy of organic compounds are taught. (3 class hours / 4 laboratory hours) *Prerequisite: CHM201 / 5 credits.* Offered in the Spring.

Communication

Voice and Diction
COM100. 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.* Offered in the Fall, Spring, and Summer.

Human Communication
COM103. This course fosters and improves competence in intrapersonal, interpersonal, group and public communication situations. Students will demonstrate skills necessary to communicate effectively through exercises and presentations that reflect practical, real-world situations. The purpose of the course is to improve the student's skill in communication by providing relevant knowledge and opportunity to apply that knowledge. *Prerequisite: ENL010 or ESL102 or satisfactory basic skills assessment score / 3 credits.* Offered in the Fall, Spring and Summer.

Survey of Mass Communication
COM105. 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 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.* Offered in the Fall and Spring.

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

Interpersonal Communication
COM201. This course is designed to improve human relationships through an understanding of the principles of effective interpersonal communication. Students participate actively in listening, perceiving, interpreting words and meanings, conflict resolution, assertiveness, nonverbal awareness, developing trusting relationships, and considering the role of the self-concept. *Prerequisite: COM103 or ENL101 / 3 credits.* Offered in the Fall and Spring.

Small Group Communication
COM202. Small group communication is a course designed to provide the student with an understanding of group dynamics, leadership skills, and decision-making and problem-solving models in a variety of small-group settings. Theoretical approaches are applied in practical situations, both in and out of the classroom. *Prerequisite: COM103 or ENL101 / 3 credits.* Offered in the Fall.

Public Speaking
COM203. A study of elements of public communication through various one-to-many speaking situations. Emphases include communication theory, speaker-audience relationships, speaker resources, speech construction, and delivery. *Prerequisite: COM103 or ENL101 / 3 credits.* Offered in the Spring.

Persuasive Communication
COM204. A study of the process of persuasion, focusing on the formation of beliefs, attitudes and values, fundamentals of attitude change, audience analysis, the persuasive message, effects of channel and setting, and source credibility. Opportunities are offered for classroom application of the principles and theories discussed. *Prerequisite: COM103 or ENL101 / 3 credits.* Offered in the Spring.

Oral Interpretation/Readers Theater
COM205. A performance course involving the analysis and aesthetic appreciation of literature (lyric, narrative, drama) through the medium of oral interpretation. This course incorporates techniques for control of self (body and voice), control of the literary object, control of the audience, and critique of solo and group

performances. Rehearsals outside of class time may be required; please see instructor. *Prerequisite: COM103 or ENL101 or THR103 / 3 credits.* Offered in the Spring.

Communication in Current Settings
COM206. Course readings differ from semester to semester, but course content focuses on theory and applications to improve knowledge and skills in communication. *Prerequisite: COM103 / 3 credits.* Offered in the Spring.

Argumentation and Debate
COM207. This class provides an overview of the study of argumentation. Students learn argumentation theories and approaches while gaining skills in critical thinking and public speaking. By the end of the semester, students 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 or ENL101 / 3 credits.*

Advanced Radio Production
COM231. Building upon the skill based in COM113, students will learn advanced radio production skills. Advanced production techniques will be discussed and applied to on-air and remote broadcasts. Students will learn production software and automation broadcast software in regards to music/commercial programming and voice tracking. *Prerequisite: COM113 / 3 credits.* Offered in the Fall and Spring.

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

Computer Science

Computer Programming I: JAVA
CSC110. 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.* Offered in the Fall and Spring.

Computer Programming I: C++
CSC120. In this introduction to the field of computer science, students use hands-on projects and teamwork to design, implement, and test programs in C++. Good programming style, expression, and documentation are emphasized. Object-oriented programming methodology, graphical user interfaces, debugging techniques, and string processing are covered. (This course does not satisfy the mathematics general education or CSI transfer requirements.) *Prerequisite: MAT030 or satisfactory basic skills assessment score and working knowledge of any programming language / 4 credits.* Offered in the Fall.

Computer Programming II: JAVA
CSC130. Students use hands-on projects and teamwork to design, implement and test large computer programs in Java, with emphasis on good programming style, expression, and documentation. Object-oriented programming methodology, elementary data structures, internal searching and sorting methods, basic graphical animation techniques, exceptions, multithreading, and simple recusion are covered. Students analyze and implement several software development models. (This course does not satisfy the mathematics general education requirement. It does satisfy CSI transfer requirements.) *Prerequisite: CSC110 / 4 credits.* Offered in the Spring.

System Software and Assembly Language Programming
CSC210. Students analyze the design and implementation of the components of software used to run a computer including assemblers, compilers, linkers, loaders, operating systems, debuggers, and macroprocessors. The general concepts of system software are related to the specific implementation of Intel assembly language (MASM) and Java on a Windows system. Students use hands-on projects and teamwork to design, implement, and test programs in Intel assembly language and to use assembly language procedures in a Java program. (This course does not satisfy the mathematics general education requirement.) *Prerequisite: CSC130 / 4 credits.* Offered in the Fall.

Data Structures
CSC230. Through hands-on projects and teamwork, students learn to use data structures and recursion in Java and C++ programs. Abstract Data Types (ADTs) and the actual implementations of data structures including lists, stacks, queues, tables, heaps and trees are studied. Students analyze the theoretical and actual running times of various internal/external searching and sorting methods. Basic software engineering principles are studied and implemented. (This course does not satisfy the mathematics general education requirement.) *Prerequisite: CSC120 and CSC130 / 4 credits.* Offered in the Spring.

Construction Technology

Quantitative Skills for Construction
CON100. This course will apply fundamental mathematical skills and critical thinking to solve basic construction problems. A review of numbers, fractions, ratios, angles and triangles, weights, measures and conversions, and formulas for calculating area and volume will be included. Problem solving will use cases that introduce concepts of the estimating process for selected parts of a construction project including lumber pricing, footings, foundations, girders, sill plates, bridging, floor joists, flooring, wall framing, and roofing. *Prerequisite: MAT030 or satisfactory basic skills assessment score / 2 credits.*

Blueprint Reading: Construction Trades
CON101. This course introduces fundamentals of reading and interpreting construction documents including plan views, elevations, sections, details, schedules and notes. The symbols and language of construction will be studied through the review and study of glossaries, legends and specifications. Application of the arithmetic of construction documents will be included. *Prerequisite: None / 3 credits.* Offered evenings only.

Materials of Construction
CON105. Students learn about basic construction materials including properties and limitations, fabrication processes, and their effect on the fabrication of buildings. Field practice and procedures are used to study both qualitative and quantitative technological characteristics along with the proper use, selection, specifications, strength and limitations, fire resistance, and code conformity of materials. The course is valuable for building trades, building supply, local municipal authorities, fire and public safety officials, and engineering technology students. *Prerequisite: None / 3 credits.* Offered evenings only.

Construction Technology
CON110. Students learn the process of constructing a residence or commercial building from ground to finish. Proper business, tax, and technical paperwork are covered. This course and CON120 may be helpful in obtaining information and skills necessary to pass the Massachusetts Construction Supervisors Exam. *Prerequisite: None / 3 credits.* Offered evenings in the Fall.

Construction Estimating and Practice
CON115. The course covers the systems and methods for estimating construction costs of residential and commercial buildings and will include elements of construction technology and management of the project. The scope will include sub-systems, earthwork foundations, timber, steel, and masonry structure. The course will emphasize relationships in quantities of specific materials with the department variable of associated labor. *Prerequisite: None / 3 credits.* Offered Fall evenings.

Understanding and Working with the Massachusetts State Building Code
CON120. Students develop an in-depth working knowledge of the Massachusetts State Building Code, and learn to interpret and apply the code requirements. The course is designed for the general building contractor, for persons engaged in the design and construction of buildings, and for code enforcement officials and firefighters. This course and CON110 may be helpful in obtaining information and skills necessary to pass the Massachusetts Construction Supervisors Exam. *Prerequisite: None / 3 credits.* Offered evenings in the Spring.

Architectural Drafting and Construction Drawing
CON125. This course is intended to provide students with practical experience in preparing working drawings for building construction. This course utilizes concepts developed in CON130 and CON101. A complete set of working drawings will be prepared over the course of the semester. *Prerequisite: CON101 / 3 credits.* Offered evenings only.

Computer Aided Drafting I
CON130. This course is a first course in computer aided drafting including an introduction to AutoCAD, drawing, editing drawings, applications, using advanced functions, producing hardcopy, 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, multiview drawing, orthographic views, dimensioning, sectional views, and graphic patterns. *Prerequisite: None / 3 credits.* Offered Fall, Spring, and Summer evenings.

Computer Aided Drafting II
CON135. 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.* Offered evenings in the Spring.

Architectural Computer Aided Drafting I
CON225. This course develops the student's architectural drafting techniques using the medium of the computer through a computer aided design (CAD) system. It is primarily oriented toward residential construction and includes the following topics: review CAD techniques, planning individual rooms, drawing walls, doors, windows, wall sections, building elevations, dimensions, and tilting. *Prerequisite: CON130 / 3 credits.* Offered evenings in the Spring.

Criminal Justice

Substantive Criminal Law
CRJ101. This course is a survey of criminal law and evidence with emphasis on Massachusetts laws and recent court rulings. *Prerequisite: None / 3 credits.*

Procedural Criminal Law
CRJ102. This course emphasizes the evolution of due process as it affects functions and duties of law enforcement officers. *Prerequisite: None / 3 credits.*

Criminology, Theory and Practice
CRJ105. This course provides a general overview of the major theories of crime and criminal behavior, as well as the scope and nature of the criminal justice system and the problem of crime. *Prerequisite: None / 3 credits.*

Introduction to Corrections
CRJ116. This course is a general overview of corrections in the United States today, concentrating on the history, organization and administration of corrections, as well as sentencing, corrections law, career issues, tactical operations and the future of corrections. *Prerequisite: None / 3 credits.*

Contemporary Policing
CRJ125. This course is a general overview of policing in the United States today, concentrating in history, organization - public and private - as well as personal issues, police operations, and critical and emerging issues. *Prerequisite: None / 3 credits.*

Criminal Evidence
CRJ130. 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 Consititution and those principles relating to the law enforcement professional as a witness. *Prerequisite: None / 3 credits.*

Terrorism
CRJ135. This course acquaints students with the concept of terrorism at both the international and domestic level, examining the history of terrorism, terrorism today, and terrorism in the future. *Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.*

Principles of Investigation I
CRJ206. This course examines the organization and functions of investigative agencies, preparation and presentation of accurate written and verbal reports, courtroom presentation of evidence, and elements of legal proof. *Prerequisite: All Level I Criminal Justice courses / 3 credits.*

Principles of Investigation II
CRJ207. This course is a continuation of CRJ206. It introduces the students to the collection, presentation, and analysis of physical evidence, and investigation of specific offenses. *Prerequisite: CRJ206 and all Level I Criminal Justice courses / 3 credits.*

Ethical Issues in Criminal Justice
CRJ210. This course will examine ethical principles as they apply to the many practical problems which confront criminal justice professionals in the performance of their duties and responsibilities. Wherever possible, concrete case studies will be used to illustrate ethical reasoning. *Prerequisite: All Level I Criminal Justice courses / 3 credits.*

Crisis Intervention for Criminal Justice Professionals
CRJ220. This course explores the relationship of police and crisis intervention. Special emphasis will be placed upon the development and utilization of helping skills in dealing with crisis situations. *Prerequisite: All Level I Criminal Justice courses / 3 credits.*

Juvenile Justice
CRJ221. This course is designed to introduce students to the Juvenile Justice system, the processes and the law pertaining to the system by presenting a thorough examination of the social, historical, and legal context within which delinquency and Juvenile Justice practice occurs. *Prerequisite: All Level One Criminal Justice Courses / 3 credits.*

Selected Issues in Criminal Justice
CRJ240. The course seeks to explore issues that are currently facing the criminal justice system. The current topic is Exploring Differences, Multiculturalism and Beyond. *Prerequisite: All Level I Criminal Justice courses / 3 credits.*

Criminal Justice Cooperative Work Experience
CRJ261. A supervised work/learning experience in a local criminal justice agency combined with a seminar component for student feedback and evaluation. Limited to students enrolled in the Criminal Justice program. Required for all Criminal Justice majors. *Prerequisite: All Level I Criminal Justice courses / 3 credits.* May be repeated once. Offered Fall, Spring or Summer.

Dance

Refer to **Theater and Dance**.

Dental Hygiene

Oral Tissues I
DEN101. In this course, designed for first semester dental hygiene students, the student learns the basic anatomy of the teeth and dental nomenclature. This study is further developed by concentrating on functions and forms of teeth with emphasis on eruption dates of both primary and permanent dentitions and root morphology of permanent teeth. An introduction to general histology and embryology of the face and oral cavity completes the course. *Prerequisite: MAT030, ENL020 and ENL050 or satisfactory basic skills assessment scores and CHM109 or equivalent / 2 credits.*

Oral Tissues II
DEN102. In this course, designed for second semester dental hygiene students, the student learns the basic histology of the teeth and supporting structures of the oral cavity. The second part of the course covers anatomy of the head and neck with emphasis on bones of the skull, muscles, nerves, and blood supply to the oral structures. *Prerequisite: DEN101 / 2 credits.*

Principles of Oral Radiology
DEN103. This course provides the student with information concerning: principles of x-radiation; components of the x-ray tube; equipment usage, safety, and maintenance; parallel/bisecting-angle and special patient techniques; digital radiography; radiographic interpretation; manual/automatic processing; and infection control information. Lab experience includes: parallel and bisecting angle technique; digital radiography; panelipse; special patient techniques with automatic and manual processing equipment. (2 class hours / 3 laboratory hours) *Prerequisite: MAT030 and CHM109 / 3 credits.*

Community Dental Health
DEN105. Community Dental Health is the science and art of promoting oral health and preventing oral disease in a community setting. Through this course, the student will acquire the knowledge, attitudes, skills, and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Students will be introduced to basic principles of research methodology and biostatistics, epidemiological indices, population needs, and community health planning methods for dental education of the public. *Prerequisite: DEN123 and DEN128 / 2 credits.*

Dental Hygiene I
DEN121. This first course introduces the student to the profession of dental hygiene, the dental hygiene code of ethics, principles of infection and exposure control, and the CDC Bloodborne Pathogens Standard. The dental hygiene process of care with an emphasis on the assessment phase is presented. Oral hard and soft deposits are discussed along with an introduction to safety and emergency procedures. Additionally, oral health education and oral physiotherapy techniques are introduced. *Prerequisite: MAT030, ENL020 and ENL050 or satisfactory basic skills assessment score and CHM109 / 2 credits.*

Dental Hygiene II
DEN123. This course continues the study of the dental hygiene process of care begun in DEN121. The dental hygiene diagnosis and treatment care plan are introduced as well as specific treatment modalities. Emphasis is placed on the dental hygiene care and management of patients at each life stage and the management of the medically compromised patient. Additionally, individuals with physical, sensory and mental disabilities are studied. *Prerequisite: DEN121 / 2 credits.*

Clinical Dental Hygiene I
DEN126. The principles, protocols and components of the dental hygiene process of care described in DEN121 are applied in a pre-clinical setting. Additionally, ergonomics, patient/operator positioning, selective polishing and instrumentation skills with assessment and debridement instruments are introduced and practiced on both typodonts and student partners. Instrument sharpening skills are developed. *Prerequisite: MAT030, ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

Clinical Dental Hygiene II
DEN128. Previously acquired knowledge, skills and values applicable to comprehensive dental hygiene care are reviewed. Components of the dental hygiene process of care presented in Dental Hygiene II are applied in a clinical setting. The primary focus of this course is for students to increase and refine their skills in the areas of assessment, dental hygiene diagnosis, care planning, implementation and evaluation while providing comprehensive care to patients of various population groups in a safe and ethical manner. *Prerequisite: DEN121 and DEN126 / 4 credits.*

Oral Pathology
DEN205. This course incorporates important aspects of general pathology and their relationship to the oral cavity. The course stresses comprehensive oral examination procedures, recognition of deviations from the normal, and clinical aspects of pathological processes affecting the patient as a whole and the oral cavity. *Prerequisite: DEN121 and DEN126 / 3 credits.*

Dental Materials
DEN209. A study of the science of dental materials including the physical, chemical, and biological properties, manipulation, and care of materials used in the prevention and treatment of oral disease. The scientific and clinical properties of gypsum materials, impression materials, waxes, porcelain, dental abrasives, cements, resins, and metals used in dentistry are discussed in lecture and manipulated in laboratory sessions with special emphasis on the materials within the scope of the practice of Dental Hygiene. (2 class hours / 3 laboratory hours) *Prerequisite: CHM109 and DEN101 / 3 credits.*

Periodontics
DEN211. This course is an advanced study of the periodontium and its relationship to clinical practice. Incorporating current research, emphasis will be placed on the pathogenesis of periodontal disease, the relationship between periodontal health and systemic health, risk factors, methods of assessment, and current therapies for treatment and maintenance of the periodontal patient. *Prerequisite: DEN123 and DEN128 / 2 credits.*

Dental Hygiene III
DEN230. Advanced procedures and related specialties are discussed and integrated into the clinical experience. Some of the topics which will be discussed include implants, dental specialties, health promotion, risk assessment, and the use of advanced technologies in dental hygiene practice. *Prerequisite: DEN123 and DEN128 / 2 credits.*

Clinical Dental Hygiene III
DEN236. This course, designed for third semester dental hygiene students, consists of clinical sessions in which advanced clinical procedures and advanced radiographic procedures are integrated into the clinical experience. *Prerequisite: DEN123 and DEN128 / 4 credits.*

Dental Hygiene IV
DEN232. In lecture, the students will be introduced to areas of private practice: ethics, practice acts, national and regional licensure, professional organizations, practice management, recalls and computer use. Discussions will include resume writing, the job interview and the future of dental hygiene. *Prerequisite: DEN230 / 2 credits.*

Pain Management in Dental Hygiene Practice
DEN237. This course provides a comprehensive study of local dental anesthetics administered in the dental hygiene profession. Utilizing lecture and lab components, the student will learn to safely administer topical and local dental anesthetics. This course covers Massachusetts Rules and Regulations 234CMR3.09-3.14, and the requirements in the administration of local dental anesthetics. *Prerequisite: DEN123 and DEN128 / 2 credits.*

Clinical Dental Hygiene IV
DEN238. This course, designed for fourth semester dental hygiene students, consists of clinical sessions which provide further refinement of clinical skills emphasizing the role of expanded duties in therapy, prevention, and control of periodontal disease. *Prerequisite: DEN230 and DEN236 / 4 credits.*

Developmental Education

Developmental education credits cannot be counted in the determination of the academic credits required for the A.A. and A.S. degrees.

For MAT010, MAT020, and MAT030, the following description of the mastery approach applies: The mastery approach has, as a goal, the student's mastery of course material at a minimum 80% level. Limited retesting is available to achieve this. The mastery approach provides for personalized interventions and advising to help students achieve the mastery level.

Fundamental Arithmetic
MAT010. 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.* Offered in the Fall, Spring, and Summer.

Prealgebra
MAT020. 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, an introduction to algebra, ratio, proportion and measurement, geometry. An emphasis is placed on "word problems" solutions. Letter grade or pass-fail. (This course does not satisfy the mathematics general education requirement.) *Prerequisite: MAT010 or satisfactory basic skills assessment score / 3 non-degree credits.* Offered in the Fall, Spring, and Summer.

Elementary Algebra
MAT030. A mastery-based introductory course in algebra designed to help students prepare for intermediate algebra. Topics covered include: properties and operations on real numbers, linear equations, ratio and proportion, percents, geometric figures, graphing, linear systems, exponents, polynomial, factoring and the development of word problem analysis and solution. This course uses a mastery-based approach. (This course does not satisfy the mathematics general education requirement.) *Prerequisite: MAT020 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.* Offered in the Fall, Spring, and Summer.

Intermediate Algebra
MAT040. A course in intermediate algebra designed to help prepare students for non-precalcus track mathematics. Topics include: factoring, rational expressions, rational exponents and roots, quadratic functions, variation, conic sections, relations and functions, exponential functions, and the development of word problem analysis and solution. (This course does not satisfy the mathematics general education requirement.) *Prerequisite: MAT030 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.* Offered in the Fall, Spring, and Summer.

Preparation for College Reading
ENL010. This course is the first course in a two-course sequence designed for the entering college student whose reading comprehension skills are at a pre-college level. Vocabulary development is an integral component of this course. Students will become effective learners by reading regularly, making oral and written responses to readings, having class discussions, and learning to self-monitor their comprehension. *Prerequisite: Recommendation by basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.* Offered in the Fall and Spring.

College Reading and Study Skills
ENL020. This course is the second course in a two-course sequence designed to prepare students for the demands of collegiate study. Students read from textbooks, novels, expository works, and media (newspapers, magazines). Students practice the following study skills: reading comprehension monitoring, systematic approaches to textbook study, listening, note taking and preparation for test taking. *Prerequisite: Recommendation by basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits*. Offered in the Fall and Spring.

Foundations in Writing
ENL050. 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). Letter grade or Pass-Fail. *Prerequisite: Appropriate score on the sentence skills CPT and writing sample. ENL010 or appropriate score in the reading skills CPT / 3 non-degree credits.* Offered in the Fall, Spring, and Summer.

Developing Vocabulary
ENL080. Mini-course designed to expand the students' general vocabulary and provide intensive practice in major skills of word attack through structural analysis and contextual clues. *Prerequisite: None. Pass-Fail / 1 non-degree credit.*

Better Spelling
ENL081. Mini-course designed for the student whose spelling problems interfere with efficient written communication. The course focuses sharply on the most troublesome areas in words used every day. Students learn to use spelling patterns and principles along with other specific aids for words classified as exceptions to basic principles. *Prerequisite: None. Pass-Fail / 1 non-degree credit.*

Study Skills
ENL082. Mini-course designed to provide skill building in listening, note taking, test taking, and the systematic approaches to study which are essential to academic success: recognizing, organizing and utilizing important data. *Prerequisite: None. Pass-Fail / 1 non-degree credit.*

Basic Grammar Review
ENL083. Mini-course designed to review grammar and punctuation by focusing on recognizing and correcting errors in punctuation and sentence structure (inclusive: fragments, run-ons, possessives, plurals, agreements, and idiomatic usages). *Prerequisite: None. Pass-Fail / 1 non-degree credit.*

English as a Second Language I
ESL010. Refer to **English for Speakers of Other Languages.**

Early Childhood Education

The following ECE courses have been approved by the Massachusetts Office for Child Care Services.

Introduction to Early Childhood Education
ECE100. This course will explore the role of the pre-school teacher and his/her responsibilities: forming a professional attitude, relating effectively with others, and managing successfully within the pre-school environment in daily learning and social situations. It will include observations of children in a child care setting. (12 hours observation/field work per semester) *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

Introduction to Young Children with Special Needs (Birth-8 years)
ECE105. This course will focus on children with special needs in early childhood settings. Based on a developmental perspective, course content includes the various areas of exceptionality in terms of causes, characteristics and general intervention, strategies for adapting the learning environment, modifying instruction and making curriculum accessible to all children through inclusion of those with special needs. Attention will be given to State and Federal Legislation, the referral process, community resources, and effective ways to work with families. (6 hours observation/field work) *Prerequisite: ECE100 or PSY201 / 3 credits.*

Child Growth and Development
ECE110. This course examines child development from conception to age 9 by considering the complex interaction between heredity 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 certification as a teacher 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. 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.*

Teaching Infants and Toddlers
ECE200. 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.*

Preschool Curriculum Planning
ECE201. This course will explore the curriculum planning for inclusive preschool settings. Participants will develop a framework for planning, implementation, organization, and evaluation of activities in content areas such as art, math, science, music, language arts, and free play. The course will emphasize high-quality, developmentally appropriate practice, aligned with state and national standards and guidelines. (6 hours observation/field work) *Prerequisite: ECE100 or PSY201 / 3 credits.*

Advanced Curriculum Development: Creative Experiences for Early Childhood Education
ECE202. Experiences at both the adult and child level designed to help students understand the creative process and appropriate ways of encouraging creativity in young children in inclusive settings. Students will be required to try out their ideas with children. The emphasis will be on art, as well as science, math, language arts, music, movement, and dramatic play. The course will also explore the influence of international models, such as Reggio Emilia. (6 hours observation/field work) *Prerequisite: ECE201 / 3 credits.*

Caring for the School Age Child (6-12 years)
ECE205. This course examines caring for school-age children in the light of their physical, cognitive, emotional, moral, and social development during middle childhood. Selected topics will include the relationship of school success to health, learning disabilities, learning styles, multiple intelligences, and the family, as well as school violence and gender issues. *Prerequisite: PSY101 / 3 credits.*

Curriculum Strategies for Teaching Math and Science to Young Children
ECE211. Explore strategies, activities, and materials for teaching math and science to children in inclusive preschool and kindergarten settings. The course focuses on national standards and guidelines, as well as the constructivist approach to teaching science and math. (6 hours observation/field work) *Prerequisite: PSY201 / 3 credits.*

Classroom Management: Skills and Strategies for Early Childhood Teachers
ECE221. This course will explore classroom management strategies for inclusive toddler, preschool, and after-school settings; including creating a pro-social environment, resilience and risk factors, and using a positive, respectful approach to guiding children based on knowledge of child development. (6 hours observation/field work) *Prerequisite: PSY201 or ECE110 / 3 credits.*

Practicum Early Childhood Education Preschool
ECE230. This course provides the student with the opportunity to work directly with infants, toddlers, or preschool children in an inclusive early childhood education program. Coursework includes 150 hours (12 hours/week minimum) working in a Massachusetts licensed or NAEYC accredited child care facility, as well as a weekly seminar class. The practicum meets state requirements for 9 months child care experience. (150 field work hours; 14 class hours) *Prerequisite: PSY201 and ECE201 / 6 credits.*

Selected Topics in Early Childhood Education
ECE242. This course will serve as a vehicle to either deepen students' knowledge of subjects addressed in Early Childhood Education introductory courses or explore issues outside the traditional curriculum. *Prerequisite: Any introductory-level social and/or behavioral science course / 1, 2, or 3 credits.* May be repeated for credit; 3 credits maximum.

Administration of Early Childhood Programs
ECE290. This course is designed to guide Early Childhood professionals in establishing or reinforcing existing programs for young children, to give a working knowledge of the concepts, ideas and methods necessary to administer these programs and to give guidelines and actual forms to make the job easier. *Prerequisite: Four Early Childhood Education courses / 3 credits.*

Leadership and Management in Early Childhood Education
ECE291. This course will explore administrative issues relating to leadership in Early Childhood Education: management styles, staff development and supervision including teacher training, staff collegiality, retention and evaluation, as well as collaboration with parents and community. This course meets both Director I and II specifications for OCCS certification. *Prerequisite: ECE110 or PSY201 / 2 credits.*

Earth Science

Introduction to Earth Science
ESC101. This is a one-semester, liberal arts and sciences course with a laboratory, designed to introduce the concept that planet Earth represents a 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.* Offered in the Fall and Spring.

Fundamentals of Oceanography
ESC105. 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. 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. 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.*

Investments
ECO119. The course is intended to provide the student with an introductory fundamental understanding of the theoretical and practical concepts of investments. Areas that are covered are valuations of securities and debt instruments, risk/reward in decision making, construction of portfolios, and practical applications in investment strategies. The course will enable the student to prepare for a career in finance, as well as to learn how to make rational decisions for personal investing. *Prerequisite: MAT030 / 3 credits.*

Economics of Aging
ECO120. This course will review the principal public and private sources of income of the Third Age and consider more efficient ways to spend the income. This course is an overview of the many and complex economic choices facing the aging and is designed for both the aging group itself and those students who have the responsibility for caring for and about the Third Age. *Prerequisite: None / 3 credits.*

Emerging Markets Economies
ECO155. 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.*

Global Economics
ECO157. This course is designed to introduce students to contemporary global economic issues, as well as economic tools necessary to analyze them. Primary focus of the course will address international trade while emphasizing the importance and practical applicability of related issues in international finance and international relations in day-to-day life. *Prerequisite: None / 3 credits.*

Environmental and Natural Resources Economics
ECO160. This course uses the basic tools of economic analysis to focus on issues pertaining to the natural environment and its resources. The topics covered include economic externalities, public goods, property rights, market failure, air and water pollution, solid waste management, sustainability concepts, the role of government, and benefit-cost analysis in social planning. *Prerequisite: None / 3 credits.*

Education

Foundations of Education
EDU101. This course examines the philosphical, sociocultural, historical, political, and developmental foundations of elementary education in the United States, as well as current issues and future trends. A 40-hour field-based experience in an elementary classroom (grade1-6) is required. This course meets state Elementary Education Transfer Compact requirements. Students enrolling in this course must undergo a CORI (Criminal Offender Record Information) check. (2 class hours / 40 field hours) *Prerequisite: ENL010 and ENL050 or satisfactory basic skills assessment score / 3 credits.*

English

Also see Developmental Education, English for Speakers of Other Languages, Journalism and Literature.

Course descriptions for the following courses are listed under **Developmental Education.**
ENL010. PREP for College Reading
ENL020. College Reading and Study Skills
ENL050. Foundations in Writing
ENL080. Developing Vocabulary
ENL081. Better Spelling
ENL082. Study Skills
ENL083. Basic Grammar Review

Course descriptions for the following courses are listed under **English for Speakers of Other Languages (ESOL).**
ESL010. English for Speakers of Other Languages I: Basic
ESL102. English for Speakers of Other Languages II: Intermediate
ESL201. English for Speakers of Other Languages III: Advanced

English Composition I
ENL101. 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.* Offered in the Fall, Spring, and Summer.

English Composition II
ENL102. A continuation of ENL101, this course is required of all Associate in Arts students and a prerequisite to all 200-level English courses. This course focuses on reading, analyzing, and writing about literature and is designed to help students refine writing skills developed in ENL101. *Prerequisite: ENL101 / 3 credits. Offered in the Fall, Spring, and Summer.*

Language in Society
ENL106. Students will be introduced to the origin of language and languages. Topics of study: causes of change and variation in language, history of the English language, the anatomy of language and its role in society including semantics, non-verbal communication, bilingualism, and origins of written language. *Prerequisite: ENL101 / 3 credits.*

Critical Reading and Thinking
ENL108. This course helps students improve their comprehension of written, spoken, and visual information by enhancing their critical thinking abilities. Through practicing habits of mind to strengthen analytical and reasoning skills, students learn to form well-supported arguments, draw thoughtful conclusions, make responsible decisions, and transfer acquired skills to their academic, professional, and personal life. *Prerequisite: ENL020 or satisfactory basic skills assessment score.* Offered in the Fall and Spring.

Technical Writing
ENL131. This course is designed for students who have acquired basic writing skills and who seek further experience in the collection, organization, and communication of information from their specific career fields. *Prerequisite: ENL101 / 3 credits.* Offered in the Spring.

Cod Tales: Writing About Cape Cod
ENL147. This feature-writing course is based on Eliot Wigginton's "Foxfire" Appalachian experience, and involves students writing about their area's history. Articles written by students in Cod Tales will focus on Cape Cod's history, from pre-Columbian to today. The Nickerson Room will provide valuable information for writings, as will interviews with Cape Cod residents, especially senior citizens. Course goals include publication of student writings in the *MainSheet* or other Cape Cod publications. *Prerequisite: ENL101 / 3 credits.*

Journalism I
ENL161. This course is designed to instruct the student in the collecting, writing, editing, and publishing of news and feature articles in periodicals. Although weekly lecture and discussion periods will be mandatory, the emphasis in the course will be on writing news stories outside of regular class time. Each student in the course is expected to be involved in the student newspaper. Word processing is used. *Prerequisite: ENL101 / 3 credits.* Offered in the Fall and Spring.

Journalism II
ENL163. This course, a continuation of ENL161, puts the emphasis on an analysis of the elements of journalism and the writing of feature stories, interviews, human interest stories, and various other kinds of reporting. Students in this course will learn to proofread, edit, and layout final copy for the *MainSheet* or other mass media. *Prerequisite: ENL161 / 3 credits.* Offered in the Fall and Spring.

History of the English Language
ENL175. This course is designed to explain the historical events which led to the formation of Modern English and to understand the causes of change within the language as it evolved. Course content includes an overview of the movement of the Indo-European mother tongue to the Germanic base of Modern English, a study of the contributions of the Scandinavian and Norman French languages, and descriptions of the causes of change in semantics, pronunciation and spelling. *Prerequisite: ENL101 / 3 credits.*

Creative Writing
ENL209. An advanced workshop for students seriously interested in writing for publication. Techniques in short fiction and non-fiction, marketing non-fiction, and the building of a creative imagination will be systematically explored. *Prerequisite: ENL102 / 3 credits. May be repeated once for credit, but only 3 credits may be used to satisfy the Language Arts general education requirement.* Offered in the Fall and Spring.

Poetry Writing
ENL213. This poetry writing workshop class provides serious students the opportunity to write poetry of their own and explore poetry through reading other's work. Students will write, read, peer edit/critique, present and listen to poetry. *Prerequisite: ENL102 / 3 credits.*

Advanced Writing: Research and Argument
ENL216. This course is designed as an advance level course in writing and research with an emphasis on original research, on methods for organizing information about complex issues, and on the logic for making persuasive arguments. Students will select projects of interest to them, which could also be coordinated with a sponsoring instructor in their area of concentration. Projects will involve internet, library and field research such as surveys, site investigations, interviews and case studies. *Prerequisite: ENL102 / 3 credits.*

Selected Topics in Writing
ENL291. Selected Topics in Writing provides students the opportunity to explore and practice extensive writing within a writing specialty. Topics may include, among others, writing about photography, writing feature stories, writing commentary and opinion, writing about sports, writing poetry, or writing for children. The course is writing intensive. Specific content will depend on the specialty chosen. *Prerequisite: ENL102 / 3 credits.* May be repeated once for credit.

Peer Tutorial Practicum (Language and Literature)
ETU100. This is a training course for peer tutors. Through readings, journal responses, discussions, and practical experience, the course introduces students to the theories used in writing center work as well as the practical application of those theories. Tutors will peer-critique, self-monitor, and tutor. The main objective is for students to become effective peer tutors and better writers. *Prerequisite: Faculty recommendation and B+ or higher in a compostion course / 1, 2 or 3 credits.* May be repeated for credit; 3 credits maximum. Offered in the Fall, Spring, and Summer.

Reading Tutorial Practicum
ETU101. This course is a variation of ETU100. It has many of the components of the original course except that it is geared to tutors of children. It provides an opportunity to participate in an increasing popular, growing area of community service – the tutorial. By means of videotape viewing, readings, discussion, and supervised practicum in the local schools, students will participate in a comprehensive training experience designed to thoroughly familiarize him/her with the tutoring process. *Prerequisite: Faculty recommendation / 3 credits.*

English Language Learners (ELL) Methods and Strategies for the Classroom
ETU110. This course is designed to: provide in-service training in English as a Second Language, classroom methods and strategies for both ESL teaching assistants and mainstream classroom teachers; create a cadre of ESL teaching assistants to support Limited English Proficient (LEP) students; and, model appropriate methods, techniques and strategies for supporting the learning of newcomer and immigrant students in the classroom. *Prerequisite: Satisfactory score on CPT or satisfactory completion of ENL050 / 3 credits.*

English for Speakers of Other Languages/ English for Academic Purposes (ESOL/EAP)

English for Speakers of Other Languages I: Basic
ESL010. This course introduces the literate non-native speaker of English to the four skills — reading, writing, speaking and understanding spoken English — to develop a basic command of Standard American English. *Prerequisite: None / 4 non-degree credits.*

English for Speakers of Other Languages II: Intermediate
ESL102. This course is a continuation of ESL010 and provides the intermediate level (SPL Level 6/7) non-native English speaker with instruction in reading, writing, speaking, and understanding spoken English. Emphasis is placed on developing the ability to read and discuss standard college works in English; ability to recognize and produce correct patterns in sentences and paragraphs; and the ability to combine paragraphs into correct and coherent compositions. *Prerequisite: ESL010 or satisfactory basic skills assessment score / 3 credits.*

English for Speakers of Other Languages III: Advanced
ESL201. This course is a continuation of ESL102 and provides the advanced level (SPL Level 8/9) non-native English speaker with instruction in reading, writing, speaking, and understanding Standard American English. Emphasis is placed on developing the ability to read and write essays from college-level works in English; ability to compose short essays and coherent compositions; and the ability to discuss materials written at the college level. *Prerequisite: ESL102 or satisfactory basic skills assessment score / 3 credits.*

Environmental Technology

Survey of Environmental Technology
ENV101. A history of Environmental Technology will be presented with emphasis on the current applications of the best available technology. The diverse environmental career opportunities will be presented through field trips and guest speakers. *Prerequisite: None / 3 credits.* Offered in the Fall and Spring.

Quantitative Methods for Environmental Analysis
ENV105. Designed for environmental technology students. Emphasis is on mathematical skills essential in scientific applications. Mathematical and statistical skills using a scientific calculator and computer will be used to assess current environmental data sets. Conclusions will be drawn based on these data assessments. *Prerequisite: MAT030 / 3 credits.* Offered in the Fall.

Occupational Health and Safety
ENV110. This course covers the Occupational Health and Safety Act (OSHA); accident recording and investigation; safety programming and system safety; personal protective equipment; confined space, fire protection in a work environment, pertinent environmental legislation and HAZWOPER (Hazardous Waste Operations and Emergency Response) and 40-hour OSHA training. *Prerequisite: None / 3 credits.* Offered in the Spring and Summer.

Environmental Chemistry
ENV115. Discussion and study of the relationship between chemistry and contemporary environmental topics, including energy and the environment, air, soil, oil, solid and water pollution, and agricultural chemistry. *Prerequisite: CHM106 / 3 credits.* Offered in the Fall.

Introduction to Marine Mammal Biology and Traditional Seamanship in the Gulf of Maine - *WhaleSail*
ENV117. This course is designed to familiarize students with the biology, natural history and conservation of marine mammals in the Western North Atlantic, with primary focus on the North Atlantic right whale and humpback whale. Students shall understand the evolution, anatomy, behavior, field identification, data collection, the history of whaling, and modern conservation issues. Students shall develop skills in seamanship and navigation onboard the ship. *Prerequisite: None / 3 credits.* Offered in the Summer aboard the *Spirit of Massachusetts.*

Introduction to Environmental Science
ENV118. 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.* Offered in the Fall, Spring, and Summer.

The Process of Environmental Management and Decision-Making
ENV122. This course presents an introduction to the process of environmental management and decision-making. This course incorporates a modular approach to instructing students on issues of environmental protection throughout Cape Cod by focusing on wetlands, habitat, land-use planning, and conservation. Students learn watershed management and remediation, focusing on wastewater, water supply and storm water issues. Students also learn environmental health and safety, focusing on prevention, compliance and environmental mediation, and zoning issues. *Prerequisite: None / 3 credits.* Offered in the Fall and Spring.

Coastal Ecology
ENV125. This is an introduction to coastal marine habitats, their species, and their ecological relationships. Students develop an understanding of the diversity of living things along the Cape Cod shoreline. Students also examine the wide diversity of habitats and their differences on the Cape. This course includes extensive lab and field work. *Prerequisite: None / 3 credits.* Offered in the Fall, Spring, and Summer.

Coastal and Shelf Oceanography
ENV126. This course provides an overview to the oceanography of coastal and shelf systems. Throughout the course, the interdisciplinary aspects of oceanography are emphasized by covering many areas of study including biology, chemistry, geology, physics, history, and ecology. Students gain a basic understanding and appreciation of the effects of natural marine processes as well as consequences of human activity. Emphasis is on near-shore, shallow-water systems. *Prerequisite: MAT020 or satisfactory basic skills assessment score, ENV118, and ENV125 / 3 credits.*

Coastal Zone Management Laws and Regulations
ENV135. This introductory course covers the issues and regulations related to the coastal environment and its resources. The course uses an interdisciplinary approach that combines the scientific issues with their economic and social impact. Topics covered include nitrogen loading, fisheries management, aquaculture, wastewater impact, marine sanctuaries, public access, renewable energy projects, coastal flooding and erosion, and sustainable development. Current research will be examined and several guest speakers will present. *Prerequisite: ENV118 and ENV125 / 3 credits.* Offered in the Spring.

Introduction to Water: Concepts and Technologies
ENV140. A study of the physical and chemical properties, human uses, hydrology and ecology of groundwater, marine, estuarine, standing and flowing water systems, focusing on the science of current water-related issues and the methods and technologies used in their solution. The basic concepts of water quality monitoring, water supply, and wastewater technologies will be emphasized. Some field trips may be required. *Prerequisite: None / 3 credits.* Offered in the Fall.

Industrial Wastewater Treatment
ENV142. This course will provide an overview of the basic concepts of physical and chemical treatment, the function of related equipment and support systems and the environmental responsibilities required to safely and properly operate, maintain and manage an industrial wastewater treatment facility. This course will cover typical industrial wastewater treatment processes; their purpose, their function, and their safe and efficient operation and will prepare students to take a Massachusetts Industrial Wastewater Certification Exam (levels 1-4). *Prerequisite: ENV118 and ENV140 / 3 credits.* Offered in the Fall and Spring at the Massachusetts Maritime Academy.

Wastewater Treatment Plant Operation
ENV145. The course will cover the specific processes, problem-solving and operations in municipal wastewater treatment plants. Students are taught the operating parameters, data collection and analysis; the decision-making and process control of complex biological systems; and maintenance fundamentals required of Grade 4 Certification level operators. *Prerequisite: ENV118 and ENV140 / 4 credits.* Offered Fall and Spring at the Massachusetts Maritime Academy.

Water Supply
ENV146. This course is a study of the principles and practice of water supply. This course will provide an introduction to the physical and chemical principles of drinking water supply, the functioning of related equipment and support systems, and the responsibilities required to safely operate and maintain a water supply system. May be taken for 4 CEUs by current employees in the Waterworks industry. *Prerequisite: ENV118 and ENV140 / 3 credits.* Offered in the Spring.

Air Pollution Issues
ENV152. This course will introduce the concepts and terms essential to understanding the issues behind the need for air pollution control. Basic atmospheric processes will be presented as they affect delivery and dispersion of pollutants. The health effects of various pollutants and air toxins will be presented in order to understand the purpose of regulations. The increasing concerns regarding indoor air quality will be presented along with approaches to investigation and control. *Prerequisite: ENV118 and CHM106 / 3 credits.*

Occupational Health and Safety (OSHA) through Hazardous Waste Management
ENV158. This course covers issues involved in the determination, treatment and reduction of hazardous wastes and the federal regulations regarding handling of hazardous wastes, the risks to society from hazardous wastes, and treatment techniques employed to mitigate their effects. The techniques covered include thermal, physio-chemical, biological and landfill disposal as well as the ways and means of reducing the generation of hazardous wastes. 40-hour (OSHA) HAZWOPER certification will be awarded upon successful completion of this course. *Prerequisite: None / 3 credits.* Offered in the Spring.

Introductory Concepts in Geographic Information Systems (GIS)
ENV160. 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 GIS and will provide an overview of GIS related technologies such as Global Positioning Systems (GPS), Computer Aided Design (CAD), surveying, photogrammetry and satellite imagery. It is recommended that students have a basic understanding of database concepts and a working knowledge of computers. *Prerequisite: None / 3 credits.* Offered in the Spring and Summer.

Geographic Information Systems (GIS) I
ENV163. This is a two-part course that focuses on the designing and building of a map using a relational database. The course focuses on the principles of database management as related to cartography and GIS. The students are provided with the fundamental topics for each subject in class. *Prerequisite: ENV118 and ENV160 / 3 credits.* Offered in the Fall.

Geographic Information Systems (GIS) II
ENV164. The fourth and final course in the GIS certificate is designed to build on the concepts developed in ENV163. The course proceeds through the concepts of GIS in the lecture. Students choose a project and apply the concepts to the project as the course proceeds. Projects are chosen from many topics in GIS analysis: coastal zone management, hazardous materials management, environmental planning, urban planning and site sssessment. *Prerequisite: ENV118, ENV160 and ENV163 / 3 credits.* Offered in the Spring.

Renewable Energy Sources
ENV170. This course provides an overview of renewable energies including solar energy, wind power, hydropower, biomass, hydrogen and fuel cells. Students learn the basic principles of each technology for new and existing construction. They study government regulations, analyze renewable energy systems, calculate savings, backup energy, and financing options. They

investigate the potentials of renewable energy technologies to help solve environmental and economic problems with society. *Prerequisite: MAT020, ENL020, and ENL050 or satisfactory basic skills assessment scores / 3 credits.* Offered in the Fall and Spring.

Energy Efficiency and Conservation Methods
ENV171. This course provides students with the information to identify and explain all of the energy efficiency/conservation methods available for energy use reduction. Energy-consuming facilities, both domestic and commercial, are analyzed by the students for energy efficiency opportunities. The students calculate energy savings and environmental impacts for most energy efficiency methods in order to identify and assess energy conservation opportunities. In addition, the students demonstrate the appropriate usage of energy monitoring and measuring equipment commonly used by energy specialists and energy auditors. *Prerequisite: MAT020, ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.* Offered in the Fall.

Commercial Energy Audits
ENV172. This course offers an interactive approach for students to understand, compile, and conduct an energy audit for commercial facilities. It has been customized for the Cape Cod region and emphasizes regional issues. *Prerequisite: ENV171 / 3 credits.*

Introduction to Solar Energy
ENV173. Students in this course gain an understanding of our solar energy resource and how it can be utilized for a variety of energy demand applications in residential, commercial, and municipal buildings. The benefits and limitations of various solar energy technologies that are commonly used to produce heat, hot water, and electricity are examined. Students learn how to properly site, size, design, and specify solar hot water and solar electric systems. Students also learn how to perform an economic and environmental analysis of proposed systems. *Prerequisite: MAT020 , ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.*

Introduction to Wind Energy
ENV177. This course provides an in-depth introduction to wind power as a sustainable form of energy. It examines the history, current applications, and future of wind power. Students will gain a basic understanding of the fundamental science behind harnessing useable energy from the wind. A study of the process for siting, developing, constructing, operating, and maintaining wind energy projects of different scales - from home and small commercial to municipal and utility scale. *Prerequisite: MAT020, ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

Photovoltaic Installation
ENV178. This course introduces students to the fundamentals of photovoltaic (PV) system installation and maintenance procedures. The class is divided between classroom based lectures/activities and project based activities involving the installation of a residential scale PV system. Students who complete this course are eligible to take the North American Board of Certified Energy Practioners' Entry Level Certificate of Knowledge of PV Systems Examination (for an additional fee). *Prerequisite: ENV173 / 3 credits.*

Solar Thermal Installation
ENV179. This course introduces students to the fundamentals of solar thermal system installation and maintenance procedures. The class is divided between classroom-based lectures/activities and project-based activities that involve the installation of a residential scale solar thermal system. This course is approved by the North American Board of Certified Energy Practioners and counts towards the training requirements for becoming a certified Solar Thermal System Installer (additional field experience is required to be eligible for certification). *Prerequisite: ENV173 / 3 credits.*

Small Wind Installation
ENV180. This course introduces students to the fundamentals of small wind-electric system installation and maintenance procedures. The class is divided between classroom-based lectures/activities and project-based activities that involve the installation of a residential-scale wind system. This course is based in part on the Task Analysis for the North American Board of Certified Energy Practioners Small Wind Energy Systems Installer Certification. *Prerequisite: ENV177 / 3 credits.*

Introduction to Green Building
ENV181. This course provides a framework for making practical design and construction decisions that are environmentally responsible by focusing on residential design for Cape Cod, including new construction and renovations/additions. Topics include site orientation, building science fundamentals, passive solar design, water and energy efficiency, healthy indoor environments, green materials and resources, and certification programs in the industry. Students learn to prioritize numerous types of green building strategies by examining case studies and field experiences. *Prerequisite: MAT020, ENL020, and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

Environmental Instrumentation
ENV201. This course exposes the student to a variety of analytical techniques and instruments utilized in environmental chemical analysis. It is designed to couple theory of equipment operation with a basic understanding of the chemical principles involved. The laboratory time is divided between practical hands-on benchwork and field experiences. (1 class hour / 4 laboratory hours) *Prerequisite: ENV105 and ENV115 / 4 credits.* Offered in the Spring.

Environmental Technology Internship/Cooperative Experience
ENV260. The core content of this course involves a range of hours of monitored field experience that is consistant with the student's career goals. Students will keep journals and write proscribed "analysis" papers as they progress during the course of the semester. *Prerequisite: ENV118 and permission of instructor / 1, 2, 3, or 4 credits.* Offered Fall, Spring, and Summer.

Film

The American Film
COM121. This course is an introductory survey of the aesthetic development of American film. It attempts to illuminate the communicative process of film, theories of form and function, film technology, film criticism, American film history, significant examples of several genres, and the styles of the most successful directors. (4 class hours) *Prerequisite: ENL101 / 3 credits.* Offered in the Fall.

Introduction to Film
COM220. 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. (4 class hours) *Prerequisite: ENL101 / 3 credits.* Offered in the Spring.

International Cinema
COM222. International Cinema is a survey of the development of foreign motion picture art from historical, aesthetic, economic, technological, critical, and appreciative viewpoints. (4 class hours) *Prerequisite: ENL101 / 3 credits.* Offered in the Spring.

Women Film Directors
COM223. This course explores a variety of American and International women directors and their films. It is an examination of their eclectic work and the creative techniques they employed in their approach to filmmaking. It will investigate their work and how it affects the viewer and the industry from creative, economic, historical, technological and appreciative viewpoints. (4 class hours) *Prerequisite: ENL101 / 3 credits.*

Documentary Film
COM224. Filmmaker John Grierson defined documentaries as “the creative treatment of reality.” This course looks at the history and development of the documentary film, with a particular focus on the varying notions of truth, art, reality. Students in this class will learn how to look at documentaries with a critical eye by not only studying the subject, but also by participating directly in the making of an actual documentary video. *Prerequisite: ENL101 / 3 credits.*

Fire Science

Introduction to Fire Protection
FSC100. This course introduces the philosophy and history of fire protection, history of loss of life and property by fire, review of municipal fire defenses, study of the organization and function of federal, state, and private fire protection career opportunities. It will introduce various aspects of the fire protection profession. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.* Offered evenings in the Fall.

Fundamentals of Fire Prevention
FSC101. This course is concerned with the development and function of the fire prevention organization. Major areas of recognition include: inspections, surveying and mapping areas, recognition and enforcement of fire codes and hazards. *Prerequisite: FSC100 / 3 credits.* Offered evenings only.

Fire Protection Systems and Equipment
FSC102. Fire detection and extinguishing systems of both automatic and manual types are studied including, sprinkler and standpipe systems, inert gases, foam and dry chemicals, temperature and smoke responsive devices, and alarm and signaling systems. Demonstrations will illustrate and supplement the class work. *Prerequisite: None / 3 credits.* Offered evenings only.

Fire Fighting Tactics and Strategy
FSC103. This course is concerned with basic fire fighting tactics and strategy; methods of attack; preplanning of fire problems including necessary equipment and manpower. Some fire problems will be presented for analysis and study, consistent with accepted practices from authoritative sources. The concepts of I.C.S. and R.I.C. will be discussed throughout the class. *Prerequisite: FSC100 / 3 credits.* Offered evenings only.

Building Construction for the Fire Service
FSC104. This course is designed to acquaint the firefighter with both old and modern methods of building construction. Weaknesses in construction will be shown as well as safeguards which are included in some modern construction. *Prerequisite: FSC100 / 3 credits.* Offered evenings only.

Hazardous Materials
FSC105. This course reviews the fundamental physical and chemical principles which govern the behavior of hazardous materials. Specifically, the course deals with identifying hazardous materials and the hazards of solids, dusts, water reactive materials, liquids, gases, toxic materials, plastics, corrosives, oxidizing agents, explosives, radioactivity, LP gases, cryogenics, general hazards and electricity. Handling, transporting, storage and recommended fire fighting practices within extreme fire hazard areas are discussed. Laboratory

demonstrations illustrate and supplement the class work. *Prerequisite: CHM106 or CHM101 or CHM109 / 3 credits.* Offered evenings only.

Hydraulics for the Fire Service
FSC107. This course is concerned with the fundamentals of hydraulics and fluid mechanics as they relate to the firefighter and individuals involved in Fire Protection. Subjects to be studied include: principles of fluid statics, fluid motion, water supply testing, fire pump operation and fire suppression systems. *Prerequisite: FSC100 and MAT030 or satisfactory basic skills assessment score / 3 credits.* Offered evenings in the Fall.

Fire Investigation and Evidence
FSC108. This course will cover the methods used in determining the causes and circumstances of fire. The collecting and preserving of evidence will be covered; also, the preparation of evidence for court. *Prerequisite: FSC100 / 3 credits.* Offered evenings only.

Fire Department Management and Planning
FSC109. An exploration of organization principles with emphasis on fire department organization; a study of history, types, methods, and principles of fire department organization; insurance and fire defense, personnel and equipment, water supply, departmental functions, and administrative problems. *Prerequisite: FSC100 / 3 credits.* Offered evenings only.

Fire Codes and Ordinances
FSC110. This course will review the codes which influence the field of fire prevention including the fire prevention regulations of the Commonwealth of Massachusetts (527 CMR). Also included will be Chapters 48, 143 and 148 of the General Laws of the Commonwealth, as well as the Massachusetts Building Code, and the codes of the National Fire Protection Association. *Prerequisite: None / 3 credits.* Offered evenings only.

Fire Company Management
FSC114. A study of scope and functions of the fire company officer in the fire department. Topics discussed include: the role of the fire service, departmental procedures, administrative and management procedures, training, public relations, tactics and strategy, and fire prevention. *Prerequisite: FSC100 / 3 credits.* Offered evenings only.

Introduction to Technical Rescue
FSC115. The student will receive instruction in the basic concepts of technical rescue. An explanation of related equipment, regulations and procedures to supervise and conduct technical rescue operations will be explained. *Prerequisite: None / 3 credits.* Offered evenings only.

Introduction to Incident Management
FSC120. This course introduces the philosophy of emergency scene management, the National Incident Management System (N.I.M.S.), planning and preparation in anticipation of a likely emergency, and management of specific types of emergency situations including a review of lessons learned from historical incidents. This course is intended to acquaint students with the basic management tools needed to operate as a command officer at the scene of an emergency or disaster. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.*

Shipboard Firefighting
FSC130. This course is designed to give the students an understanding of the maritime industry by providing information on maritime terminology, ship construction, firefighting shipboard fire protection systems, and shipboard firefighting. The course focuses on the necessary tactics and strategies needed to deal with a maritime fire as well as the various agencies that can provide assistance in dealing with a shipboard fire. Students will be given a tour of a ship, during which time the systems will be explained and the shipboard firefighting problems discussed. *Prerequisite: None / 3 credits.* Offered evenings only.

Special Topics in Fire Science
FSC200. This course will serve to deepen student's knowledge of subjects in Fire Science introductory courses and explore timely issues outside the established curriculum. *Prerequisite: Any introductory level Fire Science course / 1 credit; may be repeated for a maximum of 3 credits.*

French

Also see **International Studies.**

Conversational French
FRN100. This conversational French course is designed to introduce the non-native speaker of French the four basic skills necessary to developing a working knowledge of French: understanding, speaking, reading, and writing. The emphasis is on speaking and understanding spoken French. *Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.* Offered in the Fall.

Elementary French I
FRN101. This is the first semester of a two-semester college elementary French sequence. It is for beginning students of French. The text and ancillary materials provide a thorough four skills approach: speaking, reading, writing, and understanding spoken French. This course is not intended for students whose native language is French. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 4 credits.* Offered in the Fall.

Elementary French II
FRN102. This is the second semester of a two-semester college elementary French sequence. It is for beginning students of French. The text and ancillary materials provide a thorough four skills approach: speaking, reading, writing, and understanding spoken French. The purpose of this course is to provide students a sound basis for learning French as it is spoken and written today. (5 class hours) *Prerequisite: FRN101 or permission of the instructor / 4 credits.* Offered in the Spring.

Travel and Study in France for French Language Students
FRN121. This is the ultimate March break field trip for French language students enrolled in French at Cape Cod Community College. Visits include Paris, Normandy, Brittany, and Ile de France, Loire Valley, Chartres, Versailles, the Dordogne region. *Prerequisite: Any CCCC credit French class / One week (intensive) in France. 1 credit. May be repeated; 4 credit maximum.* Offered in the Spring.

Immersion Study in French Language/Civilization
FRN122. Students study French language and civilization in a Francophone country. Traditional class work is supplemented by cultural activities and field trips. *Prerequisite: None / 3 credits.*

Intermediate French I
FRN201. This course is for students who have completed one year of Elementary French or two years of high school French. Students will read, discuss, and write about francophone culture and language in French. *Prerequisite: FRN102 or 2-4 years of high school French / 4 credits.* Offered in the Fall.

Intermediate French II
FRN202. Intermediate French II is for students who have completed Intermediate French I or three to four years of high school French. Students will read, discuss and write about francophone culture and language in French. (5 class hours) *Prerequisite: FRN201 or 3-4 years of high school French / 4 credits.* Offered in the Spring.

Advanced French: Survey of French Literature I
FRN301. This course is a survey of selected French literary works. These selections serve as a basis for classroom discussion and writing assignments. Conversation and composition polish and develop students' abilities in all four language skills: reading, writing, listening, and speaking. *Prerequisite: FRN202 / 3 credits.* Offered subject to enrollment.

Advanced French: Survey of French Literature II
FRN302. This course is a survey of selected contemporary French literary works. These selections serve as a basis for classroom discussion and writing assignments. Conversation and composition polish and develop students' abilities in all four language skills: reading, writing, listening, and speaking. *Prerequisite: FRN202 / 3 credits.* Offered subject to enrollment.

Freshman Seminar

Career and Personal Exploration: Strategies for Success
CXP020. This interdisciplinary course is designed to give students the opportunity to explore choices available to them in significant areas of their personal and professional lives. The topics presented include assessing personal skills, values clarification, critical thinking, career planning and job hunting, mentoring, managing life survival skills (time, stress and money management), and choosing healthy lifestyle behaviors. *Prerequisite: None / 3 non-degree credits.*

Career and Personal Exploration: Strategies for Success II
CXP021. Continuing with the themes begun in CXP020, this course expands upon the goal-setting and achieving skills required for success in and outside the academic world. Students will research and refine career options, opportunities and requirements; develop short- and long-term plans; and take the initial steps toward printing their short-term plans to fruition. Students will improve their computer literacy as well with work in Microsoft Word, Outlook, Media Player and PowerPoint. This is an interdisciplinary course designed to give students a better understanding of themselves. Topics presented include reassessment of personal skills and interests, value clarification, career planning and job search, and managing life-survival skills (such as money management and conflict resolution.) *Prerequisite: CXP020 / 3 non-degree credits.*

Freshman Seminar
FSM101. An overview course designed to increase the students' success in college by assisting them in obtaining skills necessary to reach their educational goals. *Prerequisite: None. Letter grade or Pass-Fail / 1 credit.*

Geography

American Geography
GEO101. Comprehensive, systematic study of population, natural resources, and potentialities of the United States and Canada. Evaluates these nations against a background of world economics and political affairs. *Prerequisites: None; ENL020 and ENL050 or satisfactory basic skills assessment scores recommended / 3 credits.*

Geography: Culture and Environment
GEO104. Interaction between various cultures, technologies, and regions. Economic and social possibilities are viewed by their resident human

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

German

Conversational German
GER100. This basic conversational German course is designed to introduce the non-native speaker of German the four basic skills necessary to develop a working knowledge of German: understanding, speaking, reading, and writing. The emphasis is on speaking and understanding spoken German. *Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.* Offered in the Fall, Spring, and Summer.

Elementary German
GER101. The first semester of a two-semester college elementary German sequence for beginning students of German. The text and ancillary materials provide a thorough four-skills approach: speaking, reading, writing, and understanding spoken German. This course is not intended for students whose native language is German. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 4 credits.* Offered subject to enrollment.

Elementary German II
GER102. This is the second semester of a two-semester college Elementary German sequence. It is for beginning students of German. The text and ancillary materials provide a thorough four skills approach: speaking, reading, writing, and understanding spoken German. *Prerequisite: GER101 / 4 credits.* Offered subject to enrollment.

Intermediate German I
GER201. This course is for students who have completed one year of elementary college German or two to four years of high school German. Students will read, discuss, and write about German culture and language in German. *Prerequisite: GER102 or 2-4 years of high school German / 4 credits.* Offered in the Fall. Offered subject to enrollment.

Intermediate German II
GER202. This course is for students who have completed Intermediate German I or three to four years of high school German. Students will read, discuss and write about Germanic culture and language in German. Students must have college-level reading and writing skills in their native language. Students are expected to be able to greet and respond to greeting and introductions, engage in conversation, express likes, dislikes and needs, describe and compare, narrate a short anecdote using past, present, and future tenses, write simple paragraphs, and read and understand some details and important ideas in authentic texts. *Prerequisite: GER201 / 4 credits.* Offered subject to enrollment.

Health and Fitness

Also see **Health Sciences** and **Nursing**.

Decision Making in Health
FIT105. The course will examine information, concepts and knowledge for influencing changes in health-related behavior so that the student may make decisions that will affect him/her personally throughout the life cycle. The course will include in-depth study and discussions in the areas of health as it affects people physiologically, psychologically, and sociologically. It will assist the students in evaluating their beliefs, attitudes, and values toward their own personal health in a rapidly changing environment. *Prerequisite: None / 3 credits.*

Fitness and Sports Nutrition
FIT115. This course will provide information about the relationship between nutrition and fitness/sports performance. It is of interest to professionals who advise athletes and to the general population interested in improving health and physical performance through sound nutritional practices. Topic examples include carbohydrate metabolism, weight management, body composition assessment, eating disorders, ergogenic aids, and pre-/post- and competition meals. *Prerequisite: None / 3 credits.*

Personal Fitness
FIT117. Students assess their current level of health-related fitness and develop a physiologically sound program of physical activity to meet their needs and interests. The course emphasizes the concept of physical fitness as a lifetime commitment and stresses the acquisition of specific knowledge, skill, and motivation necessary to meet this commitment. *Prerequisite: None / 3 credits.* Offered in the Fall and Spring.

Standard First Aid and Basic Life Support (Cardiopulmonary Resuscitation)
FIT130. 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. May be repeated; 6 credit maximum. *Prerequisite: None / 1 credit.* Offered in the Fall and Spring.

Advanced First Aid and Emergency Care/Basic Life Support/First Responder
FIT132. The course provides comprehensive and advanced coverage of first aid skills for treatment of illness or injury, as well as Basic Life Support/ Healthcare provider (BLS/HCO) for the professional rescuer. Upon successful completion of the course, the participants receive certification in First Responder in accordance with Massachusetts General law Chapter 111: Section 201 and

Basic Life Support for the Healthcare Provider in accordance with the standards established by the Committee on Cardiopulmonary Resuscitation and Emergency Cardiac Care of the American Heart Association. *Prerequisite: None / 3 credits.* Offered in the Fall and Spring.

Lifeguard Training (LGT)
FIT133. The course will afford students the opportunity to develop the knowledge and skills associated with safety, supervision and rescue in an aquatic environment. Emphasis will be placed on the development of skills designed to save the life of another in an aquatic emergency. Those successfully completing the course will be certified by the American Red Cross in Lifeguard Training (R94) (including First Aid certification), CPR for the Professional Rescuer and Waterfront Lifeguarding. LGT Certification indicates the minimum skills training for a person to qualify as a non-surf lifeguard. Students must be able to pass a swimming proficiency test - completed at 2nd class meeting. *Prerequisite: None / 3 credits.* Offered in the Fall and Spring.

Survey of Lifetime Activities
FIT142. The course will survey the fundamental skills, specific knowledge, and relative values of selected leisure sports. The course will focus on the examination of personal skills, interests, and needs as criteria for the selection of and participation in leisure sports and the constructive use of leisure time. Class format will include an introduction to participation in selected leisure sports, discussion of class activities and related leisure concepts, and small group and individual assignments. *Prerequisite: None / 3 credits.*

Pilates Mat I
FIT164. Pilates Mat I is designed to expose the student to the Pilates method of body conditioning with a unique system of stretching and strengthening exercises developed over 90 years ago by Joseph Pilates. Pilates strengthens and tones muscle, increases flexibility, and develops better posture. The student learns the basic beginning sequence of exercises and gains an understanding of muscle groups as they relate to Pilates. *Prerequisite: None / 1 credit.*

Kripalu/Hatha Yoga I
FIT167. A five-week course designed to expose the student to basic yoga philosophy, breathing exercises, simple postures and relaxation techniques. The student also learns about the major muscles and bones, as well as the circulatory and nervous system of the human body in relation to yoga. *Prerequisite: None / 1 credit.* Offered in the Fall and Spring.

Kripalu/Hatha Yoga II
FIT168. A five-week course designed for the student who has completed FIT167. New postures are introduced, and postures are held for longer periods of time. Additional breathing techniques are incorporated. Students develop a deeper understanding of how the body functions, and how yoga affects these functions. Relaxation techniques are further developed. *Prerequisite: FIT167 / 1 credit.* Offered in the Fall and Spring.

Adventure Concepts
FIT170. This course explores the use of the adventure paradigm (model) as a means of promoting effective intrapersonal and interpersonal behavior. Using an interdisciplinary approach, the course examines the relationship of risk, goal setting, and skill development/application to personal and social growth. Adventure activities such as rappelling, group problem solving tasks, and individual initiative projects are used to provide a common experiential base for the discussion of course concepts. *Prerequisite: None / 3 credits.* Offered in the Fall and Spring.

Health Sciences

Also see **Health and Fitness** and **Nursing**.

Phlebotomy
DTC101. An 8-credit course prepares the student to function as a phlebotomist according to the criteria of the American Society of Clinical Pathologists (ASCP). Through a combination of 60 hours of classroom, 30 hours of laboratory, and 120 hours of internship with scheduled on-campus seminar, the student will obtain knowledge of specific anatomy, safety, quality control, Point of Care Testing, and processing of specimens. Applicants must attend an information session and interview prior to admission. *Prerequisite: None / 8 credits.*

EKG Technician
DTC102. This 30-hour course prepares the student to function as an EKG technician and assist with Holter monitoring and stress testing. Upon successful completion of this course, the student will be eligible to take the national certification exam for EKG technicians. *Prerequisite: None / 2 credits.* This course has special fees.

Emergency Medical Technician: EMT
EMS101. Designed to train participants to work with existing agencies which provide emergency medical services to the public. Included in these services are first-aid procedures, operation of emergency equipment, and knowledge of communications systems associated with emergency and rescue operations. Students gain knowledge and skills relating to medical and emergency technology within laboratory and clinical settings. Students will be assigned clinical experience in area hospitals. The students are eligible for state certification upon successful completion of course and state examination. *Prerequisite: None / 5 credits.* Offered in the Fall and Spring.

Advanced Pre-Hospital Training Program: Paramedic I
EMS201. This course will cover the roles and responsibilities of the EMT/ Paramedic including history and physical assessment, pathophysiology and management of shock, cardiac, respiratory, neurological, and abdominal emergencies, and overview of emergency medical services communication systems. Students perform skills under the supervision of a clinical preceptor in a variety of clinical sites, including critical care units, operating rooms, emergency departments, and renal dialysis departments. Applicants must be currently certified as an EMT for at least one year and are required to attend an information session and interview. Special tuition is charged. *Prerequisite: ENL020 and MAT020 or satisfactory basic skills assessment scores / 7 credits.* Offered in the Fall.

Advanced Pre-Hospital Training Program: Paramedic II
EMS202. Assessment and management of emergencies and obstetrics, gynecology, trauma, pediatrics, adolescent medicine, and geriatrics. Students perform skills under the supervision of a clinical preceptor in a variety of clinical sites, including critical care units, operating rooms, emergency departments, pediatric intensive care units, labor and delivery rooms, and psychiatric units. Students respond to emergency medical service calls and perform paramedic skills as part of an advanced life support ambulance crew under the supervision of a field preceptor. Special tuition is charged. *Prerequisite: EMS201 / 8 credits.* Offered in the Spring.

Advanced Skills for Nursing Assistants
HEA112. This 15-hour course is designed to teach advanced skills to nursing assistants and home health aides working with more acutely ill patients in Medicare (sub-acute) units in nursing homes, in-home care, and in hospitals. *Prerequisite: High school diploma or GED. Must provide documentation of certification as a nursing assistant or home health aide / 1 credit.*

Stress Management for Optimal Health
HEA120. A comprehensive approach to the subject of stress and its effects on health and disease. Stress concepts are addressed within a holistic framework appreciating the physiological, psychological, emotional, social, and spiritual aspects of individuals. Common physical, intrapersonal, interpersonal, environmental, and global stressors are assessed. Current stress interventions are introduced. Emphasis is on integrating knowledge from several disciplines to provide an informed scientific foundation for stress management. *Prerequisite: None. PSY101 recommended / 3 credits.*

Current Issues in Women's Health
HEA125. The overall objective of this course is to allow students to explore issues of importance to women in their roles as providers and recipients of health care. This will include a strong emphasis on the biological, social, economical, and political context in which these roles are played out. *Prerequisite: None / 3 credits.*

Pediatrics and Parenting
HEA128. This course, although developed for nursing assistants and home health aides, may be of interest to the general public. Topics include health promotion, parenting, hospice care, and care of the sick and disabled child and adolescent. A holistic approach to families is used to prepare the aide to assist in meeting the physical, psychological, emotional, and spiritual needs of children and their care providers. CNA and/or HHA certification is required for employment. *Prerequisite: High school diploma or GED; and documented successful completion of at least a seventy-five hour nursing assistant or home health aide course is preferred / 3 credits.*

Medical Interpreter
HEA145. This introductory course, designed for individuals who are bilingual in English and Spanish or English and Portuguese, will focus on the basic competency skills necessary to work as a trained medical interpreter. The course follows the guidelines established by the statewide AHEC Medical Interpreter Training Program. *Prerequisite: A score of 70 or better on the sentence skills Computerized Placement Test (CPT) or ESL201. A pre-registration interview is required / 3 credits.*

Mentor Training Level I
HEA151. This is the first level of a tri-level mentor training program. The focus is on the industry-specific skills and knowledge to be acquired, observed, and evaluated by the person assigned to mentor a new employee. This course delves into the rationale behind each procedure and key steps to be mastered by the new employee. Beginning interpersonal relationship techniques will be integrated into each class. *Prerequisite: High school diploma or GED / 1 credit.*

Mentor Training Level II
HEA152. This is the second level of a tri-level mentor training program. The focus is on developing effective communication skills necessary for the success of the mentor/protege relationship. This course focuses on demonstrated understanding and application of such essential skills as establishing rapport, goal setting, listening, word choice, nonverbal appropriateness, managing conflict, and offering criticism. *Prerequisite: High school diploma or GED. HEA151 recommended / 1 credit.*

Mentor Training Level III
HEA153. This is the third level of a tri-level mentor training program. The focus is on developing leadership skills to prepare for the role of team leader within a work setting. This course focuses on demonstrated understanding and application of such essential skills as team building, multidisciplinary collaboration, understanding personality differences, problem solving, and leadership strategies. *Prerequisite: High school diploma or GED and HEA152 / 1 credit.*

Pharmacology
HEA200. This course addresses the interaction between substances used as drugs and human body systems. Knowledge of natural sciences, pharmacokinetics, and pharmacodynamics between chemical entities and receptors, and pharmacological concepts of administration, dosage and patient safety are stressed. Emphasis is placed upon mechanisms of action, side effects, and drug interactions. *Prerequisite: Acceptance into the Nursing program or DEN121 / 3 credits.*

Nutrition
HEA201. 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; and food safety. An introductory course for individuals interested in pursuing a Dietetics major. *Prerequisite: CHM109 and BIO107 / 3 credits.*

Fundamentals of Medical Assisting
MAC101. This introductory course for the Medical Assisting certificate is designed to bring together a learning community of students to explore the role of the professional medical assistant, the health care team, the history of the profession, and credentialing requirements. They will learn to obtain patient histories, vital signs, principles of infection control, etc. Prior to admission to this course the student must attend an information session and an advising session. *Prerequisite: ENL020, ENL050, MAT020 or satisfactory basic skills assessment scores / 3 credits.*

Medical Assisting Clinical Procedures and Clinical Practicum
MAC203. This six-credit course is designed to teach basic medical assisting clinical skills and provide practical experience in a clinical setting to complement the clinical and office skills required by the credentialing agency (Commission for Accreditation of Allied Health Education Programs- CAAHEP). The course is divided into lecture, laboratory practice, 160-hour clinical practicum, and 7 hours of seminar addressing professional behavior in health care. *Prerequisites: BIT103, BIO105, and MAC101. Co-requisite: BIT203 / 6 credits.*

History

U.S. History to 1865
HIS103. This introductory survey of United States history from the European invasion of North America through the mid-19th Century period of the Civil War and Reconstruction addresses major social, cultural, political, and economic developments with emphasis on their relation to contemporary United States institutions and trends. *Prerequisite: None; ENL020 and ENL050 strongly recommended / 3 credits.*

U.S. History since 1865
HIS104. This introductory survey of United States history from Reconstruction to the present addresses major social, clutural, political, and economic developments with emphasis on their relation to contemporary United States institutions and trends. *Prerequisite: None; ENL020 and ENL050 strongly recommended / 3 credits.*

The U.S. since 1945
HIS108. The contemporary history of the United States (since the Second World War) at home and abroad: an in-depth investigation of the events, developments, personalities, and meanings of the changes of the past years. *Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.*

U.S. Maritime History to World War I
HIS112. A survey of maritime development in the United States. Significant technological, scientific, and military development of maritime commerce will be reviewed. This course begins with the age of exploration and concludes with the first World War. *Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.*

World History I
HIS119. This general survey course explores the economic, political, cultural, and social developments in world history from the rise of civilization to 1500 Current Era (CE) in Asia, Africa, Europe, Oceania, the Middle East, and the Americas. The course highlights issues of geography, trade, religious and cultural movements, and social and political change that influenced the historical evolution of various world societies and their interrelationships within a global context. *Prerequisite: None; ENL020 and ENL050 are strongly recommended / 3 credits.*

World History II
HIS120. This general survey course explores the economic, political, cultural, and social developments in world history from 1500 Current Era (CE) to the present in Asia, Africa, Europe, Oceania, the Middle East, and the Americas. The course highlights issues of geography, trade, religious and cultural movements, and social and political change that influenced the historical evolution of various world societies and their interrelationships within a global context. *Prerequisite: None; ENL020 and ENL050 are strongly recommended / 3 credits.*

Contemporary China
HIS126. Refer to **International Studies.**

Chinese Culture
HIS140. 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.*

European History I
HIS160. (formerly HIS157) This course provides a general overview of major topics of European History from ancient times up to 1600 Current Era (CE). Students focus on cultural, religious, political, and economic developments that formed the basis of modern European culture and society and influenced the Americas and other regions. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.*

European History II
HIS162. (formerly HIS158) This course provides a general overview of European History from 1600 to the present. Students focus on cultural, religious, political, and economic developments that formed the basis of modern European culture and influenced the United States and other nations. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits*.

The United States as a World Power
HIS202. Twentieth-century diplomatic history of the United States as it became a superpower. Evolution and events of American foreign policy since 1898. *Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended. HIS103 or HIS104 or HIS156 recommended / 3 credits.*

Ancient History
HIS206. This survey course examines the development of the earliest civilizations of the Near East and Europe, including Mesopotamia, Egypt, Greece and Rome, including their major historical periods; cultural contributions; and social, political, and economic organization. *Prerequisite: ENL101 / 3 credits.*

Medieval History
HIS207. A survey of the elements of medieval history from the fall of the Roman Empire in the West to the coming of the Renaissance. This course emphasizes the development of the medieval church, the growth of feudalism and the origins of its decline, and the seminal ideas which continue to affect our civilization. *Prerequisite: ENL101 / 3 credits.*

U.S. at War
HIS211. A survey course focusing on the U.S. military experience from independence to the present. Emphasis will be upon specific periods of time during which the United States was involved in wars, including Independence, Civil War, WWI, Vietnam, and the Gulf War. *Prerequisite: HIS103 or HIS104 / 3 credits.*

Women in United States History
HIS215. This course is a survey of the roles and status of women in American society from colonial times to the present. The contributions of women to the development of the United States are examined with particular emphasis upon multiculturalism, legal status, economic opportunities, reproduction and family life. *Prerequisite: ENL101 / 3 credits.*

History of Japan
HIS216. This course is a survey of the history of Japan from ancient times up to the present. The class explores the different periods and transformations of Japanese society and culture, focusing on art, literature, religion, government, relations with China, Korea and the West, World War II and Japanese imperialism, the post-war economic boom, and the current global popularity of Japanese pop culture. *Prerequisite: ENL101 / 3 credits.*

The Civil War
HIS217. This course addresses a crucial era in United States history: the Civil War. The class covers three major areas of historical inquiry: a) the events that led up to the war including sectionalism and slavery; b) the war itself including an overview of military events, the political and economic impact of war, and the social history of war; and c) Reconstruction, the process by which the nation sought to rebuild after the war. *Prerequisite: ENL101 / 3 credits.*

Women in European History
HIS228. This course explores women's real and perceived roles and status in society from Ancient Greece to modern times. The course focuses on women's roles in the development of European history. Students explore how history has impacted the lives of women of different social and cultural groups, and how women have impacted history. *Prerequisite: ENL101 / 3 credits.*

Selected Topics in History
HIS241. 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.

Vietnam: America's Longest War
HIS253. The course is a historical study of the U.S. involvement in the Vietnam War. Students gain a basic understanding of America's involvement in the Vietnam War, its impact on those who served, as well as the impact on current U.S. thinking. Guest speakers who participated in the war will provide personal insight. *Prerequisite: ENL101 / 3 credits.*

African-American History
HIS258. This survey course will address African Americans in United States history, thought, and culture from slavery to the present. Topics to be addressed include slavery and emancipation, civil rights, religion, arts and literature, and gender. *Prerequisite: HIS103 or HIS104 / 3 credits.*

Horticulture

Plant and Soil Science
HOR101. This course provides an in-depth introduction to plant classification, anatomy, physiology, nutrition and reproduction. Chemical and physical properties of soil, as well as the relationship between soils and plant growth, are emphasized. (3 class hours / 2 laboratory hours) *Prerequisite: MAT020, ENL020, ENL050, or satisfactory basic skills assessment scores / 4 credits.* Offered in the Fall and Spring.

Entomology and Plant Diseases
HOR102. A survey of the common insect pests and pathogens of ornamental plants, including a review of the basic principles of entomology and plant pathology. Topics include biological diversity, taxonomy, morphology, physiology, ecology, behavior, insect/human relationships, pesticides, biological control, and the causes, nature and control of plant pathogens. A 'least is best' philosophy will be emphasized, regarding use of pesticides in controlling the various competitions for plant health. Integrated plant management will be the basis for control strategy. (This course does not satisfy the natural science general education requirement.) *Prerequisite: None / 3 credits.* Offered in the Fall.

Woody Plant Identification and Culture
HOR103. The identification and culture of native and ornamental plants and shrubs are discussed. Plant requirements, characteristics and placement, as well as susceptibility to diseases and pests are reviewed. Methods of pruning, fertilizing and special needs are discussed. (This course does not satisfy the natural science general education requirement.) *Prerequisite: None / 3 credits.* Offered in the Fall.

Turf Management
HOR104. An introduction to the establishment and maintenance of turf grass. Turfgrass and weed identification, cultural practices and maintenance will be included. Insect and disease life cycles and control will be reviewed. Integrated pest management (IPM) will be emphasized. (This course does not satisfy the natural science general education requirement.) *Prerequisite: None / 3 credits.* Offered in the Fall.

Equipment Maintenance and Operation
HOR105. Introduction and training in the repair, maintenance and safe operation of golf course and landscaping equipment. Maintenance and trouble-shooting procedures of small and large gasoline and diesel engines and basic welding are emphasized. Students learn the techniques of mowing a golf green and are instructed in the operation of a front-end loader tractor. Methods and maintenance of irrigation systems are also included. (This course does not satisfy the natural science general education requirement.) *Prerequisite: None / 3 credits.*

Horticulture Practicum
HOR106. Work in an area of horticulture in a business, government or non-profit organization for at least 150 hours to receive practical training in the horticulture field. Students have an opportunity to develop and pursue challenging work experiences which relate directly to their individual career plan. A minimum of 150 hours in horticulture-related employment and a bi-weekly meeting with the Horticulture Program Coordinator. Pass-Fail. *Prerequisite: Enrollment in an Horticulture certificate program / 1 credit.* Offered in the Fall, Spring, and Summer.

Floral Design
HOR107. This course is an introduction to the identification, care, handling and designing of floral crops. It will make the student aware of the various business challenges of a retail florist operation and make them capable of successfully dealing with those challenges. Emphasis is placed on preparing the student with the skills to work as a floral designer. *Prerequisite: None / 3 credits.*

Herbaceous Plant Identification and Culture
HOR201. The identification and culture of herbaceous annuals, perennials, groundcovers and vines are discussed. Students review propagation, placement and pest vulnerability of herbaceous plants commonly used in the landscape. (This course does not satisfy the natural science general education requirement.) *Prerequisite: HOR101 / 3 credits.* Offered in the Spring.

Landscape Design and Construction
HOR202. Introduction to landscape design including site analysis, estimation of costs of installation, selection of site furnishings, and construction of walks, steps and walls. (This course does not satisfy the natural science general education requirement.) *Prerequisite: HOR103 / 3 credits.* Offered in the Spring.

Hospitality Management

Introduction to Culinary Arts
CUL100. This course introduces students to the theory behind cooking and the organization of a professional food production facility. The class covers the history of cuisine, terminology, equipment use, and basic cooking techniques. Course instruction emphasizes the techniques and skills needed to work in a commercial food service operation. *Prerequisite: ENL020 or satisfactory basic skills assessment score / 3 credits.* Offered in the Fall.

Culinary Arts Lab
CUL120. Principles of cooking, knife handling, equipment use, terminology, kitchen organization and basic methods of food preparation are introduced in the following areas: stocks, soups, sauces, meats, fish, poultry, vegetables, starches, salads, cheese, and desserts. Emphasis is on high-quality

preparation, presentation, and evaluation of food items. Product identification and sanitation are heavily emphasized. Students are responsible for required supplies and materials. (1 class hour / 4 laboratory hours) *Corequisite: HRM111 and CUL100 / 3 credits.* Offered in the Fall.

Baking I
CUL180. An introduction to the principles of professional baking including: the chemistry of baking, terminology, scaling and measuring, and equipment use. Preparation will include a variety of breads and pastries with emphasis on proper production methods, baking methods, and final product presentation and display. Students are responsible for required supplies and materials. (1 class hour / 4 laboratory hours) *Prerequisite: None / 3 credits.* Offered in the Fall.

Dining Room Operations and Service
CUL210. This course provides an introduction and practical application into the operation of a dining room with emphasis on quality guest service. Topics include: "front of the house" organization, methods of table service, menu terminology, table arrangement, requirements for supplies and equipment, suggestive selling techniques, and revenue control and analysis. Personnel issues include hiring, training, writing personal resumes, and strengthening interview skills. Students will serve meals prepared in a restaurant setting during the course of the semester. Culinary Arts Certificate students should take CUL210 concurrently with CUL220. (2 class hours / 4 laboratory hours). *Prerequisite: CUL100 or HRM140; Corequisite: CUL220 / 4 credits.* Offered in the Spring.

Culinary Arts Lab II
CUL220. A continuation of CUL120, this capstone course builds upon basic skills and introduces more advanced culinary skills, ethnic, regional and international cuisine, and stresses communication in an operating food production environment. Additionally, students are required to develop and execute menus developed in class, and include purchasing and menu specifications, proper ordering, receiving and storage of foods, and analysis of business activity from a monetary perspective. (2 class hours / 4 laboratory hours). *Prerequisite: CUL100 or HRM140 / 4 credits.* Offered in the Spring.

Foodservice Sanitation
HRM111. This course provides the future hospitality manager with certification in Applied Foodservice Sanitation from the National Institute for the foodservice industry. A state-mandated certificate is awarded at the successful completion of the National Foodservice exam. *Prerequisite: None / 1 credit.*

Foodservice Nutrition
HRM112. This course is aimed at helping the foodservice manager become aware of the nutritional concerns of the public. Students will understand individuals' nutritional needs and learn how to provide economical food selections. Basic principles of nutrition are related to menu planning and individual well-being. *Prerequisite: None / 1 credit.* Offered in the Fall.

Food and Beverage Management
HRM130. This course covers the essentials of food and beverage controls. An awareness of management objectives is developed through the examination of organizational structures of food service. Students study topics such as menu pricing, break-even analysis, and cost-volume-profit theory. Emphasis is placed on forecasting and achieving profitability. *Prerequisite: MAT020 or satisfactory basic skills assessment score / 3 credits.* Offered in the Spring.

Introduction to Hospitality Management
HRM140. Students are introduced to the operation of businesses in the hospitality field. Emphasis is on the development cycle of the industry, current trends, and analysis of management responsibilities. *Prerequisite: ENL020 or satisfactory basic skills assessment score / 3 credits.* Offered in the Fall.

Tourism Planning and Destination Development
HRM151. The foundation of this course is the correct use of the variables applied in proper and appropriate tourism development. Topics include analysis of tourism supply components; local, regional and national government agencies; the social and economic implications for the residents of the host community; and visitor impact and implications. An analysis of destination infrastructure and super-structure issues as well as natural resource, capital and economic implications, with particular emphasis on employment issues, are discussed. *Prerequisite: HRM140 / 3 credits.*

Tour Operations Management
HRM 152. This course introduces students to the process and methodologies of planning, operating and evaluating a group tour package. Students learn various methods of selling, packaging, operating and promoting a group tour to select markets and the general public. Students are provided with the skills to operate a group tour movement; negotiate with suppliers; meet contractual responsibilities; handle reservations, documentation, legal responsibilities, and the ramifications of group tour management. The role and responsibility of the tour escort before, during, and after the tour is examined. *Prerequisite: None / 3 credits.*

Lodging Operations
HRM215. This course focuses on front desk operations and management's relationship to the front office. Methods of revenue management are applied to areas of price structure, occupancy patterns and income. Legal contract and liability issues specific to the lodging industry are also covered. *Prerequisite: HRM140 / 3 credits.* Offered in the Fall.

Hospitality Marketing
HRM230. Marketing of hospitality industry is studied through the exercise of strategic marketing planning. Understanding of the marketing concept and how it is applied to the mission statement, research techniques, situation analysis, positioning, and the tools of marketing. *Prerequisite: HRM140 and ENL101 / 3 credits.* Offered in the Spring.

Special Events and Operations Management
HRM250. As the capstone course for HRM students, the focal point of this course is the planning, organizing and execution of special events that include: a theme, specialized menu, entertainment, dining room decorations, and uniforms reflected in the actualities of the hospitality industry. Beyond food purchasing, production and services, students will be responsible for revenue control and analysis. Group work, as a class and in individual specialized groups, emphasizes completing assigned tasks. Students will serve meals prepared in a restaurant setting during the course of the semester. (2 class hours / 2 laboratory hours) Limited to HRM students. *Prerequisite: CUL100 or HRM140 / 3 credits.* Offered in the Spring.

Hospitality Cooperative Work Experience
HRM262. The core content of this course involves 300 hours of monitored field experience which is consistent with the student's career goals. Students will keep journals and write proscribed 'analysis' papers as they progress during the course of the semester. *Prerequisite: 9 credits in CUL/HRM curriculum / 3 credits.* Offered in the Fall, Spring and Summer.

Humanities

Humanities: Perception Through the Arts
HUM102. 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.* Offered in the Fall, Spring, and Summer.

Human Services

Alcoholism Counseling I
HUS103. Students will explore various aspects of alcoholism and its treatment in an effort to develop the basic skills necessary for counselors to effectively work with persons affected by this disease. Students will be involved with simulated experiences that parallel the recovery process and will be provided with various helping skill options to assist those suffering with alcoholism. *Prerequisite: None / 3 credits.*

Alcohol and Alcohol Abuse
HUS105. This course is designed to provide a broad range of practical and theoretical information about alcoholism as a major disease. It will enable students to realistically assess its impact upon themselves, family, friends, jobs and the community. Students will examine and evaluate the use versus the abuse of alcohol, the cause of alcoholism and the methods of prevention, recognition and treatment. This course may be used to document mandatory Continuing Education Units required for nursing. *Prerequisite: None / 3 credits.*

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

Information Technology - *Database*

Database Applications
GIT150. Students acquire an in-depth, hands-on understanding of a PC-based relational database. Using Microsoft Access, students create and edit tables, forms, and reports; sort, query and graph data; and attach, import and export data to/from other applications. Data normalization techniques are studied. Students, working individually and in teams, design and implement database applications. This course prepares students for the Microsoft Office User Specialist Access exam. *Prerequisite: GIT120, GIT108 or GIT110 or equivalent skill level in Windows / 3 credits.*

Database Design and Development
BIT250. Students study and apply the functions of a database management system (DBMS), file systems, the relational model, query by example (QBE), introductory structured query language (SQL), entity relationships, normalization techniques, database design, and multi-user and network considerations. In addition, database administration, advanced database design, disaster recovery, and current trends in database technology are reviewed. Students develop advanced database applications using a Windows-based application such as Microsoft Access. *Prerequisite: GIT150 / 3 credits.* Offered in the Fall.

Advanced Topics in Database with SQL
BIT253. Using Structured Query Language (SQL) students learn advanced features and programming tools for the implementation of databases in a client/server environment. Students complete hands-on projects using advanced Relational Database Management System, Visual Basic, and Microsoft Access. *Prerequisite: BIT250 and BIT175 / 3 credits.* Offered in the Spring.

Information Technology - *General*

Microcomputer Applications Software
GIT110. 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.*

Introduction to the Internet
GIT180. This course is designed to provide the student with both a theoretical and practical overview of the Internet. Students will be prepared to perform confidently in business, educational, and personal areas of interest using many Internet services including: Telnet, File Transfer Protocol (FTP), Newsgroups, and the World Wide Web (WWW). *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.*

Information Technology Foundations
BIT112. This survey course introduces students to all aspects of the Information Technology (IT) industry and is intended for students wishing to make informed choices for careers in IT. Students receive an overview and understanding of the core aspects of Information Technology including Network and Infrastructure Systems, Information Support and Services, Interactive Media and Programming and Software Development. The focus of this course is an understanding and appreciation of the duties of information technology professionals and how each IT area relates to and interacts with the others. Upon completion of this course students have the knowledge necessary to make educated choices about continued study in IT as well as understanding of the impact of technology on society and organizations of all types. *Prerequisite: ENL020 and ENL050 and MAT020 or satisfactory basic skills assessment score / 3 credits.*

Microcomputer Hardware
BIT113. 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 data devices are studied. Students learn troubleshooting, safety, basic operating systems procedures, and security and preventive maintenance techniques. Customer service is stressed. This course covers material for the Comp TIA A+ Essentials Certification Exam. *Prerequisite: MAT020, ENL020, and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

Operating Systems
BIT115. Students develop competency installing, configuring, upgrading, and supporting microcomputer-based operating systems. Students learn about memory management and system optimization techniques. System support utilities are reviewed. Students study selection methodologies for operating systems. Command line usage, file and disk management, system performance, device drivers, security, network support, hardware peripheral support and help topics are included. Communication and professionalism are stressed. This course covers material for CompTIA A+ 220-602 exam. *Prerequisite: GIT110 / 3 credits.*

Information Technology Field Project
BIT260. Students have a practical, hands-on experience developing a real-world computer application. This course must be taken in conjunction with an advanced-level IT course. (1 hour per week of consultation with the assigned faculty member; a minimum of 15 hours of independent work). *Prerequisite: Permission of IT Coordinator / 1 credit; may be repeated once.*

Information Technology Cooperative Work Experience
BIT261. 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. 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.* May be repeated once for credit.

Information Technology Cooperative Work Experience – Certificate Option
BIT263. The student works in an information systems capacity for 150 hours to gain practical training in one of the varied aspects of information technology. All students in the Information Technology option are encouraged to take a cooperative work experience. Enrollment in this course requires completion of at least 9 credits of business and IT courses and/or comparable practical experience. *Prerequisite: Permission of IT Coordinator / 2 credits.* May be repeated once for credit.

Systems Analysis
BIT270. Students study information systems analysis within the context of modern organizations including personnel roles, project strategies, and proposal preparation. Software is utilized to develop project management skills. Students learn how to document new and existing information systems with graphical tools. Major current methodologies for information systems analysis are reviewed. An introduction to information system design, implementation, and support is included. Students work individually and in teams to complete proposals and deliver oral presentations. *Prerequisite: BIT112 or BIT111 and 12 credit hours of Information Technology and/or Computer Science courses, including at least one programming course, or programming experience that includes file/table operations, or permission of instructor / 3 credits.*

Information Technology - *Health Infomatics*

Health Unit Coordinator
HIT100. Students gain a conceptual and practical understanding of a Health Unit Coordinator's position in a hospital setting. Competencies needed to perform successfully on the job and to pass the National Association of Health Unit Coordinators' (NAHUC) certification exam are covered. *Prerequisite: MAT020, ENL020, and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

Information Technology - *Networking*

Networking Essentials
BIT187. Students learn principles and practices of designing, installing, maintaining, upgrading, and troubleshooting peer-to-peer and client-server networks. Students study network operating systems theory, topologies, and protocols including planning, designing, and managing networks. After mastering network theory, students perform various hands-on exercises. This course covers the materials for the CompTIA Network+ exam. *Prerequisite: BIT113. Co-requisite: BIT115 / 3 credits.*

Network Management for Windows
BIT235. Students learn network management features and functions of the Microsoft Windows 2000 Server Operating System. Theory, applications, and hands-on exercises are combined in studying the configuration, management, and networking functionality of Windows. Upon course completion, students have the ability to configure and support network environments running Windows Server including Internet Information Services (IIS) and SQL/Server. This course helps to prepare students for certain Microsoft certification exams. *Prerequisite: BIT237 or (BIT223 and BIT224) / 3 credits.*

Window Server Administration
BIT237. Using a hands-on approach, students learn current Windows Server architecture, installation, configuration, upgrading, proactive maintenance, security and environmental issues, troubleshooting and problem determination and disaster recovery. Concepts covered include performance, management and applications deployment, protocols, topologies, configurations, monitoring performance, remote access, administering accounts and groups, printing, backup and differences between recent versions of Windows. This course helps to prepare students for various industry server-oriented exams and certifications. Note: Open for credit to students who have completed BIT223 or BIT234; not open for credit to students who have completed both BIT223 and BIT234. *Prerequisite: BIT187 / 3 credits.*

Information Technology - *Office Technology*

Typing I
GIT101. Students learn to master the computer keyboard, develop speed and accuracy, and prepare basic business documents. *Prerequisite: None / 3 credits.*

Computer Keyboarding
GIT102. 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.*

Office Communications Systems
GIT105. This course is designed to expose the student to the variety of information/communication modes available to individuals employed in today's office environment. The following major areas are addressed: communication theory, electronic communications in the automated office, oral presentation, ethical practices, and written business documentation. The importance of accurate communications and the development of language art skills are emphasized. Business communications and formats, including business reports, letters, and memos are studied. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

Windows Operating System
GIT108. This course provides an introduction to the Windows operating system and the hardware of a typical microcomputer system. Skills needed to navigate the Windows desktop, manage disks and files, and use Windows applications are explored. The WordPad and Paint programs are utilized as office tools. Students become proficient users of pointing devices. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 1 credit.*

Introduction to Electronic Worksheets
GIT109. Students acquire a basic conceptual and practical understanding of electronic worksheets by completing spreadsheet and graphic applications using windows-based software. Applications completed in this class are representative of a variety of business office operations. *Prerequisite: None / 1 credit.*

Word Processing Concepts and Applications
GIT120. This course provides an introduction to word processing concepts and hands-on practice utilizing the basic features of a Windows-based word processing package. Content includes the document cycle, word processing equipment and system configurations, and word processing careers. Hands-on applications provide practice in the following features: cursor movement; formatting; basic editing (insert, delete, move, copy); block operations; search

and replace; spell check, grammar check and thesaurus; headers and footers; working with multiple documents; printing; footnotes and endnotes; forms; and disk maintenance. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score; Corequisite: GIT101 or a typing speed of 30 wpm / 3 credits.*

Spreadsheet Applications for Business
GIT125. Students gain a conceptual and practical understanding of electronic worksheets utilizing the spreadsheet, data management, graphics, and application development components of a Windows-based spreadsheet program. Students complete a variety of exercises designed to develop mastery of the major components of the spreadsheet program as it is used in the business office environment. This course covers the material for the Microsoft Office User Specialist Excel Expert Exam. *Prerequisite: GIT110 or GIT120 and ACC111 or ACC201 / 3 credits.* Offered in the Spring.

Advanced Word Processing Applications
GIT220. Students learn proficiency using many of the advanced functions and special features of a comprehensive word processing package. Course content includes: tabs, print styles and sizes; macros; data manipulation; basic mathematical computations; special text features like outline, columns, and merges; and graphic elements. GIT110 and GIT220 cover all the material for the Microsoft Office Specialist Word Expert Certification exam. *Prerequisite: GIT120 or GIT110 / 3 credits.*

Medical Terminology
BIT103. 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.*

Standard Office Procedures
BIT202. Students develop the concepts and skills needed to function effectively in an administrative assistant position. The course includes the following: human relations; customer service; communication services; meetings, minutes, and agendas; travel arrangements and itineraries; financial statements and reports; professionalism; machine transcription; and resumes and interview techniques. *Prerequisite: GIT110 or GIT120 / 3 credits.* Offered in the Spring.

Medical Office Procedures
BIT203. Students prepare for immediate and long-term success as administrative assistants and medical assistants in a medical office environment. The course includes the following: an overview of the healthcare industry, client/patient relations and communication, health information management, medical practice management, and professional workplace behavior. Students acquire skills in a medical office software package and explore ethical/legal issues in modern medicine. *Prerequisite: GIT120 or GIT110 and BIT103 / 3 credits.*

Medical Coding and Billing
BIT207. This course is designed to teach the student the current medical coding practices used for third-party billing. ICD-9-CM and CPT coding will be covered along with an in-depth study of insurance companies, Medicare, insurance claim forms, accounts receivable, and legal issues relating to medical record keeping. *Prerequisite: BIT103 / 3 credits.*

InformationTechnology - *Software Development*

Visual Basic Programming
BIT175. Students learn the design processes and development tools available in Visual Basic using the .NET Framework. This knowledge is applied to build and execute Windows-based applications. Screen design, process controls and software interfacing will be covered in addition to Visual Basic syntax. *Prerequisite: MAT030 or satisfactory basic skills assessment score and GIT110 and BIT111 / 3 credits.*

Visual Basic for Database Development
BIT277. Students learn the design processes and development tools available in Visual Basic as applied to developing and implementing database applications using ADO.NET for data access. Using a hands-on approach, students learn how to create applications for universal data access that provide flexibility and scalability. Microsoft standards for coding techniques and graphical user interface design are emphasized. *Prerequisite: BIT175 and GIT150 / 3 credits.* Offered in the Fall.

Information Technology - *Web Design*

Web Site Design and Scripting
GIT183. Learn the basics of web site design including text formatting, graphics, animations, color, layout, linking. This project-based course requires the student to develop a well-designed web site using HTML, DHTML, and Javascript. *Prerequisite: GIT110 / 3 credits.*

Web Authoring and Graphic Tools
GIT184. In this hands-on, project-based course, students learn to do the following: create dynamic, media-rich web sites using a graphical user interface authoring tool; design and prepare graphics for the web using Adobe PhotoShop; and use Adobe Acrobat to produce and distribute documents over the web. *Prerequisite: GIT110 / 3 credits.*

Internet Multimedia Development
BIT220. Using state-of-the-art web design software, students learn to create interactive, multimedia-rich web sites. Emphasis is placed on integrating vector and bit-mapped graphics, audio animations and web movies to produce high-impact, low-bandwidth web sites. *Prerequisite: GIT183 and GIT184 / 3 credits.*

Web Site Development Practicum
BIT221. Student teams work with faculty, departments, or non-profit organizations planning, designing and implementing interactive, dynamic web sites. This course has both service-learning and interdisciplinary facets and may be taken for honors credit. *Prerequisite: GIT183, GIT184, and BIT283 / 3 credits.*

Client and Server-side Web Scripting
BIT283. In this introduction to building client/server Internet applications, students create Common Gateway Interface (CGI) scripts with the Perl language and JavaScript servlets. Students learn to write, debug, document, run, and maintain scripts that are useful for making web pages interactive and dynamic. Debugging techniques and web server security issues related to CGI files are also discussed. *Prerequisite: GIT183 and CSC110 / 3 credits.* Offered in the Fall and Spring.

Advanced Topics in Web Development
BIT285. This course is the capstone course for students enrolled in the Information Technology program Web Site Design and Development concentration. Students build on existing Java scripting, Java programming, database, HTML, DHTML, and CSS skills. Using Extensible Markup Language (XML) and a web development platform, students learn to develop enterprise and e-commerce web applications. Other topics include server-side scripting security issues and server management. *Prerequisite: GIT150, BIT283, and CSC110 / 3 credits.* Offered in the Fall and Spring.

Insurance

Principles of Property and Liability Insurance
BIN121. Intended for those working, or interested in, the insurance industry or related business. This course includes basic principles that underlie the field of insurance, an introduction to insurance contracts, and an overview of the nature and operation of the insurance business. *Prerequisite: None / 3 credits.* Offered evenings only.

Personal Insurance
BIN122. Intended for those working, or interested in, the insurance industry or related business. This course includes the analysis of personal loss exposures and personal insurance coverages including homeowners, dwelling and contents, personal liability, inland marine, auto, life, health, and government programs. *Prerequisite: None / 3 credits.* Offered evenings only.

Commercial Insurance
BIN123. Intended for those working, or interested in, the insurance or related business. This course includes commercial coverage including property, loss of business income, inland and ocean marine, crime, general liability, excess liability, workers compensation, auto, boiler and machinery, and package policies. *Prerequisite: None / 3 credits.* Offered evenings only.

Interdisciplinary Studies

The College Exerpience
COL101. This theme-based seminar is designed to help students develop the skills and confidence necessary to succeed in college, the world of work, and life. In this course, students will examine theories and practices associated with academic success. Areas of study include education and career planning, study skills, effective communication, critical and creative thinking, information literacy, personal management, development of community and awareness of diversity, technology, and leadership. Modeled on the “workshop format” in which students learn by doing, students will be actively engaged in group activities and team projects. *Prerequisite: ENL010 / 3 credits.*

Honors Colloquium
HON200. Honors students experience an interdisciplinary, team-taught colloquium on a current global issue. Students refine their research, writing, critical thinking, and collaborative learning skills as they investigate the topic from a multi-disciplinary perspective. Students complete research projects integrating their findings and present results to an audience. *Prerequisite: Twelve successfully completed credits at Cape Cod Community College which include ENL101 and three Honors credits and a 3.2 GPA / 3 credits; may be repeated once for credit.*

International Studies

Semester Abroad Programs
As a member of the College Consortium for International Studies (CCIS), the College offers the opportunities for students to take part in high-quality, low-cost, fully accredited study abroad programs around the world. Study abroad programs include year-long, semester, and summer courses where students may earn college credit. Study abroad programs are open to Cape Cod

Community College full- and part-time students, to students from other colleges, and often to members of the community. Cape Cod Community College also offers a variety of short-term courses facilitated by our faculty. Students typically earn one to three credits per course. Frequently, short-term courses are offered for non-credit to members of the community.

Short-Term Courses Abroad

International Business: A European Experience
BUS225. This course is to be offered at an overseas location in Europe. It is designed to provide the American student with direct contact with contemporaries studying business courses as well as site visits at a variety of European business places. Emphasis will be placed on doing business overseas, currency issues, cultural issues, comparative marketing techniques, and basic international law. *Prerequisite: BUS100 or any 3-credit Business course (recommend ECO117 or ECO118 or BUS120) and permission of instructor / 3 credits.*

Drawing II
ART200. Refer to **Art.**

International Landscape Watercolor
ART252. Intensive landscape watercolor painting course with group travel to various locations. Each location will address a particular type of light and color indigenous to that area. The student will learn to cope with the problems unique to outdoor painting in watercolor. It will include individual instruction and critiques as well as a group critique at the end of the day. Not for beginning students. *Prerequisite: ART104 / 3 credits.*

Travel and Study in France for Language Students
FRN121. This is the ultimate March break field trip for French language students enrolled in French at Cape Cod Community College. Visits include Paris, Normandy, Brittany, and Ile de France. (One week – intensive in France) *Prerequisite: Any credit French class at Cape Cod Community College / 1 credit.* Offered in the Spring.

Immersion Study in French Language/Civilization
FRN122. Students study French language and civilization in a Francophone country. Traditional class work is supplemented by cultural activities and field trips. *Prerequisite: None / 3 credits.*

Contemporary China
HIS126. Residential-study program will provide students with an in-depth overview of China gained through residence and classroom instruction. The program will introduce the student to all facets of Chinese civilization, including its physical and human geography, history, culture, political and economic organization, and spoken and written language. A variety of field trips will be scheduled in connection with the topics covered in class to augment the student's understanding of China. *Prerequisite: None / 3 credits.*

Travel and Study in a Spanish Speaking Country
SPN126. This is an educational field trip for Spanish language students enrolled at Cape Cod Community College. Visits could include Spain, Puerto Rico, Costa Rica, Ecuador, or any other Spanish speaking country. (one week to 10 days) *Corequisite: Any credit Spanish class at Cape Cod Community College / 1 credit.* Offered in the Spring.

Italian

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

Laboratory for Transfer Students

Special Laboratory in the Life Sciences
BIO199. A laboratory portion of existing life science courses that will provide a laboratory experience for only those students who are transferring in credits for life sciences courses that do not match the traditional four-credit format (3 credits lecture, 1 credit laboratory). The life sciences course laboratory selected must closely match the transferred life science course and must have the explicit approval of both the laboratory instructor and Dean of the Division of Languages, Math and Sciences. Only if seating is available will students be allowed to register for the appropriate laboratory section during the ADD period. Students who transfer in more than one life science course may register twice (but, not for the same laboratory experience) for BIO199. Students with laboratory deficiencies in life sciences courses taken at CCCC will not be allowed to register for BIO199, since the life sciences courses at CCCC are designed and taught such that the laboratory and lecture are non-separable. *Prerequisite: Completion of the non-lab portion of a transferred life sciences course and permission of the Dean of Arts and Sciences / 1 credit.*

Special Laboratory in the Physical Sciences
PHY199. A laboratory portion of existing physical science courses that will provide a laboratory experience for only those students who are transferring in credits for physical sciences courses that do not match the traditional four-credit format (3 credits lecture, 1 credit laboratory). The laboratory selected must closely match the transferred physical science course, and must have the explicit approval of both the laboratory instructor and Dean of Arts and Sciences. Only if seating is available will students be allowed to register for the appropriate laboratory section during the ADD period. Students who transfer in more than one physical science course may register twice (but, not for the same laboratory experience) for PHY199. Students with laboratory deficiencies in physical sciences courses taken at CCCC will not be allowed to register for PHY199, since the physical sciences courses are designed and taught such that the laboratory and lecture are non-separable. *Prerequisite: Completion of the non-lab portion of a transferred physical sciences course and permission of the Dean of Arts and Sciences / 1 credit.*

Literature

Introduction to Children's Literature
ENL120. Students will survey works drawn from the rich variety of children's literature. They will analyze selections from major genres, discuss historical and contemporary issues, and develop practical ways of involving children in literature. *Prerequisite: ENL101 / 3 credits.* Offered in the Fall and Spring.

The Short Story and Human Values
ENL135. Reading and analysis of international short fiction develops recognition of the human values reflected within that fiction. *Prerequisite: ENL101 / 3 credits.*

World Mythologies
ENL150. Students study myths from the great cultures of the world. Through readings, discussions, research projects and presentations, students explore the universal values conveyed by these stories from different world cultures. Students discover the symbolism in the events and details of these stories, and they understand mythmaking as a primary human activity. *Prerequisite: ENL101 / 3 credits.* Offered in the Fall and Spring.

Cape Cod Literature
ENL200. A survey of four centuries of Cape Cod literature, including Native American, journals and records of discovery and settlement, fishing and whaling literature, Cape women's literature, Thoreau's nature writing, and contemporary fiction, poetry, and essays. The course explores the Cape's rich literary heritage, how it reflects the region's history, culture, and environment, and examines the underlying theme of human and natural change. Field trips and journal keeping are integral to this course. *Prerequisite: ENL102 or permission of instructor with submission of writing sample / 3 credits.*

World Literature I
ENL201. Major literary works are studied from the ancient world through the Enlightenment that have both described and shaped western civilization. *Prerequisite: ENL102 / 3 credits.* Offered in the Fall.

World Literature II
ENL202. Through reading Chinese folktales, Ottoman Empire traditional stories, and European treatises from the Enlightenment, students explore the literary sources of our diverse modern world cultures. An examination of historical texts from revolution to romanticism in western Europe and the Americas, lyric poetry of the Urdu, as well as multiple voices of myriad peoples, provides a framework for studying and comparing universal values through twentieth century texts. *Prerequisite: ENL102 / 3 credits.* Offered in the Spring.

English Literature through the Eighteenth Century
ENL203. Designed for students who have successfully completed both semesters of English Composition and who wish to become familiar with literature that has helped shape contemporary culture. This course surveys representative works and writers in English literature through the 18th century. *Prerequisite: ENL102 / 3 credits.* Offered in the Fall.

English Literature from the Romantic Age to the Present
ENL204. Designed for students who have successfully completed both semesters of English Composition and who wish to become familiar with literature that has helped shape contemporary culture. This course examines representative works and writers in British literature since mid-eighteenth century. *Prerequisite: ENL102 / 3 credits.* Offered in the Spring.

American Literature to 1890
ENL205. Students examine major contributions to the development of American culture and ideals from the Pilgrims to Henry James. *Prerequisite: ENL102 / 3 credits.* Offered in the Fall and Spring.

American Literature since 1890
ENL206. Students examine the rise of Realism and Naturalism through fiction and poetry. *Prerequisite: ENL102 / 3 credits.* Offered in the Fall, Spring, and Summer.

Shakespeare
ENL207. Students read and discuss representative works by Shakespeare, considering them for their literary value, their relevance to Elizabethan culture, and their expression of our common human experience. *Prerequisite: ENL102 / 3 credits.* Offered in the Fall.

The Modern Novel
ENL208. Students read, discuss, and write about novels from around the world, focusing on modern trends in form but with chief emphasis on the ideas of the authors. *Prerequisite: ENL102 / 3 credits.* Offered in the Spring.

Exploring Modern Poetry
ENL210. Students engage in reading, discussing, and writing about poems and poets of the 20th and 21st centuries. Consideration of modern poetry as both literature and art includes individual projects and presentations. Selections are drawn from both major as well as lesser known and culturally diverse poetic voices. *Prerequisite: ENL102 / 3 credits.*

The Arthurian Legend
ENL218. This course focuses on the origins, development, structure, and meaning of the Arthurian legend. Students will read, discuss, and write about seminal Arthurian texts, and explore connections to mythology, Celtic culture, and European history. *Prerequisite: ENL102 / 3 credits.* Offered in the Spring.

Women Writers
ENL228. This course examines traditions and themes especially important in the development of fiction, poetry, and drama written by women, such as "the madwoman in the attic", "the divided self", "the angel in the house." An initial overview describing the emergence of women as authors will be provided to establish topical and historical contexts. Readings, drawn primarily from 20th century texts, will offer a diverse range of authors, genres, styles, and cultures. *Prerequisite: ENL102 / 3 credits.* Offered in the Fall.

Selected Topics in Literature
ENL290. Selected Topics in Literature provides students the opportunity to read, discuss and write about a literary specialty. Subjects may include African-American literature, Nobel Prize winning literature, a literary genre, a single author, or a single major work. The course will include intensive reading, analysis of the literature and its influence on society, consideration of criticism of this literature, historical study of the author or authors involved, and discussion of the cultural context of the literature. Specific content will depend on the particular subject chosen for study. May be repeated once for credit. *Prerequisite: ENL102 / 3 credits.*

Massage Therapy

Massage Therapy I
MTC101. Through a combination of classroom and laboratory instruction, this course provides an introduction to Swedish massage therapy theory and skills. Topics include those necessary for a competent performance of a basic, full-body, therapeutic massage. Students will also learn passive exercise and seated massage. Synthesis of practitioner's intention, critical thinking, assessment and skillful therapeutic massage application is emphasized. Limited to matriculated Massage Therapy students. *Co-requisite: BIO105 / 4 credits.*

Introduction to Shiatsu
MTC105. Through lecture and laboratory practice, this one-credit course provides an introduction to Shiatsu that increases the massage therapy student's versatility and treatment choices when working with clients and their presenting conditions. Focus is on the concepts of ki, yin and yang, five-element theory, and how to access the body's life-force energy to facilitate health through pressure point (tsubo) work. Preference will be given to matriculated massage therapy students; others if space is available. It is recommended that the student complete MTC135 (HEA135) prior to this course. Twenty combined lecture and lab hours. *Prerequisite: None / 1 credit.*

Pathology for Massage Therapy
MTC110. It is vital to safe and therapeutic practice of massage that the student understands the common pathologic conditions that may be present in clients. This course will present these diseases and conditions as they appear in the systems of the body. Students will participate in discussions involving the impact, precautions, and massage treatment plans for selected conditions. Limited to matriculated Massage Therapy students. *Prerequisite: BIO105 / 3 credits.*

Kinesiology for Massage Therapy
MTC115. Through a combination of lecture and laboratory experience, this course will integrate the massage therapy student's knowledge of anatomy and physiology with the study of major muscles that cause movement and control posture in the human body. Kinesiology incorporates biomechanical principles, joint structure and function and muscle structure and function. Limited to matriculated Massage Therapy students. *Prerequisite: BIO105 / 2 credits.*

Self-Care for Healthcare Practitioners
MTC120. This covers a variety of skills that will help to protect the health and career longevity of the health worker. Gentle movement forms such as yoga, tai chi, and stretching exercises, and mental clearing and focusing forms such as meditation and guided imagery are practiced. Proper body mechanics are taught, all with an emphasis on self-care and self-awareness. Required for matriculated Massage Therapy students. *Prerequisite: None / 1 credit.*

Introduction to Complementary Healing Practices
MTC135. In an experiential teaching/learning format, this course provides an overview of complementary and alternative medicine (CAM) health practices now being utilized by a growing number of health-care consumers. Presentations and demonstrations by practitioners in areas such as herbal medicine, traditional Chinese medicine/acupuncture, chiropractic, and massage therapy,

will be an integral part of the course. The history and development of selected CAM practices and systems, how they work, and their relationship to traditional Western medicine will be discussed. The concept of "wellness" versus disease treatment, and the mind-body connection will be explored. *Prerequisite: None / 3 credits.*

Massage Therapy II
MTC201. Through a combination of classroom and clinical laboratory, this course builds on knowledge and skills acquired in MTC101 and MTC110. The student will be exposed to a variety of specialized massage techniques such as cranio-sacral, lymphatic, neuromuscular, reflexology and sports massage for various age groups and clients with special needs. Through the integration of therapeutic communication, assessment skills and knowledge of common acute and chronic illnesses, students will learn to develop appropriate treatment plans. Limited to matriculated MassageTherapy students. *Prerequisite: MTC101 / 4 credits.*

Massage Therapy Clinical Practicum
MTC205. Through hands-on practice in the clinical laboratory, this course provides massage therapy students the opportunity to improve their skills in Swedish massage, reflexology, and seated massage in a supervised clinical setting. The focus is on integrating assessment skills, therapeutic communication, massage techniques, treatment documentation, and problem-solving in a real world client situation. Limited to matriculated Massage Therapy students who are concurrently taking or have taken MTC201. *Prerequisite: MTC101, MTC115, and MTC105 / 2 credits.*

Massage Therapy Professional Ethics and Practice Management
MTC225*.* This course is designed to offer theory and practice for successful management of a Massage Therapy business, from planning, financing and marketing, to communicating with clients, record-keeping, and managing time. A primary focus of this course will be the ethical guidelines and appropriate professional boundaries, essential to a successful massage therapy practice. It is recommended that this course be taken after or concurrent with MTC201 and MTC205. *Prerequisite: MTC101 / 2 credits.*

Mathematics

Also see **Developmental Education** and **Computer Science.**

Course descriptions for the following courses are listed under **Developmental Education.**
MAT010. Fundamental Arithmetic
MAT020. Prealgebra
MAT030. Elementary Algebra
MAT040. Intermediate Algebra

Algebra for Precalculus
MAT110. A course in intermediate algebra 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. Designed for liberal arts students. Emphasis is on mathematics as the study of patterns of ideas and on mathematical thinking as the making and proving of conjecture. Topics: mathematical ways of thinking, number sequences, functions and graphs, large numbers and logarithms, symmetry and regular figures, mathematical curves, methods of counting, probability, introductory statistics, finance, and topology. The history, philosophy, and application of mathematics are interwoven. *Prerequisite: MAT040 or MAT110 or satisfactory basic skills assessment scores / 3 credits.* Offered in the Fall, Spring, and Summer.

Elementary Statistics
MAT150. 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.* Offered in the Fall, Spring, and Summer.

Mathematics for Business and Management
MAT160. An introduction to selected applications of mathematics in business, management, and economics. Topics include: elementary descriptive statistics, graphing of functions, simple and compound interest computations, probability, and elements of mathematical modeling. The course is designed for students enrolled in career programs. *Prerequisite: MAT040 and ENL020 or satisfactory basic skills assessment scores / 3 credits.* Offered in the Fall and Spring.

Precalculus Mathematics I
MAT171. 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 zero of polynomial functions, exponential and logarithmic functions, complex numbers, systems of equations, sequences and series. *Prerequisite: MAT110 or satisfactory basic skills assessment score / 4 credits.* Offered in the Fall, Spring, and Summer.

Business Calculus I
MAT180. 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 polynomial, 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.* Offered in the Fall, Spring and Summer.

Business Calculus II
MAT185. This is the second in a two-course sequence designed for students seeking a background in mathematical modeling and applied calculus and/or intending to pursue transfer study in business administration or in social science disciplines requiring calculus. The topics covered include: the integral and its applications, and techniques of integration. Additional topics are selected from probability distributions, differential equations, multivariable calculus, and Taylor Series. *Prerequisite: MAT180 / 3 credits.* Offered in the Spring.

Precalculus Mathematics II
MAT190. 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 a 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.* Offered in the Fall and Spring.

The following three courses constitute a coordinated calculus sequence. Students should complete at least the first two semesters.

Calculus I
MAT240. Introduction to calculus, the concepts of limit and continuity, the derivative, the integral, major theorems and applications. *Prerequisite: MAT190 / 4 credits.* Offered in the Fall, Spring, and Summer.

Calculus II
MAT250. Continuation of MA240. The calculus of the logarithmic, exponential, and trigonometric functions; techniques of integration, polar coordinates; sequences and series. *Prerequisite: MAT240 or MAT185 / 4 credits.* Offered in the Fall and Spring.

Calculus III
MAT260. The sequel to MAT250. Topics include parametric equations and polar coordinates, vector-valued functions, partial differentiation, multiple integrals, and topics from vector calculus and from differential equations. *Prerequisite: MAT250 / 4 credits.*

Differential Equations
MAT270. This first course in differential equations is designed for mathematics, science and engineering students. The emphasis is upon methods of solution, precise statement of definitions and theorems, and applications. *Prerequisite: MAT250 / 3 credits.*

Linear Algebra
MAT245. Study of abstract mathematical systems. Topics include matrices, vector spaces, linear transformations, and characteristic values. *Prerequisite: MAT240 / 3 credits.* Offered Spring of odd numbered years.

Peer Tutorial Practicum (Math/Science)
MTU200. This course provides an opportunity to participate in an increasingly popular, growing area of collaborative learning: the peer tutorial. By means of readings, discussion, and supervised practicum in the College's Math Lab, students will participate in a comprehensive training experience designed to thoroughly familiarize them with the tutoring process. *Prerequisite: Faculty recommendations in the content area / 1, 2, or 3 credits.* May be repeated for credit; 3 credits maximum. Offered in the Fall and Spring.

Music

Music Appreciation
MUS100. A survey of development of music from the Renaissance to the present including jazz and the contemporary scene. Emphasis on basic musical materials and principles of design. This course is for students not planning to major in music; no previous musical training required. *Prerequisite: None / 3 credits.* Offered in the Fall, Spring, and Summer.

Elementary Music Theory
MUS101. This course examines the fundamental materials, including pitch, rhythm, tonal systems, ear training, and basic harmony for those wishing to learn or to improve music reading skills. Students practice in performance and composition for instruments and voice. *Prerequisite: None / 3 credits.* Offered in the Fall.

Music History I
MUS102. This course is a detailed study of styles and forms of music from ancient cultures to eighteenth century classicism. Major compositions, personalities, styles, and forms explored through structured listening, analysis, and reading assignments. *Prerequisite: None / 3 credits.*

Music History II
MUS103. A continuation of MUS102 tracing developments from nineteenth century romanticism to the present day. Consideration of developments in American music and the contemporary scene. *Prerequisite: None / 3 credits.*

Chorus
MUS110. Study, rehearsal, and performance of choral music literature from all style periods. Performances on campus, in the immediate community, and at other colleges are part of chorus activities. (2 class hours plus 2 dress rehearsals) *Prerequisite: None / 1 credit; may be repeated; 6 credit maximum.* Offered in the Fall and Spring.

Jazz Ensemble
MUS115. Study, rehearsal, and performance of jazz music literature in a variety of styles, to include: blues, Dixieland, swing, bebop, Latin, fusion, and freeform. Performances on campus and in the immediate community are part of Jazz Ensemble activities. Three class hours per week plus 2 dress rehearsals. Students are expected to be able to read standard music notation. May be repeated once for credit. *Prerequisite: MUS101 / 3 credits.*

Applied Music
MUS120. 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.* Offered in the Fall and Spring.

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

Beginning Guitar
MUS122. Students study, rehearse, and perform music in a small group setting. Emphasis is placed on learning to read standard musical notation, with attention also given to chords. Performances on campus and in the immediate community are part of class activities. Students are expected to provide their own guitar. *Prerequisite: None / 1 credit.*

Jazz Combo
MUS123. Students rehearse and perform jazz in a variety of styles which may include: blues, Dixieland, swing, bebop, Latin, and rock. Performances on campus and in the immediate community are part of Jazz Combo activities. Students are expected to be able to read standard music notation. (Three class hours per week plus one dress rehearsal and one performance near the end of the semester.) *Prerequisite: MUS101 or ability to read from standard musical notation / 1 credit.* May be repeated for credit; 6 credit maximum.

Advanced Music Theory
MUS142. Continuation of MUS101 with emphasis on harmony and form. *Prerequisite: MUS101 / 3 credits.* Offered in the Spring.

Nursing

Also see **Health and Fitness**, **Health Sciences,** and **Information Technology**.

Medical Terminology
BIT103. Refer to **Information Technology.**

Advanced Rehabilitation Nursing Assistant
CNA113. This course is designed to enhance the knowledge of Rehabilitation and Restorative Care Concepts for the Nursing Assistant working in a variety of settings with people of all ages. *Prerequisite: Documentation of at least a 75-hour nursing assistant and/or home health aide course / 1 credit.*

Effective Strategies for Working with Alzheimer's Patients
CNA114. This course is designed to offer caregivers of persons with Alzheimer's disease a variety of strategies to use in meeting the person's needs and understanding and dealing with often difficult behaviors. *Prerequisite: None / 1 credit.*

Tri-level Nursing Assistant / Home Health Aide
CNA117. 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.*

Rehabilitation / Restorative Aide
CNA138. This course is designed to enhance the knowledge of the nursing assistant/home health aide in the field of rehabilitation/restoration through a combination of classroom and laboratory practice. Students acquire the skills to assist in the day-to-day rehabilitation plan of care established by and under the supervision of the physical therapist, occupational therapist, speech therapist and /or the registered nurse in a variety of settings. *Prerequisite: High school diploma or GED and documented completion of at least a 75-hour nursing assistant or home health aide course / 3 credits.*

Pharmacology Calculations
NUR100. This course examines the methods of dosage calculation required for safe administration of medications to children and adults. Interpretation of medical orders and systems of measurements are included. Introduces dimensional analysis to convert and calculate dosages of oral, parenteral, and intravenous medications. *Prerequisite: MAT030 or satisfactory basic skills assessment score / 1 credit.* Offered in the Fall, Spring, and Summer.

Fundamentals of Nursing
NUR107. Introduction to concepts of health, the individual, and nursing. Principles of the natural, behavioral and social sciences are applied to nursing. Nursing process is used to meet the basic human needs of the young, middle, and older adult in health and illness. Health assessment, interpersonal and psychomotor nursing skills will be addressed in the classroom and practiced in the campus laboratory and community health agencies with faculty guidance. (4 class hours / 12 laboratory hours) *Prerequisite: Admission to the College and Nursing program. Current American Heart Association or American Red Cross certification in cardiopulmonary resuscitation (CPR/Basic Life Support - 8 hour course). ENL020 and ENL050 or satisfactory basic skills assessment score; NUR100 and BIO107. BIT103 is strongly recommended. Corequisite: BIO108, ENL101, and PSY101 / 8 credits.* Offered in the Fall and Fall 2008 for the evening Nursing option.

Nursing Across the Life Span
NUR108. Basic concepts of human development, human behavior and scientific principles are applied to the care of the childbearing family, children and adults with health problems. The cycle from infancy to the older adult is integrated with emphasis on developmental stressors and the role of family and community. This course builds upon and expands basic concepts of health assessment, interpersonal and psychomotor nursing skills. Nursing process is applied to the childbearing family, the child from infancy to adolescence and the young, middle and older adult. Nursing care of patients with selected health problems related to nutrition/fluid balance and activity/exercise is integrated. Nursing care of the preoperative patient is included. Correlated clinical laboratory experiences with faculty guidance are required. (4 class hours / 12 laboratory hours) *Prerequisite: NUR107, BIO108, ENL101, and PSY101. Co-requisite: PSY233 / 8 credits.*

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

Physical and Mental Health I
NUR201. This course focuses on the patient/client across the life span with acute major health problems. The curriculum builds upon knowledge of scientific principles and utilization of critical thinking. Nursing process, interpersonal communication, stress adaptation, cultural competence and environmental influences are integrated. The structured acute care setting and the on-campus nursing laboratory are primarily utilized for application of nursing knowledge and development of clinical skills. Campus laboratory experiences are assigned in addition to class and clinical schedule. (6 class hours / 12 laboratory hours) *Prerequisite: NUR108 or NUR132 and current CPR certification. Corequisite: BIO201 and HEA200 / 10 credits.* Offered in the Fall, and Fall 2009 for the evening Nursing option.

Physical and Mental Health II
NUR202. This course is the continued study of patient/client needs within an integrated framework. Focus is on the patient/client across the life span with chronic health problems. Emphasis is on the areas of rehabilitation, gerontology, mental health and community. Psychiatric, rehabilitation, medical-surgical and community-based agencies are utilized for application of nursing knowledge and clinical skills. Campus laboratory experiences are assigned in addition to class and clinical schedule. (4 class hours / 12 laboratory hours) *Prerequisite: NUR201, BIO201, HEA200 / 8 credits.* Offered in the Spring, and Spring 2010 for the evening Nursing option.

Foundations of the Profession
NUR203. This course analyzes the practice of nursing in contemporary society. Historical perspectives and current issues and trends are studied. Accountability, legal responsibilities of licensure, the ethical issues arising in the present health care systems, and leadership and management in nursing are major units of study. Political, economic, social, and cultural influences in nursing practice are considered. *Prerequisite: NUR201 / 3 credits.* Offered in the Spring and Spring 2010 for the evening Nursing option.

Paralegal

Introduction to Substantive Law
BIT130. This course is an introduction to the basic concepts of law and the judicial system. Students will obtain an overview of criminal law, torts, property, contracts, wills, trusts, and employment law. Particular attention will be given to general skills required of paralegals. *Prerequisite: None / 3 credits.* Offered in the Fall and Spring evenings only.

Family Law
BIT131. The law of marriage, divorce, annulment, legal separation, pre-marital agreements, cohabitation, child support, alimony, and adoption will be studied, as well as their implementing procedures. *Prerequisite: BIT130 (may be taken concurrently) or BUS120 / 3 credits.* Offered in the Fall evenings only.

Legal Research and Writing
BIT133. This course is an introduction to the methods and materials employed in legal research and the writing of legal memoranda and briefs. Emphasis will be placed on the how and where to locate the law and how to present the law that is found in those sources. Many different strategies of research will be explored including computer resources. *Prerequisite: BIT130 or BUS120 and ENL101 / 3 credits.* Offered in the Spring evenings only.

Real Estate, Mortgages and Landlord-Tenant Law
BIT134. This course is a study of the law of real property with special emphasis on both substantive law and practical considerations including drafting of real estate contracts and documents, title examinations, and an understanding of the mortgage lending field. Particular attention will be given to the skills needed by paralegals including closing documents. *Prerequisite: BIT130 or BUS120 (may be taken concurrently) / 3 credits.* Offered in the Spring evenings only.

Civil Litigation
BIT135. This course covers basic steps in lawsuits from the initial interview through the appellate process. Students will learn how to prepare complaints, answers, motions, discovery and will study in-depth the different phases of a civil trial. *Prerequisite: BIT130 or BUS120 / 3 credits.* Offered in the Fall evenings only.

Estate Planning, Wills, Trusts and Probate Procedures
BIT136. This course covers the procedure, techniques and the substantive law in the planning of estates from simple wills to more complicated trusts. Students will also learn to administer the estate of the deceased and will study the tax consequences involved. *Prerequisite: BIT130 or BUS120 (may be taken concurrently) / 3 credits.* Offered in the Spring evenings only.

Contracts, Business Organizations and Transactions
BIT137. Students are introduced to the Law of Contracts with an emphasis on understanding the interrelationships among concepts and the tools required in drafting good solid contracts. Students learn how to choose and organize the different types of business organizations such as sole proprietorships, partnerships, limited liability entities, and corporations. *Prerequisite: BIT130 or BUS120 (may be taken concurrently) / 3 credits.* Offered in the Fall evenings only.

Internship in Paralegal Studies
BIT238. Students spend 180 hours (at least 12 hours per week) working in a paralegal employment setting either in a private law firm or for a government entity such as the Sheriff's Department or the District Attorney's office subject to availability of placements. *Prerequisite: At least 4 paralegal courses including BIT133; a 3.0 grade point average is required / 3 credits.* Offered in the Fall and Spring evenings only.

Philosophy

Nineteenth and Twentieth Century Political Thought
PHI105. This course examines a number of representative political philosophies of the 19th and 20th centuries. Important works of such thinkers as Hegel, Marx, Mill, and Lenin will be studied in detail. *Prerequisite: Satisfactory basic skills assessment score / 3 credits.*

Ethics of Health Care
PHI120. This course provides the student with an introduction to the basic concepts of contemporary Western medical ethics. The focus in the delivery of these concepts will be through the case method, using practical examples and illustrations. *Prerequisite: ENL101 / 1 credit.*

Contemporary Ethical Problems
PHI125. 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.*

Introduction to Philosophy
PHI130. This course provides the student with an introduction to six major issues in philosophy. Although the course is essentially an "isms" course, there will be substantial and focused emphasis on historical development. In every section of the course, original source materials will be read and used. *Prerequisite: Satisfactory basic skills assessment score / 3 credits.*

Logic
PHI131. This course is an introduction to the principles of logic. It is designed for students who wish to develop their habits of thinking clearly and logically in the everyday world as well as in specialized areas such as science and technology. Although there will be some coverage of informal logic, the thrust of the course will be on formal logic including the following topics: deduction and syllogistic logic, symbolic logic, and induction and scientific method. *Prerequisite: ENL101 or PHI130 / 3 credits.*

History of Western Philosophy I
PHI140. Examination of philosophical ideas in the West from early Greece to the end of the fifteenth century. *Prerequisite: PHI130 or ENL101 recommended / 3 credits.*

History of Western Philosophy II
PHI141. Philosophical ideas in the West from the sixteenth century to the present. *Prerequisite: PHI130 or ENL101 recommended / 3 credits.*

Three Great Thinkers
PHI160. Students in this course will engage in a critical examination of a number of contemporary seminal ideas central to the human experience of both Eastern and Western thinkers. Students will study the writings of three major thinkers in the history of ideas. The three will be announced before pre-registration each semester and will vary from semester to semester, so the course will never be the same. Students will explore the ideas in the course for internal consistency and for the historical context in which they arose, as well as the actual consequences those ideas have had in human affairs. *Prerequisite: ENL101 and a previous philosophy course / 3 credits. May be repeated once.*

Existentialism
PHI201. This course provides the student with a comprehensive analysis of the multifaceted view toward life which has come to be known as existentialism. Social, moral, legal, religious, literary, as well as epistemological and metaphysical aspects of the existentialistic point of view, will be considered. *Prerequisite: ENL101 or PHI130 / 3 credits.*

Ethics
PHI210. This course provides a rigorous and thorough examination of the major ethical theories in the history of Western philosophy, covering the work of such philosophers as Plato, Aristotle, Epicurus, Augustine, Aquinas, Kant, Hobbes, Rousseau, Nietzsche, Mill, Marx, Kierkegaard, Sartre, and Ayer, and contemporary writers such as Callahan, Raz, Rawls, Nozick, and Frankl. The early part of the course is a study of metaethics and of the terminology used in doing ethical analysis. The body of the course involves the study of five major theories of normative ethics: natural law theories, social contract theories, duty-based (deontological) theories, utilitarian (teleological) theories, and existentialist theories. Skeptical alternatives to these theories will also be considered. In the last month of the semester, each student is expected to focus on a project dealing with a specific ethical theory or problem area. *Prerequisite: ENL101 or PHI130 / 3 credits.*

Selected Topics in Philosophy
PHI241. This course will serve as a vehicle to either deepen students' knowledge of subjects addressed in Philosophy introductory courses or explore issues outside the traditional curriculum. *Prerequisite: Any introductory level Philosophy course / 3 credits.* May be repeated once; 6 credit maximum.

Physics

The following two courses constitute a physics sequence that covers physics without the use of calculus.

Physics I
PHY101. 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.* Offered in the Fall and Summer.

Physics II
PHY102. Second semester of a two-semester introduction to college physics without calculus. This course covers vibrations and waves; electricity and magnetism; light and optics; and some modern physics. The course is appropriate for non-science majors who are interested in science. (3 class hours / 2 laboratory hours) *Prerequisite: PHY101 / 4 credits.* Offered in the Spring.

Survey of Physics
PHY106. Classical and modern physics presented conceptually and experimentally for students desiring a one-semester introduction to physics. The class will emphasize verbal and conceptual understanding of the way the world works using as little mathematics as possible. This course is appropriate for non-science majors and as a preparation for PHY211. (3 class hours / 2 laboratory hours) *Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.*

The following two courses constitute a traditional university parallel calculus-based physics sequence. These courses are appropriate for math, science, and engineering students.

University Physics I
PHY211. First semester of a two-semester introduction to university physics. This course covers mechanics (kinematics, dynamics and statics), relativity and some heat. The course is appropriate for math, science, and engineering students. Calculus will be used. Previous experience in physics (such as PHY106) is strongly recommended. Students must have taken or be currently enrolled in MAT240, Calculus I. (3 lecture hours / 2 laboratory hours / 1 recitation hour) *Prerequisite: MAT190 / 4 credits.* Offered in the Fall.

University Physics II
PHY212. Second semester of a two-semester introduction to university physics using calculus. This course covers vibrations and waves; electricity and magnetism; optics; and a brief introduction to modern physics. The course is appropriate for math, science, and engineering students. Calculus will be used throughout the course. Students must have taken or be currently enrolled in MAT250, Calculus II. (3 lecture hours / 2 laboratory hours / 1 recitation hour) *Prerequisite: PHY211 / 4 credits.* Offered in the Spring.

Political Science

Comparative Politics
GOV101. This course is designed as an introduction to the basic concepts and themes in comparative politics. Using a case studies approach, the course compares and contrasts states according to political ideology, process, socialization, historical evolution, public policy, state institutions, and governmental systems. *Prerequisite: None / 3 credits.*

International Relations
GOV102. An historical examination of the fundamentals of international relations. Topics pertaining to developed and under-developed nations, security, power, science and technology, and international organization will be discussed with emphasis on the twentieth century. *Prerequisite: None / 3 credits.*

The American Presidency
GOV110. An intensive study of the American presidency, including the roles of the presidency, its limitations, and the White House staff. Emphasis upon the presidency since 1932 with particular attention given the post World War II period. *Prerequisite: None; GOV111 or HIS103 and HIS104 recommended / 3 credits.*

American Government
GOV111. This course provides an introductory examination of the federal government. Emphasis is placed upon the political system in both principle and practice, the structure of our government, and public safety. *Prerequisite: None / 3 credits.*

Selected Topics in Government
GOV241. This course will serve as a vehicle to either deepen students' knowledge of subjects addressed in Government introductory courses or explore issues outside the traditional curriculum. *Prerequisite: Any introductory level Government course / 3 credits. May be repeated once; 6 credit maximum.*

Portuguese

Conversational Brazilian Portuguese
PRT100. This basic conversational Brazilian Portuguese course is designed to introduce to the non-native speaker of Brazilian 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.*

Conversational Brazilian Portuguese II
PRT125. This basic conversational Brazilian Portuguese II course is designed to provide continued practice and mastery for the non-native speaker of Portuguese in the four basic skills necessary to develop a working knowledge of Portuguese: understanding, speaking, reading, and writing. This course counts toward graduation but does not fulfill a general education distribution requirement. *Prerequisite: PRT100 / 3 credits.*

Psychology

Psychology of Career Development
PSY100. This course introduces students to the lifelong career development process. Students gain self-knowledge through assessment of interests, abilities, values and personality. Influences on career aspirations are explored. Students identify and investigate potential career options. Decision making skills are employed to develop career goals and action plans. Students are introduced to the benefits of networks, mentors, and role models. Students develop job search materials including a résumé and cover letter. Students gain familiarity with the process and skills for employment interviewing. *Prerequisite: None / 1 credit.*

General Psychology
PSY101. 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.*

Parenting: Family Communications and Problem Solving
PSY110. Study of research, theory, and practical skills and information related to parenting, family interaction, and problem solving; cultural perspectives, gender issues, family configurations, economic issues, psychological challenges, adoption, and foster families will all be explored. *Prerequisite: None / 3 credits.*

Child Psychology
PSY201. 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.*

Adolescent Psychology
PSY202. Physical, emotional, intellectual, and social development of the human being during adolescence. Suggested for students planning to major in psychology, education, social work, or related areas. *Prerequisite: PSY101 / 3 credits.*

Educational Psychology
PSY203. The course will introduce the principles of teaching and learning including motivation, assessment, behavioral and cognitive theories and how these interact in the teaching/learning process. *Prerequisite: PSY101 / 3 credits.*

Psychology of Personality
PSY204. The major theories of personality are examined including the psychoanalytic, behavioristic, and humanistic traditions. There will be an analysis of the assumptions and applications of theories. Guidelines will be given for developing an integrated, eclectic theory. *Prerequisite: PSY101 / 3 credits.*

Abnormal Psychology
PSY207. 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.*

Principles of Counseling and Crisis Intervention
PSY208. Analysis of a variety of life crises, methods of effecting intervention, and procedures for establishing a counseling relationship when appropriate. Designed to introduce those now in, or preparing for, the helping professions or related paraprofessional positions to the principles of effective crisis intervention and counseling. *Prerequisite: PSY101 / 3 credits.*

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

Social Science Research Methods
PSY216. This course introduces the basic research techniques and skills of the social sciences through an interdisciplinary, topical approach. Qualitative and quantitative research methods including ethnography, observation, survey and experimentation are discussed, demonstrated and practiced. Topics include formulating social science hypotheses, identifying variables, constructing and interpreting questionnaires, interviewing, and observing participants. Other topics include social scientists' use of statistics; research ethics; interpretation and communication of research findings, and the relevance of research to public policies in our society. Students may not earn credit for SOC225. *Prerequisite: PSY101 and MAT020 / 3 credits.*

Psychology of Death and Dying
PSY218. This course on the psychology of death and dying has been designed to cover theory and research, as well as practical application. It enhances students' understanding of the psychological process of death and dying. Topics covered include sociocultural attitudes toward death and dying, origins of death anxiety, psychological processes involved in dying, grieving and mourning, children and death, the helping relationship and the caregiver, suicide, euthanasia, burial and cremation, organ and body donations, and community resources. *Prerequisite: PSY101 / 3 credits.*

Psychology of Women
PSY219. This course is designed for both females and males wishing a broader understanding of the physiological, psychological, and sociological determinants of female growth and development. It will concentrate on developmental issues and contemporary role expectations, conflicts, and the status of women within a culturally defined role throughout the life cycle. *Prerequisite: PSY101 / 3 credits.*

Psychology of Aging
PSY231. This course presents a developmental perspective on the older adult. Biological, social, and psychological changes in personality and behaviors will be studied with special attention to old age. *Prerequisite: PSY101 / 3 credits.*

Developmental Psychology: The Life Span
PSY233. This 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.*

Cognitive Psychology
PSY235. This course defines and explains the major concepts and principles underlying Cognitive Psychology. Topics include: Human Information Processing System, Perception and Attention, Short-Term Memory, different aspects of Long-Term Memory, Judgments, and Reasoning and Problem Solving. *Prerequisite: PSY101 / 3 credits.*

Selected Topics in Psychology
PSY241. This course will serve as a vehicle to either deepen students' knowledge of subjects addressed in Psychology introductory courses or explore issues outside the traditional curriculum. *Prerequisite: Any introductory level Psychology course / 3 credits. May be repeated once; 6 credit maximum.*

Recreation

Refer to **Health and Fitness.**

Real Estate

Principles of Real Estate (Salesperson)
RES181. A basic course to assist in preparing for the Massachusetts real estate salesman licensing examination covering nature and classification of property, land and estates therein, acquisition and transfer of title and interest, public and private restrictions, rights and duties of owners and occupiers of land, and principal and agent relationship. *Prerequisite: None / 3 credits.* Offered evenings only.

Principles of Real Estate II (Brokers)
RES182. Advanced course in principles of real estate designed to assist students in preparing for the state examination for the real estate broker's license. Includes advanced work in the field of real estate. *Prerequisite: RES181 / 3 credits.* Offered evenings only.

Real Estate Appraising I - Residential
RES290. This course is designed to teach the fundamentals and nature of residential real estate appraising, covering the basic principles involved in real property value, the appraisal process, and the writing of appraisal reports. *Prerequisite: RES181 / 3 credits.* Offered evenings only.

Real Estate Appraising II - Commercial
RES291. This course is designed to teach the nature and purposes of commercial real estate appraising, covering the basic principles involved in real property value, the appraisal process, and the writing of appraisals. *Prerequisite: RES181 / 3 credits.* Offered evenings only.

Religion

Concepts of Western Religion
REL122. A study of the major concepts and beliefs, including Judaism, Christianity, and Islam from historical, philosophical, and cultural perspectives with consideration of the influence on personal and contemporary life. *Prerequisite: None / 3 credits.*

Concepts of Eastern Religion
REL123. A study of the major concepts and beliefs including Hinduism, Buddhism, Confucianism, and Taoism from historical, philosophical and cultural perspectives with consideration of the influence on personal and contemporary life. *Prerequisite: None / 3 credits.*

The Roots of Islam
REL224. This is an expository course in the history and traditions of the Muslim faith, studying the key and fundamental concepts of that faith. As the title indicates, the course focus will be on the beginnings of Islam, the life of Mohammed, the significance of the Hijrah, and the history of the early caliphs, rather than upon the modern development of Islam. *Prerequisite: A Previous Religion course / 3 credits.*

Sociology

Principles of Sociology
SOC106. Introduction to basic social concepts: society, the family, social institutions, social change, population problems, organizations, status, and group behavior. *Prerequisite: None / 3 credits.*

Juvenile Delinquency
SOC205. Analyzes delinquent behavior of young people in our society, using various studies of the topic. Emphasizes the relationship between delinquent behavior and today's social and political conditions. *Prerequisite: SOC106 / 3 credits.*

Race, Gender, and Class in the United States
SOC208. 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, we will examine dominant white ethnic identity and the histories of diverse ethnic groups. Students will 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.*

Marriage and Family: Sociology of Family Interaction and Organization
SOC210. Sociological interpretation of the family. Although some comparative data is used, basically the study is of the family in American society and culture. Emphasis is placed upon an analysis and understanding of contemporary family patterns. *Prerequisite: SOC106 / 3 credits.*

Social Problems
SOC215. 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.*

Sociology of Education
SOC216. This course provides a sociological analysis of the structure and function of contemporary education. Although some comparative cultural/ historical data will be used, the focus is on education in America today. Students will explore theoretical approaches to the sociology of education, stratification of schools both externally (public/private, suburban/urban) and internally (tracking, socialization, and more), the culture of schools, the relationship between education and issues of class, ethnicity and gender, and the sociology of educational alternatives and reform. *Prerequisite: SOC106 / 3 credits.*

Sociology of Health and Health Care
SOC220. This course examines the social, cultural, and psychological aspects of health, illness, and health care. Topics covered include the social sources of health and illness; social and psychological aspects of disease and the illness experience; the social role of health professionals and health organizations; and the economics of health care. Selected critical issues such as breast cancer, HIV, and health costs are explored. *Prerequisite: PSY101 or SOC106 / 3 credits.*

Social Science Research Methods
SOC225. This course introduces the basic research techniques and skills of the social sciences through an interdisciplinary, topical approach. Qualitative and quantitative research methods including ethnography, observation, survey and experimentation are discussed, demonstrated and practiced. Topics include formulating social science hypotheses, identifying variables, constructing and interpreting questionnaires, interviewing, and observing participants. Other topics include social scientists' use of statistics; research ethics; interpretation and communication of research findings, and the relevance of research to public policies in our society. Students may not earn credit for PSY216. *Prerequisite: SOC106 and MAT020 / 3 credits.*

Introduction to Social Welfare
SOC229. This course includes an analysis of the conceptions of social work, social welfare and social service delivery systems from both historical and contemporary perspectives. Includes critical examination of the values, the social justice mandate as well as issues of cultural diversity that effect and inform the practice of social work. Social work is presented as a profession that integrates science, clinical awareness, and human understanding in practice intervention, policy development, and research. Contemporary issues and problems in various fields of social work practice are explored with particular emphasis on the role of the generalist social work practitioner. Study will include a 10-hour volunteer experience in a social agency. *Prerequisite: PSY101 or SOC106 / 3 credits.*

Sociology of Aging
SOC232. The study of the sociological aspects of aging, the sociological adaptations to an aging population, and study of the aging individual in the social setting. *Prerequisite: SOC106 or GRN100 / 3 credits.*

The Sociology of Gender: Roles of Men and Women in Global Perspective
SOC235. Study of the changing social roles and experiences of men and women throughout the world. Family, educational, economic, political, community and cultural aspects of men and women's lives will be explored. *Prerequisite: SOC106 or PSY101 / 3 credits.*

Selected Topics in Sociology
SOC241. This course will serve as a vehicle to either deepen students' knowledge of subjects addressed in Sociology introductory courses or explore issues outside the traditional curriculum. *Prerequisite: Any introductory level Sociology or Anthropology course / 3 credits. May be repeated once; 6 credit maximum.*

Spanish

Conversational Spanish
SPN100. This basic conversational Spanish course is designed to introduce to the non-native speaker of Spanish the four basic skills necessary to develop a working knowledge of Spanish: understanding, speaking, reading, and wirting. The emphasis is on speaking and understanding spoken Spanish. *Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.*

Elementary Spanish I
SPN101. The first semester of a two-semester college elementary Spanish sequence for beginning non-native students of Spanish. The text and ancillary materials provide a thorough four skills approach: speaking, reading, writing, and understanding spoken Spanish. This course is not intended for students whose native language is Spanish. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 4 credits.* Offered in the Fall.

Elementary Spanish II
SPN102. This is the second semester of a two-semester college Elementary Spanish sequence. It is for beginning students of Spanish. The text and ancillary materials provide a thorough four skills approach: speaking, reading, writing, and understanding spoken Spanish. (5 class hours) *Prerequisite: SPN101 / 4 credits.* Offered in the Spring.

Elementary Spanish II for Health Professionals
SPN103. This is the second semester of a two-semester college Elementary Spanish sequence with focused instruction in Spanish language, culture, and health issues of relevance to health professionals working with Spanish speaking populations. The text and ancillary materials provide development of the 4 skills: speaking, reading, writing, and understanding Spanish. It is for second semester students of Spanish. Students may earn credit in either SPN102 or SPN127; they may not earn credit for both. (5 class hours) *Prerequisite: SPN101 / 4 credits.*

Travel and Study in a Spanish Speaking Country
SPN126. This is an educational field trip for Spanish language students enrolled at Cape Cod Community College. Visits could include Spain, Puerto Rico, Costa Rica, Ecuador, or any other Spanish speaking country. *Co-requisite: any credit Spanish class at CCCC / one week to 10 days. 1 credit; may be repeated; 4 credit maximum.* Offered in the Spring.

Onsite Hispanophone Culture
SPN128. A ten-day study tour in a Spanish speaking country. Visits could include Spain, Puerto Rico, Costa Rica, Ecuador, Cuba, etc. *Prerequisite: One semester of college Spanish with a grade of C or better / 3 credits.*

Intermediate Spanish I
SPN201. This course is for students who have completed one year of elementary college Spanish or three to four years of high school Spanish. Students will read, discuss, and write about Hispanic culture and language in Spanish. *Prerequisite: SPN102 or 3-4 years of high school Spanish / 4 credits.* Offered in the Fall semester.

Intermediate Spanish II
SPN202. This is the second semester of the sequential intermediate college-level Spanish course emphasizing further mastery of speaking, understanding, reading and writing Spanish. Readings include historical and literary aspects of the Hispanic world and Spain. This course completes Stage III of the Language Learning Continuum of the ACTFL (American Council on Teaching Foreign Languages). (5 class hours) *Prerequisite: SPN201 or 5 years of high school Spanish / 4 credits.* Offered in the Spring.

Advanced Spanish I
SPN301. This course is a survey of selected Spanish literary works. These selections serve as a basis for classroom discussion and writing assignments. Conversation and composition polish and develop students' abilities in all four language skills. *Prerequisite: SPN202 / 3 credits.* Offered subject to enrollment.

Advanced Spanish II
SPN302. This course is a survey of selected Spanish literary works. These selections serve as a basis for classroom discussion and writing assignments. Conversation and composition polish and develop students' abilities in all four language skills. *Prerequisite: SPN301 / 3 credits.* Offered subject to enrollment.

Theater and Dance

Oral Interpretation/Readers Theater
COM205. Refer to **Communication.**

Scriptwriting for Television
COM212. Students will learn about writing for television in the situation comedy form through a directed, collaborative process of writing an episode as a whole class. By applying basic elements of comedy, screenplay, structure, incremental script development and basic acting skills, students will unite to perform and tape an original pilot episode for a television show. *Prerequisite: ENL101 / 3 credits.*

Dance for the Actor-Singer
DAN100. 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.* Offered in the Fall and Spring.

Modern Dance I
DAN120. An introduction to the study of modern dance techniques, history, and composition. Fundamentals of the body promoting coordination, dynamic alignment, strength, mobility, and flexibility. Students will explore dance composition based on principles of dance (space, time, weight, and energy flow) and organize them in short compositional forms. *Prerequisite: None / 3 credits. May be repeated once for credit.* Offered in the Fall and Spring.

Modern Dance II
DAN221. Continuation of DAN120 with intermediate modern technique and composition. Emphasis on interdisciplinary collaboration with music, art, and theater. Introduction and application of dance criticism toward live dance performances. May be repeated once. *Prerequisite: DAN120 / 3 credits.* Offered in the Fall and Spring.

Stage Movement
DAN125. Enhancing the understanding of movement in order to expand the range of expression and communication. Providing practical experiences in observation, analysis, and interpretation of movement and character and applying this study to other fields of knowledge, i.e., theater, performing arts, public speaking. *Prerequisite: None / 3 credits.*

Choreography and Performance
DAN129. Offers students the opportunity to compose, direct, and perform their own work as well as performing the repertory of professionals in the field of modern dance. Under faculty direction, students will extend academic class work in dance composition into significant practice in a dance production. *Prerequisite: None / 1 credit per 2 contact hours. May be repeated; 6 credit maximum.* Offered in the Fall and Spring.

Introduction to Theater
THR101. 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.* Offered in the Fall.

Page to Stage: Planning Play Productions
THR102. Consideration of the life cycle of a play from the page to the stage. Students will read several plays, each to be explored from the viewpoint of the director, the various designers and other collaborating artists. *Prerequisite: None; THR101 recommended / 3 credits.* Offered in the Spring.

Acting I
THR103. 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.* Offered in the Fall, Spring, and Summer.

Rehearsal and Performance
THR113. This course offers the opportunity to work in and gain knowledge of all phases of the creation of live theater: everything from developing a character to building a set. By participating in a variety of production areas, the student will begin to learn the complexities of rehearsing and producing a play for the general public. Although all students will be required to work on the technical crews in set building, lighting, or costuming for a modest number of hours, the focus of this course is on students serving as actors or stage managers in the production that has been chosen for that semester. Variable contact hours. *Prerequisite: None / 1, 2, or 3 credits. May be repeated for credit; 6 credit maximum.* Offered in the Fall and Spring.

Creative Dramatics
THR114. Strategies for those who work with children in the home, school, or community to incorporate role playing games, movement exercises, storytelling and other theater arts into their repertoire of skills to bring into the education field. *Prerequisite: None / 3 credits.*

Introduction to Theater Design
THR117. A practical, hands-on approach to designing and constructing various scenic elements for the stage including sets, costumes, props, and lighting. Included are reading, lecture, discussion and application of skills and knowledge through selected student projects and stagecraft activities. (2 class hours / 3 studio hours) *Prerequisite: None; THR102 recommended / 3 credits.* Offered in the Fall.

Stagecraft
THR119. Theory and practice of technical theater with emphasis on the principles of planning, construction, rigging of scenery, hanging and circuiting of lighting instruments, and operation of sound systems. *Prerequisite: None. 1, 2, or 3 credits.* May be repeated once for credit; 6 credit maximum. Offered in the Fall and Spring.

Acting II
THR203. This course develops the intermediate student through intensive, process-oriented work on scripted material from classical sources. Students will be required to rehearse and perform together before their classmates to develop critical interpretive skills from both actor and audience perspectives. Classes will include individual coaching, drilling of basic technical skills in voice and movement, theater games, exercises in character development and analysis, and constructive group critique discussions. (15 lecture hours / 60 lab hours) *Prerequisite: THR103 / 3 credits.* Offered in the Spring.

Advanced Scene Study Studio
TH204. 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.*

Directing for Theater
THR205. This studio course will combine the introduction of basic directing theory and the application of technique to assigned scenes. Students will be expected to have some previous theater experience on stage or behind the scenes. Students will learn to interpret scripts for performance, prepare for auditions, manage rehearsals, and refine actors work for public presentation. Students will direct two projects: a staged reading and a memorized two-person scene in cooperation with actors from college acting classes. *Prerequisite: THR103 / 3 credits.*

Acting the Song
THR206. 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.*

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

Transfer Information

Transfer to Other Colleges

Graduates and other former students at the College have been accepted throughout the nation for transfer admission to a full range of bachelor's institutions, and many have continued their education even further in graduate and professional programs.

Any student who plans to transfer is encouraged to meet with the College's transfer advisor in the Advising and Counseling Office, as well as with their advisor, to schedule courses at the College which meet the Freshman and Sophomore requirements of the bachelor's program at the transfer institution.

The transfer advisor is also available to assist students with all facets of transfer, beginning with the exploration of transfer institutions through the application process. The transfer advisor is located in the Grossman Commons Building.

Commonwealth Transfer Compact

Students planning to transfer to one of the state-supported universities or four-year colleges in Massachusetts should be familiar with the Commonwealth Transfer Compact. It is an agreement which states that public colleges and universities in Massachusetts offering the baccalaureate degree will accept the transfer of credits earned in an Associate degree program from Massachusetts community colleges under the requirements listed below:

1. Requirements for Transfer Compact status
   a. A student must complete an Associate degree with a minimum of 60 credit hours exclusive of developmental course work.
   b. A student must achieve a cumulative grade point average of not less than 2.0 (in a 4.0 system) at the community college awarding the degree.
   c. A student must complete the following minimum general education core, exclusive of developmental course work.

English Composition / Writing	6 credit hours
Behavioral and Social Science	9 credit hours
Humanities and Fine Arts*	9 credit hours
Natural or Physical Science	8 credit hours
Mathematics	3 credit hours

**Courses in Fine and Performing Arts and Language Arts (listed on pages 27-28) can be used to fulfill the Humanities and Fine Arts requirements.*

2. Clarifications
   a. The 35 credits listed above will be applied toward the fulfillment of the receiving institution's general education requirements. A minimum of 25 additional credits will be accepted as transfer credits and may be transferred as free electives or toward the student's major as the receiving institution deems appropriate.
   b. Credits awarded by the sending institution through CLEP, challenge examinations, and other life-experience evaluations for course credit, may be included when the community college certifies that a student qualified under this Compact.

Joint Admission to the Community Colleges and the Eight State Colleges and Four Universities

All Massachusetts state colleges and universities (except Massachusetts College of Art) have joined with the fifteen community colleges in an admission process called "joint admissions." Upon graduating from Cape Cod Community College and satisfying other specific conditions, students are guaranteed admission to the state college or university. Detailed information is available in the Admissions, Advising and Counseling, or Transfer offices.

Tuition Advantage Program

Joint Admissions graduates with a 3.0 GPA or higher are eligible for the Tuition Advantage Program (TAP) upon enrollment at a Massachusetts state college or university. TAP gives students enrolled in state supported (usually day classes) a 33 percent reduction in the cost of in-state tuition (does not include fees). Detailed information is available in the Admissions, Advising and Counseling, or Transfer offices.

Articulation Agreements

Cape Cod Community College has formal articulation agreements with:

Art Institute of Boston at Lesley University, Charter Oak State College, Lesley University, North Carolina Central University, Pine Manor College, St. Leo University, University of Maine - School of Engineering Technology, Vermont College of Union Institute and University.

In addition, Cape Cod Community College has developed more elaborate articulated partnerships through a number of 2+2 agreements. Please refer to page 179 for more information.

Articulation Agreements and Joint Admissions

Key: 1 = Articulation Agreement; 2 = Joint Admission

CCCC Program	Accepted by
A. A. Business Transfer Concentration	**Bridgewater State College**, Management Science[2] **Framingham State College**, Business Administration[2] **Mass College of Liberal Arts**, Business Administration[2] **Salem State College**, Business[2] **Worcester State College**, Administration[2] **UMass-Amherst**, School of Management[2] **UMass-Boston**, College of Management[2] **UMass-Dartmouth**, Charlton College of Business[2] **UMass-Lowell**, College of Management[2]
A. A. Communication Concentration	**Bridgewater State College**, All majors[2] **Fitchburg State College**, Communication[2] **Framingham State College**, Designated Liberal Arts and Professional Majors[2] **Mass College of Liberal Arts**, Business Inter. Disc. Studies, English/Communication, Fine & Performing Arts[2] **Salem State College**, Communication[2] **Worcester State College**, Communication[2] **UMass-Amherst**, College of Humanities & Fine Arts, Social & Behavioral Sciences[2] **UMass-Boston**, College of Arts & Sciences[2] **UMass-Dartmouth** College of Arts & Sciences[2] **UMass-Lowell**, College of Arts & Sciences[2]
A. A. Computer Science Concentration	**Bridgewater State College**, Computer Science[2] **Fitchburg State College**, Computer Science, CIS[2] **Framingham State College**, Computer Science[2] **Mass College of Liberal Arts**, Computer Science & Info Systems[2] **Salem State College**, Computer Science[2] **Worcester State College**, Computer Science[2] **UMass-Amherst**, College of Natural Science & Mathematics, Natural Resources and the Environment[2] **UMass-Boston**, College of Arts & Sciences[2] **UMass-Dartmouth**, College of Engineering[2] **UMass-Lowell**, College of Arts & Sciences[2]
A. A. Early Childhood Education Transfer Compact (Students must meet additional requirements for Education.)	**Bridgewater State College**, Early Childhood Education[2] **Fitchburg State College**, Early Childhood Education[2] **Mass College of Liberal Arts**, All Liberal Arts Majors[2] **Salem State College**, Education[2] **UMass-Amherst**, Colleges of Humanities & Fine Arts, Social and Behavioral Sciences[2] **UMass-Dartmouth**, College of Arts and Sciences[2] **Worcester State College**, Early Childhood Education[2]
A. A. Education (Students must meet additional requirements for Education.)	**Bridgewater State College**, All Liberal Arts Majors[2] **Fitchburg State College**, Middle School or Secondary Education[2] **Mass College of Liberal Arts**, All Liberal Arts Majors[2] **Salem State College**, Education[2] **UMass-Amherst**, Colleges of Humanities & Fine Arts, Natural Sciences and Mathematics, Social and Behavioral Sciences[2] **UMass-Boston**, College of Liberal Arts; College of Science and Math[2] **UMass-Dartmouth**, College of Arts and Sciences[2]
A. A. Elementary Education Transfer Compact (Students must meet additional requirements for Education.)	**Bridgewater State College**, Elementary Education[2] **Fitchburg State College**, Elementary Education[2] **Mass College of Liberal Arts**, All Liberal Arts Majors[2] **Salem State College**, Education[2] **UMass-Amherst**, Colleges of Humanities & Fine Arts, Natural Sciences and Mathematics, Social and Behavioral Sciences[2] **UMass-Dartmouth**, College of Arts and Sciences[2] **Worcester State College**, Elementary Education[2]

Articulation Agreements and Joint Admissions

Key: 1 = Articulation Agreement; 2 = Joint Admission

CCCC Program	Accepted by
A. A. English Literature Concentration	Bridgewater State College, English[2] Fitchburg State College, English[2] Framingham State College, English[2] Mass College of Liberal Arts, English[2] Salem State College, Communication / English[2] Westfield State College, English[2] UMass-Amherst, College of Humanities & Fine Arts[2]
A. A. English Writing/ Rhetoric Concentration	Fitchburg State College, English[2] Framingham State College, English[2] Mass College of Liberal Arts, English, Communication, Business Inter. Studies, Fine & Performing Arts[2] Salem State College, English, Communication[2] Westfield State College, English[2] Worcester State College, English: Writing Concentration[2] UMass-Amherst, Colleges of Humanities and Fine Arts, Social & Behavioral Science[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Environmental Studies Concentration	Fitchburg State College, Environmental Science/ Biology[2] Framingham State College, Biology[2] Mass College of Liberal Arts, Environmental Studies[2] Massachusetts Maritime Academy, All Majors[2] Salem State College, Biology[2] Worcester State College, Biology[2] UMass-Amherst, Colleges of Natural Resources and the Environment, Natural Science & Mathematics[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Global Studies Concentration	Bridgewater State College, All Majors[2] Fitchburg State College, History, Political Science, Economics[2] Framingham State College, Geography, History, Politics[2] Mass College of Liberal Arts, All Liberal Arts Majors[2] Salem State College, All Arts & Science Majors[2] Worcester State College, All Arts & Science Majors[2] UMass-Amherst, College of Social & Behavioral Sciences[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Graphic Design Concentration (Portfolio may be required.)	Fitchburg State College, Graphic Design[2] Framingham State College, Art (Studio)[2] Mass College of Liberal Arts, Fine & Performing Arts, English / Communication[2] Salem State College, Art[2] UMass-Amherst, College of Humanities & Fine Arts[2] UMass-Dartmouth, College of Visual & Performing Arts[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Health Education / Recreation / Exercise Science Concentration	Bridgewater State College, Movement Arts[2] Mass College of Liberal Arts, Biology[2] Salem State College, Sports / Fitness / Leisure[2] Worcester State College, Health[2] UMass-Boston, College of Nursing, HPF Program[2]
A. A. Health Sciences Concentration	Bridgewater State College, All Liberal Arts Majors[2] Framingham State College, Health & Consumer Sciences[2] Salem State College, All Arts & Sciences Majors[2] Worcester State College, Health Education[2] UMass-Lowell, College of Arts & Sciences[2]

Articulation Agreements and Joint Admissions

Key: 1 = Articulation Agreement; 2 = Joint Admission

CCCC Program	Accepted by
A. A. History Concentration	Bridgewater State College, History[2] Fitchburg State College, History, Political Science[2] Framingham State College, History / Politics[2] Mass College of Liberal Arts, History[2] Salem State College, History, Political Science[2] Westfield State College, History, Political Science[2] Worcester State College, History[2] UMass-Amherst, College of Humanities & Fine Arts, Social & Behavioral Sciences[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Human Services Concentration	Bridgewater State College, Social Work, All Majors[2] Fitchburg State College, Human Services[2] Framingham State College, Psychology[2] Mass College of Liberal Arts, Sociology / Social Work[2] Worcester State College, History[2] UMass-Amherst, College of Social & Behavioral Sciences[2] UMass-Boston, College of Public & Community Service, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Liberal Arts Concentration	Bridgewater State College, All Majors[2] Fitchburg State College, All Liberal Arts & Science Majors[2] Framingham State College, Designated Liberal Arts & Professional Majors[2] Mass College of Liberal Arts, All Majors[2] Salem State College, All Arts & Science Majors[2] Westfield State College, All Programs[2] Worcester State College, All Majors[2] UMass-Amherst, College of Humanities & Fine Arts, Natural & Behavioral Sciences, Social & Behavioral Sciences, Natural Resources and the Environment[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Mass Communication Concentration	Bridgewater State College, Communication[2] Fitchburg State College, Communication[2] Framingham State College, English[2] Mass College of Liberal Arts, English[2] Salem State College, Communication[2] UMass-Amherst, College of Social & Behavioral Sciences[2] UMass-Boston, College of Arts & Sciences[2]
A. A. Modern Language Concentration	Bridgewater State College, Spanish[2] Framingham State College, French, Spanish[2] Mass College of Liberal Arts, All Liberal Arts Degrees[2] UMass-Amherst, College of Humanities & Fine Arts[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]

Articulation Agreements and Joint Admissions

Key: 1 = Articulation Agreement; 2 = Joint Admission

CCCC Program	Accepted by
A. A. Music Concentration (Audition may be required.)	Bridgewater State College, Music[2] Mass College of Liberal Arts, Fine & Performing Arts[2] Westfield State College, Music[2] UMass-Amherst, College of Humanities & Fine Arts[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Visual & Performing Arts[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Philosophy Concentration	Bridgewater State College, Philosophy[2] Framingham State College, Designated Liberal Arts & Professional Majors[2] Mass College of Liberal Arts, Philosophy or other BA Programs[2] UMass-Amherst, College of Humanities & Fine Arts[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Political Science	Bridgewater State College, All Majors[2] Fitchburg State College, Political Science[2] Framingham State College, Politics[2] Mass College of Liberal Arts, History[2] Salem State College, Political Science[2] Westfield State College, Political Science[2] Worcester State College, History[2] UMass-Amherst, Colleges of Humanities & Fine Arts, Social and Behavioral Sciences[2] UMass-Boston, College of Liberal Arts[2] UMass-Dartmouth, College of Arts and Sciences[2]
A. A. Psychology Concentration	Bridgewater State College, Psychology[2] Fitchburg State College, Psychology[2] Framingham State College, Psychology[2] Mass College of Liberal Arts, Psychology / Sociology[2] Salem State College, Psychology[2] Worcester State College, Psychology[2] UMass-Amherst, College of Social & Behavioral Sciences[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Public Relations Concentration	Fitchburg State College, Technical Writing[2] Mass College of Liberal Arts, English / Communication, Fine & Performing Arts[2] Salem State College, Communciation[2] Suffolk University, Public Relations[1] Worcester State College, Communication[2] UMass-Amherst, College of Social & Behavioral Sciences, Humanities & Fine Arts[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Science / Math / Pre-Engineering Concentration	Bridgewater State College, All Science Majors, Mathematics[2] Fitchburg State College, Biology, Mathematics[2] Framingham State College, Biology, Chemistry, Mathematics[2] Mass College of Liberal Arts, Biology, Environmental Studies, Math, Physics[2] Mass Maritime Academy, All Majors[2] Salem State College, All Arts & Science Majors[2] Worcester State College, Mathematics, Natural Sciences[2] UMass-Amherst, College of Natural Sciences & Mathematics, Natural Resources and the Environment[2] UMass-Boston, Liberal Arts, Science & Mathematics[2] UMass-Dartmouth, College of Arts & Sciences, Engineering[2] UMass-Lowell, College of Arts Sciences, Engineering[2]

Articulation Agreements and Joint Admissions

Key: 1 = Articulation Agreement; 2 = Joint Admission

CCCC Program	Accepted by
A. A. Sociology / Anthropology Concentration	Bridgewater State College, Sociology / Anthropology[2] Fitchburg State College, Sociology[2] Framingham State College, Sociology[2] Mass College of Liberal Arts, Sociology / Psychology[2] Salem State College, Sociology[2] Worcester State College, Sociology[2] UMass-Amherst, College of Social & Behavioral Sciences[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Arts & Sciences[2] UMass-Lowell, College of Arts & Sciences[2]
A. A. Theater / Dance Concentration	Fitchburg State College, English: Theater track[2] Mass College of Liberal Arts, English, Fine & Performing Arts[2] Salem State College, Communication, Theater, Sport / Fitness / Leisure[2] Westfield State College, English[2] UMass-Amherst, College of Humanities & Fine Arts, Social & Behavioral Sciences[2]
A. A. Visual Arts Concentration (Portfolio may be required.)	Art Institute of Boston at Lesley University[1] Bridgewater State College, Art[2] Fitchburg State College, Communication[2] Framingham State College, Art (Studio)[2] Mass College of Liberal Arts, Fine & Performing Arts[2] Salem State College, All Arts & Science Majors[2] UMass-Amherst, College of Humanities & Fine Arts[2] UMass-Boston, College of Arts & Sciences[2] UMass-Dartmouth, College of Visual & Performing Arts[2] UMass-Lowell, College of Arts & Sciences[2]
A. S. Business Administration - Accounting	Mass College of Liberal Arts, Business Administration with Accounting Concentration[2]
A. S. Business Administration - Hotel Restaurant	Mass College of Liberal Arts, Business Administration[2] North Carolina Central University, Hospitality & Tourism[1] UMass-Amherst, Hotel Restaurant & Travel Administration Program[2]
A. S. Business Administration - Management	Mass College of Liberal Art, Business Administration[2]
A. S. Business Administration - Marketing	Mass College of Liberal Arts, Business Administration with Accounting Concentration[2]
A. S. Criminal Justice	Bridgewater State College, Criminal Justice[2] Salem State College, Criminal Justice[2] UMass-Boston, College of Public & Community Service[2]
A. S. Fire Science (both options)	Salem State College, Fire Science[2]
A. S. Information Technology	Mass College of Liberal Arts, Computer Science[2]
A. S. Nursing	Framingham State College, Nursing[2]

* The following colleges/universities offer a broad range of transfer opportunities for Cape Cod Community College graduates:

- Charter Oak State College, Connecticut
- Pine Manor College, Massachusetts
- Saint Leo University, Florida
- University of Maine - School of Engineering Technology
- Vermont College of Union Institute and University

All of the information in this section is subject to change at the discretion of the participating institutions.

Students are encouraged to meet with the Transfer Advisor at Cape Cod Community College to explore all the transfer options available to them.

Bachelor's and Master's Degrees

Office of Advanced Studies

Area residents can now earn their Bachelor's or Master's degree right here on Cape Cod. The Office of Advanced Studies is the coordinating center for the Bachelor's and Master's degree programs being offered on-campus by participating colleges and universities.

As the host institution, Cape Cod Community College works closely with these other schools to provide programs the Cape's workforce will need. It continues to explore additional programs as area needs are identified. Sample curriculum maps for current programs are provided on the following pages. Students are advised to contact the institution granting the degree for details. For more information, please contact the Office of Advanced Studies at 1-508-375-4082.

The following programs are currently being offered on campus. Most courses are held on nights and weekends, and all credits and degrees earned are granted by the participating institutions.

Bachelor's Degree Partnerships

Lesley University: 1-617-349-8473
Bachelor of Liberal Arts
Human Development

Suffolk University Cape Cod: 1-508-375-4083
Bachelor of Science or Bachelor of Arts
Communication / Public Relations
Bachelor of Science
Journalism

University of Massachusetts-Dartmouth: 1-508-678-3636
Bachelor of Arts
Liberal Arts
Bachelor of Science
General Business Administration

University of Massachusetts-Boston: 1-617-287-7532
Bachelor of Science (online education program)
Nursing A.D.N. to B.S.N

Master's Degree Partnerships

Boston University: 1-617-353-2245
Masters in Clinical Social Work

Bridgewater State College: 1-508-531-1263
Masters of Education in Instructional Technology

Lesley University: 1-508-415-1261
Masters in Counseling in Psychology

Salem State College
Masters of Education in Reading: 1-978-542-6317
Masters of Education in Educational Leadership: 1-978-542-6267

Suffolk University
Masters in Public Administration: 1-508-375-4056

Wheelock College: 1-617-879-2240
Masters in Early Childhood Education

University of Massachusetts-Dartmouth: 1-508-678-3636
Masters in Business Administration

Cape Cod Center for Graduate Education

The Cape Cod Center for Graduate Education was established in 1992 to provide quality graduate education for the residents of Cape Cod and the Islands. The Center is a non-profit organization, governed by a Board of Directors. Representatives include school superintendents, college officials, and business and community agencies. The purpose of the Center is to provide non-traditional scheduling of graduate programs to meet the needs of working professionals. Selected Master's degree programs are offered on-campus by accredited institutions of higher education; degrees are awarded by those institutions. For more information, call 1-508-375-4082.

Educational Partnership: Cape Cod Community College / Suffolk University

Sample Curriculum Map for Associate in Arts and Bachelor of Science in Journalism

By completing the following courses, the student will receive an Associate in Arts degree from Cape Cod Community College.

First Semester		**credits**
ENL101	English Composition I	3
COM103	Human Communication	3
HIS108	The U.S. since 1945	3
HUM102	Humanities: Perception Through the Arts	3
MAT140	Survey of Mathematics	3
Second Semester		
ENL102	English Composition II	3
ECO117	Principles of Macroeconomics (or)	3
ECO118	Principles of Microeconomics	
PSY101	General Psychology	3
SOC208	Race, Gender and Class in the U.S (or equivalent)	3
	Science/Lab (AST, BIO, CHM, ESC, or ENV)	4
Third Semester		
ENLXXX	Literature I - American, English or World Survey	3
ENL161	Journalism I	3
COM220	Introduction to Film (or equivalent)	3
	Science/Lab (AST, BIO, CHM, ESC, or ENV)	4
PHI210	Ethics	3
Fourth Semester		
ENL163	Journalism II	3
COM105	Survey of Mass Communication	3
GOV111	American Government	3
	Elective (Film, Theater or Cinema)	3
	Elective (Fine and Performing Arts)	3
Total credits from Cape Cod Community College		***62***

By completing the following required courses in conjunction with the Cape Cod Community College A.A. degree, the student will receive a Bachelor of Science in Journalism degree from Suffolk University.

First Semester		**credits**
CJN101CC	Introduction to Communication	4
CJN247CC	Design and Production	4
CJN317CC	Copy Editing	4
CJNXXXCC	CJN Elective	4
Second Semester		
CJN255CC	Introduction to Media	4
CJNXXXCC	Feature Writing	4
CJNXXXCC	CJN Elective	4
CJNXXXCC	CJN Elective	4
Third Semester		
CJN239CC	Media Law	4
CJN405CC	Communication Theory	4
CJNXXXCC	CJN Elective	4
CJNXXXCC	CJN Elective	4
Fourth Semester		
CJN403CC	Issues in Journalism	4
CJN415CC	Review Writing	4
CJNXXXCC	CJN Elective	4
CJNXXXCC	CJN Elective	4
Total credits from Suffolk University		***64***

Total credits required for Bachelor's Degree: 126

The above Curriculum Map is a sample only for this Educational Partnership. Students should verify current Suffolk requirements to ensure course transferability. For a full description of this program, contact the Suffolk University office at CCCC, or call 1-508-375-4083.

Educational Partnership: Cape Cod Community College / Suffolk University

Sample Curriculum Map for Associate in Arts and Bachelor of Science in Communication / Public Relations

By completing the following courses, the student will receive an Associate in Arts degree from Cape Cod Community College.

First Semester		**credits**
ENL101	English Composition I	3
COM103	Human Communication	3
COM105	Survey of Mass Communication	3
PSY101	General Psychology	3
HIS104 (or)		3
HIS108	Social Science (U.S. History)	
Second Semester		
ENL102	English Composition II	3
PHI210	Ethics	3
COM220	Introduction to Film, Theater or Cinema	3
	Concentration Elective	3
	Concentration Elective	3
Third Semester		
GOV111	American Government	3
ENLXXX	Literature I - American, English, or World Survey	3
ENL161	Concentration Elective (Journalism I)	3
	Natural Science/Lab (AST, BIO, CHM, ESC, or ENV)	4
HUM102	Fine and Performing Arts (Humanities)	3
Fourth Semester		
	Natural Science/Lab (AST, BIO, CHM, ESC, or ENV)	4
MAT140	Survey of Mathematics	3
	Cultural Diversity* (from Approved Listing)	3
ENL163	Concentration Elective (Journalism II)	3
	Concentration Elective	3
Total credits from Cape Cod Community College		***62***

By completing the following required courses in conjunction with the Cape Cod Community College A.A. degree, the student will receive a Bachelor of Science degree in Communication / Public Relations from Suffolk University.

First Semester		**credits**
CJN101CC	Introduction to Communication	4
CJN247CC	Design & Production for Marketing	4
CJN277CC	Public Relations I	4
CJNXXXCC	CJN Writing Elective	4
Second Semester		
CJN477CC	Public Relations II	4
CJN437CC	Advertising Campaigns	4
CJN377CC	Event Planning & Promotion	4
CJNXXXCC	CJN Elective	4
Third Semester		
CJN405CC	Communication Theory	4
CJN457CC	Integrated Marketing	4
CJNXXXCC	Quantitative Reasoning	4
CJNXXXCC	CJN Elective	4
Fourth Semester		
CJN503CC	Experiential Learning or CJN Elective	4
CJNXXXCC	CJN Elective	4
CJNXXXCC	CJN Elective	4
CJNXXXCC	CJN Elective	4
Total credits from Suffolk University		***64***

Total credits required for Bachelor's Degree: 126

The above Curriculum Map is a sample only for this Educational Partnership. Students should verify current Suffolk requirements to ensure course transferability. For a full description of this program, contact the Suffolk University office at CCCC, or call 1-508-375-4083.

Educational Partnership: Cape Cod Community College / University of Massachusetts-Boston

Sample Curriculum Map for Associate in Science in Nursing and Bachelor of Science in Nursing

By completing the following required courses, the student will receive an Associate in Science degree in Nursing from Cape Cod Community College.

		credits
ENL101	English Composition I	3
ENL102	English Composition II (or)	3
COM103	Human Communication	
PSY101	General Psychology	3
SOC106	Principles of Sociology	3
PSY233	Developmental Psychology	3
	Fine & Performing Arts (or) Language Arts	3
CHM109	Chemistry for the Health Sciences I	4
BIO107	Human Anatomy and Physiology I	4
BIO108	Human Anatomy and Physiology II	4
BIO201	Microbiology	4
HEA200	Pharmacology	3
NUR100*	Pharmacology Calculations	1
NUR107*	Fundamentals of Nursing	8
NUR108*	Nursing Across the Life Span	8
NUR201*	Physical and Mental Health I	10
NUR202*	Physical and Mental Health II	8
NUR203*	Foundations of the Profession	3

The following courses must be taken prior to beginning nursing courses at the University of Massachusetts-Boston:

Nutrition	3
Statistics	3
Humanities/Art elective**	3
Humanities/Art elective**	3
World Culture/World Language**	3
World Culture/World Language**	3
Electives	8

** Please see the list of Cape Cod Community College courses that meet this requirement. This list is available from the UMass-Boston RN to BSN Coordinator at 1-617-287-7532 or Mary Olenick, Transfer Advisor, Cape Cod Community College, 1-508-362-2131 ext. 4316.

The general education requirements may be met at any time during the program. These requirements may be met through transfer credit. Chemistry is strongly recommended as an elective for students who plan to apply to a nursing practitioner program.

By completing the following required courses in conjunction with the Cape Cod Community College A.S. degree, the student will receive a Bachelor of Science degree in Nursing from the University of Massachusetts-Boston.

***Required Courses**

The Nursing course portion of the program operates on a cohort model, whereby a group of students completes the same program of study over five semesters. The following six-credit nursing courses are taught online during summer, fall and spring sessions. New cohorts will be formed when 20 students have met the criteria to move to Bachelor of Science online nursing courses.

		credits
Nursing 360	Professional Issues in Nursing	6
Nursing 361	Health Assessment and Promotion	6
Nursing 362	Nursing Research and Informatics	6
Nursing 460	Evidence-Based Practice	6
Nursing 461	Community Health Nursing	6

*Students must successfully complete the University of Massachusetts-Boston Writing Proficiency Requirement **prior** to enrolling in NU461. The Community Health Nursing course includes an 84-hour clinical practicum. While engaged in the practicum, students will attend the online portion of the class and have conference calls with their instructor.*

University graduation requirements state the student must complete a minimum of thirty (30) Residency Credits at University of Massachusetts-Boston. This requirement is met by the five six-credit nursing courses in the online RN to BS program. Upon successful completion of NU360 Professional Issues in Nursing, students are awarded 37 transfer credits for nursing courses in their basic nursing program. UMass-Boston will only accept transfer courses that apply to the BS in Nursing up to a maximum of 90 credits.

A maximum of 93 credits can be transferred from other schools including CLEPs, and NLNs.

Please see the RN to BSN Coordinator for a total number of credits required for degree.

* Refer to the Cape Cod Community College A.S. Nursing degree.

The above Curriculum Map is a sample only for this Educational Partnership.
For a more detailed description of this program, the student should contact Kathleen Polley, RN, MSN at 1-617-287-7532 or kathleen.polley@umb.edu

Educational Partnership: Cape Cod Community College / University of Massachusetts-Dartmouth

Sample Curriculum Map for Associate in Arts and Bachelor of Arts in Arts / Humanities / Social Sciences

By completing the following courses, the student will receive an Associate in Arts degree from Cape Cod Community College.

First Semester		**credits**
ENL101	English Composition I	3
COM103	Human Communication	3
PSY101	General Psychology	3
MAT140-MAT245	Mathematics	3
Second Semester		
ENL102	English Composition II	3
ANT107 (or) GOV111	Behavioral Science	3
ECO117 (or) ECO118	Social Science	3
	Foreign Language*	4
Third Semester		
Two (2) of the following:	ENL120, ENL135, ENL150, ENL201-208, ENL210, ENL218	6
	Foreign Language*	4
One (1) of the following:	HUM102, ART125-ART129, MUS100, MUS101	3
BIO101	Concepts of Biology I	4
Fourth Semester		
BIO102	Concepts of Biology II	4
Two (2) of the following:	HIS103, HIS104, HIS160, HIS162, HIS206, HIS207, PHI130, PHI210, REL101, SOC106 or GRN232	6
	Behavior Sciences	3
	Electives*	5
Total credits from Cape Cod Community College		***60***

*15 credits of foreign language if first and second year of language is needed; 8 credits of foreign language if only second year of language is needed. If the student needs only 8 credits of foreign language, the student must complete an additional 5 elective credits to reach the 60 credits for graduation at Cape Cod Community College.

By completing the following required courses in conjunction with the Cape Cod Community College A.A. degree, the student will receive a Bachelor of Arts degree in Arts/Humanities/Social Sciences from the University of Massachusetts-Dartmouth.

Required Courses - Junior Year**		**credits**
HST343	History of Greek Civilization	3
SOC310	Social Movements	3
ENL336	20th Century American Fiction	3
PSY323	Psychology of Adjustment	3
SOC337	Comparative Ethnic Relations	3
ENL356	Language and Culture	3
HST324	Europe in the 20th Century	3
SOC325	Sex, Marriage and Family (or ANT325)	3
PSY372	Psychology of Gender Differences	3
ENL372	Writing About Popular Culture	3
SOC350	Readings in Sociological Literature	3
Required Courses - Senior Year**		
HST385	History of the People's Republic of China	3
PSY	Psychology course (TBA)	3
HST315	History of Massachusetts	3
PSY312	Organizational Behavior	3
ENL390	Special Topics in Literature	3
ENL425	Seminar in Comparative Literature	3
SOC335	Social Policy	3
SOC400	Special Topics in Sociology	3
HST400	Seminar in Modern U.S. History	3
PSY490	Special Topics in Psychology	3
Total required course credits from UMass-Dartmouth		***63***

Cape Cod Community College	60
University of Massachusetts-Dartmouth	63
Total credits to receive degree	**123**

**** Can take more than two (2) years.**
Average 2-3 courses per semester.

The above Curriculum Map is a sample only for this Educational Partnership.
For a more detailed description of this program, the student should work directly with representatives from the University of Massachusetts-Dartmouth.

Educational Partnership: Cape Cod Community College / University of Massachusetts-Dartmouth

** Can take more than two (2) years, average 2-3 courses per semester.

Sample Curriculum Map for Bachelor of Science in General Business Administration

By completing the following courses, the student will receive an Associate in Science degree from Cape Cod Community College.

General Education		**credits**
ECO117	Principles of Macroeconomics	3
ENL101	English Composition I	3
ENL102	English Composition II	3
COM103	Human Communication	3
	Behavioral Science	3
	Fine and Performing Arts or Language Arts	3
	General Education elective	3
	Mathematics* or Natural Science	3/4

Professional Education		
ACC201	Financial Accounting	3
ACC202	Managerial Accounting	3
BUS100	Intro to Business	3
	Elective*	3
BUS120	Business Law I	3
BUS201	Business Finance	3
BUS214	Management	3
	Elective*	3
	Elective*	3
GIT110	Microcomputer Appl. Software	3
MKT100	Marketing	3
	Elective*	3
	Information Technology elective*	3

Total Credits from Cape Cod Community College: 60/61

*Electives: Choose from among the following courses.
Check with transferring institution for acceptance of courses; all may not transfer.

Math	**Natural Science**
Fine & Performing Arts	**Language Arts**

By completing the following required courses in conjunction with the Cape Cod Community College A.S. degree, the student will receive a Bachelor of Science Degree in General Business Administration from the University of Massachusetts Dartmouth.

Required Courses

ENL 265	Business Communications
FIN 312	Business Finance
POM 212	Business Statistics
POM 333	Quantitative Business Analyses
POM 345	Operations Management
MIS 315	Information Systems
MGT 490	Strategic Management

Business elective (300 or 400 level ACT, MIS, MGT, MKT, FIN)
Business elective (300 or 400 level ACT, MIS, MGT, MKT, FIN)
Business elective (300 or 400 level ACT, MIS, MGT, MKT, FIN)
Business elective (300 or 400 level ACT, MIS, MGT, MKT, FIN)
Business elective (300 or 400 level ACT, MIS, MGT, MKT, FIN)
Business elective (300 or 400 level ACT, MIS, MGT, MKT, FIN)
Business elective (300 or 400 level ACT, MIS, MGT, MKT, FIN)
Business elective (300 or 400 level ACT, MIS, MGT, MKT, FIN)
Business elective (300 or 400 level ACT, MIS, MGT, MKT, FIN)

Open Requirements: 12 credits to fulfill the areas of Cultural/ Artistic Literacy, Diversity Social Science or Non Business Elective

Course flexibility: face-to-face, blended & online
Degree requirements: 120 credits

The above Curriculum Map is a <u>sample only</u> for this Educational Partnership.
For a more detailed description of this program, the student should work directly with representatives from the UMASS- Dartmouth.

Providing its region with access to unique resources is a key mission for Cape Cod Community College. By maintaining close relationships with community leaders, business and industry groups, and local organizations, the College shapes its non-credit course offerings, conferences, workshops, lecture programs, cultural events, and special initiatives to meet community needs.

Academy for Lifelong Learning

The Academy was formed to promote an often overlooked resource on Cape Cod - the skills, wit, and wisdom of our retired population. It challenges its members to explore new areas of interest in peer-supported learning groups and provides them with an opportunity to maintain intellectual vigor in an educationally supportive environment. For more information, call 1-508-362-2131, ext. 4400 or visit www.allcapecod.org.

A.C.C.C.E.S.S.

ACCCESS, the Adult Collaborative of Cape Cod for Education and Support Services, provides ESOL (English for Speakers of Other Languages), GED preparation, and college transition programs for adults over the age of sixteen. Workforce Education as well as academic and career counseling are available. There is no charge for these services. The local partners include a variety of local school districts and agencies. Classes are held day and evening at various locations across the Cape. Start times vary. For more information, call 1-508-778-2221 or visit our web site at www.acccess.org.

After School Tutoring Program

In partnership with Hyannis East Elementary School, the College trains college students as volunteer tutors to conduct the After School Tutoring Program for students at the elementary school. The program is funded by the Massachusetts Campus Compact. Students receive college credit at no charge for their work in this program. For more information, call 1-508-362-2131, ext. 4381.

Bachelor's Degree Partnerships

Refer to page 179.

Cape Cod Center for Graduate Education

The Cape Cod Center for Graduate Education was established in 1992 to provide quality graduate education for the residents of Cape Cod and the Islands. The Center is a non-profit organization, governed by a Board of Directors. Representatives include school superintendents, college officials, and business and community agencies. The purpose of the Center is to provide non-traditional scheduling of graduate programs to meet the needs of working professionals. Selected Master's degree programs are offered on-campus by accredited institutions of higher education; degrees are awarded by those institutions. For more information, call 1-508-375-4082.

Cape Cod College Bound Program

In partnership with the Dennis-Yarmouth middle schools, the College operates the Cape Cod College Bound Program to assist middle school students to prepare for college. The program provides counseling, tutoring and cultural enrichment at the middle schools during the school year. Students attend special weekend events and a special four-week academic summer session at the College. The program is funded by the Department of Higher Education's Massachusetts Educational Opportunity Program. For more information, call 1-508-362-2131, ext. 4315.

College Connection Program

Cape Cod Community College is committed to ensuring that all high school students are provided with the opportunity to enroll in postsecondary education. The *College Connection Program* provides enrollment services including Admissions, Financial Aid, Placement Testing, Advising, and Registration to seniors, on-site, at their respective local high school. The goal of the program is to create an expectation that "college is in everyone's future," and to increase the overall percentage of high school seniors that pursue a college education after graduating.

The College will be partnering with Falmouth High School, Barnstable High School, Bourne High School, Dennis-Yarmouth Regional High School and Upper Cape Cod Regional Technical School for the 2008-2009 academic year. Cape Cod Community College looks forward to expanding the program to additional districts in the years to come. For more information please contact Lisa J. Fedy, Director of College Connection at 508-362-2131 ext. 4370.

Community Leadership Institute

The Community Leadership Institute (CLI) was formed to identify and nurture existing and potential leaders, increase their knowledge of community, and develop networks of individuals who can help each other solve community problems. This increased knowledge of community and expanded network of graduates will ensure that the public service/business sector will have trained people able to function as leaders for future community development. For more information, call 1-508-362-2131, ext. 4347 or visit www.clicapecod.org.

Cotton Center for Real Estate Studies

The Cotton Center for Real Estate Studies, established with a generous contribution of Jack and Ann Marie Cotton, is dedicated to the education and continued professional development of real estate professionals and the mentoring of those new to and seeking to enter the profession.The Center focuses energy and activity on advancing the field and affiliated elements while empowering individuals to attain home ownership. It will encompass all of the real estate courses currently offered by the managing department, the Workforce Education Resource Center, WERC, and anticipates developing new curriculum as appropriate in such areas as real estate licensing, appraising, sales and marketing, investment analysis, finance, property development and management, and related topics and issues.

Current offerings include licensing, continuing education, and appraisal classes. Other offerings will be added over time which may include Goal Setting, Marketing, Finance, and an annual speaker series. National real estate speakers will be invited to the College to present programs of interest to real estate professionals.

In addition, online information for homeowners and realtors will be available at the Cotton Center for Real Estate Studies. For further information, please call 1-508-362-2131, ext. 4505 or visit www.capecod.edu/werc.

Educational Partnerships

Refer to **Bachelor's and Master's Degrees** page 179.

English for Speakers of Other Languages (ESOL)

In addition to resources provided under ACCCESS (page 185), academic opportunities for non-native speakers are available through the College Assessment Center, Advising Office, and the Department of Language and Literature. The College aims to provide accurate diagnosis and placement in courses designed for non-native speakers to achieve success in Standard American English. For information, contact the Admissions Office at 1-508-362-2131, ext. 4311. Refer also to page 138 for a list of ESOL courses.

Facilities Use

The facilities at Cape Cod Community College may be used by community groups on a space-available basis. For more information, call 1-508-362-2131, ext. 4418.

Graduate Degree Partnerships

Refer to **Bachelor's and Master's Degrees**, page 179.

Hyannis Center

The Hyannis Center, located at 540 Main Street, Hyannis, offers free educational assistance for adults who need to improve their basic reading, writing and math skills. The Center offers English for Speakers of Other Languages (ESOL) classes and preparation for the High School Equivalency Test (GED). Workplace education in the basic skills area, ESOL, and college transition are also available. The Hyannis Center also provides selected non-credit classes related to community interest, job training, computer programs, and college credit classes. For more information, call the Center at 1-508-778-2221.

International Education Opportunities

As a member of the College Consortium for International Studies (CCIS), the College offers the opportunities for students to take part in high-quality, low-cost, fully accredited study abroad programs around the world. Study abroad programs include year-long, semester, and summer courses where students may earn college credit. Study abroad programs are open to Cape Cod Community College full-time and part-time students, to students from other colleges, and often to members of the community. Cape Cod Community College also offers a variety of short-term courses facilitated by our faculty. Students typically earn one to three credits per course. Frequently, short-term courses are offered for non-credit to members of the community.

An International Education Committee is charged with the design and implementation of a strategy that will incorporate international/intercultural education across the College curriculum. The Committee seeks to increase student, faculty, staff, and community participation in international opportunities. Further, the Committee works to develop on-campus activities designed to heighten awareness of and sensitivity to the importance of international/intercultural learning experiences. The College is also a member of the Massachusetts Council for International Education (MaCIE), an association which links Massachusetts public institutions of higher education in a common commitment to promote international education among their diverse constituencies. For more information, call 1-508-362-2131, ext. 4455.

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/University of Massachusetts-Amherst for its Peer Leadership program.

Project Forward provides an exploratory career assessment including course offerings in Animal Care, Basic Food Preparation, Child Care, Office Technology, Basic Retail, Institutional Maintenance and Landscaping, Mass Communications, and Work-Life Skills.

In addition to one of the vocational concentrations above, 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, basketball, Circles, and 4H activities coordinated with Barnstable County 4H/UMass Extension are available at no additional charge to the student. For further information, call 1-508-362-2131, ext. 4763 or email PDaley@capecod.edu.

Provincetown Art Association and Museum School

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

Course credits taken at the Provincetown Art Association Museum School will count toward graduation at Cape Cod Community College in the Associate in Arts degree. The School offers courses in the Fall/Winter and Spring.

PAAM
Provincetown Art Association & Museum School
460 Commercial Street
Provincetown, MA 02657
Telephone: 1-508-487-1750
www.paam.org
email: lstanley@paam.org

School-to-Careers Partnership

The School-to-Careers Partnership is a business-education coalition to improve career opportunities for young people. It merges school, community and work experiences to help students gain the skills and information needed to be successful once they leave school and pursue their careers. The Partnership, located in South Hall, coordinates school outreach to the business community, linking high school and college classrooms and bringing teachers, students and employers together, both in and out of school. For further information, call the School-to-Careers Office at Cape Cod Community College at 1-508-362-2131, ext. 4485.

Speakers Bureau

Cape Cod Community College faculty and staff members are a valuable resource of knowledge and insight for the entire region. The College maintains a Speakers Bureau list of individuals and groups within the institution who are prepared to make presentations and share their expertise on topics of personal and professional interest. A list of current topics and speakers is available through the Office of College Communications at 1-508-362-2131, ext. 4714.

Workforce Education Resource Center

The Workforce Education Resource Center (**WERC**) assesses training needs and designs and delivers custom training to companies and organizations on Cape Cod, Martha's Vineyard, Nantucket and South-eastern Massachusetts. The team of instructors, including college faculty, staff and consultants, provide expertise in management, team building, information technologies, customer service and a host of other areas including foreign languages needed for businesses and organizations to succeed in the global economy. On-site training helps meet the specific needs and is convenient for the employees of the corporation. Credit courses are provided when the content provided in the course best meets company objective. **WERC** has assisted businesses in securing Workforce Investment Funds to pay for training.

WERC provides on-line training accessible 24/7. Face-to-face courses are offered at the College's Hyannis Center, West Barnstable Campus or other locations convenient to the clients. Courses are designed to provide just-in-time training for businesses and organizations that have one or more employees who need the training.

Certification and continuing education in selected areas are offered including OSHA, Real Estate, ServSafe, Home Inspection and Dental Hygiene. All course listings can be found at *www.capecod.edu/werc.*

For information, call 1-508-362-2131, ext. 4435, e-mail us at *werc@capecod.edu* or visit our web site at *www.capecod.edu/werc.*

Zammer Hospitality Institute

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

It seeks to grow the student experience in:

- excellence in hospitality/culinary services
- internships and cooperative work opportunities
- international cultures and cuisines
- sustainable business and environmental practices

Have questions, or want to become involved?
Please speak with Jim Miller, ZHI Director
1-508-362-2131, ext. 4841 or *jmiller@capecod.edu*

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

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

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Glossary of Academic Terms

A.A. - **Associate in Arts** - An undergraduate degree of at least 60 credits or more awarded upon successful completion of a program of study in liberal arts and sciences that prepares students to transfer to a baccalaureate institution.

A.S. - **Associate in Science** - An undergraduate degree of at least 60 credits awarded upon successful completion of a program of study in an applied subject area, such as computers, electronics, or health, that prepares students to enter the work force.

Academic Advisor - College staff member responsible for providing guidance in course and/or program-related issues.

Academic Term (semester) - Fall, spring, and summer weeks when classes are in session. The fall and spring semesters are approximately fifteen weeks long. The summer semester is seven weeks long.

Academic Year - Fall, spring, and summer semesters are generally from early September to mid August.

Add a Course - To enroll in additional courses after registration is complete. It may be accomplished only during the schedule adjustment period as specified on the academic calendar and processed through the Registrar's Office.

Adjunct Faculty - Members of the College staff who teach on a part-time basis.

Administration - College staff members responsible for management and supervision.

Alumni - Graduates, in the plural.

Articulation Agreement - A formal agreement between Cape Cod Community College and a four-year college or university which eases the transfer to that institution.

Audit - To take a course under an agreement which does not result in a final grade of A, B, C, etc. Generally involves regular attendance and participation, but limits graded activities, such as exams. Requires full payment of tuition.

Certificate Program - An academic program of study in a specific field intended for occupational training, upgrading or retraining, generally 29 credits or less in duration. A certificate is awarded upon successful completion of the program.

Commencement - Graduation.

Concentration - Required course of study in the A.S. programs. Recommended course of study in A.A. programs.

Credit Course - An academic course numbered 100 or above in the College catalog which may be applied toward completion of a degree or certificate (see Developmental Course).

Credit Hour - A standard measure of the amount of instructional time required to successfully complete a course. For example, ENL101, English Composition I, is a 3-credit hour course, which means that it will meet for 3-hours each week for one semester.

Curriculum - Set of courses focused in a particular field, i.e., accounting, criminal justice, and early childhood education.

Dean - Member of administrative staff responsible for supervision and management of a particular division of the College.

Degree Program - At Cape Cod Community College, an associate in arts or associate in science program of study requiring 60 credits or more for completion.

Developmental Course - A basic skill development course, generally numbered below 100 in the College catalog, that carries college credit but does not count toward the requirements for graduation.

Drop - To cancel registration in a course. It may be accomplished only during the schedule adjustment period as specified on the academic calendar and processed through the Registrar's Office.

Elective - A course requirement in a program of study that may be fulfilled with a variety of courses in the designated discipline area numbered above 100.

Faculty - Members of the College staff who teach.

Fees - Charges to students by the College for specific services.

Financial Aid - Funding provided to students from various sources to assist in defraying expenses to attend the College.

Free Application for Federal Student Aid (FAFSA) - A standardized application including detailed financial data that is required to determine eligibility for all financial aid programs.

Full-Time (Student) - Students registered for 12 or more credits in the fall or spring semester.

GED - General Educational Development (high school equivalency diploma).

General Education Requirements - A common core of courses that all students are required to take which provide for the acquisition of the core skills and knowledge of a literate citizenry.

GPA (Cumulative GPA) - Grade point average used to compute student academic standing.

Matriculation - Formal application to and acceptance in a degree or certificate program.

Mid-Term - The point midway through an academic term.

Part-Time (Student) - Student enrolled for 11 credits or fewer in the fall or spring semester.

Prerequisite - Skill or course required for entry into a course or program of study. Prerequisites may be satisfied by achieving appropriate Basic Skills Assessment Scores.

Program - Refer to A.S. Associate in Science, page 67.

Transcript - Permanent record of student academic grades.

Tuition - Charges to a student by the College for registration in credit courses.

Withdrawal from the College - The formal process of notifying the College of the decision to discontinue attending all classes. Available through the Counseling Office.

Withdrawal from a Course - The formal process of notifying the College of the decision to discontinue attendance in a course. Available through the Registrar's Office.

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