Cape Cod Community College
Spring 2008 Course Guide
Spring Semester 2008
Academic Calendar
January 22 - May 19

January 1
January 4
January 8
January 15
January 18
January 18
January 21
January 22
January 28
February 4
February 18
February 29
March 17
March 17-21
Mar. 31-Apr. 11
April 4
April 7
April 14-18
April 21
May 1
May 12
May 12
May 13-19
May 22
May 22
May 26
May 28
May 29
June 17

New Year’s Day observance
Preregistered students’ Tuition and Fees are due
Preliminary cancellations of classes with insufficient enrollment
Final cancellation of classes with insufficient enrollment
Professional Day / Student Orientation
Last day to register and pay for classes
Martin Luther King Day observance
Classes begin
Last day to drop a course with no academic record/ change a schedule/or drop a course for 100% refund (less $35 deposit)
Last day to drop a course for 50% refund
Presidents’ Day observance
Mid-term warning grades due to Registrar
Evacuation Day observance
Spring recess
Advising period for preregistration
Last day to withdraw from an academic course
Summer session registration begins
Returning students preregister for Fall 2008 courses
Patriots’ Day observance
Last day to resolve INC grades
Fall registration begins for all classes
Classes end
Final exam period
Final grades due to Registrar by 9:00am
Professional Day
Memorial Day observance
Approval of graduates
Commencement
Bunker Hill Day observance

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

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

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

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

Hours while classes are in session:
Monday-Thursday 8:00am-9:30pm
Friday 8:00am-4:30pm
Saturday 9:00am-1:00pm
Sunday 1:00pm-5:00pm

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

Pay for your classes at www.capecod.edu

Register for classes by Friday, January 18

New and Returning Students: By policy, you must be registered by January 18.
The final day to register for classes is Friday, January 18th.

Students will be permitted to add a class through the Registration Office or via Campus Web, ONLY during the first week of the semester provided the class has not already met. Students will also be able to drop classes during this time.

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

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

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

Refer to page 44 for other Bookstore Information.
Welcome to Cape Cod Community College!

Within this extraordinary learning community, you can build a solid academic future, redirect your personal and career goals, or enhance your workforce skills. We’re waiting to provide you with the finest educational environment on a campus rich in opportunities to interact with people and cultures from around the world. All you need to do is join us and start growing your future.

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

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

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


Kathleen Schatzberg, President
Cape Cod Community College

Admissions Office

Discover the opportunities that exist for you!

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

Need an Application?
Download one today at www.capecod.edu;
click on Prospective Student
or call 1-508-362-2131 x4311

Need Assistance or Wish to Tour the Campus?
Schedule a Campus Visit at www.capecod.edu;
click on Prospective Student
or call 1-508-362-2131 x4311
Information Sessions offered daily

Join Us for a Saturday Information Session
February 9, 2008, 9:00am • Tilden Arts Center

OPEN HOUSE: APRIL 25, 2008, 2:30-5:00pm

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How We Can Help You...

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

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

NON-DISCRIMINATION POLICY STATEMENT
Cape Cod Community College policy prohibits discrimination in education, employment, and services on the basis of race, ethnicity, religion, sex, marital status, national origin, ancestry, sexual orientation, or disability. For policies on Affirmative Action, Diversity, and Sexual Harassment, see the Affirmative Action Statement, page 44.

Cape Cod Community College • SPRING 2008

www.capecod.edu
Basic Skills Assessment

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

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

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

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

If you have recently applied for admission for the Spring 2008 semester, you will receive specific information in the mail about your assessment, advising, and registration process 2008 semester, you will receive specific information in the mail about your assessment, advising, and registration process. Please do not schedule an appointment for the dates below.

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

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

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

Call 1-508-362-2131 x4343 for an appointment.

Tutoring Center

Lyndon P. Lorusso Applied Technology Building, G-01

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

Online Appointment System

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

eTutoring

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

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

Writing/Resource Center

Lyndon P. Lorusso Applied Technology Building, G-02

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

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

Math Learning Center

Science Hall, Room 112

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

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

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

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

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

5 Reasons To Take This Workshop

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

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

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

To register, call 1-508-375-4012

### American Sign Language

**American Sign Language I**
- ASL101-63 T 6:30-9:30pm Com106 T. Driscoll
- Prerequisite: ENL010 or satisfactory reading comprehension score on the basic skills assessment / 3 credits.

**American Sign Language II**
- ASL102-63 Th 6:30-9:30pm Com106 T. Driscoll
- Prerequisite: ASL101 / 3 credits.

### Anthropology

**Introduction to Anthropology**
- ANT107-63 M 6:30-9:30pm South 105 J. Oni
- Prerequisite: None / 3 credits.

**World Archaeology**
- ANT108-63 T 6:30-9:30pm North 114 T. Thorpe
- Prerequisite: None / 3 credits.

**Comparative Cultures**
- ANT211-01 T Th 9:30-10:45am North 118 J. Oni
- Prerequisite: SOC106 or ANT107 / 3 credits.

### Art

**Drawing**
- ART100-02 T Th 9:30-11:10am Studio A S. Anderson
- ART100-03 T Th 11:30am-1:10pm Studio A S. Anderson
- ART100-40 M 2:30-6:00pm Studio A S. Anderson
- ART100-41 T 2:00-5:30pm Studio B A. Flash
- ART100-63 Sat. 10:00am-1:30pm Studio B A. Flash
- ART100-89 Online and T 6:00-9:30pm Studio A P. Lejeune
- ART100-95 Th 1:30-5:00pm Ptown A. Flash

**Design I**
- ART101-95 T 9:30am-1:00pm Ptown D. Ritter
- Prerequisite: None / 3 credits.

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

**Painting I**
- ART103-40 M W 11:00am-12:40pm Studio AB. Fuller
- ART103-95 T 12:30-4:30pm Ptown M. Shields
- ART103-96 M 1:00-4:30pm Ptown D. Ritter
- Prerequisite: None / 3 credits.

### Watercolor I
- ART104-40 F 1:00-4:30pm Studio B S. Stranz
- Prerequisite: ART100 / 3 credits.

### Visual Fundamentals
- ART105-40 M W 9:00-10:40am Studio A B. Fuller

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

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

### History of Art I
- ART125-01 M W 11:00am-12:15pm Lec C M. Canaves
- Prerequisite: None / 3 credits.

### History of Art II
- ART126-01 T Th 11:00am-12:15pm Lec C M. Canaves
- ART126-02 W F 2:30-3:45pm Lec C M. Canaves

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

### History of Modern Art: From Realism to Surrealism
- ART132-89 Online F. Golden
- Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.

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

### Service Learning

Service Learning is an instructional method that connects meaningful service experiences in the local community with academic learning in the classroom. Service Learning projects address community needs as well as develop students' academic skills, sense of civil responsibility, and commitment to the community.

For more information, please contact
John French at 1-508-362-2131 x4555 or
Lisa Heller-Boragine at 1-508-362-2131 x4659.

To register, call 1-508-375-4012

www.capecod.edu
Credit Courses

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Portfolio Development & Presentation
ART250-40  W  2:30-6:00pm  Studio A  S. Anderson
Prerequisite: ART100 and at least one other visual art elective. The student should have a range of art work already completed, art work that they are currently working on and be prepared to create art work that satisfies the demands of portfolio preparation. All artwork presented will be evaluated by the instructor as a basis for acceptance to the course. NOTE: Offered once pending academic approval.

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

ASTRONOMY

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

BIOLOGY

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

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

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

www.capecod.edu Cape Cod Community College • SPRING 2008
Survey of Human Anatomy & Physiology
BIO105-40 M W 2:30-3:45pm Sci 105 A. Clark
BIO105-40Lab F 2:30-4:20pm Sci G-3 A. Clark
BIO105-63 T 6:30-9:20pm Lec B Staff
BIO105-63Lab T 4:00-5:50pm Sci G-3 Staff
BIO105-64 W 6:30-9:20pm Sci 104 G. Gaudreau
BIO105-64Lab M 6:30-8:20pm Sci G-7 G. Gaudreau
BIO105-89Lecture Online L. Farley-Larocca
BIO105-89Lab T 4:00-5:50pm, Sci G-7 L. Farley-Larocca
Prerequisite: MAT020 & ENL020 & ENL050 or satisfactory basic skills assessment scores / 4 credits.

Human Anatomy & Physiology I
BIO107-01 T Th 9:30-10:45am Lec B G. Maguire
BIO107-02 T Th 11:00am-12:15pm Lec A G. Maguire
BIO107-01Lab T 2:00-3:50pm Sci G-7 G. Maguire
BIO107-02Lab W 2:30-4:20pm Sci G-7 G. Maguire
BIO107-03Lab Th 2:00-3:50pm Sci G-7 G. Maguire
BIO107-40 M W F 8:00-8:50am Lec B Staff
BIO107-40LabTh 8:00-9:50am Sci G-7 Staff
BIO107-41Lab T 8:00-9:50am Sci G-7 Staff
BIO107-42Lab F 1:30-2:50pm Sci G-7 Staff
BIO107-63 M 6:30-9:20pm Sci 114 A. Clark
BIO107-63Lab W 6:30-8:20pm Sci G-7 A. Clark
Prerequisite: CHM109 or BIO101 or CHM101 / 4 credits.

Human Anatomy & Physiology II
BIO108-01 M W F 10:00-10:50am S115 L. Farley-Larocca
BIO108-02 M W 8:30-9:45am Lec A G. Maguire
BIO108-03 M W F 9:00-9:50am S115 L. Farley-Larocca
BIO108-01Lab M 11:00am-12:50pm Sci G-7 L. Farley-Larocca
BIO108-02Lab T 11:00am-12:50pm Sci G-7 L. Farley-Larocca
BIO108-03Lab W 11:00am-12:50pm Sci G-7 L. Farley-Larocca
BIO108-04Lab Th 11:00am-12:50pm Sci G-7 L. Farley-Larocca
BIO108-05Lab F 11:00am-12:50pm Sci G-7 L. Farley-Larocca
BIO108-63 T 6:30-9:20pm Sci G-7 Staff
BIO108-63LabTh 6:30-8:20pm Sci G-7 Staff
Prerequisite: BIO107 / 4 credits.

Microbiology
BIO201-01 M W 2:30-3:45pm Lec B H. Chikarmane
BIO201-01Lab M 11:00am-12:50pm Sci107 H. Chikarmane
BIO201-02Lab W 11:00am-12:50pm Sci 107 H. Chikarmane
BIO201-03Lab F 6:30-9:20pm Sci 107 Y. Coursey
BIO201-63 Lab Th 6:30-8:20pm Sci 107 Y. Coursey
Prerequisite: CHM101 or CHM109 and BIO101 or BIO107 / 4 credits.

BUSINESS – Accounting
Personal and Small Business Taxes
ACC110-40 M W F 9:00-9:50am North 116 M. Botvin
ACC110-63 T 6:30-9:30pm Tech 101 Staff
Prerequisites: None / 3 credits.

Accounting I with Computer Applications
ACC111-01 T Th 12:30-1:45pm Tech 102 J. Sweet
ACC111-40 T Th 8:00-9:15am Tech 104 R. Palma
ACC111-41 M W F 11:00-11:50am Tech 101 M. Tulman
ACC111-63 W 6:30-9:30pm Tech 101 M. Tulman
Prerequisite: MAT020 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

Accounting II with Computer Applications
ACC112-01 T Th 9:30-10:45am Tech 101 J. Sweet
ACC112-63 W 6:30-9:30pm Tech 102 E. Clay
Prerequisite: MAT030 or satisfactory basic skills assessment score and ACC111 / 3 credits.

Financial Accounting
ACC201-02 T Th 8:00-9:15am Tech 101 J. Sweet
ACC201-40 Online and M W 12:00-12:50pm Tech 101 J. Sweet
Prerequisite: MAT030 and ENL020 or satisfactory basic skills assessment scores and BUS100 (HRM140 for H/R students) / 3 credits.

Managerial Accounting
ACC202-40 T Th 9:30-10:45am Tech 104 R. Palma
ACC202-63 Th 6:30-9:30pm North 117 E. Clay
Prerequisite: ACC201 or ACC111 and ACC112 / 3 credits.

Intermediate Accounting II
ACC222-63 M 6:30-9:30pm South 114 M. Tulman
Prerequisite: ACC221 / 3 credits.

Accounting Cooperative Work Experience
ACC263-01 Contact J. Sweet at 1-508-362-2131 x4398.
Prerequisite: ACC202 and permission of Business Administration Accounting coordinator / 3 credits.

The VITA Practicum
ACC263-01 Contact J. Sweet at 1-508-362-2131 x4398.
Prerequisite: ACC111 or ACC110 or ACC201 / 3 credits.

BUSINESS – Entrepreneurship
Introduction to Entrepreneurship
ENT108-01 T Th 11:00am-12:15pm North 116 M. Bejtlich
ENT108-89 Online M. Bejtlich
Prerequisite: None / 3 credits.

Business Plan Preparation
ENT109-40 M W 2:30-3:45pm North 107 Staff
Prerequisite: ENL101 and MAT030 or satisfactory basic skills assessment score / 3 credits.

Entrepreneurial Cooperative Work Experience
ENT264-01 Contact M. Bejtlich at 1-508-362-2131 x4519.
Prerequisite: ENT108 and ENT109 / 3 credits.

BUSINESS – Accounting
Personal and Small Business Taxes
ACC110-40 M W F 9:00-9:50am North 116 M. Botvin
ACC110-63 T 6:30-9:30pm Tech 101 Staff
Prerequisites: None / 3 credits.

Accounting I with Computer Applications
ACC111-01 T Th 12:30-1:45pm Tech 102 J. Sweet
ACC111-40 T Th 8:00-9:15am Tech 104 R. Palma
ACC111-41 M W F 11:00-11:50am Tech 101 M. Tulman
ACC111-63 W 6:30-9:30pm Tech 101 M. Tulman
Prerequisite: MAT020 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

Final day to register for classes is January 18th.

To register, call 1-508-375-4012
BUSINESS – Management

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

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

BUSINESS – Marketing

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

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

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

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

Marketing Cooperative Work Experience
MKT261-40 Contact G. Knell at 1-508-362-2131 x4519.
Prerequisite: MKT100 / 3 credits.

COMUNICATION

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

Oral Communication
COM103-01 M W 7:00-8:15am South 116 P. Lee
COM103-02H T Th 8:00-9:15am S116 P. Lee
COM103-03 M W F 9:00-9:50am South 117 D. Bird
COM103-04 M W F 9:00-9:50am South 107 J. French
COM103-05 M W F 10:00-10:50am South 106 J. French
COM103-06 M W 2:30-3:45pm S116 L. Helle Boragine
COM103-07 W 2:30-5:20pm South 117 N. Willets
COM103-08 F 8:00am-Noon S116 L. Helle Boragine
COM103-09 T F 9:30-10:45am South 116 P. Lee

Learning Community - Psychology & Communication
Please refer to page 23 for course details. LCM107-01
(PSY101) T Th 12:30-1:45pm S. Marini
COM103-11 T Th 2:00-3:15pm South 117 N. Willets
COM103-40 M 3:30-6:20pm South 171 R. Yaroch
COM103-41 T Th 3:30-4:50pm South 171 Staff
Class meets: 2/5-5/19
COM103-63 W 6:30-9:30pm South 117 P. Allen
COM103-64 Th 6:30-9:30pm South 117 Staff
COM103-65 Sat. 9:00am-Noon South 116 P. Lee
COM103-75 MTWF 9:00am-12:30pm 1/2-1/17 P. Lee
Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment / 3 credits.

To Register, call 1-508-375-4012
Survey of Mass Communication
COM105-01 M W F 10:00-10:50am North 108  J. Kershner
COM105-09 Online L. Zinsius
Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment / 3 credits.

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

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

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

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

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

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

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

COMPUTER SCIENCE

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

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

CONSTRUCTION TECHNOLOGY

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

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

Materials of Construction
CON105-63 T 6:30-9:20pm South 115 W. Henry
Prerequisite: None / 3 credits.
Criminal Justice Cooperative Work Experience

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

CULINARY ARTS
Refer to Hotel Restaurant Management.

DANCE
Refer to Theater & Dance.

DENTAL HYGIENE

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

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

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

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

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

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

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

DEVELOPMENTAL EDUCATION

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

College Reading and Study Skills
ENL020-40  M W F 10:00-11:15am  Tech 204  T. Moyer
ENL020-42  M W F 8:00-8:50am  Tech 204  Staff

Learning Community-Study Skills+Reading+Math=Success
Please refer to page 23 for course details. LCM103-01
(ENL020)  T Th 9:30-10:45am  J. Loncich
(MAT020)  T Th 11:00am-12:15pm  R. Dengler

Learning Community-Reading & Writing: A Winning Combo
Please refer to page 23 for course details. LCM106-01
(ENL020)  T Th 11:00am-12:15pm  J. French
(MAT020)  T Th 9:30-10:45am  P. McGraw

Selected Issues in Criminal Justice
CRJ240-40  T Th 11:00am-12:15pm  South105  N. Dempsey
Prerequisite: All Level I Criminal Justice courses / 3 credits.

Learning Community-Study Skills+Reading+Math=Success
Please refer to page 23 for course details. LCM103-01
(ENL020)  T Th 9:30-10:45am  J. Loncich
(MAT020)  T Th 11:00am-12:15pm  R. Dengler

Learning Community-Reading & Writing: A Winning Combo
Please refer to page 23 for course details. LCM106-01
(ENL020)  T Th 11:00am-12:15pm  J. French
(MAT020)  T Th 9:30-10:45am  P. McGraw

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

Learning Community-Study Skills+Reading+Math=Success
Please refer to page 23 for course details. LCM103-01
(ENL020)  T Th 9:30-10:45am  J. Loncich
(MAT020)  T Th 11:00am-12:15pm  R. Dengler

Learning Community-Reading & Writing: A Winning Combo
Please refer to page 23 for course details. LCM106-01
(ENL020)  T Th 11:00am-12:15pm  J. French
(MAT020)  T Th 9:30-10:45am  P. McGraw

Foundations in Writing

Learning Community-Reading & Writing: A Winning Combo
Please refer to page 23 for course details. LCM106-01
(ENL020)  T Th 11:00am-12:15pm  J. French
(MAT020)  T Th 9:30-10:45am  P. McGraw

DENTAL HYGIENE

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

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

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

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

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

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

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

DEVELOPMENTAL EDUCATION

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

College Reading and Study Skills
ENL020-40  M W F 10:00-11:15am  Tech 204  T. Moyer
ENL020-42  M W F 8:00-8:50am  Tech 204  Staff

Learning Community-Study Skills+Reading+Math=Success
Please refer to page 23 for course details. LCM103-01
(ENL020)  T Th 9:30-10:45am  J. Loncich
(MAT020)  T Th 11:00am-12:15pm  R. Dengler

Learning Community-Reading & Writing: A Winning Combo
Please refer to page 23 for course details. LCM106-01
(ENL020)  T Th 11:00am-12:15pm  J. French
(MAT020)  T Th 9:30-10:45am  P. McGraw

Foundations in Writing

Learning Community-Reading & Writing: A Winning Combo
Please refer to page 23 for course details. LCM106-01
(ENL020)  T Th 11:00am-12:15pm  J. French
(MAT020)  T Th 9:30-10:45am  P. McGraw

DENTAL HYGIENE

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

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

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

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

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

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

Clinical Dental Hygiene IV
DEN238-01  T Th 9:00am-5:00pm  South G-6  Staff
Prerequisite: DEN230 and DEN236 / 4 credits.
MAT030-42  T Th  9:30-10:45am  North 115  Staff
MAT030-43  Online and  M W  9:00-9:50am  Tech 101  Staff
MAT030-44  T Th  2:00-3:15pm  Sci 103  Staff
MAT030-45  T Th  3:30-4:50pm  Sci 104  Staff
Class meets: 2/5/19
MAT030-49  W  9:00am-Noon  Sci 101  J. Rogers
MAT030-63  M  6:30-9:30pm  South 107  T. Panitz
MAT030-64  W  6:30-9:30pm  South 107  Staff
Prerequisite: MAT020 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.

Intermediate Algebra
MAT040-01  M W F  11:00-11:50am  South 107  T. Panitz
MAT040-02  M W F  2:30-3:20pm  South 107  T. Panitz
MAT040-03  M W  8:30-9:45am  Tech 117  A. Wan
and TTh 9:30-10:45am  Paired with MAT030-01
Class meets: 3/24-5/8
MAT040-04  T Th  12:30-1:45pm  Sci 104  R. Dengler
MAT040-05  T  3:30-6:20pm  South 107  T. Panitz
MAT040-40  M W  8:30-9:45am  North 106  M. Zhang
MAT040-63  W  6:30-9:30pm  South 107  Staff
Prerequisite: MAT030 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.

EARLY CHILDHOOD EDUCATION

Intro to Early Childhood Education
ECE100-40  M W F  9:00-9:50am  North 118  J. Cedeno
ECE100-63  M  6:30-9:30pm  North 117  B. Jones
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.

Intro to Young Children with Special Needs
ECE105-63  Th  6:30-9:30pm  North 118  M. Donahue
Prerequisite: None / 3 credits.

Child Growth and Development
ECE110-63  Th  6:30-9:30pm  North 118  J. Cedeno
Prerequisite: None / 3 credits.

Literacy and the Young Child
ECE115-63  W  6:30-9:30pm  N118  M. Donahue
Prerequisite: None / 3 credits.

Teaching Infants and Toddlers
ECE200-40  M W F  10:00-10:50am  South 108  G. Thauer
Prerequisite: PSY201 or ECE100 / 3 credits.

Preschool Curriculum Planning
ECE201-01  T Th  2:00-3:15pm  North 118  D. Murphy
Prerequisite: ECE100 or PSY201 / 3 credits.

Advanced Curriculum Development: ECE
ECE202-01  T Th  3:30-4:45pm  North 118  D. Murphy
Prerequisite: ECE201 / 3 credits.

Classroom Management: Skills/Strategies
ECE221-63  M  6:30-9:30pm  South 116  M. Donahue
Prerequisite: PSY201 or ECE110 / 3 credits.

Practicum Early Childhood Education
ECE230-01  M  3:30-4:45pm  North 118  D. Murphy
ECE230-63  T  6:30-7:45pm  Com 115  D. Murphy
Prerequisite: PSY201 and ECE201 / 6 credits.

Selected Topics in Early Childhood

Literacy and the Young Child
ECE242-63  M  6:00-9:00pm  South 108  D. Murphy
Class meets: 4/10, 4/17, 5/1 and Sat. 4/12, 9:00am-2:00pm

Poetry with Young Children
ECE242-64  W  6:00-9:00pm  North 115  M. Cronin
Class meets: 2/27, 3/5, 3/26, and Sat. 3/8, 10:00am-2:00pm

Play & Learn
ECE242-75  W  4:00-7:00pm  TBA  J. Cedeno
Class meets: 1/2-1/16
Prerequisite: Any introductory-level social and/or behavioral science course / 1, 2, or 3 credits. May be repeated for credit; 3 credits maximum.

Leadership and Management in ECE
ECE291-63  M  6:30-9:30pm  North 118  D. Murphy
Class meets: 1/28-4/1
Prerequisite: ECE110 or PSY201 / 2 credits.

Professionalism, Ethics & Standards in Early Childhood
ECE294-63  Sat.  9:00am-Noon  TBA  N. Richards
Class meets: 1/26-3/29
Prerequisite: Four ECE courses (two at the 200-level) / 2 credits. NOTE: Offered once pending academic approval.

EARTH SCIENCE

Introduction to Earth Science
ESC101-40  M W F  8:00-8:50am  Sci 114  D. Bill
ESC101-40Lab  M  3:00-4:50pm  Sci 218  D. Bill
ESC101-63  W  6:30-9:20pm  Sci 114  D. Bill
ESC101-63Lab  M  6:30-8:20pm  Sci 218  D. Bill
Prerequisite: MAT030, ENL020, and ENL050 or satisfactory basic skills assessment scores / 4 credits.

Fundamentals of Oceanography
ESC105-63  T Th  4:30-5:45pm  Sci 105  D. Bill
ESC105-63Lab  T  6:00-7:50pm  Sci 218  D. Bill
Prerequisite: MAT020 or satisfactory basic skills assessment score / 4 credits.

ECONOMICS

Principles of Macroeconomics
ECO117-01  M W F  12:00-12:50pm  South 108  E. Blomdahl
ECO117-02  T Th  2:00-3:15pm  North 116  E. Blomdahl
ECO117-63  M  6:30-9:30pm  Lec B  P. Jacobson
ECO117-89  Online  V. Gautam
Prerequisite: None / 3 credits.

Principles of Microeconomics
ECO118-01  M W F  11:00-11:50am  S108  E. Blomdahl
ECO118-02  T Th  11:00am-12:15pm  S111  E. Blomdahl
ECO118-63  T  6:30-9:30pm  S108  P. Jacobson
Prerequisite: None / 3 credits.

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

**ENGLISH**
Also see **DEVELOPMENTAL EDUCATION and LITERATURE.**

**English Composition I**
- ENL101-01 M W F 9:00-9:50am Tech 103 W. Berry
- ENL101-02 M W F 10:00-10:50am Tech 103 W. Berry
- ENL101-03 M W F 11:00-11:50am North 105 D. Gregory
- ENL101-04 M W F 12:00-12:50pm South 115 Staff

Class meets: 3/2-4/5/08 Paired with ENL050-40

**Environmental and Natural Resources Economics**
ECO160-01 T Th 12:30-1:45pm South 116 E. Blomdahl
Prerequisite: MAT030 / 3 credits. NOTE: Offered once pending academic approval.

**Critical Reading and Thinking**
- ENL102-45 M W 2:30-3:45pm North G-5 M. Connelly
- ENL102-46 T Th 8:00-9:15am Tech 203 M. Helfen
- ENL102-48 T Th 12:30-1:45pm North 106 Staff
- ENL102-49 T Th 2:00-3:15pm South 111 E. McGowan
- ENL102-50 T Th 7:00-8:15am North 103 Staff
- ENL102-63 T 6:30-9:30pm North G-6 E. McGowan
- ENL102-64 W 6:30-9:30pm North G-5 Staff
- ENL102-65 Th 3:30-6:20pm North 104 L. Deutsch
- ENL102-80 W 6:00-9:00pm Wareham Staff
Prerequisite: ENL101 / 3 credits.

**Technical Writing**
- ENL111-01 T Th 8:00-9:15am Tech 204 P. Allen
Prerequisite: ENL101 / 3 credits.

**Journalism I**
- ENL161-01 T Th 2:00-3:15pm North 106 J. Kershner
- ENL161-02 M W 11:00am-12:15pm North G-6 J. Kershner
Prerequisite: ENL101 / 3 credits.

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

**Creative Writing**
- ENL209-01 T Th 11:00am-12:15pm North 104 P. McGraw
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.

**Poetry Writing**
- ENL213-63 W 6:30-9:30pm North 107 S. McGuinness
Prerequisite: ENL102 / 3 credits.

**Women Writers**
- ENL228-40 T Th 11:00am-12:15pm North 103 L. Deutsch
Prerequisite: ENL102 / 3 credits.

**Selected Topics in Writing**
- ENL291-89 Online T. Trainor
Prerequisite: ENL102 / 3 credits. May be repeated once for credit.

**Peer Tutorial Practicum (Lang/Lit)**
- ETU100-41 (1cr) M W 3:30-5:00pm TBA P. Lincoln
- ETU100-42 (2cr) M W 3:30-5:00pm TBA P. Lincoln
- ETU100-43 (3cr) M W 3:30-5:00pm TBA P. Lincoln
Prerequisite: Faculty recommendation in the content area / 1, 2, or 3 credits.

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

Register by Friday, January 18, 2008

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### ENGLISH for SPEAKERS of OTHER LANGUAGES

**English as Second Language I: Basic**
ESL010-63  W  6:30-9:30pm  South 106  M. Holden  
Prerequisite: Recommendation by basic skills assessment score / 5 class hours, optional extra 3-5 hours in the Language Lab for listening practice - as needed.  
4 non-degree credits.

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

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

### ENVIRONMENTAL TECHNOLOGY

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

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

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

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

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

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

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

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

### Introductory Concepts in GIS
ENV164-63  Th  6:30-9:20pm  Tech 202  M. MacGregor  
Prerequisite: ENV118, ENV160, and ENV161 / 3 credits.

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

### Environmental Technology Fall 2008 Course Sequence
- ENV131  Physical Oceanography & Coastal Structures  
- ENV135  Coastal Zone Management  
- ENV146  Water Supply  
- ENV158  Occupational Health & Safety (OSHA)  
- ENV164  Geographic Information Systems II  
- ENV172  Commercial Energy Audits  
- ENV173  Intro to Solar Energy  

### FILM

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

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

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

To Register, call 1-508-375-4012
FIRE SCIENCE

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

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

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

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

FITNESS & HEALTH

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

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

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

Lifeguard Training (LGT)
FIT133-01 T Th 9:30-10:45am LFC-G1 J. Foster
Class meets: 1/23-3/10
Prerequisite: None / 1 credit.

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

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

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

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

FRESHMAN SEMINAR

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

GEOGRAPHY

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

GOVERNMENT

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

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

HEALTH SCIENCES

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

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

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

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

To Register, call 1-508-375-4012

Register by Friday, January 18, 2008
Advanced Pre-hospital Training Program: Paramedic II
EMS202-63 M W 7:00-10:00pm Lec A G. Coffin
and Sat. 9:00am-4:00pm Lec A
Prerequisite: EMS201 / 8 credits. This course has special fees.

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

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

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

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

U.S. History to 1865
HIS103-01 T Th 8:00-9:15am North 114 C. Barnes
HIS103-02 T Th 9:30-10:45am North 114 C. Barnes
HIS103-63 W 6:30-9:30pm North 114 C. Bowers
Prerequisite: None; ENL020 and ENL050 strongly recommended / 3 credits.

U.S. History since 1865
HIS104-01 M W 8:30-9:45am North 114 C. Barnes
HIS104-02 M W 2:30-3:45pm North 114 C. Barnes
HIS104-63 M 6:30-9:30pm North 114 C. Bowers
Prerequisite: None; ENL020 and ENL050 strongly recommended / 3 credits.

The U.S. since 1945
HIS108-63 Th 6:30-9:30pm North 104 C. Everett
Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.

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

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

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

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

History of Western Civilization: Antiquity to 1715
HIS157-01 M W 2:30-3:45pm South G-8 M. Strmiska
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.

History of Western Civilization: 1715 to the Present
HIS158-40 M W F Noon-12:50pm North 116 K. Martin
HIS158-63 Th 6:30-9:30pm North 114 F. Chapin
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.

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

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

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

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

Horticulture
Plant and Soil Science
HOR101-63 M 6:30-9:20pm Sci G-3 W. Clark
HOR101-63Lab W 6:30-8:20pm Sci G-3 W. Clark
Prerequisite: ENL020, ENL050, & MAT020 or satisfactory basic skills assessment scores / 4 credits.
Equipment Maintenance and Operation
HOR105-76  T, Th  5:00-8:30pm, CCTech Harwich, R. Delvecchio
  Class meets: 1/23-3/8
Prerequisite: None / 3 credits.

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

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

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

HOTEL RESTAURANT MANAGEMENT

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

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

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

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

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

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

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

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

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

HUMANITIES

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

HUMAN SERVICES

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

INFORMATION TECHNOLOGY – Database

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

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

INFORMATION TECHNOLOGY – General

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

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

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

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

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

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

INFORMATION TECHNOLOGY – Networking

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

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

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

INFORMATION TECHNOLOGY – Office Technology

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

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

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

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

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

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

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

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

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

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

INFORMATION TECHNOLOGY – Software Development

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

INFORMATION TECHNOLOGY – Web Design

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

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

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

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

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

INTERNATIONAL STUDIES
Please refer to page 32.

LANGUAGES - French

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

For complete course descriptions, visit our web site at www.capecod.edu
## Credit Courses

### Immersion Study in French Language/Civilization

**FRN122-75** Study Abroad January 2-17  
L. DeBower  
Prerequisite: None / 3 credits.

### Intermediate French II

**FRN202-40**  
T Th  9:30-11:50am  
LIB Media  
P. Nelson  
Prerequisite: FRN201 or 5 years of high school French / 4 credits.

### LANGUAGES – German

#### Elementary German I

**GER102-40**  
M  3:30-6:00pm  
LIB Media  
E. Lex  
Prerequisite: GER101 / 4 credits.

#### Intermediate German II

**GER202-40**  
T Th  3:30-6:00pm  
South 114  
E. Lex  
Prerequisite: GER201 / 4 credits.

### LANGUAGES – Portuguese

#### Conversational Brazilian Portuguese

**PRT100-63**  
M  6:30-9:30pm  
South 108  
M. Thompson  
Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.

#### Conversational Brazilian Portuguese II

**PRT125-63**  
Th  5:00-8:00pm  
North 115  
M. Thompson  
Prerequisite: PRT100 / 3 credits.

### LANGUAGES – Spanish

#### Conversational Spanish

**SPN100-63**  
Th  5:00-8:00pm  
North 108  
D. Duffy  
Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.

#### Elementary Spanish II

**SPN102-40**  
M W  11:00-11:50am LIB Media  
Staff  
and TTh 11:00am-12:15pm  
North 107  
SPN102-41  
M  3:30-5:50pm  
North 117  
Staff  
and W  3:30-5:50pm LIB Media  
Prerequisite: SPN101 or 2 years of high school Spanish and permission of the instructor / 4 credits.

#### Intermediate Spanish II

**SPN202-40**  
T Th  3:55-6:15pm  
LIB Media  
Staff  
Prerequisite: SPN201 or 5 years of high school Spanish / 4 credits.

#### Advanced Spanish II

**SPN302-40**  
T Th  2:00-3:15pm  
LIB Media  
Staff  
Prerequisite: SPN301 / 3 credits. Offered subject to enrollment.

### LITERATURE

#### Intro to Children’s Literature

**ENL120-01**  
T Th  9:30-10:45am  
North 103  
J. French  
Prerequisite: ENL101 / 3 credits.

**ENL120-40**  
W  3:30-6:20pm  
North 118  
M. Spadaro  
**ENL120-41**  
M  2:30-5:30pm  
North 103  
Staff  
**ENL120-63**  
T  6:30-9:30pm  
North 103  
L. Haselton  
Prerequisite: ENL101 / 3 credits.

### The Short Story and Human Values

**ENL135-75**  
MTWThF  9:00am-12:30pm, 1/2-1/17  
L. Haselton  
Prerequisite: ENL101 / 3 credits.

### World Mythologies

**ENL150-01**  
M W F  12:00-12:50pm  
North 105  
D. Gregory  
Prerequisite: ENL101 / 3 credits.

### World Literature II

**ENL202-01**  
M W F  9:00-9:50am  
North 104  
S. Polito  
Prerequisite: ENL102 / 3 credits.

### American Literature to 1890

**ENL205-63**  
W  6:30-9:30pm  
North G-6  
Staff  
Prerequisite: ENL102 / 3 credits.

### American Literature since 1890

**ENL206-01**  
W  10:00-10:50am  
South 117  
D. Bird  
Prerequisite: ENL102 / 3 credits.

### The Modern Novel

**ENL208-01**  
W  11:00-11:50am  
North 115  
P. Allen  
Prerequisite: ENL102 / 3 credits.

### The Arthurian Legend

**ENL218-01**  
T Th  12:30-1:45pm  
Lec C M. Olendzenski  
Prerequisite: ENL102 / 3 credits.

### MASSAGE THERAPY

#### Intro to Shiatsu

**MTC105-61**  
T  3:30-6:20pm  
Upper Com  
W. Lapinski  
Class meets: 1/22-3/4  
**MTC105-63**  
T  3:30-6:20pm  
Upper Com  
W. Lapinski  
Class meets: 3/18-5/6  
Prerequisite: None / 1 credit.

#### Pathology for Massage Therapy

**MTC110-61**  
T  6:30-9:20pm LIB Conf  
D. Bonenfant-Gaunya  
Prerequisite: BIO105 / 3 credits.

#### Intro to Complementary Healing Practice

**MTC135-61**  
Th  6:30-9:30pm  
South 116  
V. Voner  
Prerequisite: None / 3 credits.

### Massage Therapy Course Sequence

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Register by Friday, January 18, 2008

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Cape Cod Community College • SPRING 2008
Massage Therapy II
MTC201-64 T 3:30-9:30pm LFC 104 V. Voner
Prerequisite: MTC101 and MTC115 / 4 credits.

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

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

MATHEMATICS
Also see Developmental Education

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

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

Elementary Statistics
MAT150-01 M W F 10:00-10:50am North G-6 G. Bent
MAT150-02 M W F Noon-12:50pm Sci 103 G. Bent
MAT150-03 W 3:30-6:20pm Sci 103 G. Bent
MAT150-40 T Th 12:30-1:45pm Sci 103 Staff
MAT150-63 M 6:30-9:30pm North G-6 Staff
MAT150-64 Sat. 9:00am-Noon South 107 Staff
MAT150-89 Online M. Sullivan
Prerequisite: MAT040 or MAT110 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

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

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

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

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

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

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

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

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

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

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

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

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

To Register, call 1-508-375-4012

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

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

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

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

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

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

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

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

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

PARALEGAL  
Introduction to Substantive Law  
BIT130-63  T  6:30-9:30pm  N117  Z. Kilmurray  
Prerequisite: BIT130 or BUS120 and ENL101 or equivalent, and at least 2 Paralegal courses other than BIT130 / 3 credits.

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

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

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

Internship in Paralegal Studies  
BIT238-63  Contact Z. Kilmurray at 1-508-362-2131 x4401.  
Prerequisite: BIT130 and BIT133 and BIT135 and (BIT131 or BIT134 or BIT 136 or BIT 137)*. A 3.00 grade point average is required. *The fourth prerequisite must reflect the type of legal practice in which the student will intern / 3 credits.

PHILOSOPHY  
Introduction to Philosophy  
PHI103-01  T Th  11:00am-12:15pm  N115  D. McCullough  
PHI103-02  T Th  2:00-3:15pm  N115  D. McCullough  
PHI103-03  T Th  3:30-4:45pm  N115  D. McCullough  
PHI103-63  M  6:30-9:30pm  N115  D. McCullough  
Prerequisite: Satisfactory basic skills assessment score / 3 credits.

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

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

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

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

PSYCHOLOGY  
General Psychology  
PSY101-01  M W  8:30-9:45am  North G-6  K. Clarke  
PSY101-02  T Th  11:00am-12:15pm  North G-6  K. Clarke  
PSY101-03  M W  2:30-3:45pm  South 115  K. Clarke  
PSY101-04  M W F  10:00-10:50am  North 116  S. Marini  
PSY101-05  M W F  11:00-11:50am  North 116  S. Marini  
PSY101-06  M W F  9:00-9:50am  South 105  Staff  
PSY101-07  M W F  Noon-12:50pm  North 117  Staff
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>PSY101-08</td>
<td>M W F</td>
<td>8:00-8:50am</td>
<td>North 104</td>
<td>Staff</td>
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<tr>
<td>Learning Community - Psychology &amp; Communication</td>
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<tr>
<td>COM103 T Th 11:00am-12:15pm</td>
<td>L. Heller Boragine</td>
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<tr>
<td>PSY101 T Th 12:30-1:45pm</td>
<td>S. Marini</td>
<td></td>
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<tr>
<td>PSY101-40 T Th 8:00-9:15am</td>
<td>North G-5</td>
<td>N. Walker</td>
<td></td>
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</tr>
<tr>
<td>PSY101-41 T Th 9:30-10:45am</td>
<td>North G-5</td>
<td>N. Walker</td>
<td></td>
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<tr>
<td>PSY101-42 T Th 12:30-1:45pm</td>
<td>North 118</td>
<td>P. Hartnett</td>
<td></td>
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<tr>
<td>PSY101-63 W</td>
<td>3:30-6:30pm</td>
<td>Sci 104</td>
<td>M. Wolfson</td>
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<tr>
<td>PSY101-64 T Th 5:00-6:20pm</td>
<td>North 118</td>
<td>Staff</td>
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<tr>
<td><strong>Class meets: 2/5-5/19</strong></td>
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</tr>
<tr>
<td>PSY101-65 T</td>
<td>6:30-9:30pm</td>
<td>South 107</td>
<td>G. Hurley</td>
<td></td>
</tr>
<tr>
<td>PSY101-80 T</td>
<td>6:00-9:00pm</td>
<td>Wareham</td>
<td>K. Tyrer-Vasell</td>
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<tr>
<td>PSY101-89 Online</td>
<td>R. Cahoon</td>
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<tr>
<td>Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.</td>
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### Child Psychology

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<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>PSY201-01 T Th 8:00-9:15am</td>
<td>North G6</td>
<td>Staff</td>
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<tr>
<td>PSY201-02 T Th 1:00-2:15pm</td>
<td>Arts G11</td>
<td>Staff</td>
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<tr>
<td>PSY201-20 Online</td>
<td>S. Marini</td>
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<td></td>
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<tr>
<td>PSY201-63 T</td>
<td>3:30-6:20pm</td>
<td>South 105</td>
<td>Staff</td>
<td></td>
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<tr>
<td>Prerequisite: PSY101 / 3 credits.</td>
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### Adolescent Psychology

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<th>Days</th>
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<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY202-01 T Th 2:00-3:15pm</td>
<td>South 114</td>
<td>K. Clarke</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY202-40 T Th 11:00am-12:45pm</td>
<td>North 118</td>
<td>P. Hartnett</td>
<td></td>
<td></td>
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<tr>
<td>Prerequisite: PSY101 / 3 credits.</td>
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### Abnormal Psychology

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<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>PSY207-01 T Th 9:30-10:45am</td>
<td>North G6</td>
<td>D. Burlin</td>
<td></td>
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<tr>
<td>PSY207-20 Online</td>
<td>D. Burlin</td>
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<tr>
<td>PSY207-40 M W</td>
<td>8:30-9:45am</td>
<td>North 108</td>
<td>Staff</td>
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<tr>
<td>Prerequisite: PSY101 / 3 credits.</td>
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### Principles of Counseling & Crisis Intervention

<table>
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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY208-01 M</td>
<td>2:30-5:20pm</td>
<td>North G6</td>
<td>D. Burlin</td>
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<tr>
<td>Prerequisite: PSY101 / 3 credits.</td>
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### Human Sexuality

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>PSY212-89 Online</td>
<td>R. Cahoon</td>
<td></td>
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<tr>
<td>Prerequisite: PSY101 / 3 credits.</td>
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### Developmental Psychology: The Life Span

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<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>PSY233-40 M W</td>
<td>2:30-3:45pm</td>
<td>S108</td>
<td>C. Schulenburg</td>
<td></td>
</tr>
<tr>
<td>PSY233-63 M</td>
<td>6:30-9:30pm</td>
<td>N105</td>
<td>C. Schulenburg</td>
<td></td>
</tr>
<tr>
<td>PSY233-89 Online</td>
<td>C. Schulenburg</td>
<td></td>
<td></td>
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<tr>
<td>PSY233-01H T Th 8:00-9:15am</td>
<td>N117</td>
<td>K. Clarke</td>
<td></td>
<td></td>
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<tr>
<td>Prerequisite: PSY101 / 3 credits.</td>
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### Cognitive Psychology

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<th>Course Code</th>
<th>Days</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>PSY235-01 T Th 2:00-3:15pm</td>
<td>North 117</td>
<td>S. Marini</td>
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<tr>
<td>Prerequisite: PSY101 / 3 credits.</td>
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### Stress Management for Optimal Health

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA120-63 T</td>
<td>4:00-6:30pm</td>
<td>North 117</td>
<td>M. Smith</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: None / 3 credits.</td>
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## SOCIOLOGY

### Principles of Sociology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>SOC106-01 M W</td>
<td>8:30-9:45am</td>
<td>North 115</td>
<td>M. Cordill</td>
<td></td>
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<tr>
<td>SOC106-02 M W F</td>
<td>10:00-11:50am</td>
<td>North 103</td>
<td>J. Oni</td>
<td></td>
</tr>
<tr>
<td>SOC106-03 M W F</td>
<td>11:00-11:50am</td>
<td>North G-5</td>
<td>J. Oni</td>
<td></td>
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<tr>
<td>SOC106-04 M W F</td>
<td>12:00-12:50pm</td>
<td>North G-5</td>
<td>J. Oni</td>
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<tr>
<td>SOC106-05 T Th 8:00-9:15am</td>
<td>North 115</td>
<td>M. Cordill</td>
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<tr>
<td>SOC106-06 T Th 11:00am-12:15pm</td>
<td>South 107</td>
<td>M. Cordill</td>
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<tr>
<td>SOC106-07 T Th 12:30-1:45pm</td>
<td>South 114</td>
<td>J. Oni</td>
<td></td>
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<tr>
<td>SOC106-08 T Th 2:00-3:15pm</td>
<td>South 107</td>
<td>M. Cordill</td>
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<tr>
<td>SOC106-40 M W</td>
<td>2:30-3:45pm</td>
<td>North 106</td>
<td>F. Powers</td>
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<tr>
<td>SOC106-41 T Th 9:30-10:45am</td>
<td>South 115</td>
<td>L. Hamilton</td>
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<tr>
<td>SOC106-63 W 6:30-9:30pm</td>
<td>Lec C</td>
<td>W. Smith</td>
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<tr>
<td>SOC106-64 M W</td>
<td>5:00-6:20pm</td>
<td>South 116</td>
<td>Late Staff</td>
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<td>Class meets: 2/5-5/19</td>
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### Juvenile Delinquency

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<tbody>
<tr>
<td>SOC205-63 M W F</td>
<td>Noon-12:50pm</td>
<td>South 105</td>
<td>G. Seeley</td>
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<tr>
<td>Prerequisite: SOC106 / 3 credits.</td>
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### Race, Gender and Class in the US

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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>SOC208-90 Online</td>
<td>K. Straight</td>
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<td>Prerequisite: SOC106 / 3 credits.</td>
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### Social Problems

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<tbody>
<tr>
<td>SOC215-20 Online</td>
<td>M. Cordill</td>
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<td>Prerequisite: SOC106 / 3 credits.</td>
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### Stress Management for Optimal Health

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>HEA120-63 T</td>
<td>4:00-6:30pm</td>
<td>North 117</td>
<td>M. Smith</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: None / 3 credits.</td>
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## THEATER & DANCE

### Modern Dance Techniques I

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<tr>
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<th>Days</th>
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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>DAN120-40 T Th 11:00am-12:15pm</td>
<td>MainThr</td>
<td>S. Hutchinson</td>
<td></td>
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</tr>
<tr>
<td>DAN120-41 T Th 12:30-1:45pm</td>
<td>MainThr</td>
<td>S. Hutchinson</td>
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<tr>
<td>Prerequisite: None / 3 credits; may be repeated once for credit.</td>
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### Choreography and Performance

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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>DAN29-63 (1cr) T</td>
<td>4:00-6:00pm</td>
<td>MainThr</td>
<td>J. Schoonover</td>
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<tr>
<td>DAN29-65 (3cr) TTh 4:00-7:00pm</td>
<td>MainThr</td>
<td>J.Schoonover</td>
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<tr>
<td>Prerequisite: None / 1 credit per 2 contact hours. May be repeated for credit; 6 credit maximum.</td>
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### Modern Dance Techniques II

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN221-40 T Th 2:00-3:15pm</td>
<td>MainThr</td>
<td>S. Hutchinson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: DAN120 / 3 credits.</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Page to Stage: Planning Play Productions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>THR102-01 T Th 2:00-3:15pm</td>
<td>ArtsG11</td>
<td>D. Allen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: None; THR101 recommended / 3 credits.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Acting I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>THR103-01 T Th 11:00am-12:15pm</td>
<td>StudioThr</td>
<td>D. Allen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THR103-63 Th 6:30-9:30pm</td>
<td>StudioThr</td>
<td>E. Rapoza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: None / 3 credits.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rehearsal and Performance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>THR113-01 (1cr) M W F</td>
<td>3:30-6:20pm</td>
<td>Main Thr</td>
<td>D. Allen</td>
<td></td>
</tr>
<tr>
<td>THR113-02 (2cr) M W F</td>
<td>3:30-6:20pm</td>
<td>Main Thr</td>
<td>D. Allen</td>
<td></td>
</tr>
<tr>
<td>THR113-03 (3cr) M W F</td>
<td>3:30-6:20pm</td>
<td>Main Thr</td>
<td>D. Allen</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: None / 1, 2, or 3 credits. May be repeated for credit; 6 credit maximum.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
We know your life is getting more complex by the minute.

Finding the time to take the courses you need (or courses that you want to take) is becoming more and more difficult.

January Intersession Courses Offer the Answer!

Classes begin the week of January 2nd

Introduction to Business
BUS100-75 Online, G. Knell

Management
BUS214-75 Online, M. Bejtlich

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

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

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

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

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

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

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

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

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

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

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

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

**Previous CCCC Learning Community students have said:**

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

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

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

### Study Skills + Reading + Math = SUCCESS

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

(ENL020 and MAT020)

**Register for Learning Community # LCM103-01**

**College Reading & Study Skills**
T Th 9:30am-10:45pm

**Peralgebra**
T Th 11:00am-12:15pm

### Psychology & Communication

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

(PSY101 and COM103)

**Register for Learning Community # LCM107-01**

**Oral Communication**
T Th 11:00am-12:15pm

**General Psychology**
T Th 12:30-1:45pm

### Women’s Voices, Women’s Lives

Women’s Voices, Women’s Lives, an upper-level study of women in the United States from 1600 to the present, integrates the literature of and about women with their contributions to American history. Noteworthy topics may include slavery, women’s rights, economic status, sexuality, health, and women’s roles in the family and the community. Prerequisite: ENL101 (ENL102 and HIS215)

**Register for Learning Community # LCM105-01**

**English Composition II**
T Th 12:30-1:45pm

**Women in U.S. History**
T Th 2:00-3:15pm

### Reading & Writing: A Winning Combination

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

(ENL050 and ENL020)

**Register for Learning Community # LCM106-01**

**Foundations in Writing**
T Th 9:30-10:45am

**College Reading & Study Skills**
T Th 11:00am-12:15pm

To register, call 1-508-375-4012

www.capecod.edu
HONORS PROGRAM at Cape Cod Community College

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

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

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

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

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

Honors Program Spring 2008

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

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

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

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

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

For further information including qualifying standards, application to the complete program, and contracts for an Honors Option in a regular course, contact Honors Coordinator, Delores Bird, Tilden Arts Center 216 or dbird@capecod.edu or 1- 508-362-2131, ext. 4658.
Late Start Semester
February 4 through May 22

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

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

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

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

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

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

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

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

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

Late Start Semester
- open to all students.

Please discuss these options with your advisor.

Late Start Semester
Cape Cod Community College • SPRING 2008
www.capecod.edu
ONLINE COURSES

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

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

You Can Design!
ART130-89  S. Anderson

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

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

Nutrition
HEA201-89  N. Shearer

Chinese Culture
HIS140-89  R. Negron

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

Elementary Statistics
MAT150-89  M. Sullivan

Foundations of the Profession
NUR203-89  L. Speakman

General Psychology
PSY101-89  R. Cahoon

Child Psychology
PSY201-20  S. Marini

Abnormal Psychology
PSY207-20  D. Burlin

Human Sexuality
PSY212-89  R. Cahoon

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

Principles of Sociology
SOC106-90  C. Niven-Blowers

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

Social Problems
SOC215-20  M. Cordill

Principles of Macroeconomics
ECO117-89  V. Gautam

WEEKEND CLASSES

at CCCC

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

Elementary Statistics
MAT150-64  Sat. 9:00am-Noon
Staff

Drawing I
ART100-63  Sat. 10:00am-1:30pm
A. Flash

Illustration I
ART205-63  Sat. 9:00am-4:30pm
J. Warren
Class meets: 1/26-3/8

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

Digital Imaging II
ART215-63  F 6:30-10:00pm
J. Warren

Oral Communication
COM103-65  Sat. 9:00am-Noon
P. Lee

Professionalism, Ethics and Standards in Early Childhood
ECE294-63  Sat. 9:00am-Noon
N. Richards
Class meets: 1/26-3/29

Emergency Medical Technician
EMS101-64  F 7:00-10:00pm
& Sat. 9:00am-4:00pm
G. Coffin

To register, call 1-508-375-4040

Please Note: Any student taking online courses or courses with online components will be responsible to have access to both the Internet and a computer running Internet Explorer v5.5 or higher. Refer to the College’s web site for course descriptions as some courses require prerequisites. Students with disabilities who believe they need accommodations in e-courses must contact Joyce Chasson at the O’Neill Center for Disability Services in South 222 as soon as possible, or call 1-508-362-2131 x4337.

BUILDING & ROOM CODES

Art  Tilden Arts Center
Com  Grossman Commons
LFC  Life Fitness Center
Lib  Wilkens Library
Lec A, B, C  Lecture Hall
Main Thr  Main Theater, Tilden Arts Center
Music Rm  Lobby area, Tilden Arts Center
North, N  North Building
South, S  South Building
Tech  Lorusso Technology Building
Studies A&B  Tilden Arts Center (lower level)
Studio Thr  Studio Theater, Tilden Arts Center (lower level)

Bourne  MA Maritime Academy
Harwich  Cape Cod Tech
Ptown  Provincetown
Truro  Truro Center for the Arts, Castle Hill
Wareham  Wareham High School
The Museum School
of the Provincetown Art Association & Museum
460 Commercial Street • Provincetown, MA 02657
www.paam.org • 1-508-487-1750

Spring 2008 Provincetown classes • January 22 - May 19

Drawing I
ART100-95 Th 1:30-5:00pm
A. Flash

Design I
ART101-95 T 9:30am-1:00pm
D. Ritter

Painting I
ART103-95 T 12:30-4:30pm
M. Shields
ART103-96 M 1:00-4:30pm
D. Ritter

Sculpture I
ART106-95 M 9:30am-1:00pm
R. Bailey

Life Drawing
ART107-95 W 10:00am-2:00pm
K. Smith

Textile/Fiber Arts I
ART135-95 Th 9:30am-1:00pm
N. Ferrier

Drawing II
ART200-95 Th 1:30-5:00pm
A. Flash

Design II
ART201-95 T 9:30am-1:00pm
D. Ritter

Printmaking Techniques
ART209-95 W 10:00am-2:00pm
V. Tomayko

Advanced Painting
ART228-95 M 1:00-4:30pm
D. Ritter
ART228-96 W 12:30-4:30pm
R. Dutoit

Advanced Projects in the Visual Arts

Printmaking
ART250-95 W 10:00am-2:00pm
V. Tomayko

Painting
ART250-97 W 12:30-4:30pm
R. Dutoit

Mixed Media
ART250-98 Th 9:30am-1:00pm
N. Ferrier

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

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

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

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

Prerequisites apply. Please refer to the Credit Course Schedule, page 5.
## Monday Class Schedule • Late Afternoon & Evening

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Anthropology</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>South 105</td>
</tr>
<tr>
<td>Drawing I</td>
<td>M</td>
<td>2:30–6:00pm</td>
<td>Studio A</td>
</tr>
<tr>
<td>Myths, Legends and Symbols in Art</td>
<td>M</td>
<td>3:30–6:20pm</td>
<td>Sci C</td>
</tr>
<tr>
<td>Advanced Painting</td>
<td>M</td>
<td>2:30–6:00pm</td>
<td>Studio B</td>
</tr>
<tr>
<td>Survey of Human Anatomy &amp; Physiology</td>
<td>M</td>
<td>6:30–9:20pm</td>
<td>Sci 104</td>
</tr>
<tr>
<td>Human Anatomy &amp; Physiology I</td>
<td>M</td>
<td>6:30–9:20pm</td>
<td>Sci G-7</td>
</tr>
<tr>
<td>Accounting I with Computer Applications</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>Tech 101</td>
</tr>
<tr>
<td>Business Management I</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>North 103</td>
</tr>
<tr>
<td>Survey of Chemistry</td>
<td>M</td>
<td>6:30–9:20pm</td>
<td>Sci 104</td>
</tr>
<tr>
<td>Procedural Criminal Law</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>North 106</td>
</tr>
<tr>
<td>Terrorism</td>
<td>M</td>
<td>2:30–5:20pm</td>
<td>South 114</td>
</tr>
<tr>
<td>Elementary Algebra</td>
<td>M</td>
<td>6:30–9:20pm</td>
<td>South 106</td>
</tr>
<tr>
<td>Foundations in Writing</td>
<td>M</td>
<td>3:30–4:50pm</td>
<td>South 106</td>
</tr>
<tr>
<td>English Composition I</td>
<td>M</td>
<td>3:30–4:50pm</td>
<td>North 105</td>
</tr>
<tr>
<td>Intro to Environmental Science</td>
<td>M</td>
<td>6:30–9:20pm</td>
<td>Sci 105</td>
</tr>
<tr>
<td>Coastal Zone Management Laws &amp; Regulations</td>
<td>M</td>
<td>6:30–9:20pm</td>
<td>Sci 105</td>
</tr>
<tr>
<td>American Government</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>South 115</td>
</tr>
<tr>
<td>Tri-level Nursing Assistant/HH A</td>
<td>M</td>
<td>5:30–8:15pm</td>
<td>North G-5</td>
</tr>
<tr>
<td>Emergency Medical Technician: EMT</td>
<td>M</td>
<td>7:00–10:00pm</td>
<td>Lec A</td>
</tr>
<tr>
<td>Advanced Pre-hospital Training Program</td>
<td>M</td>
<td>6:30–9:20pm</td>
<td>Sci G-3</td>
</tr>
<tr>
<td>Paramedic II</td>
<td>M</td>
<td>7:00–10:00pm</td>
<td>Lec A</td>
</tr>
<tr>
<td>U.S. History since 1865</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>North 114</td>
</tr>
<tr>
<td>Plant and Soil Science</td>
<td>M</td>
<td>6:30–9:20pm</td>
<td>Sci G-3</td>
</tr>
<tr>
<td>Herbaceous Plant Identification &amp; Culture</td>
<td>M</td>
<td>6:00–8:50pm</td>
<td>Sci 112</td>
</tr>
<tr>
<td>Culinary Lab I</td>
<td>M</td>
<td>4:30–9:30pm</td>
<td>ComG-11</td>
</tr>
<tr>
<td>Perspectives on Substance Abuse</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>North 104</td>
</tr>
<tr>
<td>Advanced Topics in Database w/SQL</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>Tech 101</td>
</tr>
<tr>
<td>Microcomputer Applications Software</td>
<td>M</td>
<td>5:00–6:20pm</td>
<td>Tech 101</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>Sci 103</td>
</tr>
<tr>
<td>Medical Coding and Billing</td>
<td>M</td>
<td>3:30–6:20pm</td>
<td>Tech 103</td>
</tr>
<tr>
<td>Advanced Topics in Web Development</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>Tech 103</td>
</tr>
<tr>
<td>Elementary German II</td>
<td>M</td>
<td>3:30–6:00pm</td>
<td>LIB Media</td>
</tr>
<tr>
<td>Conversational Brazilian Portuguese</td>
<td>M</td>
<td>6:30–9:30pm</td>
<td>Sci 108</td>
</tr>
</tbody>
</table>

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

www.capecod.edu

Cape Cod Community College • SPRING 2008

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

**Advantage Program Office**
1-508-362-2131 x4321
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language I</td>
<td>T</td>
<td>6:30-9:30pm</td>
<td>Com106</td>
<td>123</td>
</tr>
<tr>
<td>World Archaeology</td>
<td>T</td>
<td>6:30-9:30pm</td>
<td>North 114</td>
<td>123</td>
</tr>
<tr>
<td>Drawing I</td>
<td>T</td>
<td>2:00-5:30pm</td>
<td>Studio B</td>
<td>123</td>
</tr>
<tr>
<td>Studio Art I</td>
<td>T</td>
<td>2:00-5:30pm</td>
<td>Studio A</td>
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Start here and take your life anywhere!

To register, call 1-508-375-4012
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<td>ECE105</td>
<td>3</td>
<td>T, Th</td>
<td>6:30-9:30pm</td>
<td>South 111</td>
</tr>
<tr>
<td>Child Growth and Development</td>
<td>ECE110</td>
<td>3</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>North 118</td>
</tr>
<tr>
<td>Advanced Curriculum Development: ECE</td>
<td>ECE202</td>
<td>1</td>
<td>Th</td>
<td>3:30-4:45pm</td>
<td>North 118</td>
</tr>
<tr>
<td>Selected Topics in Early Childhood</td>
<td>MARINE</td>
<td>3</td>
<td>T, Th</td>
<td>6:00-9:00pm</td>
<td>South 108</td>
</tr>
<tr>
<td>Fundamentals of Oceanography</td>
<td>ESN105</td>
<td>3</td>
<td>T, Th</td>
<td>4:30-5:45pm</td>
<td>Sci 105</td>
</tr>
<tr>
<td>Fundamentals of Oceanography</td>
<td>ESN105</td>
<td>3</td>
<td>Lab T</td>
<td>6:00-7:50pm</td>
<td>Sci 218</td>
</tr>
<tr>
<td>English Composition I</td>
<td>ENL101</td>
<td>4</td>
<td>T, Th</td>
<td>3:30-4:45pm</td>
<td>North 105</td>
</tr>
<tr>
<td>English Composition I</td>
<td>ENL101</td>
<td>4</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>Tech 203</td>
</tr>
<tr>
<td>English Composition II</td>
<td>ENL101</td>
<td>4</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>Tech 101</td>
</tr>
<tr>
<td>English Composition II</td>
<td>ENL102</td>
<td>3</td>
<td>Th</td>
<td>3:30-6:20pm</td>
<td>North 104</td>
</tr>
<tr>
<td>Water Supply</td>
<td>ENV146</td>
<td>3</td>
<td>Th</td>
<td>6:30-9:20pm</td>
<td>Sci 105</td>
</tr>
<tr>
<td>Geographic Information Systems II (GIS)</td>
<td>ENV164</td>
<td>3</td>
<td>Th</td>
<td>6:30-9:20pm</td>
<td>Tech 202</td>
</tr>
<tr>
<td>Commercial Energy Audits</td>
<td>ENV172</td>
<td>3</td>
<td>Th</td>
<td>6:30-9:20pm</td>
<td>North G-6</td>
</tr>
<tr>
<td>Introduction to Solar Energy</td>
<td>ENV173</td>
<td>3</td>
<td>Th</td>
<td>6:30-9:20pm</td>
<td>Sci 104</td>
</tr>
<tr>
<td>International Cinema</td>
<td>COM222</td>
<td>3</td>
<td>Th</td>
<td>2:00-5:50pm</td>
<td>Lec B</td>
</tr>
<tr>
<td>Standard First Aid &amp; Basic Life Support</td>
<td>FIT130</td>
<td>3</td>
<td>Th</td>
<td>2:00-5:00pm</td>
<td>Gym GR-1</td>
</tr>
<tr>
<td>Standard First Aid &amp; Basic Life Support</td>
<td>FIT130</td>
<td>3</td>
<td>Th</td>
<td>3:00-9:00pm</td>
<td>Gymn 104</td>
</tr>
<tr>
<td>Geography: Culture and Environment</td>
<td>GEO104</td>
<td>3</td>
<td>M</td>
<td>5:30-8:15pm</td>
<td>North G-5</td>
</tr>
<tr>
<td>Geography: Culture and Environment</td>
<td>GEO104</td>
<td>3</td>
<td>W</td>
<td>5:30-9:30pm</td>
<td>North G-5</td>
</tr>
<tr>
<td>Tri-level Nursing Assistant/HHA</td>
<td>CNA117</td>
<td>3</td>
<td>M</td>
<td>5:30-8:15pm</td>
<td>North G-5</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>DTC101</td>
<td>3</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>North G-8</td>
</tr>
<tr>
<td>Emergency Medical Technician: EMT</td>
<td>EMS101</td>
<td>3</td>
<td>Th</td>
<td>7:00-10:00pm</td>
<td>Lec C</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>HSA200</td>
<td>3</td>
<td>Th</td>
<td>6:00-9:00pm</td>
<td>Lec B</td>
</tr>
<tr>
<td>The U.S. since 1945</td>
<td>HIS108</td>
<td>3</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>North 104</td>
</tr>
<tr>
<td>History of Western Civilization: 1715 to the Present</td>
<td>HIS158</td>
<td>3</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>North 114</td>
</tr>
<tr>
<td>The Civil War</td>
<td>HIS217</td>
<td>3</td>
<td>T, Th</td>
<td>5:00-8:30pm</td>
<td>Harwich</td>
</tr>
<tr>
<td>Equipment Maintenance and Operation</td>
<td>HOR105</td>
<td>3</td>
<td>T, Th</td>
<td>5:00-8:30pm</td>
<td>Harwich</td>
</tr>
<tr>
<td>Equipment Maintenance and Operation</td>
<td>HOR105</td>
<td>3</td>
<td>Lab T</td>
<td>6:00-8:30pm</td>
<td>Sci 112</td>
</tr>
<tr>
<td>Herbaceous Plant Identification &amp; Culture</td>
<td>HOR201</td>
<td>3</td>
<td>Th</td>
<td>6:00-8:30pm</td>
<td>Sci 112</td>
</tr>
</tbody>
</table>

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

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

Intersession

French Culture & Language
This two-week French immersion study tour to Montpellier, France benefits students at all levels: beginner, intermediate, and advanced. Participants stay in a private room with a French host family, share breakfast and dinner with them, take morning French classes at the Institut Linguistique Adenet, attend cultural events, and participate in regional field trips.
FRN122-75  3 credits*
Instructor: Lore Loftfield DeBower
Dates: January 5 - 19, 2008
*Estimated cost: $1,895 (includes tuition), plus airfare

Spring Break

Austria: Vienna and Salzburg
This one-week study tour focuses on the history, art, and culture of Austria. Highlights include the Hapsburg residences, renowned art museums, and musical performances with day trips from Vienna to Salzburg and other places of interest. Recommended for liberal arts students but open to anyone with an interest in Austria’s treasures and the German language.
GER126  3 credits*
Instructor: Egila Lex
Dates: March 14 - 22, 2008
Estimated cost: $1,500 plus tuition and airfare

Late Spring

International Business: A European Experience
This course includes an escorted trip to Paris and nearby cities. It is designed for students interested in international business and European culture. Students have direct contact with French college students studying business and economics as well as visits to a variety of businesses. Emphasis is placed on conducting business overseas, currency issues, cultural issues, comparative marketing techniques, and basic international law. Prerequisite: Any 3 credit CCCC business/economics course or permission of instructor.
BUS225-63  3 credits*
Instructor: Neil Cronin
Dates: May 19 - 27, 2008
Estimated cost: $1,495 plus airfare and tuition

Paris 101
This study tour is offered in conjunction with International Business: A European Experience, but is intended for students, faculty, or community members who wish to travel to Paris and experience the pleasures of France. Day trips include visits to Giverny and Fontainbleau.
Instructor: Neil Cronin
Dates: May 19 - 27, 2008
Estimated cost: $1,495 plus airfare

Summer

Drawing & Writing in Scotland
This course offers a unique experience for students interested in improving their drawing and writing skills and exploring Scotland’s many places of stunning historical and natural beauty. Students will appreciate the close relationship between drawing and writing through sharing their visual and literary expression. Ways of seeing through drawing and writing will be examined and the use of language both visual and literal will be applied and understood through exploring Scotland, the land, culture, and people.
ART146. Offered once pending academic approval.
1 credit*, introductory level
Instructors: Scott Anderson and Dan McCullough
Dates: June 16 - 30, 2008
*Estimated cost: $3,000 plus tuition and airfare

Ireland: Yesterday and Today
Explore the Emerald Isle, from its stormy past to its emergence as a Celtic Tiger, on an eight-day study tour of Ireland’s history, culture, and connections to America. The course will expose students to the beauty, the tragedy and the glory of Ireland, through its scholarship, people and poetry. From two strategic locations, Dublin and Galway, students will embark on an exploration of Ireland with day-long field trips, lectures, and cultural opportunities.
HIS241-64  3 credits*
Instructor: Kate Martin
Dates: July 8 - 17, 2008
*Estimated cost: $1,500 plus airfare and tuition

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

Dates and costs are subject to change.
Computer Training

Textbooks provided for all computer classes.

**Intro to the Internet** $129
WIT065-63 Fri., 4/4, 9:00am-4:00pm
Curious about all the media hype about the Internet? Surf the Information Highway in this introductory course, that covers the basics of telecommunications hardware, software, and protocols. Internet access on Cape Cod and various Internet services are discussed.

**Intro to the Personal Computer** $150
WIT027-63 Thurs., 2/21-3/13, 6:00-9:00pm
An introductory hands-on course for the new computer user. This course covers Windows and Microsoft Office 2007. Applications include word processing, spreadsheets, and database management.

**Microsoft Outlook 2007** $129
WIT035-63 Wed., 2/27, 9:00am-4:00pm
This course teaches you the fastest and most efficient ways to communicate and organize important messages for later retrieval. Organize your time with the help of Outlook. Learn the features of the calendar, journal, task list, and contact management tools.

**Microsoft Word 2007- Introduction** $129
WIT042-63 Wed., 1/9, 9:00am-4:00pm
WIT042-64 Wed., 1/30 & 2/6, 6:00-9:00pm
WIT042-65 Fri., 6/13, 9:00am-4:00pm
This course is designed to teach the basics of word processing. The course covers creating a document, editing and revising documents, spell checking and thesaurus, formatting, auto correct, find and replace, and printing.

**Microsoft Windows 2007- Introduction** $129
WIT038-63 Fri., 1/4, 9:00am-4:00pm
WIT038-64 Wed., 1/16 & 1/23, 6:00-9:00pm
WIT038-65 Fri., 5/30, 9:00am-4:00pm
This course teaches the basics of Windows. After taking this course you will be able to: examine and identify the parts of Windows Desktop, observe and access local disk drives, and learn how to use various mouse techniques. You will also work with multiple programs by using the taskbar to switch between windows and share data between programs by using the copy, cut and paste features. **Keyboarding competency required.**

**Microsoft Access 2007- Introduction** $129
WIT032-63 Wed., 2/6, 9:00am-4:00pm
WIT032-64 Wed., 3/12 & 3/19, 6:00-9:00pm
WIT032-65 Wed., 6/25, 8:00am-4:00pm
This hands-on workshop teaches you to create, save and print Access tables, add records, query the database, delete simple reports, forms and properties. **Prerequisites: Introduction to Windows or equivalent. Keyboarding competency required.**

**Microsoft Access 2007- Intermediate** $129
WIT031-63 Wed., 2/20, 9:00am-4:00pm
WIT031-64 Wed., 3/26 & 4/2, 6:00-9:00pm
This course is designed to build upon the skills taught in the introduction to Access course. This class will teach you to: modify tables, control data entry, design documents, use advanced query techniques, create calculated controls, and design and enhance forms. **Prerequisite: Introduction to Access or equivalent. Keyboarding competency required.**

**Microsoft Excel 2007- Introduction** $129
WIT034-63 Wed., 1/23, 9:00am-4:00pm
WIT034-64 Wed., 2/13 & 2/20, 6:00-9:00pm
WIT034-65 Wed., 6/4, 9:00am-4:00pm
An intensive workshop designed to introduce the basics of the electronic spreadsheet. Participants will learn to create and edit simple spreadsheets, build formulas, create and use functions, copy and paste, format, and print. **Prerequisite: Introduction to Windows or equivalent. Keyboarding competency required.**

**Microsoft Excel 2007- Intermediate** $129
WIT033-63 Wed., 1/30, 9:00am-4:00pm
WIT033-64 Wed., 2/7 & 2/14, 6:00-9:00pm
WIT033-65 Wed., 6/8, 9:00am-4:00pm
This course is designed for users who are comfortable with the commands taught in the introductory course. The session will cover advanced functions, advanced commands, working with multiple spreadsheets, quick sorts, naming ranges, and drop and drag editing. **Prerequisite:**

**Microsoft PowerPoint 2007** $129
WIT037-63 Wed., 3/26, 9:00am-4:00pm
WIT037-64 Wed., 3/28 & 4/4, 6:00-9:00pm
Experience with commands taught in Introduction to Excel. **Prerequisite:**

**QuickBooks Pro 2006** $129
WIT007-63 Wed., 3/5, 9:00am-4:00pm
WIT007-64 Wed., 4/9 & 4/16, 6:00-9:00pm
This course is designed for small to midsize office manager who enjoys Quickens’ ease of use but prefers a more traditional approach to accounting. Learn how this well-designed program can help you set up a chart of accounts, reconcile checking accounts, create and print invoices, receipts and statements, track payables, inventory and receivables, create estimates and generate reports. **Prerequisite:**

**Adobe Photoshop CS3** $129
WIT006-63 Wed., 4/23 & 4/30, 6:00-9:00pm
WIT006-64 Wed., 5/7, 9:00am-4:00pm
This introductory course covers Adobe Photoshop software and scanning techniques and their relationship to graphic design. Hands-on assignments are tailored to a wide variety of users from graphic designers, artists, photographers and web page designers. From the first pixel to the finished picture, students will gain imaging proficiency and a strong understanding of the program.

**Desktop Publishing-InDesign I CS3** $129
WIT053-63 Wed., 4/23, 9:00am-4:00pm
WIT053-64 Wed., 5/7 & 5/14, 6:00-9:00pm
Learn to use Adobe InDesign CS3 to design professional-looking layouts. Specifically, they learn how to set-up multi-page spreads, work with vector paths, format type using advanced features, create lighting effects, adjust transparency, define object styles, explore the use of tables in a document, use the Story Editor, and manage long documents. Students taking this class should have a basic knowledge of Adobe InDesign CS2.

**Desktop Publishing-InDesign II CS3** $129
WIT054-63 Wed., 4/30, 9:00am-4:00pm
WIT054-64 Wed., 5/28 & 6/4, 6:00-9:00pm
Students learn how to use Adobe InDesign CS3 to create professional-looking layouts. Specifically, they learn how to set-up multi-page spreads, work with vector paths, format type using advanced features, create lighting effects, adjust transparency, define object styles, explore the use of tables in a document, use the Story Editor, and manage long documents. Students taking this class should have a basic knowledge of Adobe InDesign CS3.

**Macromedia Dreamweaver CS3** $129
WIT023-63 Wed., 3/19, 9:00am-4:00pm
Learn to use this professional visual editor to create and manage Web sites and pages. Students learn to use Dreamweaver’s advanced design and layout tools including DHTML features such as animated layers and behaviors.
Technology for Small Business

Technology for Small Business $149
WIT055-63 Mon. & Thurs., 2/7 & 2/11, 6:00-9:00pm
Do you need a clear understanding of technology to help your business? Topics covered: wide area vs. local area networking (wired and wireless), remote access and wide area wireless, internet service providers (speed vs. cost), website and email hosting, client/server vs. peer-to-peer, windows operating system comparison (Win2K, WinXP, Vista), security (firewalls, antivirus, antispyware), backup strategy, disk maintenance, hardware upgrades vs. new equipment, voice over the Internet.

Office PC Tune-up & Maintenance $79
WIT056-63 Thurs., 2/14, 6:00-9:00pm
If one or more of your office PCs are running slowly it is costing your business money. Are you seeing a sudden increase in junk e-mail? Would a memory upgrade be a good investment for your PC? How can I stop unwanted programs from starting up automatically? In this course you’ll learn the basics of PC security, the practical side of performing a basic PC tune up and what you can do to keep your system running smoothly.

Networking for the Home Office $79
WIT057-63 Thurs., 2/21, 6:00-9:00pm
Do you need a better understanding of what a home office network can do? Do you want to setup a new network or simply understand what you have in place? Are you concerned about security and your Internet access? Are you protected if your disk drive fails unexpectedly? In this course you’ll learn about the practical side of computer networking and the requirements to make it work successfully in your home office.

PC Performance Tune-up $79
WIT058-63 Thurs., 2/28, 6:00-9:00pm
Topics covered include: Spyware/Malware and Removal Software, Antivirus and Spam Protection, Microsoft Critical Updates and Firewall Software, Unexpected Error Messages and Stop Codes, Disk Checks and Defragmenting, Physical and Virtual Memory.

Business Development

How to Deal with Difficult People $150
WPG017-63 Fri., 2/8, 9:00am-4:00pm
We will discuss why some people irritate us (and some don’t). We will be exposed to some ground rules for handling conflict, how to be assertive without being aggressive and how to identify the many faces of impossible behavior. We will learn specific coping techniques to deal with all types of difficult and disruptive people; to stand up to bullies; to keep cool and not crumble under pressure; and to monitor the mood-manipulators.

Artists & Artisans $169
WGB024-63 Mon., 3/10-3/31, 6:30-9:30pm
This four-week course is designed for the professional crafts person looking to expand their customer base. In this course we will develop a demographic definition of a customer base and then discuss branding - using specific examples of market identity and logos. Class exercises will focus on "marketing" - and "re-marketing" as well as on strategies for reaching your target market. The bottom line of this workshop is an expanded client base and concrete ideas about how to reach them!

Safety & Health

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

OSHA 8-Hour Refresher
WET010-63 Fri., 3/21, 8:00am-4:30pm
This 8-hour course covers the 29 CFR 1910.120 regulation, work-site safety, hazard communication, emergency action plans/contingency plans, fire protection/prevention, back safety and container handling, confined spaces, air monitoring, decontamination, personal protective equipment, and respiratory protection.

Local Anesthesia Certification $999
WHD002-63 Online Lecture
WHD002-63L Lab: Fri., Sat., & Sun., 1/18, 1/19 & 1/20, 8:00am-5:00pm
This course is intended to provide a comprehensive study of local dental anesthetics. Students are to register for the portion of the certification, as the online portion takes a minimum of 6 weeks to complete and must be completed prior to the clinic portion.

Dental Continuing Education

WHD005-63
Please contact the WERC office for updated information at 1-508-362-2131 x4435.

Successful Small Business Management

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

Lecturers who are experts in their specific fields cover these and additional subjects to assure your success in your business.

Conducted by the Service Corps of Retired Executives (SCORE). Sponsored by the Small Business Administration of Boston.

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

MA State Building Codes $229
WP077-63 Thurs., 2/7-3/27, 6:30-9:30pm
This course is designed for individuals seeking to obtain a Massachusetts Construction Supervisors’ License and those individuals who wish to become proficient in the use and interpretation of the Mass. Code 7th Edition. The course is an in-depth, fast-paced coverage of the Code, including understanding the Code layout, how to find answers to Code questions, and use of the index and appendices. In addition to the Code, the course will review sample site plans and construction drawings. The required text Mass State Building Code 7th Edition is available at the College bookstore or at the Mass State Bookstore. To order, call 617-727-2834.

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

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

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

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

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

Home Inspection Approaches $95
WET005-63 Wed., 3/22, 9:00am-Noon
In the state of Massachusetts Licensed Home Inspectors are required, as a condition of license renewal, to complete a minimum of 24 contact hours of continuing education per continuing education period, which is 24 months. The Massachusetts State Board of Registration of Home Inspectors approves this course for 3 CEUs. Fee includes seminar and certificate of attendance. Topics will vary each semester. Questions, please call 508-362-2131 x4435.

To order, call 617-727-2834.

WERC • Academy for Lifelong Learning
The Cotton Center is dedicated to the continuing education of real estate professionals by offering a variety of courses and workshops.

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

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

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

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

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

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

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

Interested in Changing Your Direction?

Join Us for an Evening Information Session
January 10, February 28
March 27, April 24
For reservations, please call the Advising & Counseling Center at 1-508-362-2131 x4318.
email: advisingcenter@capecod.edu

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

To register for a WERC course, please call 1-508-375-4012.
**How do online courses work?**

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

**Instructor-Facilitated Courses**

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

Register for ed2go online courses at [www.ed2go.com/capecod](http://www.ed2go.com/capecod)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>A to Z Grant Writing</td>
<td>$89</td>
</tr>
<tr>
<td>EE003 A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.</td>
<td></td>
</tr>
<tr>
<td>Marketing Your Nonprofit</td>
<td>$89</td>
</tr>
<tr>
<td>EN217 In the face of stiff competition, an increase in the number of worthwhile causes, new regulations, more oversight, and fewer funding opportunities, you need to work smarter—not longer. This course, packed with practical strategies that you can put to immediate use, will help you compete more effectively for members, media attention, donors, clients, and volunteers.</td>
<td></td>
</tr>
<tr>
<td>Start Your Own Consulting Practice</td>
<td>$89</td>
</tr>
<tr>
<td>EH003 Do you have training or knowledge that could be useful to others? Have you ever considered becoming a consultant? This course is designed to help those who wish to set up a consulting practice get started. Topics will include skills assessments, pricing policies, contracting, marketing, and more.</td>
<td></td>
</tr>
<tr>
<td>QuickBooks for Contractors</td>
<td>$89</td>
</tr>
<tr>
<td>EN213 In this six-week course, you’ll learn how to use the Premier Contractor Edition of QuickBooks to run your business more efficiently. Lessons are clearly illustrated and include clear step-by-step instructions in plain language so you can get hands-on practice with the features that you’re sure to use on a daily basis.</td>
<td></td>
</tr>
<tr>
<td>Successful Construction Business Mgmt</td>
<td>$89</td>
</tr>
<tr>
<td>EN232 This course will teach you a specific and workable strategy that will get you out of all debt—including your mortgage—in the shortest possible time. The strategy presented is not new, nor is it rocket science. It is a simple, easy-to-understand method that works. However, getting out of debt is only part of the answer. You will also be guided down a new path concerning spending, saving and handling money that will keep you out of debt forever.</td>
<td></td>
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<tr>
<td>Learn to Buy and Sell on EBay</td>
<td>$89</td>
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<tr>
<td>EN007 You’ll learn how to create and upload photos of the items you are selling, how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you’re a buyer, you’ll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.</td>
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<tr>
<td>Intro to Nonprofit Management</td>
<td>$89</td>
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<tr>
<td>EN099 In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You’ll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.</td>
<td></td>
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<tr>
<td>Writing Effective Grant Proposals</td>
<td>$89</td>
</tr>
<tr>
<td>EN098 Learn to prepare grant proposals that get solid results for your favorite organization or charity. Over $200 billion annually is available for worthy causes and most people don’t know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed!</td>
<td></td>
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<tr>
<td>Debt Elimination Techniques that Work</td>
<td>$89</td>
</tr>
<tr>
<td>EN232 This course will teach you a specific and workable strategy that will get you out of all debt—including your mortgage—in the shortest possible time. The strategy presented is not new, nor is it rocket science. It is a simple, easy-to-understand method that works. However, getting out of debt is only part of the answer. You will also be guided down a new path concerning spending, saving and handling money that will keep you out of debt forever.</td>
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</tbody>
</table>

**Continuing Education for Health Care Professionals**

These health care online workshops are accredited by ALLEGRA Learning Solutions and can be applied toward relicensure in Massachusetts.

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

<table>
<thead>
<tr>
<th>Certificate: Complementary and Alternative Medicine</th>
<th>$89</th>
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</thead>
<tbody>
<tr>
<td>EN081 Enhance your professional marketability by gaining a broad understanding of alternative health care options.</td>
<td>(27 contact hours)</td>
</tr>
<tr>
<td>Certificate: Legal &amp; Ethical Issues in Nursing</td>
<td>$89</td>
</tr>
<tr>
<td>EN220 This certificate program addresses the explosive growth in the number of important legal and ethical issues related to the nursing field, and will provide you with timely, concise, and crucial information on legal concepts and bioethical issues.</td>
<td>(23 contact hours)</td>
</tr>
</tbody>
</table>

Register for ed2go online courses at [www.ed2go.com/capecod](http://www.ed2go.com/capecod)
ACCCESS offers:
- Classes designed for students who are 16 years of age and older who need a high school diploma or who wish to acquire proficiency in English
- Small group instruction and individualized tutoring in:
  - ABE (Adult Basic Education)
  - ESOL (English for Speakers of Other Languages)
  - GED (General Education Development Certificate)
- Counseling and academic support
- Career and job search assistance
- Transitional college classes for ESOL/GED students
- Tutoring

FREE CLASSES • VARIOUS SITES
REGISTER AT ANY TIME

GED • ESOL • ABE

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

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

CLEP
College Level Examination Program

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

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

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

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

<table>
<thead>
<tr>
<th>Exam Dates</th>
<th>Register by</th>
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<tbody>
<tr>
<td>January 26</td>
<td>January 11</td>
</tr>
<tr>
<td>February 23</td>
<td>February 8</td>
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<tr>
<td>March 29</td>
<td>March 14</td>
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<tr>
<td>April 26</td>
<td>April 11</td>
</tr>
<tr>
<td>May 31</td>
<td>May 16</td>
</tr>
</tbody>
</table>

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

Computers for Seniors

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

Learn the technologies of today!

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

1-508-428-1052 • www.cfscapecod.com
SUCCESS
GED - to - College Transition Program
A program designed to transition GED or adult diploma students 19 years of age and older into college.

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

Contact Joan Keiran at 1-508-362-2131 x4450 or jkeiran@capecod.edu
This program is funded by the Nellie Mae Education Foundation.

GED
High School Equivalency Certificate

To Register for the Exam
1. Come to the GED office in the Grossman Commons Building, Room 206D, at least 3 weeks before the next available test date.
2. Bring a photo ID (driver's license or permit, passport, or employee ID). IDs must include your birth date and your signature.
3. Bring a $65 money order payable to Cape Cod Community College. Sorry, we can not accept cash, credit cards or checks.
4. If you are under 18 years old, you will need an official letter of withdrawal from the last high school that you attended.

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

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

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

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

SUCCESS • PACT • GED

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

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

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

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

**Life Fitness Center**

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

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

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

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

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**Zammer Hospitality Institute**

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

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

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

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**Project Forward**

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

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

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

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**Cape Cod Community College is proud to be the home to the newly created Linda and William Zammer Institute for Hospitality and Culinary Studies.**

**Cape Cod Community College is proud to be the home to the newly created Linda and William Zammer Institute for Hospitality and Culinary Studies.**
Cape Cod Community College is a designated site for the administration of the Graduate Record Examination (GRE) Bulletin/Registration packets (subject tests only) are available in the Assessment Center, the Advising and Counseling Center in the Grossman Commons Building, and in the Registration Office in the Nickerson Administration Building or at www.gre.org.

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

Advanced Studies

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

**Bachelors Programs**

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

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

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

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

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

**Masters Programs**

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

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

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

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

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

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

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

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

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

**Office of Advanced Studies • 1-508-375-4082**
Mission Statement

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

Administration

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

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

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

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

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

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

For more information or to register, call 1-508-375-4015 or foundation@capecod.edu
General Information

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

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

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

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

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

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

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

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

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

Admissions - Cape Cod Community College has an “open door” admissions policy. Admission (matriculation) requires the completion of an admissions application, and submission of an official high school transcript or GED diploma. Individuals without a high school credential must contact the Admissions Office to discuss the “Ability to Benefit” option. The application priority dates are: August 15 for Fall semester and January 10 for Spring semester. The “open door” admissions policy does not apply to the Nursing, Dental Hygiene, Medical Assisting, Paramedic, Diagnostic Technology, and Massage Therapy programs. International applicants and/ or students interested in the College’s selective health programs should contact the Admissions Office for complete information on admissions requirements and application deadlines. The application deadlines for these programs are: January 5 Nursing; February 1 Dental Hygiene. To request an application and Admissions Bulletin call 1-508-362-2131 x4311 or download from www.cape.edu. Go to www.cape.edu to schedule a campus visit.

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

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

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

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

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

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

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

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

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

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

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

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

Requests to drop or add a course must be done in person at the Registrar’s Office or by contacting the appropriate office on campus. Whenever such student does not enroll, enrolls for less than full time, withdraws or graduates from the institution. The public institutions of higher education shall forward copies of any such notifications to the Board of Higher Education. Massachusetts General Laws, Chapter 15A, Section 9.

Students should refer to the Calendar on page 2 of this publication for important information regarding course changes.

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

Criminal Offender Record Information and Sex Offender Registry Information Checks - Students participating in an academic, community or clinical program that involves the potential for unsupervised contact with children, the disabled, or the elderly, may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College’s access to CORI records is authorized by the Commonwealth’s Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B. The College’s assessment of CORI records is based on regulations issued by the Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.17. SORI checks are performed pursuant to Massachusetts General Laws, Chapter 6, Section 178C.

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

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

Developmental Course - A basic skill development course for entry into college will count toward the requirements for graduation.

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

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

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

44 www.cape.edu Cape Cod Community College • SPRING 2008
If you need assistance, please contact the Financial Aid Office in the Nickerson Administration Building at 1-508-362-2131 x4393 between 8:30am and 4:30pm, Monday-Friday, and until 7:00pm on Wednesdays.

Graduation (procedures for) - Cape Cod Community College is authorized by the Massachusetts Board of Higher Education to award the degrees of Associate in Arts and Associate in Science. These steps must be taken to guarantee fulfilling your Commencement requirements:
1. File a Degree Candidate form at the beginning of your last semester for May 1 for May, July 1 for August and November 1 for January. Forms are available from your advisor or at the Registrar's Office. Deadlines are important. Late filing means your graduation will be delayed.
2. Complete all core course requirements and, in A.S. degree programs, all program requirements. It is the student's responsibility to check with all degree requirements. Avoid disappointment and check requirements carefully at the beginning of your last semester!

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

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

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

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

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

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

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

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

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

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

Sexual Harassment - Sexual harassment of a student, an employee, or any other person in the College is unacceptable, impermissible, and intolerable.

Students who believe they have been subject to discriminatory educational practices including sexual harassment are asked to first seek advice through their instructor or see Jeannmarie Fraser, Title IX Coordinator, in the Wilkens Gym Library. Also see the College's Student Grievance Procedure and the complete Sexual Harassment Policy in the Student Handbook.

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

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

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

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

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

Transfer Credit Policy - In most cases, earned credit for college course work completed at Cape Cod Community College or transferred from any regionally accredited institution of higher education with a grade of C or better may be applied toward satisfying a degree requirement without a time restriction. In certain courses where a program or a department requires that current knowledge is essential, a time limit must be imposed on the applicability of earned credit toward satisfying a degree requirement; such a time limit must be approved by the Curriculum and Programs Committee, and must be indicated in the catalog of the College. If the designated time limit has been exceeded, credit will be granted only if:
1. the student successfully passes a CLEP test for the course or, in the absence of a CLEP test, passes a Department Challenge Examination; or
2. the student submits a waiver request and receives approval for the credits in question from the appropriate department.

Tuition Waivers for Credit Courses
The Massachusetts Categorical Tuition Waiver Program offers a waiver of State and Local Tuition to Massachusetts residents who are:
• Veterans of wartime or conflict duty
• Active Armed Forces Personnel
• Members of the MA National Guard
• Senior Citizens (60 years of age or older)
• Native Americans
• Massachusetts Rehabilitation Recipients
• Massachusetts Commission of the Blind Recipients
• DSS Adopted Foster Children
• Standardized Test Certificate of Mastery for MCAS achievement
• Surviving Spouses and Children of Victims of the September 11, 2001 Tragedy
• National Guard (tuition and fees)

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

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

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

Withdrawal Policy - For information pertaining to the College withdrawal policy, refer to the Student Handbook.

Cape Cod Community College
2240 Iyannough Road
West Barnstable, MA 02668-1599
1-508-362-2131
Toll Free 1-877-846-3672
www.capecod.edu
To Register Online
Students can view the course schedule and register for classes by visiting the Cape Cod Community College web site at www.capecod.edu Click on Campus Web

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

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

To Register By Mail
Please supply all the information requested on our registration form (see next page). Payment can be made by personal check, money order, or with Visa, Discover, MasterCard or American Express.

Mail the completed form and your payment to:
Cape Cod Community College - Registration Office 2240 Iyannough Road West Barnstable, MA 02668-1599

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

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

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

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

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

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

Health Insurance is mandatory for 9 credits or more. There is no insurance available for part-time students.

Tuition 

Spring Semester 2008
January 22 - May 19

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Refer to the Calendar on page 2 for holiday observances.

Tuition & Fees

Charges per credit hour for Massachusetts residents
State and Local Tuition .......... $ 24.00
Fees .................................. $ 107.50

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

Charges per credit hour for non-Massachusetts residents
Tuition .................................. $ 230.00
Fees .................................. $ 107.50

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

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

Tuition and fees must be paid in full when registering. Please pay in full by cash, check, money order, (payable to “Cape Cod Community College”) MasterCard, Visa, Discover, American Express or at www.capecod.edu; go to Current Students, Quick Links Menu, Pay Online.

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

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

Health Insurance is mandatory for 9 credits or more. There is no insurance available for part-time students.

Refunds

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

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

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

Tuition • Fees • Registration Info

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