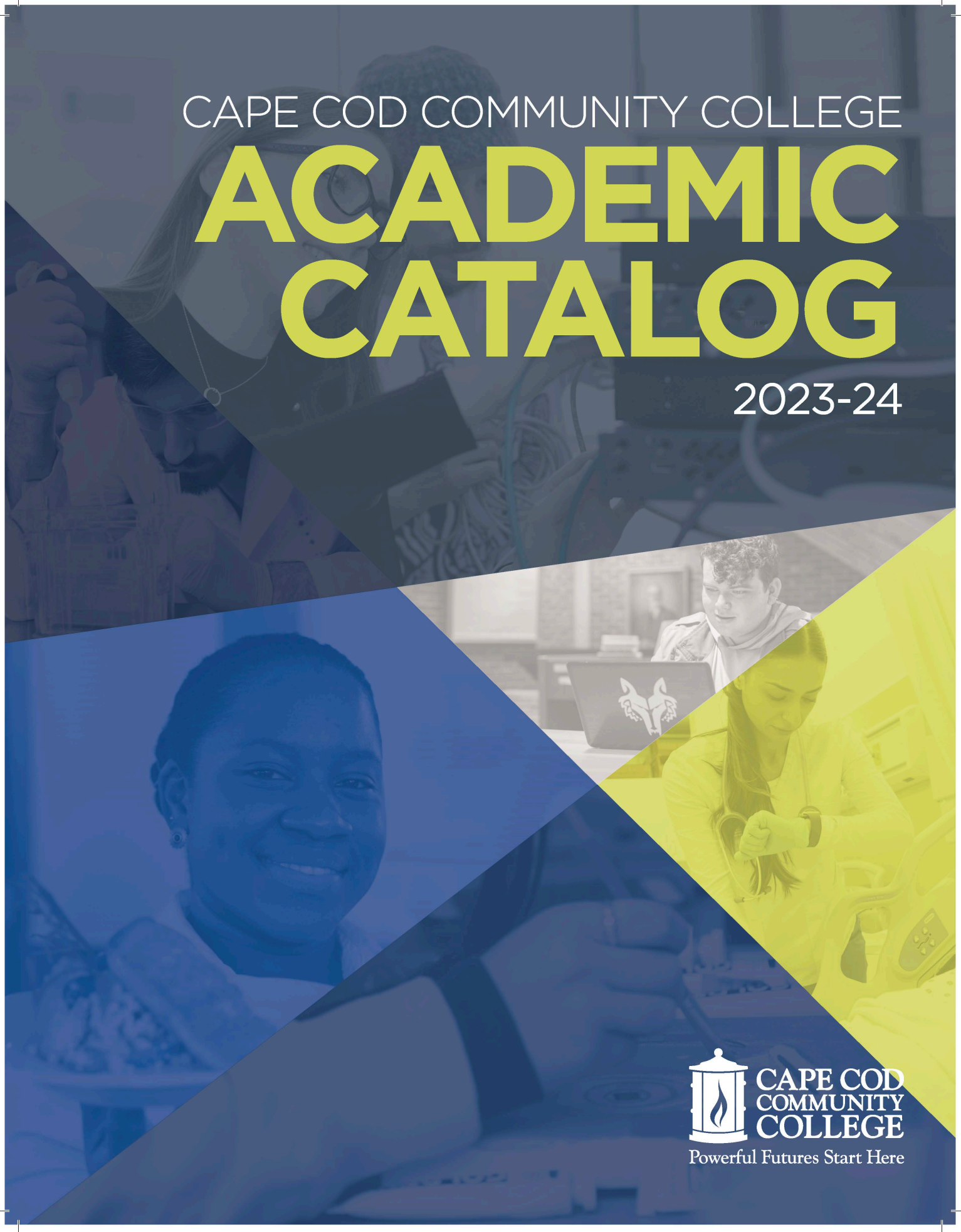
CAPE COD COMMUNITY COLLEGE

ACADEMIC CATALOG

2023-24



CAPE COD COMMUNITY COLLEGE

Powerful Futures Start Here

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Academic Catalog 2023–2024

Welcome! The college catalog contains important information about Cape Cod Community College academic programs and policies. You will find information on degrees and certificates, degree requirements, course descriptions, general education requirements, and more.

This catalog covers the 2023-2024 academic year with program information for incoming students.

Students should refer to program information in the catalog year in which they matriculated.

President's Welcome

President's Welcome

Welcome to Cape Cod Community College!

Your decision to attend 4Cs proves you believe in your powerful future, and so do we. Whether this is your first time in college, you are returning after taking a break, or transferring from another institution, we are here enabling your success through a world-class education.

Our College has a variety of programs and focus areas offered through non-credit and credit-bearing certificate and associate degree programs. We are fiercely dedicated to offering flexible options that make sure your college experience works for your life. This includes:

- 14 and 7-week semester options
- 7-week mid-semester "Quick Terms"
- 5-week and 10-week Summer courses
- January intercession courses
- online classes and programs
- our signature "HyFlex" courses that allow you to choose on a day-to-day basis if you'd like to attend a class in-person or via Zoom.

With instruction delivered by our excellent faculty and holistic supports offered by our caring staff, your 4Cs educational experience will propel you on to the next step in your educational and career journey. Your investment in your 4Cs credential will add immeasurable value to your life. For many of our graduates, that means transferring seamlessly to a four-year institution, beginning a new career or advancing in an existing one, or a combination of these.

The experience you will have at 4Cs goes beyond the classroom. On a personal level, your sense of accomplishment and belonging to our dedicated learning community will last a lifetime. We have numerous clubs and engagement opportunities so you build leadership skills and relationships on-and-off campus. We also offer a variety of student support services to assist you in transforming from an "accepted student" to a "4Cs graduate." Our Financial Aid team can connect you to valuable financial assistance. The Advising Center will help you stay on track. Tutoring and Mentoring services will help you thrive in the classroom, and our Student Wellness team will be there to support your mental and physical health if and when you need it.

You have our support and we are thrilled you have chosen to start your powerful future here with us.

Welcome to 4Cs.

All the best,
John Cox, Ed.D., CPA, President
Cape Cod Community College

New to 4Cs?

Contact Admissions and learn all the ways we can help you reach your career goals.

Admissions Office
Phone 774.330.4311
E-mail admiss@capecod.edu
Online Apply to 4Cs

About Us

College in Brief

Degrees Offered
Cape Cod Community College offers Associate in Arts, Associate in Science, Associate in Applied Science degrees, and certificates in a variety of program areas. Advanced degrees are offered in partnership with other colleges and universities.

The Students
Approximately 2,300 students enroll at the College each semester. Students range in age from 16 to 80, about 64% of the students are female, 29% are students of color, and 40% are 25 years of age or older. 86% of our students matriculate in a degree or certificate program and approximately 73% attend part-time.

The Faculty
Of the 67 full-time faculty members teaching at the College, 58% are women. 16% are educators of color while 24% hold Doctorates and 68% hold Master's degrees in their area of expertise. More than 190 part-time adjunct faculty with specialized knowledge and expertise contribute to the College's commitment to excellence.

Location
The main campus in West Barnstable is located just off the Mid-Cape Highway, north of Route 6 and the junction of Route 132. The address is 2240 Iyannough Road, West Barnstable, MA.

The Hyannis Center is located at 540 Main Street, Hyannis, MA 02601.

The Aviation Maintenance Technology Program is located at Plymouth Airport, 246 South Meadow Road, Gate 6, Building S3–H1 & H2, Plymouth, MA 02360

The Funeral Service Program is located on the campus of Bridgewater State University, 66 Hooper Street, Bridgewater, MA 02325

Classes are also held on Martha's Vineyard at 100 Edgartown Vineyard Haven Road, Oak Bluffs, MA 02557.

Mission and Vision Statements

Mission
Cape Cod Community College believes in the life-changing power of higher education for everyone. We strive to provide an environment in which all students can achieve academic success through contemporary educational opportunities and compassionate student support. In this way, we enable powerful futures for the diverse learners across our region.

Vision
Cape Cod Community College will strengthen our community's economic health and resiliency by responding to the changing needs of society, ensuring equitable student achievement outcomes, and making good on our education's return on investment.

Institutional Student Learning Outcomes

Respecting the Department of Higher Education (DHE) and the New England Commission of Higher Education (NECHE) standards, Cape Cod Community College has approved the following Institutional Student Learning Outcomes. It is envisioned that as a result of successfully completing an associate degree program at Cape Cod Community College the graduate will have achieved the following six outcomes.

Institutional Student Learning Outcomes

(Adopted at College Meeting March 19, 2007)

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

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

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

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

Quantitative and Computational Skills: The community college graduate will demonstrate the ability to apply computational methods,

generate problem-solving strategies, interpret equations and numerical data from tables, charts, and graphs, and organize, analyze, and present quantitative information.

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

History of the College

Serving the Community since 1961

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

Cape Cod Community College opened under the leadership of its first president, Irving Bartlett, in the building that is now the Barnstable Town Hall. One hundred sixty-six students from thirty-three communities enrolled in the College's first class. There were five full-time faculty and six part-time instructors to greet them. These students were offered five terminal programs, as well as the transfer program.

For the first two years, courses were offered in the evening in cooperation with the Massachusetts Division of University Extension. In 1963, Cape Cod Community College's first evening program found one hundred and thirty students enrolled in ten different degree-credit courses. In the spring of 1963, the first summer session had one hundred and forty-five students from fifty colleges and universities taking degree-credit courses.

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

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

In 2018, with immense support from the local State Delegation, Governor Charlie Baker signed a bond bill guaranteeing $25 million to the College for the construction of the new Frank and Maureen Wilkens Science and Engineering Center. Shortly thereafter, Mrs. Maureen Wilkens, a visionary and generous benefactor of the College, contributed $5 million towards the project. This marked the largest single donation by any individual in the College's history, and one of the largest single gifts in the history of United States community colleges.

In 2022, the building officially opened and is now the central hub for STEM education for the entire Cape and Islands region and a beacon of progress for the entire Commonwealth. Students from all disciplines and from the local K-12 system come through its halls every semester, taking advantage of the most modern labs available in Massachusetts. The Science and Engineering Center is also home to the closed-loop "Toilet of the Future," the first commercial application of the winning design for the Gates Foundation's "Redesign the Toilet" initiative.

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

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

That vision is the legacy of students past, students present, and the future students and graduates of Cape Cod Community College.

Board of Trustees

Tammy Glivinski-Saben, *Chair*, South Yarmouth
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4Cs Senior Leadership

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Ed.D., M.P.A., B.A. The George Washington University

Christopher Clark, Vice President, Finance and Operations
M.P.A., Suffolk University; B.S., Bridgewater State University

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Ed.D, UMass Boston; M.S., B.S., Springfield College

Cathy McCarron, Dean, Arts, Humanities, Social & Behavioral Sciences & Adult Education
M.A., Northeastern University; B.A., Boston College

Angela Quitadamo, Dean, Student Retention and Completion
Ph.D., Antioch University; M.S., Worcester State University; M.A., Antioch; B.A., University of Massachusetts-Amherst

Ben Latigo, Dean, Science, Technology, Engineering, & Mathematics
Ph.D., University of Southern California; M.S., University of Arizona; B.S., University of Nairobi

Tammi Jacobson, Director, Workforce Development and Training
B.S., University of Massachusetts-Dartmouth; A.S., Bristol Community College

Joe MacKinnon, Director, Facilities and Sustainability

Patrick Stone, Director, Strategic Communications and Marketing
M.A., University of Massachusetts-Dartmouth; B.A., Bridgewater State University; A.A., Bristol Community College

Shuqi Wu, Director, Institutional Research and Planning
Ph.D., M.A., University of Hawaii at Manoa; B.A., East China Normal University

Academic Calendar

This calendar is for the academic year: **Fall 2023–Summer 2024**.

Academic Calendar 2023-2024

This calendar is for the academic year: **Fall 2023–Summer 2024**.

Fall 2023

Fall (Full) Semester: September 5–December 19, 2023

August 29	Final cancellation of low enrolled classes
August 30-31	New Faculty & Professional Staff Orientation
August 31	Convocation and Student Orientation
September 4	Labor Day; College closed
September 5	Classes begin
September 11	Last day to change a schedule
September 11	Last day to drop a course with no academic record
September 11	Last day to drop a course for 100% refund. No refund after this date.
September 11	Last day to change course status from audit to credit
October 2	Deadline to file for January graduation
October 9	Columbus/Indigenous People's Day; College closed
October 20	Mid-term warning grades due to Registrar
November 6	Advising/Registration for Spring 2024 begins for currently enrolled students
November 6	January Intersession 2024 registration begins for currently enrolled students
November 9	Last day to withdraw from an academic course
November 9	Last day to change course status from credit to audit
November 10	Veterans' Day observed; College closed
November 20	Spring 2024 registration begins for all students

November 20	January Intersession 2024 registration begins for all students
November 23	Thanksgiving Day; College closed
November 24	The College is open with minimal staffing. Classes are not held; classes resume on Monday.
December 11	Last day to resolve INC grades from Spring and Summer Sessions 2023
December 11	Classes end
December 12	Study day
December 12	Professional Day – All Q-term-2 day classes are cancelled; classes starting at 3:00pm or later will run as scheduled.
December 13-19	Final exam period
December 20	Final exam make-up 8:00am–Noon (due to inclement weather)
December 25	Christmas Day; College closed
December 26-29	College is open with minimal staffing
January 1	New Year's Day ; College closed
January 2	Final grades due to Registrar by noon

Fall Quick Term I: September 5–October 25, 2023

August 29	Final cancellation of low enrolled classes
August 31	Opening Day for Faculty and Professional Staff
September 4	Labor Day; College closed
September 5	Classes begin
September 11	Last day to change a schedule
September 11	Last day to drop a course with no academic record
September 11	Last day to drop a course for 100% refund. No refund after this date.
September 11	Last day to change course status from audit to credit
October 2	Deadline to file for January graduation
October 2	Mid-term warning grades due to Registrar by Noon
October 6	Last day to withdraw from an academic course
October 6	Last day to change course status from credit to audit
October 9	Columbus/Indigenous People's Day; College closed
October 24	Final exams for T/Th classes
October 25	Final exams for M/W classes
October 27	Grades due to Registrar by noon

Fall Quick Term II: October 30–December 21, 2023

October 23	Final cancellation of low enrolled classes
October 30	Classes begin
November 3	Last day to change a schedule
November 3	Last day to drop a course with no academic record
November 3	Last day to drop a course with 100% refund. No refund after this date.
November 3	Last day to change course status from audit to credit
November 6	Advising/Registration for Spring 2024 begins for currently enrolled students
November 6	January Intersession 2024 registration begins for currently enrolled students
November 10	Veterans' Day observed – College closed
November 20	Spring 2024 registration begins for all students
November 20	January Intersession 2024 registration begins for all students
November 23	Thanksgiving Day; College closed
November 24	The College is open with minimal staffing. Classes are not held; classes resume on Monday.
November 28	Mid-term warning grades due to Registrar by noon
December 1	Last day to withdraw from an academic course
December 1	Last day to change course status from credit to audit
December 11	Last day to resolve INC grades from Spring and Summer Sessions 2023
December 12	Professional Day – All Q-term-2 day classes are cancelled; classes starting at 3:00pm or later will run as scheduled.
December 20	Final exams for M/W classes
December 21	Final exams for T/Th classes
December 25	Christmas Day; College closed
December 26-29	College open with minimal staffing
January 1	New Year's Day ; College closed
January 2	Final grades due to Registrar by noon

Intersession 2024

January Intersession: January 2-19, 2024

November 6	January Intersession 2024 registration begins for currently enrolled students
November 20	January Intersession 2024 registration begins for all students
December 25	Christmas Day; College closed
December 26-29	The College open with minimal staffing
December 26	Final cancellation of low enrolled courses
January 1	New Year's Day; College closed
January 2	January Intersession 2024 classes begin
January 3	Last day to change a schedule
January 3	Last day to drop a course with no academic record

January 3	Last day to drop a course for 100% refund. No refund after this date.
January 3	Last day to change course status from audit to credit
January 12	Last day to withdraw from an academic course
January 12	Last day to change course status from credit to audit
January 15	Martin Luther King Jr. Day; College closed
January 19	Last day of classes and final exams
January 23	Grades due to Registrar by noon

Spring 2024

Spring (Full) Semester: January 22–May 31, 2024

January 1	New Year's Day; College closed
January 12	Final cancellation of low enrolled classes
January 15	Martin Luther King Jr. Day; College closed
January 18	Opening Day for Faculty and Professional Staff
January 22	Classes begin
January 29	Last day to change a schedule
January 29	Last day to drop a course with no academic record
January 29	Last day to drop a course for 100% refund. No refund after this date.
January 29	Last day to change course status from audit to credit
February 1	Deadline to file for May graduation
February 19	Presidents' Day; College closed
February 20	Summer 2024 registration begins
March 11-15	Spring recess (Monday-Saturday)
March 18	Mid-term warning grades due to Registrar
April 1	Advising/Registration for Fall 2024 begins for currently enrolled students
April 5	Last day to withdraw from an academic course
April 5	Last day to change course status from credit to audit
April 15	Patriots' Day; College closed
April 16	Fall 2024 registration begins for all students
May 6	Last day to resolve INC grades from Fall 2023 semester
May 6	Classes end
May 7	Study day
May 7	Professional Day – All Q-term-2 day classes are cancelled; classes starting at 3:00pm or later will run as scheduled.
May 8-14	Final exam period
May 17	Final grades due to Registrar by Noon
May 20 & 21	Assessment Days
May 22	Approval of Graduates
May 23	Commencement
May 27	Memorial Day; College closed
June 19	Juneteenth Independence Day; College closed
December 9	Last day to resolve INC grades for Spring 2024 classes

Spring Quick Term I: January 22–March 20, 2024

January 1	New Year's Day; College closed
January 13	Final cancellation of low enrolled classes
January 15	Martin Luther King Jr. Day; College closed
January 22	Classes begin for Quick Term-1
January 26	Last day to change a schedule
January 26	Last day to drop a course with no academic record
January 26	Last day to drop a course for 100% refund. No refund after this date.
January 26	Last day to change course status from audit to credit
February 19	Presidents' Day; College closed
February 20	Mid-term warning grades due to Registrar by noon
February 20	Summer 2024 registration begins
February 23	Last day to withdraw from an academic course
February 23	Last day to change course status from credit to audit
March 11-15	Spring break (Monday–Saturday)
March 19	Final exams for T/Th classes
March 20	Final exams for M/W classes
March 22	Grades due to Registrar by noon

Spring Quick Term II: March 25–May 16, 2024

February 20	Summer 2024 registration begins
March 15	Final cancellation of low enrolled classes
March 25	Classes begin for Spring Quick Term-2
March 29	Last day to change a schedule
March 29	Last day to drop a course with no academic record
March 29	Last day to drop a course with 100% refund. No refund after this date.
March 29	Last day to change course status from audit to credit
April 1	Advising/Registration for Fall 2024 begins for currently enrolled students
April 15	Patriots' Day; College closed
April 16	Fall 2024 registration begins for all students
April 22	Mid-term warning grades due to Registrar by noon
April 26	Last day to withdraw from an academic course
April 26	Last day to change course status from credit to audit
May 6	Last day to resolve INC grades from the Fall 2023 semester

May 7	Professional Day – All Q-Term-2 day classes are cancelled; classes starting at 3:00pm or later will run as scheduled.
May 15	Final exams for M/W classes
May 16	Final exams for T/Th classes
May 17	Final grades due to Registrar by noon
May 23	Commencement
May 27	Memorial Day; College closed
June 19	Juneteenth Independence Day; College closed

Summer 2024

Summer Session I: June 3–July 8, 2024

February 20	Summer 2024 registration begins
May 24	Final Cancellation of low enrolled courses
May 27	Memorial Day; College closed
June 3	Summer Session I classes begin
June 5	Last day to change a schedule
June 5	Last day to drop a course for 100% refund. No refund after this date.
June 5	Last day to drop a course with no academic record
June 5	Last day to change course status from audit to credit
June 19	Juneteenth Independence Day; College closed
June 26	Last day to withdraw from an academic course
June 26	Last day to change a course status from credit to audit
July 4	Independence Day; College closed
July 8	Final exams for M/T/Th classes
July 8	Online classes end
July 10	Grades due to Registrar by noon

Summer Session II: July 9–August 12, 2024

February 20	Summer 2023 registration begins
July 2	Final cancellation of low enrolled classes
July 9	Summer Session II classes begin
July 12	Last day to change a schedule
July 12	Last day to drop a course for 100% refund. No refund after this date.
July 12	Last day to change course status from audit to credit
July 12	Last day to drop a course with no academic record
August 1	Last day to withdraw from an academic course
August 1	Last day to change course status from credit to audit
August 12	Final exams for M/T/Th classes
August 12	Online classes end
August 14	Grades due to Registrar by noon

Summer Full-Session: June 3–August 8, 2024

February 20	Summer 2024 registration begins
May 24	Final cancellation of low enrolled classes
May 27	Memorial Day; College closed
June 3	Summer Full-Session classes begin
June 7	Last day to change a schedule
June 7	Last day to drop a course for 100% refund. No refund after this date.
June 7	Last day to drop a course with no academic record
June 7	Last day to change course status from audit to credit
June 19	Juneteenth Independence Day; College closed
July 4	Independence Day; College closed
July 12	Mid-term warning grades due to Registrar by noon
July 19	Last day to withdraw from an academic course
July 19	Last day to change course status from credit to audit
August 7	Final exam for M/W classes
August 8	Final exam for T/Th classes
August 8	Online classes end
August 12	Grades due to Registrar by noon
December 9	Last day to resolve INC grades for Summer 2024

Accreditation

Review our institutional and programmatic accreditation.

Cape Cod Community College

Cape Cod Community College is accredited by the New England Commission of Higher Education (NECHE).

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514

Phone: (781) 425 7700
E-Mail: info@neche.org
Web:www.neche.org/

Program Accreditation and Approval Statements

Aviation Maintenance Technology

The Aviation Maintenance Technology program is certified by the U.S. Department of

Transportation – Federal Aviation Administration (FAA) for Airframe, Powerplant, and Airframe & Powerplant ratings: Number 61CT616K.

Individuals may contact the regional FAA office:

Burlington FSDO
12 New England Executive Park
Burlington, MA 01803
(781) 238-7500

Criminal Justice

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

Department of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108-1696
(617) 994-6950

Dental Hygiene

The Cape Cod Community College Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education.

Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611
Phone: 312.440.4653
Web: www.ada.org/en/coda/accreditation

Early Childhood Education

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

National Association for the Education of Young Children
1313 L Street NW, Suite 500
Washington, DC 20005-4101
(202) 232-8777

See also: Early Childhood Education Program Outcomes

EMT (Emergency Medical Technician)

The Emergency Medical Technician program is accredited by the Massachusetts Department of Public Health's Office of Emergency Medical Services.

EMT: Cape Cod Community College, W. Barnstable, MA
Approved Levels: EMT
Region V
MA DPH accreditation expires 1/1/2025
www.mass.gov/massachusetts-ems-accredited-training-institutions

Funeral Service

The Funeral Service Program at Cape Cod Community College is accredited by the American Board of Funeral Service Education (ABFSE).

American Board of Funeral Service Education
992 Mantua Pike, Suite 108,
Woodbury Heights, NJ 08097
(816) 233-3747.
Web: www.abfse.org.

Program Information - Cape Cod Community College

Year	Total Enrolled	# of New Students	# of Grads	Timely Grad*	Graduation Rate	Did Not Finish**	Overall % Employed	En in
2022	72	36	16	16/16	92%	2	88%	81
2021	44	44	7	7/7	84%	6	86%	71
2020	36	18	---	---	---	---	---	--

** Timely graduation = complete program in 1½ times designated program length.*
*** Graduation rate reflects cohort graduation rate (% of students from original cohort completing in the designated year)*
**** Left before completing the program; did not finish.*

National Board Statistics - Cape Cod Community College

Single Year	School Pass Rate	National Pass Rate	Single Year	School Pass Rate	National Pass Rate
2022 Arts	100%	69%	2022 Sciences	100%	64%
2021 Arts	n/a	68%	2021 Sciences	n/a	57%
2020 Arts	n/a	73%	2020 Sciences	n/a	64%

Human Services

Cape Cod Community College has been approved by the Department of Public Health Bureau of Substance Abuse Services as an Addiction Education Provider for its Alcohol & Substance Abuse Counselor Certificate.

The Commonwealth of Massachusetts
Executive Office of Health & Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

Phone: 617.624.5173
Web: www.mass.gov/eohhs/gov/departments/dph/

Medical Assisting

The Medical Assisting certificate is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants Endowment.

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727.210.2350
Web: www.caahep.org

Nursing

The Associate in Science in Nursing program (ASN) is approved by the Massachusetts Board of Registration in Nursing (MA-BORN).

Massachusetts Board of Registration in Nursing
Department of Public Health
Bureau of Health professions Licensure
Board of Registration in Nursing
250 Washington Street
Boston, MA 02108-4619

Web: www.mass.gov/dph/boards/rn
Email: nursing.admin@state.ma.us

The Associate in Science in Nursing program (ASN) is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: (404) 975-5000
FAX:404.975.5020
Web: www.acenursing.org/

Programs Seeking Accreditation

Paramedic

Statement of Status – Committee on Accreditation for the EMS Professions (CoAEMSP)

The Cape Cod Community College Paramedic Certificate program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP Executive Office). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

Contact CoAEMSP Executive Office:
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088

214-703-8445
FAX 214-703-8992
www.coaemsp.org

Degree Requirements

Students who matriculated at Cape Cod Community College follow the requirements in the catalog under which they originally matriculated.

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

AA - Associate in Arts

Associate in Arts Degrees

The Associate in Arts degree is designed for students planning to transfer to a Baccalaureate (4-year) institution. Use the information that follows along with guidance from your advisor, and college or university catalogs and/or web sites to plan your curriculum at Cape Cod Community College.

Associate in Arts Degree Requirements (for non-STEM concentrations)

For the Associate in Arts degree the student must:

1. Have a minimum cumulative average of 2.0,
2. Satisfactorily complete a minimum of 60 credit hours, at least 24 of which must be earned from Cape Cod Community College, excluding developmental education courses,
3. Select 34 general education credits as follows:

ENL101 English Composition I	3 credits
ENL102 English Composition II	3 credits

Humanities and Fine Arts	9 credits
Behavioral and Social Sciences	9 credits
Natural or Physical Science	7 credits
Mathematics/Quantitative Reasoning	3 credits
Total Credits	**34**

Refer to General Education courses.

4. Select the remaining 26 credits as required in the student's concentration.

Please note the following:

1. Students who are recommended to enroll in developmental courses in reading, writing, or mathematics should do so during their first semester.
2. Students should complete ENL101, ENL102 and any mathematics requirements within the first 30 credits since communication and quantitative skills are essential for success in many college courses.
3. All students graduating with an Associates in Arts degree automatically satisfy MassTransfer. An associate degree is MassTransfer eligible when the curriculum includes the MassTransfer block.

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

Students required to take developmental coursework may need an additional semester(s) to complete their degree requirements.

Students must apply for graduation at the beginning of their final semester at CCCC. See your academic advisor to complete the form.

Any student taking online courses or courses with online components is responsible for having reliable access to both the Internet and a computer running Chrome or Firefox. Please visit Online and HyFlex Learning for more information detailing online course requirements.

The Associate in Arts degree is MassTransfer eligible. Students who plan to transfer to a particular college should consult with a Cape Cod Community College transfer advisor, the receiving institution's office of admissions, the relevant college catalog, and plan on the appropriate course of study.

Associate in Arts Degree Requirements (for STEM concentrations: Biology, Chemistry, Computer Science, Mathematics, Physics)

For the Associate in Arts degree in the above listed concentrations, the student must:

1. Have a minimum cumulative average of 2.0,
2. Satisfactorily complete a minimum of 60 credit hours, at least 24 of which must be earned from Cape Cod Community College, excluding developmental education courses,
3. Select 28 general education credits as follows:

ENL101 English Composition I	3 credits
ENL102 English Composition II	3 credits
Humanities and Fine Arts	6 credits
Behavioral and Social Sciences	6 credits
Natural or Physical Science	7 credits
Mathematics/Quantitative Reasoning	3 credits
Total Credits	**28**

Refer to General Education courses.

4. Select the remaining 32 credits as required in the student's concentration.

Please note the following:

1. Students who are recommended to enroll in developmental courses in reading, writing, or mathematics should do so during their first semester.
2. Students should complete ENL101, ENL102 and any mathematics requirements within the first 30 credits since communication and quantitative skills are essential for success in many college courses.
3. All students graduating with an Associates in Arts degree automatically satisfy MassTransfer. An associate degree is MassTransfer eligible when the curriculum includes the MassTransfer block.

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

Students required to take developmental coursework may need an additional semester(s) to complete their degree requirements.

Students must apply for graduation at the beginning of their final semester at CCCC. See your academic advisor to complete the form.

Any student taking online, HyFlex, hybrid, or remote courses is responsible for having reliable access to both the Internet and a computer

running Chrome or Firefox. Please visit Online & Blended Learning for more information detailing distance learning requirements.

The Associate in Arts degree is MassTransfer eligible. Students who plan to transfer to a particular college should consult with a Cape Cod Community College transfer advisor, the receiving institution's office of admissions, the relevant college catalog, and plan on the appropriate course of study.

Prerequisites

Cape Cod Community College is committed to students' academic success. Prerequisite courses are established to assure students have the necessary knowledge and skills to succeed in a course. Students are required to complete (or be currently enrolled in) prerequisites prior to registering for the next level course.

Integrity of Credit

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally and contractually established equivalency which reasonably (is) not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; **or**
2. At least an equivalent amount of work as required for other activities, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

Explanation
For example:

- 1-credit course = 50 (50 minute hour) minutes/week in direct contact with learning activities and an additional 100 (50 minute hour) minutes in additional course related work each week for 15 weeks.
- 3-credit course = 150 (50 minute hour) minutes/week in direct contact with learning activities and an additional 300 minutes in additional course related work each week for 15 weeks.
- 4-credit course = 200 (50 minute hour) minutes/week in direct contact with learning activities and an additional 400 minutes in additional course related work each week for 15 weeks

Transfer to Cape Cod Community College

The College will consider and accept credits, subject to its standards, from other accredited institutions. Refer to Transfer to Cape Cod Community College.

Intent to Graduate

All students must file a Declaration of Intent to Graduate form with the Registrar by the priority date of the semester in which they expect to complete their requirements.

- To graduate in May, the priority date to submit the Request for Graduation form is February 1.
- The priority date for August graduation is June 1.
- The priority date for January graduation is October 1.

It is the responsibility of the student to originate this request and failure to do so may delay his or her graduation. The responsibility for satisfying requirements rests with the student.

The graduation requirements have been established to enable the graduate of Cape Cod Community College to lead a productive and satisfying life, to function in and contribute to society, and to possess those abilities necessary for further personal and career development. In addition to specific content knowledge, communication skills, critical and creative thinking skills, ethical and civic engagement practices, multicultural and global awareness, quantitative and computational skills, and technological literacy have been integrated throughout the curriculum. Students must complete the requirements as stated in the Associate in Arts, Associate in Applied Science, or Associate in Science Degree Requirements.

Second Associate Degree Policy

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

1. Met all specific degree requirements of the program from which a second Associate degree will be granted. (Note: Only one Associate in Arts degree may be earned and in the Associate in Science degrees with multiple concentrations, the student can complete the requirements for only one concentration.)
2. Completed the specific courses, as identified and approved by the appropriate individual or committee and at the institutional level, needed to complete the second degree.

3. Completed a minimum of fifteen (15) credit hours beyond the first degree requirements. In no case (other than this 15-hour minimum) should it be mandatory for the student to take more credit hours than necessary to meet the requirements of a second degree.

AAS- Associate in Applied Science

The Associate in Applied Science

The Associate of Applied Science Degree programs provide students with course work in general education and a curriculum preparing graduates to seek careers in highly technical fields immediately upon graduation in areas such as aviation maintenance.

The Associate in Applied Science programs are intended to prepare people for employment and thus a majority of the coursework involved may be directly related to occupational skills (Board of Regents of Higher Education Final Report: The Undergraduate Experience, 1989, page 17).

Associate in Applied Science Degree Requirements

For the Associate in Applied Science degree the student must:

1. Have a minimum cumulative average of 2.0,
2. Satisfactorily complete a minimum of 60 credit hours, at least 24 of which must be earned from Cape Cod Community College, excluding developmental education courses,
3. Select 20 general education credits as follows:

ENL101 English Composition I	3 credits
Humanities and Fine Arts	3 credits
Behavioral and Social Sciences	3 credits
Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3/4 credits
General Education Elective	7/8 credits
Total Credits	**20**

   Refer to General Education courses.
4. Complete the professional education credits required by a particular program as outlined in this catalog.

Each Associate in Applied Science program has specific course requirements listed on the program pages.

To graduate with an Associate in Applied Science degree, a student must follow the curriculum as they appear in the program pages. To graduate, all of those courses must be taken although not necessarily in the order listed. Many of these courses have prerequisites, and some courses are not offered each semester.

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

Students who are interested in continuing their education at the baccalaureate level can refer to the list of articulations and are encouraged to speak to their advisor, the CCCC transfer advisor, the receiving institution's office of admissions, and/or relevant college catalogs or web sites.

Students must apply for graduation at the beginning of their final semester at CCCC. See your academic advisor to complete the form.

Any student taking online, HyFlex, hybrid, or remote courses is responsible for having reliable access to both the Internet and a computer running Chrome or Firefox. Please visit Online & HyFlex Learning for more information detailing distance learning requirements.

Prerequisites

Cape Cod Community College is committed to students' academic success. Prerequisite courses are established to ensure students have the necessary knowledge and skills to succeed in a course. Students are required to complete (or be currently enrolled in) prerequisites prior to registering for the next level course.

Integrity of Credit

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally and contractually established equivalency which reasonably (is) not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; **or**
2. At least an equivalent amount of work as required for other activities, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

Explanation
For example:

- 1-credit course = 50 (50 minute hour) minutes/week in direct contact with learning activities and an additional 100 (50 minute hour) minutes in additional course related work each week for 15 weeks.
- 3-credit course = 150 (50 minute hour) minutes/week in direct contact with learning activities and an additional 300 minutes in additional course related work each week for 15 weeks.
- 4-credit course = 200 (50 minute hour) minutes/week in direct contact with learning activities and an additional 400 minutes in additional course related work each week for 15 weeks

Transfer to Cape Cod Community College

The College will consider and accept credits, subject to its standards, from other accredited institutions. Refer to Transfer to Cape Cod Community College.

Intent to Graduate

All students must file a Declaration of Intent to Graduate form with the Registrar by the priority date of the semester in which they expect to complete their requirements.

- To graduate in May, the priority date to submit the Request for Graduation form is February 1.
- The priority date for August graduation is June 1.
- The priority date for January graduation is October 1.

It is the responsibility of the student to originate this request and failure to do so may delay his or her graduation. The responsibility for satisfying requirements rests with the student.

The graduation requirements have been established to enable the graduate of Cape Cod Community College to lead a productive and satisfying life, to function in and contribute to society, and to possess those abilities necessary for further personal and career development. In addition to specific content knowledge, communication skills, critical and creative thinking skills, ethical and civic engagement practices, multicultural and global awareness, quantitative and computational skills, and technological literacy have been integrated throughout the curriculum. Students must complete the requirements as stated in the Associate in Arts, Associate in Applied Science or Associate in Science Degree Requirements.

Second Associate Degree Policy

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

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

AS - Associate in Science

Associate in Science Degrees

The Associate in Science programs provide students with general education and professional skills coursework to enter the workforce in their chosen profession. The Business Administration and Early Childhood Education-Transfer Compact Programs are also designed for transfer.

Associate in Science Degree Requirements

For the Associate in Science degree the student must:

1. Have a minimum cumulative average of 2.0,
2. Satisfactorily complete a minimum of 60 credit hours, at least 24 of which must be earned from Cape Cod Community College, excluding developmental education courses,
3. Select 21–23 general education credits as follows:

ENL101 English Composition I	3 credits
Humanities and Fine Arts*	3 credits
Behavioral and Social Sciences	6 credits
Mathematics/Quantitative Reasoning (or) Natural or Physical Science	6–8 credits
General Education	3 credits
Total Credits	**21–23**

   Refer to General Education courses.
4. Complete 37–39+ professional education credits required by a particular program.

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

Each Associate in Science program has specific course requirements. To graduate with an Associate in Science degree, a student must follow the curriculum as they appear in the Program. To graduate, all of those courses must be taken although not necessarily in the order listed. Many of these courses have prerequisites, and some courses are not offered each semester.

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

Students who are interested in continuing their education at the baccalaureate level can refer to the list of articulations and are encouraged to speak to their advisor, the CCCC transfer advisor, the receiving institution's office of admissions, and/or relevant college catalogs or web sites.

Students must apply for graduation at the beginning of their final semester at CCCC. See your academic advisor to complete the form.

Any student taking online, HyFlex, hybrid, or remote courses is responsible for having reliable access to both the Internet and a computer running Chrome or Firefox. Please visit Online & HyFlex Learning for more information detailing distance learning requirements.

Prerequisites

Cape Cod Community College is committed to students' academic success. Prerequisite courses are established to assure students have the necessary knowledge and skills to succeed in a course. Students are required to complete (or be currently enrolled in) prerequisites prior to registering for the next level course.

Integrity of Credit

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally and contractually established equivalency which reasonably (is) not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; **or**
2. At least an equivalent amount of work as required for other activities, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

Explanation
For example:

- 1-credit course = 50 (50 minute hour) minutes/week in direct contact with learning activities and an additional 100 (50 minute hour) minutes in additional course related work each week for 15 weeks.
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throughout the curriculum. Students must complete the requirements as stated in the Associate in Arts, Associate in Applied Science or Associate in Science Degree Requirements.

Second Associate Degree Policy

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

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

General Education Requirements

Note: Students who matriculate at Cape Cod Community College follow the requirements in the catalog under which they originally matriculated.

Associate Degree General Education Requirements

All students graduating with an Associate degree from Cape Cod Community College will complete the following 21–23*credits of common general education requirements:

ENL101 English Composition I	3 credits
Humanities and Fine Arts	3 credits
Behavioral and Social Sciences	6 credits
Mathematics/Quantitative Reasoning (or) Natural or Physical Science	6–8 credits
General Education Elective	3 credits
Total Credits	**21–23***

*Associate in Arts degree students take additional general education coursework to satisfy the MassTransfer Block

Listing of General Education Courses

The following courses satisfy General Education requirements for the Associate in Arts, Associate in Applied Science, and the Associate in Science degrees. Check each program for specific requirements.

Behavioral & Social Sciences		**Credits**
ANT107	Introduction to Anthropology	3
ANT211	Comparative Cultures	3
ANT215	Peoples and Cultures of the Middle East	3
COM204	Persuasive Communication	3
CRJ105	Criminology, Theory, and Practice	3
ECO101	Macroeconomics	3
ECO102	Microeconomics	3
ECO117	Principles of Macroeconomics (retired)	3
ECO118	Principles of Microeconomics (retired)	3
ECO155	Emerging Market Economies	3
ECO157	Global Economics	3
ETH110	Introduction to American Indian Studies	3
GEO104	Geography: Culture & Environment	3
GOV101	Comparative Politics	3
GOV102	International Relations	3
GOV111	American Government	3
HIS103	US History to 1865	3
HIS104	US History since 1865	3
HIS108	US History since 1945	3
HIS119	World History to 1500 CE	3
HIS120	World History from 1500 CE	3
HIS160	European History to 1600 CE	3
HIS162	European History from 1600 CE	3
HIS201	History of China	3
HIS206	Ancient History	3
HIS207	Medieval History	3
HIS215	Women in US History	3
HIS216	History of Japan	3
HIS217	The Civil War	3
HIS227	History of the Middle East (retired)	3
HIS228	Women in European History	3
HIS241	Selected Topics in History	3
HIS255	History of Vietnam	3
HIS258	African American History	3
HUS101	Introduction to Human Services	3
HUS109	Social Work Case Management	3
HUS201	The Helping Relationship: Human Services Delivery (retired)	3
HUS270	Social Work: Diversity, Cultural Competence, and Social Justice	3
PHI130	Introduction to Philosophy	3
PHI131	Logic	3

Behavioral & Social Sciences		Credits
PHI160	Three Great Thinkers	3
PHI201	Existentialism	3
PHI210	Ethics	3
PSY101	General Psychology	3
PSY201	Child Psychology	3
PSY202	Adolescent Psychology	3
PSY205	Adult Psychology	3
PSY207	Abnormal Psychology	3
PSY208	Principles of Counseling & Crisis Intervention	3
PSY210	Psychology of Grief	3
PSY212	Human Sexuality	3
PSY219	Psychology of Women	3
PSY225	Social Psychology	3
PSY233	Developmental Psychology: The Life Span	3
PSY235	Cognitive Psychology	3
PSY241	Selected Topics in Psychology	3
SOC106	Principles of Sociology	3
SOC205	Juvenile Delinquency (retired)	3
SOC208	Race, Gender, & Class in the US (retired)	3
SOC209	Sociology of Race & Ethnicity	3
SOC210	Marriage and Family	3
SOC215	Social Problems	3
SOC230	Peoples and Cultures in Africa (retired)	3

English Composition/Writing		Credits
ENL101	English Composition I	3
ENL102	English Composition II	3

Humanities & Fine Arts		Credits
ART100	Drawing I	3
ART101	Design I	3
ART103	Painting I	3
ART105	Visual Fundamentals (retired)	3
ART109	Art Appreciation (retired)	3
ART125	History of Art: Stone Age to Gothic	3
ART126	History of Art: Renaissance to Romanticism (retired)	3
ART134	History of Art: Renaissance to Modern	3
ART136	Three-Dimensional Design	3
ART205	Illustration (Adobe Illustrator®) (retired)	3
ART207	Graphic Design I	3
ART209	Printmaking Techniques	3
ART214	Digital Imaging (Adobe Photoshop®) (retired)	3
ASL101	American Sign Language I	3
ASL102	American Sign Language II	3
COM103	Human Communication	3
COM105	Survey of Mass Communication	3
COM120	Introduction to Film	3
COM201	Interpersonal Communication	3
COM203	Public Speaking	3
COM204	Persuasive Communication	3

Humanities & Fine Arts		Credits
COM207	Argumentation and Debate	3
COM215	Social Media Marketing & Communications	3
COM221	American Film	3
COM222	International Cinema	3
DAN120	Modern Dance Techniques	3
ENL102	English Composition II	3
ENL108	Critical Reading and Thinking	3
ENL110	Introduction to Literature	3
ENL120	Introduction to Children's Literature	3
ENL131	Technical Writing	3
ENL135	Short Stories & Human Values	3
ENL150	World Mythologies	3
ENL161	Journalism I	3
ENL170	Producing a Magazine of the Arts	3
ENL201	World Literature I: Early World Literature	3
ENL202	World Literature II: Enlightenment to the Present	3
ENL203	British Literature I: Medieval Period through the Enlightenment	3
ENL204	British Literature II: Romantic Age to the Present	3
ENL205	American Literature to 1890: The Emergence of American Literature	3
ENL206	American Literature since 1890: Defining the American Identity	3
ENL209	Creative Writing	3
ENL210	Exploring Modern Poetry (retired)	3
ENL215	World Religions in Literature (retired)	3
ENL217	Exploring the World of Science Fiction	3
ENL219	Masters of Horror	3
ENL228	Women Writers	3
ENL290	Selected Topics in Literature	3
ENL291	Selected Topics in Writing	3
FRN101	Elementary French I (retired)	4
FRN102	Elementary French II (retired)	4
FRN103	Elementary French I (3 credits)	3
FRN104	Elementary French II (3 credits)	3
FRN201	Intermediate French I (retired)	4
FRN202	Intermediate French II (retired)	4
GER101	Elementary German I (retired)	4
GER102	Elementary German II (retired)	4
GER201	Intermediate German I (retired)	4
GER202	Intermediate German II (retired)	4
HUM102	Humanities: Perception through the Arts	3
MUS100	Music Appreciation	3
MUS101	Music Theory I	3
MUS102	Music History I	3
MUS103	Music History II	3
MUS116	History of Rock Music	3
MUS202	Music Theory II	3
PHI131	Logic	3

Humanities & Fine Arts		Credits
PHI160	Three Great Thinkers	3
PHI201	Existentialism	3
PHI210	Ethics	3
SPN101	Elementary Spanish I (retired)	3
SPN102	Elementary Spanish II (retired)	4
SPN105	Elementary Spanish I for Health Care Professionals (retired)	4
SPN106	Elementary Spanish I (3 credits)	3
SPN107	Elementary Spanish II (3 credits)	3
SPN201	Intermediate Spanish I (retired)	4
SPN202	Intermediate Spanish II (retired)	4
THR101	Introduction to Theater	3
THR103	Acting I	3
THR106	Theater History	3
THR113	Rehearsal & Performance	3
Interdisciplinary Studies		**Credits**
BST103	Medical Terminology	3
BIT175	Visual Basic Programming (retired)	3
BUS175	Personal Finances	3
COL101	The College Experience	3
COM209	Event Planning (retired)	3
COM216 HRM216	Event Planning and Meeting Management	3
ENR101	Introduction to Engineering and Advanced Manufacturing	4
ENR102	3D Mechanical Design I (retired)	4
ENR103	Introduction to Robotics	4
BST110	Computer Applications	3
HEA120	Stress Management for Optimal Health	3
SCI150	Scientific Writing & Presentation	3
Mathematics/Quantitative Reasoning		**Credits**
ECO101	Macroeconomics	3
ECO102	Microeconomics	3
MAT121	Math for Elementary & Early Childhood Educators	3
MAT130	Quantitative Reasoning	3
MAT140	Survey of Mathematics (retired)	3
MAT150	Elementary Statistics	3
MAT165	Finite Math	3
MAT171	Precalculus Math I (retired)	4
MAT175	College Algebra	4
MAT220	Discrete Mathematics & Introduction to Proofs	4
MAT240	Calculus I	4
Natural or Physical Science		**Credits**
AST101	Fundamentals of Astronomy	4
AST102	Astronomy II	4
BIO103	Consumer Nutrition	3
BIO105	Survey of Human Anatomy & Physiology	4
BIO109	Survey of Biology	4
BIO110	Understanding Biotechnology	3

Natural or Physical Science		Credits
BIO112	Plant and Soil Science (formerly HOR101)	4
BIO141	Survey of Microbiology	4
BIO151	General Biology I	4
BIO152	General Biology II	4
BIO161	The Microbial World (retired)	4
BIO204	Introduction to Public Health (retired)	3
BIO205	General Ecology	4
BIO210	Bird Biology	4
BIO241	Cell Biology (formerly BIO202)	4
BIO251	Human Anatomy & Physiology I	4
BIO252	Human Anatomy & Physiology II	4
CHM106	Survey of Chemistry	4
CHM109	Chemistry for the Health Sciences	4
CHM151	General Chemistry I	4
CHM152	General Chemistry II	4
ENR106	3D Design & Analysis	4
ENV101	Survey of Environmental Technology	3
ENV118	Introduction to Environmental Science	4
ENV120	Introduction to Environmental Science (Lecture only)	3
ENV121	Introduction to Earth Science	4
ENV128	Fundamentals of Oceanography	4
ENV125	Coastal Ecology	3
ENV165	Renewable Energy, Climate and Careers	3
PHY106	Survey of Physics	4
PHY151	Physics I	4
PHY152	Physics II	4
PHY211	University Physics I	4
PHY212	University Physics II	4

Note: 100-level courses are generally designed for first-year students; 200-level courses are generally designed for second-year students.

General Education Requirements

The General Education Courses satisfy General Education requirements for the Associate in Arts and the Associate in Science degrees. These requirements are noted on program pages.

Check the Associate in Arts concentrations, Associate in Applied Science programs, and the Associate in Science programs for details about specific course requirements.

General Education Criteria

In order for a course to meet General Education criteria, at least three of the six Institutional Student Learning Outcomes must be assessed within the course.

Tuition & Fees

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

All obligations to the College must be paid prior to the beginning of classes each semester. Refer to the Academic Calendar for due dates. The full-time tuition and fees listed here are based upon 30 credit hours of enrollment per year.

See **Tuition & Fee Schedule** to review current tuition and fees by credit hour.

Visit Financial Aid at 4Cs for detailed information about how to apply for financial aid.

Many other Sources of Aid are available - visit Financial Aid: Types of Aid and Cape Cod Community College Educational Foundation

Tuition and Fees

Full-time Tuition and Fees (per year based on 30 annual credit hours)	
Massachusetts residents	$7,140
Non-residents	$13,320

Tuition and Fees per credit hour	
Massachusetts residents	$238
Non-residents	$444

The above includes the following:

- $9 per credit hour Facility Fee
- $12 per credit hour Technology Fee
- $193 per credit hour Student Fee
- $24 MA Resident / $230 Non-resident per credit hour Tuition

Other Fees	
Arts Materials Fee	$5 per credit hour
Applied Music Fee	$400 per course
Aviation Maintenance Technology Program Fees, $202 per credit hour *Toolkit, tablet, supplies and uniform $3,221.13 for AMT110;	$5,246.13

Other Fees	
FAA General Certification $175 for AMT120; FAA Airframe Written, Oral, Practical Fee $1,175 for AMT220; FAA Powerplant Written, Oral, Practical Fee $675 for AMT240 *subject to updated pricing	
Avionics Certificate	check web page for current fees
Books and Supplies (estimate)	$1,250 per year, full-time
Certifications & Qualifications Retention Program Fee (for Nursing, Dental Hygiene, specific Allied Health and Health Science Programs)	$35 one-time fee
Challenge Exam Fee	$40 admin fee per course and $40 per credit hour
College Level Exam Program (CLEP) Administration Fee	$20
Culinary Arts/Hospitality Program Fee	$10 per credit hour
Dental Hygiene Program Fee	$137 per credit hour
Dental Hygiene Certification ($35), Malpractice Insurance ($20 for DEN121; $20 DEN237) and Specialized Equipment Package ($630) Fees	$705 one-time fee
EMT Fee	$135 one-time fee
Funeral Service Program Fee*	$137 per credit hour
Health Insurance	$3,461 per year (9 credits or more) $2,309 for Spring semester only (9 credits or more)
Health Sciences (Dental Hygiene, EMT/ Paramedic, Medical Assisting, Nursing) Fee	$37 per credit hour
Lab Fee	$25 per lab
Massachusetts Inclusive Concurrent Enrollment Initiative Fee (MAICEI)	$1,250 per semester per student
Medical Assisting Program Fee	$75 one-time program fee
Nursing - Drug Testing Fee	$50 one-time drug testing fee
Nursing Program Fee	$137 per credit hour
Nursing Program Re-entry Fee	$100
Online Science Course Materials Fee	$50 per class per semester
Paramedic Program Fee	$137 per credit hour
Paramedic Certification Fees (Certification $1,000 for EMS204)	$1,000
Paramedic Lab Fee	$275 per course
Paramedic Drug Testing Fee (EMS204)	$50
Phlebotomy Program Fee	$137 per credit
Radio Broadcasting Fee	$35 per credit hour

Other Fees	
Transcript Fee ($8 Routine; $13 Rush Fee)	$8 or $13

Note: Other courses may also require special fees.

BSU has assessed fees for Funeral Service Program students to attain a parking decal, student support and a connect card provided by Bridgewater State University (which are required by all students on BSU campus during Fall and Spring semesters). BSU charges are subject to change based on the BSU tuition and fees schedule. Students will be billed by CCCC on behalf of Bridgewater State University for fees.

- Connect Card and parking decal to be picked up at BSU office

Project Forward	
Year 1 students Tuition: $2860.00 Comprehensive Fee: $350	$3,210 per semester
Year 2 students Tuition: $2860 Internship: $300 Comprehensive Fee: $350	$3,510 per semester

Payment Information

Payment due dates are firm. Please review available payment options and payment plans to ensure you do not miss out. For assistance with our available payment options, please contact the Business Office at 508.375.4123.

In Person – Students may visit the Business Office to pay in-person. The Business Office is open Monday through Friday, 8:30am–4:30pm EST. Acceptable forms of payment include credit or debit card (Visa, Mastercard or Discover), cash, check (personal check or cashier's check) as well as money order.

Via Mail – Send a personal check, cashier's check or money order made payable to Cape Cod Community College. Please include your name and student ID number on the check or money order. Your payment may be mailed to:

Cape Cod Community College
Attention: Business Office
2240 Iyannough Road
West Barnstable, MA 02668

On-Line – Payments may be made utilizing CampusWeb. Forms of acceptable payments are Visa, MC, Discover, AmEx and ACH. This option may be used as a one-time payment or as multiple payments but is not considered part of a payment plan.

Payment Plan – Payment plans are available for the Fall and Spring semesters. Payment plans are not available for Quick Term, Intersession and Summer semesters. Acceptable forms of payment include credit card and ACH payments. Please access payment-plan information here.

Payment Plan

Payments may be made in installments throughout the semester rather than in one lump sum payment by setting up a payment plan. Payment plans are available for the Fall and Spring semesters. Payment plans are not available for Quick Term, Intersession and Summer semesters. The cost of the payment plan is $42 per term and you must re-enroll each term. You may access the payment plan on CampusWeb. Payment plans are initiated through NelNet.

Cost to Participate

- $42 enrollment fee per semester (ACH & credit card)
- $30 returned payment fee if a payment is returned
- Free for immediate full payment

Once enrolled, the payment plan automatically adjusts to ensure the full balance due is covered. The plan will continue to adjust throughout the term as additional charges and credits are applied. Payments are made through credit card or ACH payment.

For more information please visit https://mycollegepaymentplan.com/capecod/.

Plan Ahead

Past due accounts are referred to collection agencies and to the State for tax intercept. Past due accounts will be charged legal fees, plus collection company fees and other costs. Collection costs can be as high as 25% of the past due balance.

Tuition Waivers

Tuition waivers cover the amount of tuition only, which is approximately 15% of the class price. Recipients are responsible for all remaining class fees.

If you are a Massachusetts resident you may be eligible for tuition waivers if you are:

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

Tuition waivers cover the amount of tuition only, which is approximately 15% of the class price. Recipients are responsible for all remaining class fees. Specific guidelines for waivers are described in the Categorical Tuition Waiver Application

For additional information, contact the Financial Aid Office.

See also: Military Benefits for Tuition and Fees

Tuition Refunds

Students who withdraw from classes may be due a refund of their tuition and fees. Please check with the College Business Office regarding the status of your account. Full refund of tuition is usually allowed before classes start and during the first week of the semester. Financial aid funds will be paid based on the number of days enrolled. Withdrawing during the first nine weeks of the semester will impact the amount of funds available to pay tuition and fees.

Change to Federal and State financial aid funds and Active Duty Tuition Assistance will be paid based on the number of days enrolled. These resources are not fully "earned" until the student has attended at least 60% of the term (usually 9 weeks of a full semester). Withdrawals prior to the 60% point require recalculation and repayment based on the number of days attended.

- A full refund is made if a course is cancelled by the College.
- To withdraw from a course after the first scheduled class, follow the Withdrawal Policy.
- The above policy does not pertain to courses that meet for fewer than five sessions.

Massachusetts National Guard Reimbursements

If you serve in the Massachusetts National Guard, you are eligible for 100% tuition and fee reimbursement. Request a Certificate of Eligibility online at Massachusetts National Guard then submit it to the College's Financial Aid Office.

Veteran's Benefits

Cape Cod Community College welcomes and appreciates our veterans. 4Cs has VA approval for educational training of veterans and their dependents including all chapters of the GI Bill®.

The Financial Aid Office certifies payment for all VA Education Benefits. Veterans receive assistance obtaining tuition waivers and GI Bill® payments. The office provides application materials, contact information, and certifies enrollment.

The Commonwealth of Massachusetts provides its Veterans, National Guard members, and Active Duty military stationed in Massachusetts with tuition waivers. For Veterans and Active Duty military, the waiver is approximately a 15% discount on each class. MA National Guard members may receive full tuition and fee coverage.

Many veterans receive financial assistance through the VA. Assistance may be in the form of tuition, fees, books, and monthly living stipends. The amount varies with each veteran's situation and with the number of credits per term. Spouses and children of disabled or deceased veterans may also qualify for monthly education payments. Students utilizing VA educational benefits will be charged in-state resident rates. The College also participates in the VA Vocational Rehabilitation program.

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

Cape Cod Community College will adhere to the requirements of and comply with S2248 PL 115-407 Section 103.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website: https://benefits.va.gov/gibill/.

More Information
Financial Aid: 774.330.4393
Military and Veterans Services: 774-330-4315

See also: Military Benefits for Tuition and Fees

Tuition and Fees are Subject to Change

The financial requirements of the College, changing costs, state and legislative action, and other circumstances may require adjustments in the tuition and fees stated. The College reserves the right to make such adjustments in these charges as may from time to time be required by the Department of Higher Education or the Board of Trustees. All obligations to the College must be paid prior to the beginning of classes each semester.

1098-T

To access your 1098-T, go to https://tra.maximus.com/

Contact the Business Office

Business Office	
Location	Nickerson Administration Building, Room 116
Hours	Monday–Friday: 8:30am–4:30pm
Phone	508.375.4123
Toll Free	877.846.4093
Fax	508.375.4093
E-mail	studentaccounts@capecod.edu

Transfer Information

Common Transfer Policy

The community colleges of the Commonwealth of Massachusetts, in order to ease and clarify the process of transferring earned credit from one college to another, whether among themselves or from other public or private institutions; to provide standards for the evaluation of alternative sources of credit; to reduce the time and cost of completing a college education; and to increase the opportunities for graduation of their students, establish this Common Transfer Policy. This policy respects the academic standards, quality and integrity of each of the Massachusetts community colleges.

College Meeting adopted the Common Transfer Policy on September 22, 2014.

For more information: Transfer From 4Cs

MassTransfer

In June 2008, the Department of Higher Education accepted the Final Report from the Commonwealth Transfer Advisory Group which included a new statewide transfer policy: MassTransfer. MassTransfer seeks to provide a broad population of students with straightforward and understandable options toward the completion of associate and baccalaureate degrees, clearing the way for student access and student success in the Massachusetts public higher education system.

Students planning to transfer to one of the participating state-supported universities or colleges in Massachusetts are eligible for MassTransfer. MassTransfer provides community college graduates who complete designated associate degrees with the benefits of the full transfer and applicability of credit, guaranteed admission and a tuition discount. MassTransfer also provides students in the Massachusetts public higher education system the intermediate goal of completing a portable general education transfer block of 34 credits which satisfy the general education/distribution/core requirements across public institutions.

Detailed information pertaining to MassTransfer may be found at www.mass.edu/masstransfer.

MassTransfer Appeal Policies

Transfer In
An incoming transfer student may request that the registrar re-evaluate the student's transcript. As part of this request the student may submit additional information such as a course syllabus, or other course materials. If the student is not satisfied after the transcript is re-evaluated, he/she may request that the appeal proceed to Level Two.

The student submits a written appeal to one of the Deans of Academic and Student Affairs. Supporting documents must be submitted. The Dean will consult with academic departments. The Dean will reply in writing to the student within ten (10) working days. If the appeal is not

resolved to the satisfaction of the student at this level or the student has not received a reply within ten (10) working days, she/he may take the appeal to Level Three.

The student submits the written appeal, with supporting documentation, to the Vice President of Academic and Student Affairs. The Vice President will investigate the appeal and deliver a decision to the student within ten (10) working days. A transfer appeal will proceed no further than Level Three; the Vice President of Academic and Student Affairs has the final say.

Transfer Out
The following process will be utilized if a student has a complaint about how the benefits of Mass Transfer have been applied in the transfer process to another state institution. Initially, the student appeals to the Transfer contact person at the state college or university and follows that college's appeal process. If the appeal is not resolved to the student's satisfaction, the student may present the transcript evaluation and the reason for appeal to the transfer advisor at CCCC. The CCCC transfer advisor will contact the state college or university and try to resolve the appeal. The CCCC transfer advisor will respond to the student in a reasonable period of time, not to exceed twenty (20) working days. If the issue is still not resolved to the student's satisfaction, the student with the assistance of the CCCC Transfer Advisor may submit the appeal to the state Subcommittee for Appeals.

Transfer Advising

Students who plan to transfer are encouraged to meet with their assigned advisors to start talking about the transfer research process. The best place to start is to think about where you are planning to transfer and we want to help connect you to that institution as soon as possible. Our Transfer Web page has information on all of the transfer agreements we hold with other institutions as well as detailed information on the MassTransfer program that connects our students to Massachusetts public colleges and universities and all UMass Campuses. Please visit our page today: Transfer Office.

Academic Policies and Regulations

Academic Polices and Procedures

Below are links to the official Academic Policies and Procedures of Cape Cod Community College:

Academic Standing

In order to graduate from Cape Cod Community College students must complete all degree or certificate requirements with a minimum Cumulative Grade Point Average (CGPA) of 2.0. To achieve this minimum goal and to continue studying at the College, students are expected to maintain Good Academic Standing. **Good Academic Standing** is defined as a progressively higher CGPA over time to insure achievement of the minimum 2.0 by graduation.

Good Standing/Probation

(Approved by College Meeting April 13, 2009; revised December 6, 2021 eff. AY2021-2022)

Academic Standing is based on the Cumulative Grade Point Average (CGPA).

Hours toward GPA*	Good Standing CGPA	Academic Review	Probation CGPA
9–15 credits	2.0	1.50–1.99	below 1.50
16–24 credits	2.0	1.75–1.99	below 1.75
25+ credits	2.0	N/A	below 2.00

*Hours toward GPA (HGPA) are all letter grades (A through F) with the exception of developmental courses.

Students with a CGPA of 2.0 or above are considered in Good Academic Standing.

Academic Review

A student is placed on Academic Review if their CGPA falls below the designated Review threshold associated with their HGPA as listed in the table found here: Good Standing/Probation. Students on Academic Review will be notified via email by the Dean of Student Retention and Completion. (Approved by College Meeting December 6, 2021 eff. AY2021-2022)

Academic Probation

Academic Probation 1: A student is placed on Academic Probation 1 if their CGPA falls below the designated Probation threshold associated with their HGPA as listed in the table found here: Good Standing/Probation. Students on Academic Probation1 will be notified via email by the Dean of Student Retention and Completion.

Academic Probation 2: A student who is on Academic Probation 1 who does not raise their CGPA to Good Standing as listed on the table found here: Good Standing/Probation will be placed on Academic Probation 2. Students on Academic Probation 2 will be notified via email by the Dean of Student Retention and Completion.

Note: Grades earned in Developmental Education courses are calculated into the Semester Grade Point Average, but not into the Cumulative Grade Point Average.

(Approved by College Meeting December 6, 2021 eff. AY2021-2022)

Academic Dismissal

A student who is on Academic Probation 2 who has not raised their CGPA to Good Standing will be dismissed from the College for one calendar year. Students who are dismissed will be notified via email and in writing by the Registrar's Office. Students will be given the option to appeal their dismissal under the Academic Appeals Procedure described in the Student Handbook.

If the student opts not to submit an appeal or has their appeal denied, they may return to the College after one year of inactive status with an Academic Standing of Academic Probation 1. Students will be eligible to utilize the Fresh Start Option.

Dismissed Reinstated: Students who appeal their Academic Dismissal and are reinstated by the Academic Dismissal Committee will have their transcript marked as Dismissed Reinstated. They will return to the College with an Academic Standing of Academic Probation 1.

(Approved by College Meeting April 13, 2009; Fresh Start revised September 19, 2011; revised by College Meeting December 6, 2021 effective AY2021-2022)

Readmission

A student may apply for readmission to the college following a calendar year dismissal. The student will continue to be on probation and expected to raise his/her CGPA to Good Standing within one calendar year.

A student who elects to remain inactive for two consecutive semesters may apply for readmission under the Fresh Start Option.

Fresh Start Option

The Fresh Start Option permits a fresh start to a student who has not been enrolled at the college for at least one year and:

- has a grade point average below 2.0;
- and has returned on a probationary status; or
- has been academically dismissed.

Original grades and cumulative grade point averages (CGPA) will remain on the transcript, but all future calculations of CGPA will include only courses taken after readmission. Courses taken at Cape Cod Community College prior to the one-year break will be evaluated according to the current transfer credit policy. Courses meeting the transfer credit policy will be counted as transfer credit.

The transcript will identify the selection of this program. The student who wishes to re-enroll under this program may obtain an application from the Office of Admissions. A student may exercise the Fresh Start Option only once.

Students under the Fresh Start Option will meet graduation requirements in effect for degree or certificate programs at time of re-entry. (Amended by College Meeting Sept. 2011)

Financial Aid Satisfactory Academic Progress Policy

(Approved by College Meeting, April 24, 2000)

Financial aid consists of scholarships, grants, loans, and employment opportunities that can help any student who lacks sufficient financial resources to attend the College. This aid is considered as only a supplement to those contributions made by the student and family alike. Any student who does receive financial aid must maintain satisfactory academic progress. Students should be encouraged to contact the Financial Aid Office for application forms, financial counseling and assistance. Any student applying for financial aid must submit the Free Application for Federal Student Aid (FAFSA) by the necessary deadline. Late applications will be considered only if funds remain available.

Financial aid regulations require that the student make satisfactory academic progress toward completing a degree or certificate. For example, the student must maintain a minimum grade point average and must pass at least two-thirds of his/her courses each semester.

Further information, including the policy and how to appeal the policy: Financial Aid Policies

Admissions

Open Admissions

Open Admissions

Admissions Requirements

Under-age Students
Home Schooling Admissions Policy
Dual Enrollment Program: High School Students taking College Courses
International Students Admissions Policy
International Baccalaureate

General Policies

Basic Skills Assessment
Common Transfer Policy
Directed Study
Independent Study
High School to College Transfer Articulation Agreements
Transfer Credit Policy

Certificates

Local Certificate Requirements

The general education requirements for certificate programs are:

1. Certificates of 1 to 15 credits:
   Basic Skills Assessment may be required. Students will be advised to take developmental education courses (or such courses may be mandated by a program), as deemed appropriate, in order to provide basic skills in reading, studying, writing and verbal usage, and computation.
2. Certificates of 16 to 29 credits:
   Students whose assessment results indicate an insufficient level of proficiency will be required to complete MAT011 Mathematical Reasoning and Problem-solving or MAT025 Pre-Algebra and ENL025: Reading and Writing Essentials or ENL108: Critical Reading and Thinking (which can be taken either concurrently or prior to enrolling in ENL101). Credits earned in these courses will be in addition to the credits prescribed by the program. They are not entrance requirements but, rather, students must exhibit competency in these basic skills prior to receiving the certificate.
3. Certificates of 30 or more credits:
   These are Department of Higher Education-approved programs of at least one academic year's duration (approximately 30 credit hours or more). The certificates shall carry the signature of the Chairman of the Board of Trustees and the President of the College.

Satisfactory completion of b. (above). Programs will meet any additional Department of Higher Education requirements as they are established.

(Approved by College Meeting April 27, 2015)

Department of Higher Education (DHE) Requirements

Granting Authority for Certificates

Degrees

Integrity of Credit

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally and contractually established equivalency which reasonably (is) not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required for other activities, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.
3. The semester credit hour conversion for clock hour programs (e.g. Aviation Maintenance Technology Certificate programs) is equal to at least 37.5 clock hours.

(Approved by College Meeting November 19, 2012; revised March 5, 2018)

Granting Authority for Programs

The 1991 legislation reorganizing public education in the Commonwealth of Massachusetts established the Higher Education Coordinating Council (HECC) as the successor agency to the Board of Regents of Higher Education and continued among its responsibilities statewide planning and coordination, including oversight of academic programs at the public institutions of higher education. In 1996, the legislature changed the name of the Council to the Department of Higher Education (DHE). The academic program approval authority of the Department of Higher Education is the same as that of the Higher Education Coordinating Council. Under Massachusetts General Laws, chapter 15A, the DHE is responsible for authorizing all programs and degrees in the public system:

Section 9.The board shall have the following duties and powers: (a) confer upon the boards of trustees the power to offer degree programs after taking into account, among other things, the need, resources and mission of the institution. The board shall confer the authority to award degrees to persons who have satisfactorily completed degree requirements: (b) in addition to the degrees authorized to be awarded under clause (a), the board may approve the awarding of certain other degrees and may define and authorize new functions or new programs, or consolidate, discontinue or transfer existing functions, educational activities and programs. The board shall act in writing on requests for program approval from boards of trustees within six months of said request, or said program shall be considered. (DHE approved June 1992; amended July 1997; amended March 2008)

Local General Education and Institutional Student Learning Outcomes

College Meeting affirmed that AA students fulfill the requirements of MassTransfer to earn the AA degree at CCCC as outlined in the College catalog.

Respecting the Department of Higher Education (DHE) and the Commission on Institutions of Higher Education (CIHE) of the New England Commission of Higher Education (NECHE) standards, Cape Cod Community College has approved the following Institutional Student Learning Outcomes. It is envisioned that as a result of successfully completing an associate degree program at Cape Cod Community College the graduate will have achieved the following six outcomes.

In order for a course to meet General Education criteria, three of the six Institutional Student Learning Outcomes must be assessed within the course. (Approved by College Meeting March 10, 2008; revised May 7, 2018)

Institutional Student Learning Outcomes

(Adopted at College Meeting March 19, 2007)

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

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

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

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

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

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

Definition of ISLO Assessment

CCCC defines assessment of the ISLOs as the process of systematically gathering evidence of student learning from multiple and diverse sources. The College will use this evidence to determine the level at which students demonstrate proficiency in the ISLOs and whether that level of proficiency is appropriate

for the community college graduate. These determinations will help the institution improve learning experiences for students. (Approved by College Meeting May 9, 2011)

General Education Requirements for Associate Degree

All students graduating with an Associate degree from Cape Cod Community College will complete the following 21–23* credits of common general education requirements.

Associate Degree General Education Requirements

Course	Credits
ENL101 English Composition I	3 credits
Humanities & Fine Arts	3 credits
Behavioral and Social Science	6 credits
Mathematics/Quantitative Reasoning (or) Natural or Physical Science	6–8 credits
General Education Elective	3 credits
Total credits*	**21–23 credits***

*Associate in Arts degree students need to take additional general education coursework to satisfy the MassTransfer Block.

21–23 Credit hour general education requirement for all students (plus an additional [37-39+ credits] in Professional Education for AS programs). AS degree programs may identify required courses within the academic disciplines represented in the general education requirement. The elective is a program elective, not a free elective for the student.

All students graduating with an Associate of Applied Science degree from Cape Cod Community College will complete a minimum of 20 credits of common general education requirements as follows.

Associate of Applied Science Degree General Education Requirements

Course	Credits
ENL101 English Composition I	3 credits
Humanities & Fine Arts	3 credits
Behavioral and Social Science	3 credits
Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3–4 credits
General Education Elective	7–8 credits
Total credits	**20 credits**

Pilot Course Policy

To be included in the Academic Catalog, new courses must be approved by the Curriculum and Programs Committee. Any Department may choose to pilot a course for up to two semesters prior to obtaining final approval from C&P. (Approved by College Meeting April 4, 2022)

Grades

Audit

A student may register to audit a course with the permission of the course instructor. No grade and no credit will be given.

Attendance requirements for audit students shall conform with the instructor's policy for the class as a whole, unless other arrangements are made between the auditing student and the instructor. Participation in the course is by agreement between the student and the instructor.

The student or the instructor has the prerogative to request the agreement be in writing. Upon satisfactory attendance and fulfillment of the agreement between the student and instructor, a status of **AU** will be recorded; no credit will be awarded. A status of **Z** will be recorded at the end of the course should the attendance and/or agreement not be fulfilled. The student may officially withdraw from the audited course according to the withdrawal policy.

Change of status in a course from audit to credit may be made only during the add period.

Change of status in a course from credit to audit may be made only during the first ten weeks of classes subject to the above mentioned requirements: by permission of and in agreement with the instructor.

A course taken for audit does not count toward a student's full-time status unless the student is required to audit the course with the approval of the Vice President of Academic and Student Affairs. A prerequisite cannot be satisfied by an audit. (Approved April 25, 1994; Modified by College Meeting December 14, 2006)

Students are required to pay all tuition and fees. Financial aid does not cover the cost of audited classes.

Change of Grade Policy

Instructors are responsible for submitting student grades. An instructor may change an existing grade up to two years from the time the original

grade was posted by submitting a completed Change of Grade form. (Approved April 12, 2010)

Cumulative Grade Point Average

Cumulative Grade Point Average (CGPA) refers to the student's overall grade point average.

Grades earned in Developmental Education courses will be calculated into the Semester Grade Point Average, but not into the Cumulative Grade Point Average. (Approved College Meeting May 8, 2006)

Dean's List

Students who demonstrate superior academic performance are named to the Dean's List at the end of each semester. Students are eligible for the Dean's List in any semester during which they successfully complete 15 or more semester hours of credit graded at C or above with a grade point average of 3.00 or above, or complete 12-14 credit hours graded C or above with a grade point average of 3.20 or above.

Developmental Education course credit will not be calculated in determining total semester hour credit for Dean's List Eligibility.

A student with a grade below C is not eligible for the Dean's List in that semester.

A student with an incomplete in any course is not eligible for the Dean's List in that semester. (Passed October 27, 1987)

Earning the Dean's List designation is indicated on the student's transcript. Students may access their Dean's List certificate via CampusWeb.

Early Academic Intervention

4Cs faculty and staff work collaboratively to support students who may be struggling and to acknowledge when students are doing well. The College's Early Alert system allows faculty to reach out to students, advisors, and tutors at the first sign that a student might be struggling. The platform also allows faculty to recognize and congratulate students on a job well done.

Grade Appeals Policy

Complaints or grievances filed in connection with assigned grades represent a special case within the Student Grievance Procedure. A student, who alleges an error or injustice in the grading process has occurred, may file an appeal challenging the grade by following specific steps as outlined in the Student Grievance Procedure. It is the student's responsibility to ensure the challenge is initiated no later than thirty (30) days following the date the grade was posted. Please refer to the Student Grievance Procedures.

Grade Definitions

Each instructor must maintain up-to-date records in a standard record book. Grades are reported for each student at the end of each semester. Each letter grade is assigned a numerical value in quality points (see below). The grade point average (GPA) is the result of multiplying the numerical value of each letter grade by the credit hours for the course, and then dividing their sum by the total number of semester hours attempted that semester (including all F courses). Courses marked Z, W, P, INC, R and AU are not included since they have no numerical equivalent.

Letter grades earned in Developmental Education courses will be calculated into the Semester Grade Point Average, but not into the Cumulative Grade Point Average. (Approved College Meeting May 8, 2006)

Grade	Quality Points	Description
A	4.00	Excellent work
A-	3.67	
B+	3.33	Good work
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	Satisfactory work
C-	1.67	
D+	1.33	Passing work
D	1.00	
D-	.67	
F	0.00	Failing work
W	Not computed	Officially withdrawal without penalty
INC	Not computed	Incomplete (see "d" below)
AU	Not computed	Audit
P	Not computed	Pass
Z	Not computed	Unofficial withdrawal or excessive absence
R	Not computed	Students needs to repeat a developmental course

1. **A, A-** indicate a general excellence marked by initiative and independence, and often by originality. **B+, B** and **B-** indicates a clear grasp of fundamental facts and principles and the ability to present them

effectively. **C+, C** and **C-** indicates a reasonable grasp of essential facts and fairly effective presentation of the relationships between them. **D+, D** and **D-** indicates work of inferior quality but deserving credit. **F** indicates failure. **P** (Pass) indicates satisfactory completion of course requirements.

2. If the course is dropped prior to the seventh calendar day of the semester no record of the course will appear on the student's transcript. Thereafter, a grade of **W** will be recorded.
3. When a student fails to withdraw officially, or has an excessive number of absences, a **Z** grade may be recorded up to the end of the tenth week of classes.
4. **Incomplete Grade Policy:** At the discretion of the instructor, a grade of INC may be recorded beginning the thirteenth week of the full semester, or seventh week during a Quick or Summer term, when the student is not able to complete the remaining course requirements due to circumstances beyond his or her control. To be eligible for an INC grade, the student must be meeting the course requirements through the twelfth week of classes during the full semester, or the sixth week of a Quick or Summer term, and the instructor determines that the student could successfully complete the remaining course requirements.

   The Agreement for an Incomplete Grade form must be completed and signed by both the student and the instructor. The completed form must be submitted to the Registrar no later than the last day of the term. The INC grade will then be recorded by the Registrar. The grade of INC is to be resolved to a letter grade no later than the last day of classes the following full semester (Fall/Spring). Failure to do so will result in an F for the course. (Approved by College Meeting, December 10, 2018)
5. A grade of **R** is only used in developmental education courses. It indicates that the student has made satisfactory progress as defined under "#2 Specific Evaluation and Grading Procedures" in the Instructor's Course Outline, but needs to repeat the course to meet the required exit proficiency level. (Approved by College Meeting, December 12, 1994)
6. From a procedural standpoint, courses are routinely graded by the letter grades A-F. In certain circumstances, however, it is educationally justifiable to grade a course Pass/Fail or to offer a student an option of either A-F or P/F grading. The following are policies and procedures for the utilization of P/F grading:
   - Pass/Fail (P/F) is a grading option in a course as determined by the department or other body responsible for the content of that course and upon approval of the Curriculum and Programs Committee.
   - A course with P/F grading may also have a traditional A-F grading system as determined by the appropriate department or other body responsible for the content of that course and the Curriculum and Programs Committee. Students who choose the P/F option must notify the instructor of this decision in writing by the end of the first two weeks of classes.
   - **P** means passing according to the existing College standards.
   - **P** is not calculated into the grade point average for any reason.
   - **F** is calculated into the grade point average.
   - Although a student may take as many courses on a Pass/Fail basis as he/she wishes, no more than 12 hours graded **P** will count toward the 60 hours required for a degree.

Incomplete Grade Policy

At the discretion of the instructor, a grade of INC may be recorded beginning the thirteenth week of the full semester, or seventh week during a Q or Summer term, when the student is not able to complete the remaining course requirements due to circumstances beyond his or her control. To be eligible for an INC grade, the student must be meeting the course requirements through the twelfth week of classes during the full semester, or the sixth week of a Q or Summer term, and the instructor determines that the student could successfully complete the remaining course requirements.

The Agreement for an Incomplete Grade form must be completed and signed by both the student and the instructor. The completed form must be submitted to the Registrar no later than the last day of the term. The INC grade will then be recorded by the Registrar. The grade of INC is to be resolved to a letter grade no later than the last day of classes the following full semester (Fall/Spring). Failure to do so will result in an F for the course. (Approved by College Meeting, December 10, 2018)

Mid-term Warning Grades

Faculty may enter mid term warning grades (for students with a C- average or lower) into Campus Web. Students are notified via email that Mid-Term Warning Grades have been posted; students can access mid-term warning grades through CampusWeb.

Retention of Grade Records

The official grade report as maintained by the Registrar (the transcript) is to be preserved indefinitely. The complete Massachusetts Statewide Records Retention Schedule 01-11 (2011 Edition) can be accessed at www.mass.gov.

Semester Grade Point Average

The Grade Point Average (GPA) is used to compute student academic standing.

Grades earned in Developmental Education courses will be calculated into Semester Grade Point Average, but not into the Cumulative Grade Point Average. (Approved College Meeting May 8, 2006)

Graduation

Academic Distinction

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

- "Honors" are awarded at Commencement to students with a cumulative grade point average of 3.5 to 3.74 inclusive. (Approved College Meeting April 14, 2003)
- "High Honors" are awarded at Commencement to students with a cumulative grade point average of 3.75 to 4.0. (Approved College Meeting April 14, 2003)

Commencement

The Registrar reviews all candidates and certifies that all requirements have been met at the required standard of performance. The College has adopted the plan for a single commencement each year to be held at the end of the spring semester. All full-time faculty, professional and administrative staff are expected to participate in the academic procession and ceremony.

Application to Graduate

All students must file the Declaration of Intent to Graduate/Degree form with the Registrar. Submit completed forms to the Registrar's Office no later than: February 1 for May graduation, June 1 for August graduation, and October 1 for January graduation of the semester in which they expect to complete their requirements. It is the student's responsibility to originate this request and failure to do so may delay his/her graduation. The responsibility for satisfying requirements rests with the student.

Criteria for Eligibility: Application for graduation must have been filed no later than the "drop date" for spring semester; record shows that the student is expected to complete or to be within 4 credits of his/her graduation requirements by end of spring semester. (Approved by College Meeting April 25, 1994)

Graduation Application Appeals: If a student's application for graduation reveals a deficiency, the student may petition the Academic Policy and Standards Committee to hear his/her case. This appeal should be initiated by the student and his/her advisor. It is the student's responsibility to ensure the appropriate forms are filed and all deadlines are met. Failure to file the application or petition to appeal on time will delay the student's graduation.

Minimum Standards for an Associate in Arts Degree

Cumulative GPA
The student must have a cumulative grade point average of 2.0.

Course Completion
The student must satisfactorily complete 60 college-level credits of which include 35 General Education credits as follows. (See chart below.) Refer to list of General Education Courses in the current College catalog.

Course	Credits
ENL101 English Composition I	3 credits
ENL102 English Composition II	3 credits
Humanities & Fine Arts	9 credits
Behavioral & Social Sciences	9 credits
Natural or Physical Science	8 credits
Mathematics/Quantitative Reasoning	3 credits

Residency Policy
Please refer to the Residency Policy for additional information.

Minimum Requirements for an Associate in Science Degree

Cumulative GPA
The student must have a cumulative grade point average of 2.0.

Course Completion
The student must satisfactorily complete a

minimum of 60 college level credits, which include 21-23 General Education credits as follows. (See chart below.) Refer to list of General Education Courses in the current College catalog.

Course	Credits
ENL101 English Composition I	3 credits
Humanities & Fine Arts	3 credits
Behavioral & Social Sciences	6 credits
Mathematics/Quantitative Reasoning (or) Natural or Physical Science	6–8 credits
General Education Elective	3 credits

Residency Policy
Please refer to the Residency Policy.

Program Requirements
The student must fulfill all specified program requirements.

Residency Policy

Students completing a degree at Cape Cod Community College must complete at least twenty-four credit hours at Cape Cod Community College, excluding developmental courses. Students completing a certificate at Cape Cod Community College must complete at least 50% of the required credit hours at Cape Cod Community College, excluding developmental courses. (Approved by College Meeting December 10, 2018)

Registrar Certification

A student identified by the Office of the Registrar as a probable candidate for August or January graduation may participate in the May commencement ceremony. Students who have met all requirements for specific certificate programs may participate in all commencement activities.

Certificates for programs of less than 30 credits may be awarded at exercises as established by the programs. (Approved by Executive Council May 5, 1987) Refer to the Declaration of Intent to Graduate/Certificate form.

Second Associate Degree

A second Associate degree shall be given to students who:

- Meet all specific degree requirements of the academic program for which a second associate degree will be granted. (Note: The student may complete only one Associate in Arts Degree. Students may complete an additional Associate in Science degree in different programs. For those Associate in Science degrees which have multiple concentrations, the student may complete the requirements for only one concentration.)
- Have completed the specific courses, as identified and approved by the appropriate individual or committee at the institutional level, needed to complete the second degree.
- Completed a minimum of fifteen (15) credit hours beyond the first degree requirements. In no case (other than this 15 hour minimum) should it be mandatory for the student to take more credit hours than necessary to meet the requirements of a second degree. (Approved by College Meeting, May 9, 1994)

Students who change from an A.A. or A.S. program to a certificate program will have only that work required by the certificate program considered in determining academic standing.

Modification of Graduation Requirements

Course Challenge

Course Challenges provide Cape Cod Community College students an opportunity to earn college credit for prior learning experiences by demonstrating proficiency in the content of a course. Students may request a Course Challenge when there is no CLEP examination available. Developmental Education courses and Independent Study cannot be challenged. Academic departments determine courses that are eligible for challenge and the competencies necessary for the student to demonstrate for awarding credit. Course challenge credits earned do not apply to residency requirements.

Procedure

- A student who believes he/she has sufficient knowledge or skills must contact the Department Chair, Program Coordinator, or Dean to determine eligibility to challenge a course for academic credit.
- The student submits a Course Challenge form with an explanation of the reasons why he/she believes he/she has mastery of the material, presentation of any appropriate evidence, and submission of any supporting documentation.
- A faculty expert will be identified by the Dean in consultation with the Department Chair and Program Coordinator.
- The expert's recommendation and process of evaluation is reviewed by the department to ensure uniformity of treatment.

- Once approved by the department, the student pays and registers for the course challenge.
- The expert determines the applicant's subject matter competence using the approved evaluation.
- The faculty expert records the grade at the end of the term. If successful, the course, its credits, and a grade of "P" for pass is recorded. If unsuccessful, a grade of "NG" is recorded. The "NG" grade does not show on the transcript.
  (Passed at the College Meeting March 31, 1981; amended May 15, 1986; revised October 30, 1990; revised May 1, 2017)

CLEP Examination Credit

(Revised March 6, 2017, updated April 12, 2023)
Additional information pertaining to CLEP including links to list of exams can be found at the Student Readiness Office website.

The following is the policy regarding the College Level Examination Program (CLEP):

- Credit is granted to those students who are matriculated at the college (have applied and been accepted).
- College Composition Exam is required to earn 3 credits equivalent to CCCC ENL101 English Composition I.
- Credit will be given to students who earn at or above the required score of 50 on the examinations. This is the score recommended by the American Council on Education. (Please note exceptions for French Language, German Language and Spanish Language exams.)
- Students may earn up to a maximum of 36 credit hours.
- Only actual credits awarded will be recorded on the student's permanent record, no grade will be recorded.
- Credits awarded will not be computed in any grade point average.
- Students successfully completing the College Level Mathematics exam will satisfy the mathematics core requirement.
- Students successfully completing the Biology and Chemistry exams may register for a one credit laboratory course to earn a total of 4 credits at CCCC.
- Up to two exams may be taken on each test administration date.
- Student may retake an exam after 90 days.

Credit for Prior Learning

Credit for Prior Learning (CPL) at Cape Cod Community College is designated to fast track students towards a degree or certificate. CPL can save money and time by turning prior professional experience, life experience, and military experience into academic learning and college credit.

CPL is awarded through a variety of assessments such as national exams (CLEP and AP exams), International baccalaureate courses, high school Seal of Biliteracy, CVTE articulation agreements, internal challenge exams, professional licenses, certification, or portfolio reviews. Credit earned for prior learning experience must meet a course requirement for a specific degree or certificate and does not count towards the required residency requirement. The Office of the Registrar evaluates and processes transfer credits based on earned credit from various institutions and organizations.

Please contact the Office of the Registrar for more information.

Guidelines for a Waiver of Math Requirement

(Approved October 15, 2001; Revised February 6, 2017)

For those seeking an Associate of Science Degree

- The student must meet the conditions listed under "Definition of Criteria" as presented in the document Modification of Graduation Requirements and pass the Pre-Algebra course (MAT025).
- Having met the above minimum criteria, a student with documented significant math learning disability must meet with his/her Program Coordinator to discuss the essential level of mathematical competency required by that Program. If the Program Coordinator deems it appropriate to continue with the waiver process, the student must submit a formal letter of request to his/her Program Coordinator and submit a copy to the Mathematics Department Chair.
- The Program Coordinator will convene and chair a Review Committee consisting of the Mathematics Department Chair, the student's most recent math instructor and a staff member from the O'Neill Center for Student Access and Support.
- The Program Coordinator will determine if an alternative learning experience is appropriate and if so, will define it.
- In cooperation with the Learning Disabilities Specialist or Coordinator of Disability Services, the student will need to develop a comprehensive plan of strategies and accommodations to pursue vigorously all

recommended courses of action suggested by the Program Coordinator and the Review Committee.
- If a waiver or substitution of a graduation requirement is unanimously agreed to, the decision is presented to the Vice President of Academic and Student Affairs for review and action.

For those seeking an Associate of Arts Degree

- The student must meet the conditions listed under "Definition of Criteria" as presented in the document Modification of Graduation Requirements and pass the Pre-Algebra course MAT025.
- Having met the above minimum criteria, a student with a documented significant math learning disability must proceed to the Algebra for Non-STEM course (MAT035).
- In cooperation with the Learning Disabilities Specialist or the Coordinator of Disability Services, the student must develop a comprehensive plan of strategies and accommodations and proceed to document all aspects of this plan, including individual tutoring as provided by the College.
- Either a or b:
  a. If, after one attempt, the student is unable to pass Algebra for Non-STEM (MAT035) he/she must submit a letter of request for consideration of the modification of graduation requirements to the Dean of Academic and Student Affairs/Science, Technology, Mathematics and Business with a copy to the Mathematics Department Chair.
  b. If the student passes Algebra for Non-STEM (MAT035), he/she must proceed to a 100-level MAT course. If the student is unable to pass one of these courses, he/she must submit a letter of request for consideration of the modification of graduation requirements to the Dean of Academic and Student Affairs/Science, Technology, Engineering, and Math with a copy to the Mathematics Department Chair.
- Upon evaluating the request, the Dean may either deny the request with suggested recommendations or convene and chair a Review Committee consisting of the Mathematics Department Chair, the student's most recent math instructor and a staff member from the O'Neill Center for Student Access and Support. The Review Committee will meet at least once a semester to review the student's progress and to determine if a waiver or substitution is appropriate.
- If the student is unable to complete the mathematics requirement successfully, the Review Committee could substitute a third science course or another appropriate alternative course.
- If a waiver or substitution of a graduation requirement is unanimously agreed to, the decision is presented to the Vice President of Academic and Student Affairs for review and action.

Credit for Industry Certification

Academic departments determine the industry certifications that are appropriate for meeting program requirements. Departments will identify Cape Cod Community College courses that are equivalent in content for the purpose of awarding credit. The list of department-approved equivalent courses will be sent to the Registrar.

Students having industry certifications shall submit the original certificate to the Registrar for evaluation. Those certificates for which comparable Cape Cod Community College courses are approved will have the appropriate credits recorded on their transcripts. Credits received for industry certification do not meet the residency requirement. (Approved by College Meeting April 25, 2016)

MassTransfer

In June 2008, the Department of Higher Education accepted the Final Report from the Commonwealth Transfer Advisory Group which included a new statewide transfer policy: MassTransfer. MassTransfer seeks to provide a broad population of students with straightforward and understandable options toward the completion of associate and baccalaureate degrees, clearing the way for student access and student success in the Massachusetts public higher education system.

Students planning to transfer to one of the participating state-supported universities or colleges in Massachusetts are eligible for MassTransfer. MassTransfer provides community college graduates who complete designated associate degrees with the benefits of the full transfer and applicability of credit, guaranteed admission and a tuition discount. MassTransfer also provides students in the Massachusetts public higher education system the intermediate goal of completing a portable general education transfer block of 34 credits which satisfy the general education/distribution/core requirements across public institutions.

Detailed information pertaining to MassTransfer may be found at www.mass.edu/masstransfer.

MassTransfer Appeal Policies

Transfer In

An incoming transfer student may request that

the registrar re-evaluate the student's transcript. As part of this request the student may submit additional information such as a course syllabus, or other course materials. If the student is not satisfied after the transcript is re-evaluated, he/she may request that the appeal proceed to Level Two.

The student submits a written appeal to one of the Deans of Academic and Student Affairs. Supporting documents must be submitted. The Dean will consult with academic departments. The Dean will reply in writing to the student within ten (10) working days. If the appeal is not resolved to the satisfaction of the student at this level or the student has not received a reply within ten (10) working days, she/he may take the appeal to Level Three.

The student submits the written appeal, with supporting documentation, to the Vice President of Academic and Student Affairs. The Vice President will investigate the appeal and deliver a decision to the student within ten (10) working days. A transfer appeal will proceed no further than Level Three; the Vice President of Academic and Student Affairs has the final say.

Transfer Out
The following process will be utilized if a student has a complaint about how the benefits of Mass Transfer have been applied in the transfer process to another state institution. Initially, the student appeals to the Transfer contact person at the state college or university and follows that college's appeal process. If the appeal is not resolved to the student's satisfaction, the student may present the transcript evaluation and the reason for appeal to the transfer advisor at CCCC. The CCCC transfer advisor will contact the state college or university and try to resolve the appeal. The CCCC transfer advisor will respond to the student in a reasonable period of time, not to exceed twenty (20) working days. If the issue is still not resolved to the student's satisfaction, the student with the assistance of the CCCC Transfer Advisor may submit the appeal to the state Subcommittee for Appeals.

Modification in Recognition of Disability

This policy is intended as an alternative for a very limited number of students who may be granted the opportunity to meet modified college graduation requirements.

Such modification might include an alternative learning experience, the substitution of another course for a requirement, or waiver of a requirement. The modified requirements are to be individually designed to fit the student's capabilities while matching as closely as possible the definition and intent of the college's graduation requirements. (Approved October 15, 2001)

Definition of Criteria
In order to be considered for graduation under modified requirements, a student must have been enrolled as a matriculated student for at least one semester. The following conditions must also apply:

- Accommodations for disabilities must be coordinated through the O'Neill Center for Student Access and Support.
- Any disability that may prevent the student from successfully completing a requirement must be formally documented by an appropriate licensed clinician, (e.g. physician, clinical psychologist or certified school psychologist.)
- A record must be presented demonstrating that a reasonable attempt is being made at Cape Cod Community College to satisfy the unmodified requirements, all available support options are or have been exhausted, and all reasonable alternatives have been explored.
- Evidence must be presented that the disability has affected similar performance by the student in the past.
- A record must be presented verifying that the student has discussed the problem and possible solutions with college faculty and support services staff and pursued any recommended courses of action.
- Under Section 504 the student must be qualified in all other aspects.

A student meeting the established criteria must present a written request for consideration of the modification of graduation requirements to either his/her Program Coordinator if seeking an Associate of Science Degree or to the appropriate area Academic Dean if seeking an Associate of Arts Degree.

Upon evaluating the request, the Program Coordinator or Dean may either deny the request with suggested recommendations or convene and chair a Review Committee consisting of the student's faculty advisor or faculty representative, staff member from the O'Neill Center for Student Access and Support, and a faculty member representing the area of study to be waived or substituted.

If a waiver or substitution of a graduation requirement is unanimously agreed to, the decision is presented to the Vice President of Academic and Student Affairs for review and action.

VALOR Act - Academic Credit Evaluation Policy

In accordance with the Valor Act, Cape Cod Community College uses the ACE Guide to the Evaluation of Educational Experience in the Armed Services as the primary method for evaluating and awarding academic credit for military occupation, training, coursework and experience. Credit for military experience is treated as transfer credit and is listed as military credit on College transcript(s).

Official documentation of military experience must be submitted to the Office of the Registrar. The Army, Coast Guard, Marine Corp and Navy: Active Duty, Reserve and Veterans now use the Joint Service Transcript (JST).

Registration

Change of Program

The academic degree and/or certificate program requirements in place on the date of initial matriculation shall govern graduation requirements. If a student decides to select a different degree or certificate program, these requirements will not change. However, the student may choose to follow the academic degree and/or certificate program graduation requirements in effect at the time he/she changes programs. The student must declare this change in writing and may not switch back to the prior requirements. A student loses matriculation status when they graduate from the College, are dismissed, or if he/she leaves the College for two consecutive semesters, excluding summers. *(College Meeting Dec 12, 2011; revised April 5, 2021)*

The Change of Program Request form must be signed by the student and an advisor.

Course Load

A student may enroll in no more than 18 credit hours during the fall or spring semester, or 6 credit hours during intersession or 9 credit hours during the summer session without the written approval of the appropriate Academic Dean. (Approved by College Meeting March 19, 2007)

Course Withdrawal Policy

Course withdrawals can be made through the tenth week of full-semester classes (this period shall be prorated for abbreviated terms). Withdrawal requests must be submitted in writing to the Office of the Registrar. Refer to the Academic Calendar for specific deadlines to submit withdrawal requests. A grade of W will be recorded on the student's transcript.

Students should be aware that withdrawals may negatively impact the Satisfactory Academic Progress Requirement for financial aid. It is the student's responsibility to follow up with the Financial Aid Office.

An instructor may decide to withdraw a student from a class through the tenth week of full-semester classes when that student has failed to adhere to the instructor's attendance policy (this period shall be prorated for abbreviated terms). In this case, the instructor must record a grade of Z on the student's record.

After the tenth week of a full-semester (or a prorated time for abbreviated terms), a course withdrawal will not be permitted unless exceptional circumstances warrant. Exceptions must be approved by the Vice President of Academic and Student Affairs or designee. (Approved by College Meeting December 5, 2022)

Also see Semester Withdrawal Policy and Course Drop Policy

Drop a Course

If a course is dropped during the add/drop period, no record of the course will appear on the student's transcript. Refer to the Academic Calendar for specific dates for the drop/add period. (Approved by College Meeting December 5, 2022)

Final Exam

A two-hour final examination will normally be required in courses offered for credit. If it is not appropriate to the subject or conduct of a course to have a final examination, the scheduled examination period will be used for a class meeting. This latter alternative is subject to the approval of the Department or Academic Dean. Course policy toward the use of the final examination period will be published in the course syllabus.

No final examination may be given at any time or place other than those published in the examination schedule, except when directed or approved by the Vice President of Academic and Student Affairs.

Missing a final examination may result in a 0 for the examination, unless the student proves, within 24 hours of the examination, to his/her

instructor that the absence was due to an emergency or religious beliefs. Decision as to the adequacy of the excuse rests with the instructor.

Extreme care must be exercised in proctoring examinations. Faculty members will be expected to help in proctoring other than their own final examinations. (Approved April 17, 1979)

See also: Student Grievance Procedure

Mathematics/Quantitative Reasoning Requirement for General Education

If a student assesses into a course above MAT175 and successfully completes that course at Cape Cod Community College, the higher-level course will satisfy the Mathematics/Quantitative Reasoning requirement.

If a student transfers in a course above MAT175, the higher-level course will satisfy the Mathematics/Quantitative Reasoning requirement.

If a student transfers in a Mathematics course at a college-level (as determined by the Chair of the Math department), but that course is not equivalent to a course at Cape Cod Community College, that course will satisfy the Mathematics/Quantitative Reasoning requirement. (Approved by College Meeting April 25, 2016)

Medical Withdrawal Policy

A student may apply for a Medical Withdrawal through the Dean of Enrollment Management and Student Wellness as soon as possible, but no later than 90 days after the end of the semester in which the medical issue occurred. Medical withdrawals apply only to the student with the documented medical issue. A student who must care for a relative must follow the standard withdrawal procedure through the Advising Center. A medical withdrawal requires that the student submit a Medical Withdrawal Form accompanied by original documentation signed by a medical or clinical professional on letterhead that states the student was unable to complete their courses as of a certain effective date. The documentation is kept in a confidential file. A memo will be sent to the Registrar, Financial Aid (including Military & Veterans Services, if applicable), and to the Business Office to notify them of the student's withdrawal status. The student must satisfy any outstanding obligations with the Business Office, Financial Aid, Library, and if applicable, the Military & Veterans Services Administrator.

Students should be aware that withdrawals may negatively impact the Satisfactory Academic Progress Requirement for financial aid. It is the student's responsibility to follow up with the Financial Aid Office. (Approved by College Meeting November 16, 2009; revised May 4, 2020)

Prerequisites Defined

Cape Cod Community College is committed to students' academic success. Prerequisite courses are established to assure students have the necessary knowledge and skills to succeed in a course. Students are required to complete (or be currently enrolled in) prerequisites prior to registering for the next level course.

Repeating a Course to Improve Grade

A student may repeat a previously taken course. When the course is repeated, the highest grade is used to calculate the cumulative grade point average (CGPA). The grade and credits for all attempts remain on the permanent records, but only the highest grade is calculated in the CGPA. The college reserves the right to limit the number of times a student may repeat the same course. (Approved College Meeting September 15, 2003; Revised April 2, 2018)

Courses that permit accumulation of credit to a maximum of 6 credits and which the student wishes to repeat for a substitute grade must be specially requested via the Registration Office. (Approved by College Meeting September 15, 2003)

Schedule Adjustment Period

All registered students will be permitted to adjust their schedules during the add/drop periods for full semester, summer, Q-term or Intersession courses providing there are seats available, and any prerequisites have been met. The student is responsible for obtaining any missing course materials. (Approved by College Meeting February 11, 2008; revised March 23, 2015; revised March 7, 2022)

Also see Dropping a Course.

Transcripts

A transcript is the official, permanent record of all undergraduate courses you have taken while attending Cape Cod Community College. In accordance with the Family Education Rights and Privacy Act (FERPA), your transcript can only be released with your written authorization. 4Cs has partnered with Parchment Digital

Credential Service to manage the ordering, processing, and secure delivery of official transcripts.

For additional information, please refer to the Registrar's Office.

Withdrawal Policy

A student may withdraw from the college for non-medical reasons through the Advising and Counseling Center. A completed semester withdrawal form, with required signatures, must be submitted to the Office of the Registrar by the last class day of the semester. No application for withdrawal will be accepted or processed after final exams have begun for the academic term. The student must satisfy any outstanding obligations with the Business Office, Financial Aid, Library, and if applicable, the Veteran's Affairs Administrator. If the withdrawal is approved, a letter grade of W will be recorded for all courses taken during said semester.

Students should be aware that withdrawals may negatively impact the Satisfactory Academic Progress Requirement for financial aid. It is the student's responsibility to follow up with the Financial Aid Office. (Approved by College Meeting December 5, 2022)

Also see Course Withdrawal Policy

Student Rights and Responsibilities

Student Rights and Responsibilities

Student rights include the opportunity to pursue higher education; freedom to exercise the rights of citizenship, association, inquiry, and expression; and privacy and confidentiality in counseling relationships, health care, financial matters, and matters of record.

Students will have the right of voting representation on all recommendations to the President on such matters as academic standards, student activities and curricula. Most importantly, students have the right to quality education. This includes, but is not limited to, competent instruction, assistance in overcoming educational, cultural, emotional, and economic disadvantages which hinder the educational process, and fair and equal treatment in such areas as instruction, evaluation, and services by faculty, staff, students and administrators. Students have the right to receive in writing from faculty members during the first week of classes a brief course description, requirements, a specific list of information and techniques which the student is expected to acquire, and the grading system and attendance policy that will be utilized. Students will also have the right to procedural due process in grievance and disciplinary hearings. Student responsibilities include knowledge of and compliance with directives, regulations, and laws as established by the Department of Higher Education, the Board of Trustees, the College, the student government, and the duly constituted civil authorities. The goal of the statement of student rights and responsibilities is to provide an atmosphere for sound intellectual and academic development.

In accordance with the Student Right to Know Act (Title 1 of Public Law 101-542), the graduation rates of degree-seeking, full-time students are available to all current or prospective students. Student Right to Know

Absence due to Religious Beliefs

Under the Massachusetts General Laws, Chapter 151C, any community college student who cannot attend class 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 does 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.

Academic Dishonesty

Refer to the Student Code of Conduct, Disciplinary Offenses.

Affirmative Action

Cape Cod Community College is an Affirmative Action/Equal Opportunity Employer. We encourage applications from candidates who will enrich and contribute to the cultural and ethnic diversity of our College and do not discrimination on the basis of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin or disability status in its education programs or in admissions to, access to, treatment in, or employment in its programs or activities.

Refer to Affirmative Action for additional information.

Assessment Statement

In keeping with Cape Cod Community College's commitment to excellent educational experiences and high-quality programs for its students, and consistent with practices at other institutions within the state and nationally, Cape Cod Community College routinely engages in the assessment of student learning at the course, program, institution, and system levels. The learning outcomes assessment process may include a variety of methods such as standardized tests, student survey and focus groups, campus development instruments, and a review of student course and co-curricular work. In circumstances beyond the individual course level, the identity of the student will be protected. The student's name, grade or other identifying information will be removed before the student work is reviewed. Selected student work may be subject to review by a limited cohort of higher educational personnel, primarily faculty. Assessment of student learning is undertaken primarily for the purpose of improving student learning, curriculum development, instructional improvement, and enhancing student academic success. Assessment activities will have absolutely no effect on a student's grade, academic standing, ability to transfer, or ability to be graduated. Cape Cod Community College will take all necessary steps to ensure the confidentiality of all student records and student work reviewed through this process in accordance with FERPA regulations. (Approved by College Meeting October 20, 2014)

Computer Literacy Statement

Students need basic computer literacy to fully benefit from their educational experience at Cape Cod Community College. Official communication is via student email. Students need to know how to navigate the Internet, use the CampusWeb, access the Learning Management System (Moodle), and use computer applications in courses. CCCC offers classes, workshops, and tutoring to help students master working with computers. (Approved by College Meeting April 4, 2011; Revised December 10, 2012)

CORI/SORI

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check.

More information pertaining to CORI/SORI is available here.

FERPA

FERPA: Family Educational Rights & Privacy Act

The act affords students certain rights with respect to their education records:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the

official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, S.W.
  Washington, DC 20202-4605

The complete documents of FERPA and the Buckley Amendment are on file in the Office of the Registrar. These may be reviewed at any time during regular business hours of College operation upon request.

Additional FERPA information.

Immunization Requirements

Under the Massachusetts General Law, 105 CMR 220.600, in order to be registered at an institution of higher learning, every (1) full-time (12 credits or more) undergraduate or graduate student 30 years of age and (2) every full-time or part-time undergraduate or graduate student in a health science program who is in contact with patients, must present a physician's certificate that such student has received the following immunizations:

Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students, even if over 18 years of age.

College (Postsecondary Institutions)†**

Requirements apply to all full-time undergraduate and graduate students under 30 years of age and all full- and part-time health science students. Meningococcal requirements apply to the group specified in the table below.

Tdap	**1 dose;** and history of a DTaP primary series or age-appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been ≥10 years since Tdap
Hepatitis B	**3 doses;** laboratory evidence of immunity acceptable; **2 doses of Heplisav-B** given on or after 18 years of age are acceptable
MMR	**2 doses;** first dose must be given on or after the 1st birthday and second dose must be given ≥28 days after first dose; laboratory evidence of immunity acceptable. **Birth in the U.S. before 1957 acceptable only for non-health science students**
Varicella	**2 doses;** first dose must be given on or after the 1st birthday and second dose must be given ≥28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable. **Birth in the U.S. before 1980 acceptable only for non-health science students**
Meningococcal	**1 dose;** 1 dose MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger. The dose of MenACWY vaccine must have been received on or after the student's 16th birthday. Doses received at younger ages do not count towards this requirement. Students may decline MenACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form provided by their institution. Meningococcal B vaccine is not required and does not meet this requirement

§ Address questions about enforcement with your legal counsel. School requirements are enforced at the local level.

** The immunization requirements apply to all students who attend any classes or activities on campus, even once. If all instruction and activities occur through distance modalities and the student will never be on campus in person, the requirements would not apply. Should a student physically return to campus, they would need to comply with this requirement

†Medical exemptions (statement from a physician stating that a vaccine is medically contraindicated for a student) must be renewed annually at the start of the school year and religious exemptions (statement from a student, or parent/guardian if the student is <18 years of age, stating that a vaccine is against sincerely held religious beliefs) should be renewed annually at the start of the school year.

*A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant, or designee.

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

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

Students may be registered on the condition that the required immunizations be obtained within 10 days of registration.

Failure to provide the required immunization records may prevent you from pre-registering for classes.

Note:

1. **The student health insurance plan covers immunizations. Check your policy for details.**
2. A blood test (called a titre) can be used as proof of immunity to the required immunizations. **Most insurances do not cover the cost of these lab tests.**

* All students matriculated into health programs (Dental Hygiene, Diagnostic Technology, Medical Assisting, Medical Interpreter, Nursing, Paramedic, Tri-level Nurse Aide) have specific health and immunization requirements and may have additional requirements related to clinical placements.

For additional information, Immunization FAQ, and downloadable forms, go to Student Immunization Records.

Institutional Review Board

Course Research Projects / Institutional Review Board

Course research projects conducted by students for the primary purpose of a learning experience in the methods and procedures of research usually do not meet the federal definition of research. However, best practices in research ethics strongly recommend that course research projects are independently reviewed and that appropriate human subjects' protections are in place. Course research projects need to be approved prior to any data collection.

The instructor is responsible for all undergraduate student research from application to completion. The instructor will need to complete the National Institutes of Health (NIH) training for principle investigators on human subjects' protection. Students participating in course research need to complete the NIH training or view an alternate educational video and complete a quiz.

The Institutional Review Board (IRB) website provides information on the application process, forms and the IRB Procedures Manual. The instructor should begin the student research process by contacting the IRB office well in advance of conducting the research.

Military Leave/Active Duty

Massachusetts Public Colleges and Universities policy on students who are called to active military duty is as follows.

- Students who are unable to complete a semester because they are called to active United States military duty shall, upon verification, be granted the option of a refund or credit of tuition and campus fees. With respect to any health insurance fee, the refund policy is subject to the concurrence of the institution's insurance carrier.
- Any students who have received any form of financial aid including a full or partial scholarship or student loan or who expect to receive such, should contact the financial aid office at their respective institution to make appropriate arrangements.
- Students shall receive non-punitive withdrawals in all courses from which they are required to withdraw.
- Students residing in residence halls shall receive refunds on a pro rata basis for the remainder of the semester. (This provision is subject to the approval of the Building Authority.)
- Verification shall be provided by furnishing the Registrar with a copy of the Order to Active Duty within one week (7 days) of receipt of the order. If the Order is not in writing, the student may sign an affidavit attesting to such order which includes an address or telephone number where the institution can verify the Order and furnish the affidavit to the Registrar within one week (7 days) of receipt of the order.
- The institution's President may waive or suspend any institutional policy or regulation that negatively impacts students in their withdrawal or subsequent readmission to the institution due to a call to active duty.
- The institution, upon request of a student, should assist the student in filing mitigating circumstances forms with external state or federal agencies (for example Veterans Affairs) in an attempt to prevent overpayment charges being made against the student.
- Any student required to withdraw due to being called to active duty shall be given

priority in enrollment in the program of his or her choice upon return to the institution for the two semesters immediately following his or her discharge from active duty.

Student Absences for Pregnancy or Childbirth

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in online instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information, please contact the Title IX Coordinator.

For additional information, refer to the U. S. Department of Education's policy on Supporting the Academic Success of Pregnant and Parenting Students.

Student Code of Conduct

Members of the campus community have a responsibility to act in a manner that promotes the well-being, respect, safety and security of all members of the campus community. Conduct that disrupts, invades or demonstrates disrespect for those rights will not be tolerated. Individuals are responsible for their conduct and the consequences of their actions. Interference with the College's educational objectives or community life is cause for disciplinary action. All members of the College community and visitors are expected to refrain from such interference including, among others, the following particular types of conduct on College premises and at College sponsored or authorized activities. Although all staff members representing the College are concerned with the welfare and discipline of students, it is the responsibility of the Vice President of Academic and Student Affairs, or his or her designee, in concert with other campus offices, to see that rules and regulations are maintained.

Contact information for the Student Code of Conduct officer, click here.

Student Directory Information

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

Notwithstanding the College's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1998, identifies the following student information as directory information: student names, addresses, and telephone listings; and if known, student ages, levels of education, major. If an eligible student chooses not to exercise his/her aforementioned right to refuse to permit the College to designate some or all of those types of information about the student as directory information, the College will release to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as directory information. This may result in the nonconsensual release of students' personally identifiable information by the College to the Department of Defense.

When student information is released pursuant to the Department of Defense request, notice of the request and release of student information in accordance therewith, will be posted in a conspicuous location in the College Registrar's Office for the period of one academic year. All requests for student directory information shall be made in writing to the Registrar who shall review the request for compliance with all state and federal laws and regulations. The College will not release any student information over the phone or to persons making inquiry in person.

Student Grievance Policy

Massachusetts Community Colleges Policy Goal: Conflict Resolution

Before invoking the Student Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a grievance,

and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Grievance Procedure be invoked. Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law.

See also: Information pertaining to the Student Grievance Policy and procedures.

Student Records

Confidentiality

Cape Cod Community College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) (Buckley Amendment) which governs access to and release of information contained in student educational records. Students have the right to review their educational records and seek correction of errors they may find in their records. Students have the right to file written complaints with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged violations of this act. Release of Educational Records: Personally identifiable information may be released under certain circumstances, as provided by law. These include but are not limited to the following:

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

Students seeking additional information regarding their rights under the Family Educational Rights and Privacy Act should contact the Registrar's Office or the Vice President of Academic and Students Affairs 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, affidavit of voter registration forms are available at the Registration Office of Cape Cod Community College.

Institutional Policies

Absence due to Religious Beliefs

Under the Massachusetts General Laws, Chapter 151C, any community college student who cannot attend class 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 does 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.

Affirmative Action

Cape Cod Community College is an Affirmative Action/Equal Opportunity Employer. We encourage applications from candidates who will enrich and contribute to the cultural and ethnic diversity of our College and do not discrimination on the basis of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin or disability status in its education programs or in admissions to, access to, treatment in, or employment in its programs or activities.

Refer to Affirmative Action for additional information.

Campus Safety Disclosure

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

For information pertaining to campus security, please see Campus Security Reports/Annual Clery Security Report.

CORI/SORI

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check.

More information pertaining to CORI/SORI is available here.

Information Technology Resources Use Policy

Access to 4Cs computer systems and networks imposes certain responsibilities and obligations. Users are granted use of information technology resources subject to College policies, and local, state, and federal laws. Use of 4Cs information technology resources constitutes acceptance of the terms of the Information Technology Resources Use Policy and any other applicable College policies, rules and procedures.

Refer to the complete policy: Information Technology Resources Use Policy.

Sexual Harassment and Sexual Violence Statement

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

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning environment. Often, sexual harassment involves relationships of unequal power and contains elements of coercion as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demanding verbal behaviors have a harmful effect on a person's ability to study or work in the academic setting.

Refer to the complete policy: Policy Concerning Sexual Harassment.

Web Privacy Statement

Cape Cod Community College strives to ensure the privacy and accuracy of your information. We do not share (sell, rent, or trade) personal information gathered from our web server with outside agencies (third parties). Data may be shared with College affiliates, or with a user's permission.

Cape Cod Community College's web site provides links to a number of external web sites located outside of the capecod.edu domain. The College is not responsible for the privacy practices or the content of the external web site to which we link.

Refer to Web Privacy Statement.

Zero Tolerance Statement

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources at Safe Campus Initiatives.

For more information or to make a report, contact:
Title IX Coordinator (students)
774-330-4618

Title IX Coordinator/Affirmative Action Officer
774-330-4307

Cape Cod Community College - Police
774-330-4349

Student Resources

At Cape Cod Community College, you will discover dedicated faculty and staff offering a wide range of services and resources to help you reach your goals.

Building on a positive learning-centered environment, 4Cs offers programs that help you manage academics and make the most of your college experience. Whether you are looking for academic advice, tutoring, job hunting tips, special services, or want to join a club, we have resources on campus that can help you graduate with more knowledge, experience, connections, and a better chance of success.

Academic Advising

We want you to succeed!

Academic advising is an important component of the college experience, and it can contribute significantly to your success. Our academic advisors are happy to work with you to develop an academic plan that suits your goals and abilities, and discuss any academic concerns. In addition to academic planning, advisors are a great resource for information about college programs, courses, policies, and campus resources.

In an effort to help students better reach their goals, all matriculated students are required to meet with their assigned academic advisor prior to registering for classes. All matriculated students are assigned to a primary advisor who may be a faculty member and a secondary advisory who is a professional staff advisor. Students can contact their advisors any time to schedule an appointment.

Location: Grossman Commons Building, second floor

Phone: 774-330-4318

E-mail: advisingcenter@capecod.edu

Visit the Advising Center for more information.

Academic Support Services

Our commitment to student success includes helping you manage your academic studies. Students enrolled in credit courses may take advantage of many resources designed to help with the successful completion of their course work. Through a variety of academic support services, we offer tools, strategies, and advice to help students build the academic skills necessary for success at 4Cs.

The Tutoring Center provides assistance in a variety of subjects in one-to-one and small group settings. Peer tutoring is available as an academic resource that helps students through shared learning. Additional information and contact information is available at The Tutoring Center.

The Math Learning Center is available to students who want to study in small groups; work on mathematics homework with assistance available; clear up a specific math problem; work with a tutor; or, refer to other textbooks covering similar information. Additional information and contact information is available at The Math Learning Center.

The Reading and Writing Resource Center is staffed with learning specialists and peer tutors offering drop-in tutoring for students looking for assistance in their writing and reading assignments. The Reading and Writing Resource Center, located in Maureen M. Wilkens Hall, Room 108, is also an active work space for those in the process of writing papers. Additional information and contact information is available at The Reading and Writing Resource Center.

Online Tutoring gives students access to tutoring in math, writing, accounting, statistics, research, and the life sciences. This online service is offered free of charge to students enrolled in credit courses. The link to online tutoring may be found in Moodle, the College's online learning platform. Additional information is available at Online Tutoring.

Adult Education Center

The Adult Education Center (AEC) provides a wide range of free educational services on Cape Cod and the Islands to individuals, 16 years of age or older, to improve their reading, writing, listening, speaking, math, science, and social studies skills. The AEC offers the high school equivalency test preparation courses and ESOL classes. For qualified students, we also offer career planning and placement services, transition programs, workplace education, and career training programs. Participants in our PACT (Program for Adult College Transition) receive assistance in transiting to college.

The Adult Education Center is located in our Hyannis Center at 540 Main Street, Hyannis, MA 02601.

Additional information is available at the Adult Education Center.

Adult Learner Advising Services

Adult Learner Advising Services provides academic advising tailored to the unique needs of adult learners transitioning to college. Additional information, hours and contact information is available at Adult Learner Advising Services.

Advantage Program (TRiO Student Support Services)

The Advantage Program is a federally funded TRiO Student Support Services program supporting students to complete their Associate's degree and transfer to pursue a Bachelor's degree. Participants must be income-eligible, first-generation college students, and/or students with disabilities.

Additional information and contact information is available at the Advantage Program.

Coaches & Mentors

Coaches & Mentors is a comprehensive student support services program that provides assistance to students from the first day they arrive on campus to the day they graduate. This program is especially beneficial for adult re-entry students, students with disabilities, students with limited English proficiency, students who were enrolled in a non-college bound concentration in high school, or for any student concerned with meeting the challenges of college life. To students who qualify, services include highly individualized support, academic advising, academic planning, career counseling, workshop series, and preparation to launch a successful job search.

Additional information and contact information is available at Coaches & Mentors.

College Police and Public Safety

The department of Public Safety at Cape Cod Community College is committed to the safety and protection of the entire College community. Campus Police work collaboratively with local law enforcement agencies and West Barnstable Fire Department, along with neighborhood partners to safeguard our campus community. The College supplements its additional security needs with contracted Security Officers in order to ensure safety and security services 24 hours a day, 7 days a week.

College Police Officers patrol the campus in marked vehicles, on foot, and bicycle. Concerns on campus of criminal and/or suspicious activity should be reported to the Campus Police. In the event of an emergency dial 911 to be connected to the Barnstable Police Department.

Contact: 774-330-4349

Additional information is available at College Police and Public Safety.

Disabilities Services

The O'Neill Center for Student Access and Support provides accommodations for students with documented disabilities. Working collaboratively with faculty and other campus resources, the O'Neill Center provides a wide range of support services for students who have learning differences, sensory impairments, psychological disabilities or physical conditions.

Students are encouraged to meet with O'Neill Center staff before the start of their first semester to develop an accommodation plan.

Additional information is available at The O'Neill Center for Student Access and Support.

4Cs4U SUCCESS Program

The 4Cs4U SUCCESS Program is funded by the Massachusetts legislature to prioritize support for previously underserved populations of students at all Massachusetts community colleges. This program provides wrap around support services for a limited number of qualifying students from staff members dedicated to supporting equitable student success.

To qualify for the Cape Cod Community College 4Cs4U SUCCESS program, students must be working towards successful completion of college-level math, be matriculated degree- or certificate- seeking, and self-identify as meeting one or more of the required underserved population eligibility criteria. The 4Cs4U SUCCESS Program provides wrap-around advising and retention support, math support outside of the classroom, case management, peer mentoring, in person and remote events and workshops to assist students in financial planning, transfer preparation, and career readiness.

The 4Cs4U SUCCESS Program is located in Grossman Upper Commons 206D. Students can reach 4Cs4U at success@capecod.edu or by calling 774-330-4030.

Higgins Art Gallery

The Higgins Art Gallery, located in the Tilden Arts Center, is dedicated to supporting the academic needs of higher education in the arts. The gallery hosts faculty and student exhibits, regional artists, workshop, and demonstrations.

For hours and additional information visit Higgins Art Gallery.

Library

The Frank and Maureen Wilkins Library is a resource for students and the community. The Library offers books, reference materials, journals, local and national newspapers, E-resources, DVDs, and more.

The Library provides students with access to online indexes and full-text databases, containing articles from thousands of scholarly ad professional e-books, journals and newspapers. Patrons have access to computers, group study rooms, "Zoom" rooms, areas for quiet study, and a networked classroom for information literacy instruction.

The professional and highly qualified staff are readily available to help. Librarians actively work with faculty to provide information literacy instruction to students and the community.

The William Brewster Nickerson Cape Cod History Archives house an extensive Cape Cod history collection, including ships' logs, diaries and other manuscript material and artifacts.

Library hours and additional information is available at The Wilkens Library.

MAICEI

The Massachusetts Inclusive Concurrent Enrollment Initiative (MAICEI) program at Cape Cod Community College is a fully inclusive postsecondary program for adult high school students (aged 18–22), with intellectual/ developmental disabilities.

Students build their independence as they achieve transition goals in a socially valued setting. They learn alongside their age-appropriate peers, achieving academic goals in a typical, integrated community. Students learn to balance coursework, along with college life and community-based internships and employment.

Please visit MAICEI for more information about this program.

Project Forward

Project Forward is a nationally renowned program that provides vocational training for students with intellectual disabilities. Project Forward was the first program in Massachusetts to be granted Comprehensive Transition Program status by the US Department of Education enabling students to apply for and receive financial aid (if qualified).

Housed on the campus of Cape Cod Community College in West Barnstable, MA, Project Forward has been nationally recognized by the United States Department of Education and The School-to-Work Outreach Project as an exemplary school-to-work model serving students with intellectual disabilities since 1988. Project Forward has also been cited by 4H/University of Massachusetts-Amherst for its Peer Leadership program which empowers college students with disabilities to communicate effectively with peers and community agencies concerning disability awareness and advocacy.

Please visit Project Forward for more information about this program.

STEM Starter Academy

The STEM Starter Academy at 4Cs helps students navigate their pathways in Science, Technology, Engineering, and Math.

The SSA team provides support and guidance to make sure that students experience success that leads to a rewarding future.

Additional information and contact information is available at STEM Starter Academy.

Student Engagement

Taking an active role in student activities is a valuable part of your educational experience. The Student Engagement Office is the place to find out how to get involved. Engaging in campus activities opens up opportunities to meet new people, explore new interests, and develop leadership skills. Participation in groups and activities can lead to greater personal, academic, professional, and civic success.

- Get involved with one of the 4Cs clubs and organizations.
- Become a Student Ambassador.
- Join the Student Government Association.

Additional information is available at Student Engagement.

Student IT Support

There's a lot of technology available for student use at Cape Cod Community College.

Find answers to your general questions by visiting Student IT Support. Here you will find information on computer labs, wi-fi, printing documents, software, online services including e-mail, Moodle, My4Cs, and Campus Web, and the Help Desk.

Student Employment Resources

At Cape Cod Community College, we take pride in helping you define short- and long-term career goals and find a job. With our knowledgeable staff and wide range of search tools, we provide services and resources to assist you with career decision making and career research, as well as job search preparation.

Career Readiness Services
The Office of Career Readiness offers tools to help you with career decisions. In addition to career assessment, we can help you prepare your resume and cover letter, hone your interviewing skills, learn professional networking skills, or build your online profile. You will be able to use our Handshake tool to meet with employers, find seasonal employment, a part-time job, or full-time position. Additional information including contact information is available at Career Readiness.

The Student Employment Office assists Cape Cod Community College students in locating full-time, part-time, and seasonal job opportunities. Additional information is available through the Career Readiness Office/Student Employment.

Student Internship is a temporary job with an emphasis on on-the-job training. Students can take the opportunity of an internship to see if there is an interest in a particular career, build a network of contacts, and gain job experience. At 4Cs, we offer resources to help you find internships opportunities. Additional information is available through the Career Readiness Office/ Student Internship

Tilden Arts Center

The Tilden Arts center is a visual and performing arts venue for 4Cs and the community. The Tilden Arts Center houses two art studios, a dedicated music classroom, a black box Studio Theater, main Auditorium, and the Higgins Art Gallery. Performing arts students, together with faculty, staff, and members of the community, stage theater productions throughout the year.

Tilden facilities are available for community groups on a space available basis.

For more information, visit The Tilden Arts Center.

Transfer Advising

Students who plan to transfer are encouraged to meet with their assigned advisors to start talking about the transfer research process. The best place to start is to think about where you are planning to transfer and we want to help connect you to that institution as soon as possible. Our Transfer Web page has information on all of the transfer agreements we hold with other institutions as well as detailed information on the MassTransfer program that connects our students to Massachusetts public colleges and universities and all UMass Campuses. Please visit our page today: Transfer Office.

Transportation

Cape Cod Community College is a commuter campus. If you travel by car, parking is available free of charge. If you ride a bicycle to school, you can park it in the bike rack located outside of the Tilden Arts Center. Public transportation is available through the Cape Cod Regional Transit Authority.

Visit Getting to 4Cs for information on several different modes of transportation.

Veterans and Military Services

It is our privilege to assist veterans in taking advantage of the numerous educational opportunities available through the GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA) and other programs. Regardless of whether you are a new student, a returning student or transferring to our campus from another institution, we are here to help you find the resources you need to make the most out of your time at 4Cs.

Additional resource information is available at Military and Veterans Services.

Zammer Hospitality Institute

The Linda and William Zammer Institute for Hospitality Management, located in the Grossman Commons, is a state-of-the-art

culinary facility that supports campus activities for students enrolled in the Hospitality Management and Culinary Arts programs.

The Zammer Luncheon Series is hosted each semester by 4Cs students and is open to the public.

Community Resources

Providing its region with access to unique resources is a key mission for Cape Cod Community College. By maintaining close relationships with community leaders, business and industry groups, and local organizations, the College shapes its non-credit course offerings, conferences, workshops, lecture programs, cultural events, and special initiatives to meet community needs.

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Contact: 774-330-4349

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For more information, visit The Tilden Arts Center.

Zammer Hospitality Institute

The Linda and William Zammer Institute for Hospitality Management, located in the Grossman Commons, is a state-of-the-art culinary facility that supports campus activities for students enrolled in the Hospitality Management and Culinary Arts programs.

The Zammer Luncheon Series is hosted each semester by 4Cs students and is open to the public.

Personnel List

Academic Catalog 2023-2024

4Cs Senior Leadership

John Cox, President
Ed.D., M.P.A., B.A. The George Washington University

Christopher Clark, Vice President, Finance and Operations
M.P.A., Suffolk University; B.S., Bridgewater State University

Kathleen M. Vranos, Vice President, Academic and Student Affairs
Ed.D., Northeastern University; M.S. Northwestern University; B.A., Boston College

Francis Hughes, Jr., Chief Information and Technology Officer
B.A., Flagler College

Patrick Preston, Associate Vice President, Human Resources
L.P.D., Northeastern University; M.B.A., Isenberg School of Management, University of Massachusetts-Amherst; M.A., Northeastern University; B.A., University of Massachusetts-Boston

Marianne Targino-Van Beber, Dean, Health Sciences and Professional Studies
M.D., University of Saint Eustatius School of Medicine, M.S.N., Loyola University; B.A., University of South Florida; A.A., A.S., University of the District of Columbia

Christine McCarey, Dean, Enrollment Management & Student Wellness
Ed.D, UMass Boston; M.S., B.S., Springfield College

Cathy McCarron, Dean, Arts, Humanities, Social & Behavioral Sciences & Adult Education
M.A., Northeastern University; B.A., Boston College

Angela Quitadamo, Dean, Student Retention and Completion
Ph.D., Antioch University; M.S., Worcester State University; M.A., Antioch; B.A., University of Massachusetts-Amherst

Ben Latigo, Dean, Science, Technology, Engineering, & Mathematics
Ph.D., University of Southern California; M.S., University of Arizona; B.S., University of Nairobi

Tammi Jacobson, Director, Workforce Development and Training
B.S., University of Massachusetts-Dartmouth; A.S., Bristol Community College

Joe MacKinnon, Director, Facilities and Sustainability

Patrick Stone, Director, Strategic Communications and Marketing
M.A., University of Massachusetts-Dartmouth; B.A., Bridgewater State University; A.A., Bristol Community College

Shuqi Wu, Director, Institutional Research and Planning
Ph.D., M.A., University of Hawaii at Manoa; B.A., East China Normal University

Full-time (non-Unit) Professional Staff

Curt Ainsworth, Marine Technology Coordinator, Center for Corporate and Professional Education

Dona Alexander, Senior Analyst, Information Technology
B.S., Bentley College

Eric Anderson, Manager, Procurement and Accounts Payable
B.S., Worcester State University

Sherry Andersen, Director, Financial Aid
M.A., University of Rochester; B.A., State University of New York-Geneseo

Christopher Brisee, SharePoint/Teams Administrator, Information Technology
Hudson Valley Community College

Elaine Brown, Staff Assistant, Center for Corporate and Professional Education
B.A., University of California, Berkley, A.A., Santa Monica Community College

Anayberca Camilo, Staff Assistant, Office of the President
A.S., Monroe Community College

Georgia Carvalho, Grants Director
Ph.D., Colorado State University; M.A., University of Rhode Island; B.A., University of Brasilia, Brazil

Kate Condon, Director, SUCCESS Fund
M.A., Castleton State College; B.S., University of Vermont

Mary Conklin, Program Coordinator, Center for Corporate and Professional Education
B.S., Southern Connecticut State University; A.S., Endicott College,

Shauna Conley, Director of Student Accounts, Business Office
B.S., University of Massachusetts-Dartmouth, A.S., Cape Cod Community College

Steven Connor, Chief, Campus Police
M.S., John Jay College of Criminal Justice; B.A., John Jay College of Criminal Justice

Michelle Constantino, Associate Director, Employer Relations, Center for Corporate and Professional Education
B.A., University of Massachusetts-Boston

Caren DeCristofaro, Staff Associate, Academic & Student Affairs
A.S., Cape Cod Community College

Laura Doane, Director, Advantage/TRIO/SSS Program
B.A., Goucher College, M.A., University of Michigan

Marianne Dryer, Director, Dental Hygiene Program
M.Ed., St. Joseph's College of Maine; B.S., Old Dominion University; A.S., Forsyth School/ Northeastern University

Jonathan Fonseca, Digital Marketing Specialist
B.A., Rhode Island College

Joan Gallagher, Director, Adult Education Center
Ph.D., Lesley University, M.S., Boston University, B.A., Regis College

Miguel Garcia, Manager, Client Services & Educational Technology
B.S., Herbert H. Lehman College, City University

Timothy Gerolami, Director, Wilkens Library & Academic Support Services
M.S., Simmons College; B.A., Brandeis University

Wendy Gothan, Staff Assistant, Center for Corporate and Professional Education
A.A.S., State University of New York - Herkimer

Gina Grady, Payroll & Human Resources Assistant, Human Resources

Joan Graney, Executive Assistant, Office of the President
B.A., Mount Holyoke College; A.A., Holyoke Community College

Tammy Hanly, Staff Assistant, Finance & Operations
A.S., Cape Cod Community College

Lucina Holmes, Registrar
B.A., Westfield State College

Michelle Houlihan, Assistant Director, Human Resources
B.A., Colby College

Melissa Keith, Staff Assistant, Human Resources

Cheryl Kelly, Staff Assistant, CCAPE
A.S., Westbrook Jr. College

Tammi Jacobsen, Director, CCAPE
B.S., University of Massachusetts-Dartmouth; A.S., Bristol Community College

Audrey Kilcoyne, Director, Nursing Program
M.S., University of Hartford, B.S., University of Massachusetts-Amherst

Doug MacKenzie, Applications Developer
M.S., B.A., University of Massachusetts-Amherst

Joseph MacKinnon, Director, Facilities & Sustainability

Lisa Malcolm, Associate Director, Mental Health and Crisis Care
M.S.W., Tulane University; B.S., Bridgewater State College

Matthew Malone, Director, EMT/Paramedic Program
B.S., Empire State College

Cathleen McCarron, Dean, Arts, Humanities, Social & Behavioral Sciences & Adult Education
M.A., Northeastern University; B.A., Boston College

Stephen McLeod, Grant Manager, Center for Corporate and Professional Education
M.A., Farleigh Dickinson University; B.A., Saint Anselm College

Andrew Nasser, Assistant Director, College Communications
B.A., University of Massachusetts-Dartmouth, A.A., Bristol Community College

Abigal Olander, Payroll & Benefit Services Manager
B.S., Northeastern University

Konur Oz, Client Services Manager, Information Technology
A.S., Cape Cod Community College

Christine Pauk, Assistant Director, Strategic Communications and Marketing
B.F.A., University of New Hampshire

Chuck Phelan, Director, IT Network and Client Services
Microsoft Certified, Clark University

Angela Quitadamo, Dean, Student Retention & Completion
Ph.D., Antioch University; M.S., Worcester State University; M.A., Antioch; B.A., University of Massachusetts-Amherst

Alex Russo, Director of Recruitment & Enrollment Strategy, Admissions Office
M.Ed., Bridgewater State University; B.A., Bryant University

Maria-Lorena Santos, Assistant Dean/Director of Community Standards, Student Retention & Completion
M.S., University of Rhode Island, B.S., University of Rhode Island

Michael Sasso, Assistant Dean/Director, Aviation Maintenance Technology Program
A.A.S, Spartan College

Ellen Scott, Data Analyst/Staff Associate
M.B.A., Pennsylvania State University; B.S., Cornell University,

Eric Sheffer, Director, Systems Development
B.A., University of Albany

Alicia Simonds, Assistant Director, Title III Grant
M.Ed., University of Massachusetts-Amherst; B.A., Lesley University; A.A., Cape Cod Community College

Matthew Stolzfus, Comptroller
M.B.A, University of Mass-Dartmouth; B.S., Wilmington University

Marianne Targino-Van Beber, Dean, Health Sciences and Professional Studies
M.D., University of Saint Eustatius School of Medicine, M.S.N., Loyola University; B.A., University of South Florida; A.A., A.S., University of the District of Columbia

Vana Trudeau, Coordinator, Tilden Arts Center
M.A., Tufts University; B.A., Trinity College; A.A., Cape Cod Community College

Sheila Vaughn, Director, Admissions & Recruitment Office
B.A., University of Massachusetts-Dartmouth

Maura Weir, Chief Wellness Officer, Student Wellness & Counseling
Ph.D., William James College; M.Ed., University of Melbourne; B.A., National University of Ireland

Shuqi Wu, Director, Institutional Research and Planning
Ph.D., M.A., University of Hawaii at Manoa; B.A., East China Normal University

Full-time (Unit) Professional Staff

Althea Adlien-Wilks, Academic Coach, SUCCESS Program
M.A., University of Massachusetts Boston; B.A., University of Massachusetts-Boston; A.A., North Shore College

Sue Allaire, Navigator, SUCCESS Program
M.S., Fitchburg State; B.A., St. Bonaventure University

Rebekah Ambrose-Dalton, Library Reference/ Archivist
M.S.I.S., University at Albany; M.A., Syracuse University; B.A., Hartwick College

Carolyn Bailey, Financial Aid Coordinator
B.S., University of Massachusetts-Dartmouth

Robert Bellinger, Special Programs Coordinator, EMS Program
A.A.S., State University of New York

Stacia Bradley, Senior Staff Assistant, Project Forward
B.A., Merrimack College

Lesley Britton, Senior Admissions Counselor
B.A., Wheaton College

Harmony Carroll, Academic Coach, SUCCESS Program
Ed.D., Boston University; B.A., Wheaton College

Kathleen Cunningham, Special Programs Coordinator, Advantage/TRIO/SSS Program
B.A., Fairfield University

Cre Dorey, Learning Disability Specialist, Project Forward
M.S.W., Boston University, B.S., Westfield State, A.A., Cape Cod Community College

Roberto Flores, Career Readiness Counselor
B.A., Texas A&M University

Alison Frisbie, Coordinator, Advising & Counseling
M.S., B.A., State University of New York-Oswego

Calixberto Fuentes, Financial Aid Coordinator
B.B.A., University of Puerto Rico, San Juan

Kathleen Fulginiti, Instructional Technical Services, O'Neill Center
B.S., Framingham State College

Lisa Gagnon, Reference Librarian, Wilkens Library
M.I.L.S., Simmons College; B.A., University of Massachusetts-Amherst

Christopher Griffin, Technical Specialist II, Information Technology
A.S., Cape Cod Community College

Asher Hamilton, Student Engagement Coordinator
M.A., San Jose State University; B.S., San Francisco University

Sarah Hanlon, Senior Special Programs Coordinator, Registration
M.A., Framingham State University; B.S., University of Massachusetts-Dartmouth

Jessica Jordan, Technical Services Librarian, Wilkens Library
M.S.I.S., State University at Albany, B.A., The College of St. Rose

Ann-Marie Julian, Coordinator of Student Readiness
M.Ed.; Bridgewater State College, B.S.; University of Massachusetts-Amherst

Cheryl Kramer, Student Wellness Case Manager
B.S., Sacred Heart University

Jaclyn Kotowski, Learning Disabilities Specialist, O'Neill Center
M.Ed., University of Missouri; B.A., Providence College

Christopher LeBeau, Academic Counselor/ Advisor, Academic Advising
M.Ed., Lesley University; B.A., Bridgewater State University; A.A., Cape Cod Community College

Gretchen Lynch, Enrollment Specialist, Admissions
M.Ed., Stonehill College; B.A., Assumption College

Tara Marini, Workforce Coordinator, Project Forward
B.A., Parsons School of Design

Dillon McCarthy, Assessment Assistant, Student Readiness
B.A., Drew University; A.A., Cape Cod Community College

Rebecca Milburn, Enrollment Specialist, Admissions
M.B.A., University of Denver; B.S., Indiana University

Nancy McIver, Life Fitness Center Program Coordinator, Enrollment Management & Student Wellness
B.S., Bridgewater State University

Steve McLeod, Program Quality Coordinator Center for Corporate and Professional Education

Kerry Morrell, 4Cs4U Program Coordinator, SUCCESS Program
M.Ed., Northeastern University; B.A., Boston College

James Morgan, Academic Counselor
M.A., Central Connecticut State University; B.A. Cal State University; A.S., Yuba Community College

Diane Nash, Academic & Transfer Advisor, Advantage/TRIO/SSS Program
M.S., Boston College; B.A., University of California

Anup Nepal, Financial Aid Coordinator
B.S., University of Massachusetts-Boston

Christine O'Campbell, Dual Enrollment Coordinator
M.A., Lesley University, B.A., Tufts University

Lisa O'Halloran, Learning Resources Coordinator
M.Ed., B.A., Boston College

Beth Perry, AMT Enrollment Counselor
M.A., Boston University; B.A., Stonehill College

David Ricci, Admissions Counselor, Aviation Maintenance Technology
M.Ed., Bridgewater State University; B.S., Fitchburg State University

Deborah Riggs, Wellness Counselor
M.A., Boston University; B.A. Curry College

Sara-Ann Semedo, Academic Coordinator
M.F.A., Sarah Lawrence College; M.A., University of Massachusetts-Lowell; B.A., University of Massachusetts-Boston

Paula Smith, Military and Veterans Services Navigator
D.P.T., University of St. Augustine; M.P.T., Baylor University; B.A., University of Iowa

Douglas Terry, Director, O'Neill Center
M.Ed., Bridgewater State College; B.A., North Adams State College

Beth Unger, Senior Special Programs Coordinator, MassBridge
Ph.D., M.S., University of Iceland; B.S., University of North Carolina-Wilmington

Jeannette Veras-Gil, Dental Hygiene
B.S., O'Hehir University; A.S., Cape Cod Community College; Certificate, NY School for Medical & Dental Assistants

Sarah Wilkie, Admissions and Recruitment Pathways Coach
M.A, Lesley University; B.A, Marywood University

Part-time Professional Staff

Isabel Aguiar, Office Assistant, Funeral Services

Rosi Albuquerque-Shain, Supplemental Instructor

Karissa Alferes, Evening Circulation Desk, Library

Joanne Armstrong, Recruiter, Aviation Maintenance Technology Program
B.A., Wheaton College

Joseph Barckett, CCAPE
M.A., Arizona State University; B.S., University of Massachusetts-Dartmouth

Susan Bartzak-Graham, Academic Advisor, O'Neil Center
Ph.D., Northeastern University; M.S., Suffolk University; M.A., University of Massachusetts-Boston; B.A., Regis College; A.S., Newton Junior College

Peter Billa, D.M.D, Clinical Dentist

Kathy Blackwell, Early Childhood Education Retention Specialist
M.A., Leslie University; B.A., Boston College

Crucita Bolger, Technical Dental Assistant
Dental Assistant, Massasoit Community College

Sharon Boonstra, Advisor/Admissions
M.Ed., Rivier University; B.S., Northeastern University

Theresa Bowse, Special Programs Coordinator, Employment Specialist/Advisor, Coaches & Mentors
B.A., University of Massachusetts

Patricia Childs, Tutor
M.B.A., B.S., Suffolk University; A.A., Cape Cod Community College

Anne Cifelli, Reference Librarian
M.L.S., Indiana University; B.A., Wellesley College

Chris Cogswell, Supplemental Instruction Coordinator, Tutor
B.A., Curry College; A.A., Cape Cod Community College

David Copeland, Tutor
A.A., Cape Cod Community College

Chris Cormier-Hayes, Tutor
M.A., Simmons University; M.S., American University; B.A., Stonehill College

Colleen DelVecchio, Instructor, CCAPE

Diane DaCurz Pocknett, Outstationing Advisor, Adult Education Center
M.A. Assumption College; B.A., University of California

Bianca DeMagio, Interpreter
Medical Interpreter Certificate, Massasoit community College

Rachel Dragos, STEM Coordinator

Kyle Durborow, Advisor
M.B.A., Temple University; B.A., Villanova University

Dawn Fontaine, Academic Advisor, Adult Education Center
Ed.D., M.A., University of Massachusetts - Amherst; B.A., American International College

John French, Civic Engagement Coordinator, Student Retention & Completion
M.Ed., Cambridge College; B.S., Seton Hall University

Susan Guild, Nursing Retention Specialist
DNP, Rutgers University; M.S., University of Rochester; B.S., Georgetown University

John Hanlon, PACT Coordinator
M.S. Ed. Bridgewater State University, M.S.Ed., Boston University, B.S., Cornell University

Dawn Harney, Advisor/Job Developer
B.A., University of Massachusetts; A.A., Cape Cod Community College

Suzanne Hegland, Learning Specialist
M.F.A., Lesley University; M.S. Ed., Suffolk University; M.A., B.A., University of Massachusetts-Amherst

Barbara Hilferty, Technical Services Cataloger
M.L.S., University of Rhode Island; M.A., Fitchburg State College; B.A., Connecticut College

Susan Hurlburt, Job Coach, Project Forward

Amanda Hutchinson, STEM Success Coach
B.A., Hampshire College; A.A., Cape Cod Community College

John Keyes, IBAS Project Coordinator, Engineering Science & Applied Technology

Rita Letsos, CCAPE
B.A., College of St. Scholastica

Deborah Lochiatto, Tutor
M.A., University of Massachusetts-Lowell; B.A., Curry College; A.S., Cape Cod Community College

Sherman Logan, CCAPE

Susan Mackoul, Program Implementation and Learning Disabilities Specialist, O'Neil Center
M.ED., Southern New Hampshire University; B.A., University of New Hampshire

Tara Marini, Workforce Coordinator, Project Forward
B.A., Parsons School of Design

Serge Matheny, Learning Specialist
M.S., University of Arizona; B.S., University of Vermont

James Matthews, Education & Career Advisor, Adult Education Center
M.Ed., Queens College; B.S., Manhattan College

Maria McLaughlin, Academic Advisor, Adult Education Center
M.S., John Hopkins University; B.A., Towson University

James Mitchell, Tutor
M.S., Rutgers University; B.S., William and Mary College

Maura Morahan, Job Coach, Project Forward
M.A., Emerson College; B.A., University of Massachusetts-Dartmouth

Lyssa Morin, Tutor
B.A., Framingham State University

Gretchen Nelson, Title IX/ADA-504 Coordinator
The University of Hartford, Ph.D., M.Ed., The University of Hartford; B.A., Stetson University

Richard Norwood, Learning Specialist
M.A., University of South Carolina

Christine O'Campbell, Learning Specialist
M.A., Lesley University, B.A., Tufts University

Brendan O'Leary, Academic Coach, Advantage Program
M.Ed., American International College; B.A., Bridgewater State University

Louise Patrick, Mental Health Clinician, Student Wellness

Emmanuel Pavlos, Tutor
M.A., B.A., Western Reserve University

Alexa Patenaude, Advisor

Elizabeth Rapoza, Enrollment Counselor, Enrollment Management & Student Wellness

Nava Renek, Advisor

David Ricci, Recruiter, Aviation Maintenance Technology Program
M.Ed., Bridgewater State University; B.S., Fitchburg State University

Catherine Robertson, Paralegal Curriculum Coordinator
Ph.D., University of Mass Dartmouth School of Law; B.A., Emmanuel College

Bernice Robillard, Project Forward
M.Ed., Boston College, B.A., Emmanuel College

Lesley Silva, Classroom Assistant, Project Forward

Maura Smith-Stein, STEM Coach
B.A., University of Massachusetts - Amherst

Katherine Stebbins, ESOL Advisor, Adult Education Center

Ashley Symington, Academic Counselor, Advantage/TRIO/SSS Program
M.S., University of Tennessee; B.S., University of Maine at Farmington

Beth Unger, MassBridge Senior Special Programs Coordinator
Ph.D., M.S., University of Iceland; B.S., University of North Carolina at Wilmington

Sean Van Cott, Classroom Assistant, Project Forward

Stephanie Venancio, Academic/Career Advisor, Coaches & Mentors
M.Ed., Cambridge College, B.A., Rutgers University

Nancy Walker, Advisor
Ed.D., Boston University; M.A., University of Hawaii; B.A., Kent State University

Kyle Willoughby, Instructional Aide/Education Coach, MAICEI

Linda Willoughby, Advisor
M.Ed., Bridgewater State College; B.S., University of Massachusetts-Amherst

Elisa Wilson, Mental Health Clinician, Student Wellness

Samuel Young, Institution Security Officer

Full-time Faculty

Jenifer Alai, Chemistry
M.S., University of Colorado-Boulder; B.S., St. Lawrence University

Patricia Allen, English
M.Ed., Harvard University; B.A., Wellesley College; A.A., Cape Cod Community College

Arlene Alves, Dental Hygiene
M.ED., Eastern Nazarene College; B.A., University of Massachuestts-Dartmouth; A.S., Bristol Community College

Scott Anderson, Art
M.F.A., Edinburgh College of Art, Scotland; B.A., Moray House College of Education, Scotland

Eric Arsznov, Astronomy, Physics
M.S. Eastern Michigan University; B.S., University of Michigan

Rachael Bancroft, English
M.Ed., University of Massachusetts–Lowell; B.S., University of Massachusetts-Amherst

Claudine Barnes, History
M.A., University of Nebraska; B.A., University of Massachusetts

Louis Beco, Computer Information Technology
M.S., Boston University; B.S., Curry College; A.S., Cape Cod Community College

Michael Bejtlich, Business Administration
M.B.A., Graduate School of Management, Babson College; B.A., University of Massachusetts-Amherst

Kathleen Bent, Accounting, Business Technology
M.Ed., B.S.Ed., Shippensburg University

George Bent, Mathematics
M.B.A., University of Maryland; B.S., Westfield State College

William Berry, English
Ph.D., Union Institute & University; M.A., Wright State University; B.A., Antioch College

Fredrick Bsharah, Engineering
M.S., University of California-Los Angeles; B.S., University of Notre Dame

Kate Callender, Biology
Ph.D., Arizona State University; B.S., Rochester Institute of Technology

Catherine Casey-Lane, Nursing
M.S.N., University of Pennsylvania; B.S.N., Richard Stockton State College; A.S., Atlantic Community College

Hemant Chikarmane, Biology
Ph.D., Tata Institute; M.S., B.S. University of Bombay, India;

Amy Clark, Biology
M.S., B.A., B.S., University of Massachusetts-Amherst

Angie Cobar, Nursing
M.S.N., Franklin Pierce University; B.S.N., University of New Hampshire

Tyler Daniels, Communication
M.A., West Chester University; B.A., University of Missouri, Columbia

Robert Ericson, Human Services
Ph.D., Simmons College; M.A., Assumption College; M.S.W., Smith College; B.S., Worcester State College

Catherine Etter, Environmental Science
Ph.D., Salve Regina University; A.L.M., Harvard University; B.S., Providence College

Lynda Farley-LaRocca, Biology
Ph.D., Boston University; M.S., Wake Forest University; B.S., Randolph-Macon College

Laura Fedge, Nursing
M.S., Georgetown University; B.S.N., James Madison University

Michael Fernandes, Mathematics
M.S., University of New Hampshire; B.S., Bridgewater State College;

Christine Fontana, Dental Hygiene
M.Ed., Cambridge College; B.S., Massachusetts College of Pharmacy and Health Sciences; A.S., Cape Cod Community College

Tony Furtado, Mathematics
M.S., B.S., Rensselaer Polytechnic Institute

Gregory Gibbons, Aviation Maintenance Technology

Leslie Giles, Nursing
M.S., Southern New Hampshire University; B.S., Notheastern University

Matthew Goulian, Aviation Maintenance Technology

Rebecca Griffin, English
Ph.D., University of Massachusetts, Amherst; M.A., University of Maine, Orono; B.A., University of New Hampshire, Durham

Nathan Griffith, Aviation Maintenance Technology
M.Div., Boston University; B.S., University of Central Missouri

Denise Hallemeyer, Nursing
DPN, Regis College; M.S.N., B.S.N., St. Louis University

Lisa Heller Boragine, Communication
M.A., Syracuse University; B.A., University of Vermont

Jennifer Hennessy, Dental Hygiene
M.Ed., University of Massachusetts Boston; B.S., Northeastern University; A.S., Cape Cod Community College

Mary Jean Huettner, Accounting
M.B.A., Fordham University; A.P.B, Bridgewater State College; B.S., Montclair State University

Marie Keough, Business Administration/ Hospitality
M.S., B.S., Johnson & Wales University

Jessica Lawrence, Nursing
M.S.N., Arbor University; B.S.N., Southern New Hampshire University; A.S., Brockton Hospital School of Nursing/Fisher College

Richard Lyman, Aviation Maintenance Technology
B.S., The National Graduate School of Quality Management

Andrea Lyons-Marcotte, Computer Information Technology
M.B.A., Suffolk University; M.S., Rivier College; B.S., Southeastern Massachusetts University

Sergio Marini, Psychology
Ph.D., M.A., B.A., The City University of New York

Kate Martin, History
M.A., Boston University; B.A., Northeastern University

Paul McCormick, Hospitality
M.P.A. Suffolk University; B.S., University of Massachusetts-Amherst; A.S., Cape Cod Community College

Kara Moriarty, Nursing
M.S.N.; University of New Hampshire; B.S., University of Connecticut

Catherine Munoz, Nursing
M.S.N.; Southern New Hampshire University; B.S., Deaconess College of Nursing

Debra Murphy, Early Childhood Education
Ph.D., Lesley University; M.S., Wheelock College; B.S., University of Massachusetts-Amherst

Sara Ringler, Art
M.F.A., University of Massachusetts-Dartmouth; B.F.A., State University of New York-Buffalo

Thomas Schaefer, English
M.A., Bowling Green State University; B.A., University of Dayton

Carol Schneider, Nursing
B.S., Norwich University; B.S., Northeastern University

Jean Canty Schwartz, Nursing
M.S., B.S., Boston College

Daniel Shea, Funeral Service
M.P.H., Benedictine University; B.S., Quinnipiac University; A.S., Mount Ida College

Gretchen Silva, Funeral Service
B.S., Mount Ida College; A.S., Mount Ida College

Krystin St. Onge, Psychology, Human Services
M.S., Boston University School of Social Work; B.A., Curry College

Eva Stanley, Nursing
M.S.N., Sacred Heart University; B.S., Bridgewater State University; A.S., Cape Cod Community College

Darren Stocker, Criminal Justice
M.Ed., University of Massachusetts-Boston; M.S., Saint Joseph's University; B.S., West Chester University

Mary E. Sullivan, Mathematics
M.S., Kansas State University; B.S., University of Massachusetts-Amherst

John Szucs, Criminal Justice
M.P.A., Suffolk University; B.S., Western New England College; A.A., Cape Cod Community College

Ifeoluwa Togun, Psychology
Ph.D., University of Texas at Arlington; M.A., Southern Methodist University; B.A., Grambling State University

Vana Trudeau, Performing Arts
M.A., Tufts University; B.A., Trinity College

Lisa Van Cott, Nursing
M.S.N., University of Massachusetts-Dartmouth; B.S.N., University of Massachusetts-Amherst; A.S., Springfield Technical Community College

Matthew Vazquez, Economics
M.A., St. John's University; B.S., Suffolk University; A.A., Cape Cod Community College

Aaron Wan, Mathematics
Ph.D., City University of New York; M.A., B.A., Queens College

Linda Waitkus, Medical Assisting & Diagnostic Technology Programs
M.B.A, University of Phoenix; B.S., University of Rhode Island; B.S., Bridgewater State College

Rebecca Westphal, Biology
Ph.D., Northeastern University; B.S., Roger Williams University

Negash Yusuf, Mathematics
M.S., Adelphi University; B.S., State University of New York/College at Old Westbury

Victoria Zent, Nursing
M.S., Franklin Pierce University; B.S., University of New Hampshire

Minxie Zhang, Mathematics
M.S., Ph.D., M.S., University of Connecticut; B.S., Yanbran University, China

Lisa Zinsius, Communication
M.A., B.A., Bridgewater State College; A.A., Cape Cod Community College

Adjunct Faculty

Andrea Abarca, Arts & Communication

Michael Agnoli, Emergency Medical Services
B.A., Tufts University

Fozia Ahmed, Business
B.S., Stony Brook University

Michael Albaugh, Arts&Communication

Matt Antoine, Emergency Medical Services

Louladey Assefa, Business
M.S., State University of New York-Stony Brook; B.S., State University of New York-Old Westbury

Tyler Ayers, Language & Literature

Brad Badgley, Allied Health

Nicole Balthazar, Dental Hygiene
D.M.D., Tufts University; B.S., Providence College

Camille Beale, Business
B.S., Boston University

Janice Beattie, Project Forward
M.Ed., Boston College, B.S., Framingham State College

Kathleen Bell-Szabo, Dental Hygiene
M.D.H.; Massachusetts College of Pharmacy & Health Sciences; B.S., Bay Path College; A.S., Cape Cod Community College

Allison Belmonte, Nursing
M.S.N., University of Phoenix; B.S., Simmons College

Denise Benjamin, English
M.A., Boston College; B.A., Rosary College

Elisa Bianchi-Smak, Nursing
NP Certificate, Rutgers University; M.S., Wagner College; B.S., Bloomfield College; A.A.S., Middlesex County College

Victoria Boisvert, English
M.Ed., University of Massachusetts-Amherst; B.A., Assumption College

Carol Bowers, History
M.Ed., Rhode Island College; B.A., Roger Williams University

Sherianna Boyle, Psychology
M.Ed., University of Massachusetts-Boston; B.A. Western New England

Rob Bradley, Economics

Laura Brand, Emergency Medical Services

David Breski, Engineering/Advanced Manufacturing
M.S., College of St. Rose, B.S., Siena College

Robert Brigham, Aviation Maintenance Technology

Eric Brunelle, Aviation Maintenance Technology

Peter Burke, Fire Science
B.S., Providence College

Frances-Dee Burlin, Psychology
Ph.D., Syracuse University; M.Ed., Boston State College; B.S., University of Massachusetts-Amherst

Karen Burns, Dental Hygiene
RDH, Forsyth School for Dental Hygienists; B.S., A.S., Northeastern University

Daniel Burt, English
Ph.D., M.A., New York University; B.A. Purdue University

Mardi Byerly, Biology
Ph.D., University of Maryland College Park, B.A. Colgate University

Christopher Caldwell, Emergency Medical Services

Marie Canaves, Art
M.A., Southern Methodist University; B.F.A., Florida International University

Brian Candido, Science
M.Ed., Lesley University; B.S., Westfield State College; A.S., Springfield Technical Community College

Alison Caron, Art
B.F.A., University of Massachusetts-Dartmouth

Dianne Carter, Nursing
M.S.N, University of Massachusetts Graduate School of Nursing; B.S.N., Worcester State University

Gary Childs, Emergency Medical Services

Shane Clark, Emergency Medical Services
A.A., Cape Cod Community College

William Clark, Horticulture
M.S., B.S., University of Massachusetts-Amherst; A.A., Cape Cod Community College

Jessica Clasby, Funeral Service

Angela Cobar, Nursing
M.S.N., Franklin Pierce University; B.S.N., University of New Hampshire

Elizabeth Collado, Nursing

Daren Compton, Emergency Medical Services
Certificate, Cape Cod Community College

Kate Condon, Mathematics
M.A., Castleton State College, B.S., University of Vermont

Peter Connick, Emergency Medical Services

Brendan Cooney, Emergency Medical Services

Autumn Cooper, Funeral Services

Paula Correira, ESOL (non-credit)

Elizabeth Cotter, Paralegal Studies
J.D., New England School of Law

Ernie Cox, Emergency Medical Services

Monique Crane, Dental Hygiene
B.S., Mount Ida College; A.S., Cape Cod Community; A.S., Bristol Community College

Mary Crawley, English
M.A., University of Massachusetts-Boston; B.A., Mass College of Liberal Arts

Diane Cronin, Nursing
M.S., Salem State University; B.S., University of Massachusetts-Lowell

Angelina Cummings, Health Sciences
M.Ed.; University of Arkansas; B.S.; Bridgewater State College; A.S., Cape Cod Community College

Jerome Cura, Science
Ph.D., University of Maine; M.S., Northeastern University; B.A., College of the Holy Cross

Jason Davern, Emergency Medical Services

Benjamin Davey, Emergency Medical Services

Brianna Day, Science
M.S., Illinois State University; B.S., University of Maryland

Michael Deasy, ESOL, Adult Education Center

Michael Deck, Arts
M.A., Brown University; B.A. Wesleyan University

Geof Deering, Fire Science
M.P.A., Anna Maria College; B.S., University of New Haven

Caryl Delaney, English
M.A., University of Massachusetts-Boston; B.A., Western Washington University

Janis Delmonte, Computer Science
M.S., B.S., University of Texas; A.S., University of Massachusetts-Lowell

Nancy Dempsey, Criminal Justice
J.D., Suffolk Law School; B.A., University of Massachusetts; A.A., Cape Cod Community College

Ian Dennen, Emergency Medical Services
A.S., Excelsior College

Tina Diercks, Nursing

Kyle DiFrancesco, Emergency Medical Services

Jennifer Doherty, Art
M.F.A., University of Massachusetts-Dartmouth; B.A., University of Oklahoma

Maggie Donahue, Early Childhood Education
M.S., Wheelock College; B.S., University of Massachusetts-Amherst

Frederick Doyle, Paralegal Studies
J.D., Suffolk University; B.A., College of the Holy Cross

Jon Drake, Emergency Medical Services
B.S., Springfield College

Bill Driscoll, CCAPE

Tom Driscoll, American Sign Language

Kristin Dwyer, Nursing

Thomas Dyer, Aviation Maintenance Technology

Thomas Edward, Nursing

Christopher Ellsasser, Language & Literature

Mark Ells, Business
M.B.A., M.P.A., Western New England College; B.S., Norwich University

Paul Evangelista, Emergency Medical Services
B.S., University of Massachusetts-Boston

Nicole Fanara, Nursing

Adam Farrell, Communication
M.F.A., Savannah College of Art & Design; B.A., University of Massachusetts-Amherst

MaryLou Ferranto, Nursing
Ph.D, Kent State University; M.S.N., LaRoche College; B.S.N, Kent State University

Nathalie Ferrier, Art
M.F.A., Mass Art

Maureen Finlay, Engineering
MID, Boston Architectural College; B.S., University of Massachusetts-Lowell

Mary Fisher, Nursing
B.S.N., Emmanuel College

Anne Flash, Art
M.F.A., Hunter College; B.F.A., Massachusetts College of Art

Dawn Fontaine, ESOL, Adult Education Center
Ed.D., M.A., University of Massachusetts - Amherst; B.A., American International College

Mark Forest, Social Sciences
M.P.A., Suffolk University; B.A., University of Massachusetts-Boston

Michael Fournier, English
M.A., University of Maine-Orono; B.A., University of New Hampshire

Scott Freitas, Emergency Medical Services
M.A., American Public University; B.A., St. Anselm College

John French, English
M.Ed., Cambridge College; B.S., Seton Hall University

Alison Frisbie, College Experience
M.S., B.A., State University of New York-Oswego

Veronica Gaiser, Dental Hygiene
D.M.D., University of Pennsylvania; B.A., Rutgers University

Keli Gates, Philosophy
M.P.P., University of Massachusetts-Dartmouth; B.A., University of Massachusetts at Dartmouth; A.A., Cape Cod Community College

Amanda Gaudet, Emergency Medical Services

James Gaul, Science
M.Ed., UMass Boston, B.S., Stonehill College

Nancy Ghossein, Nursing

Lisa Glaser, Nursing

Judd Goldberg, Aviation Maintenance Technology
B.S., A.S., Southern Illinois University

Rosario Gomez-Wixon, English
M.A., B.A., University of Massachusetts-Boston

Joao Lucas Goncalves, Emergency Medical Services

Thomas Goodearl, Emergency Medical Services

Susan Gordon, Nursing
M.S.N., B.S.N., University of Lowell

Martin Greene, Fire Science
Certificate, Cape Cod Community College

Jennifer Gregorie, Nursing

Brianna Griffin, Emergency Medical Services

Brittany Griffin, Nursing

Martina Groves-Williams, Nursing

Nancy Gross, Social Sciences
M.S., Wheelock College; B.A., Lesley University; A.S., Cape Cod Community College

Gail Guarino, Business
M.Ed., Lesley College; B.S., A.S., Boston University

Gianna Gugliotti, Language & Literature

George Guay, Paralegal Studies
M.A., Bridgewater State University; B.A., B.A., University of Vermont

Seyward Guthrie, Funeral Services

Joy Haagsma, Business
M.S.N., University of Rhode Island; B.S., Grand Valley State College

Linda Habid, Nursing
B.S.N., Curry College

Carol Haigh, Health Sciences
A.S., Cape Cod Community College

Jason Hallett, Emergency Medical Services
B.A., Huntingdon College

Lee Hamilton, Social Sciences
Ph.D., Brandeis University; M.A., B.A., University of Massachusetts-Boston; A.A., Cape Cod Community College

Samuel Hammond, Emergency Medical Services

Melanie Hanson, Dental Hygiene
B.S., University of Massachusetts-Dartmouth; A.S., Bristol Community College

Catherine Harris, Nursing
M.S.N., Anna Maria College; B.S.N., Emmanuel College; Nursing Diploma, Malden Hospital School of Nursing

Kathleen Healy, Early Childhood Education
M.Ed., Chestnut Hill College; B.A., University of New Hampshire

Mark Heller, Emergency Medical Services

Maura Hempstead, Project Forward
B.S., University of Vermont

Karen Hesselberg, Nursing
B.S.N., Assumption College

Kylie Hill, Dental Hygiene
B.S., Worcester State University

Joanne Hinesley, Nursing
B.S.N., Hartwick College

Nina Hofman, Communication
M.S., Cornell University

Jean Jacques, Aviation Maintenance Technician
B.B.A., East Coast Aero Tech

Charles Jodin, Language & Literature

Shauna Johnston, Dental Hygiene

Dana Jones, Dental Hygiene
B.S., Mt. Ida College

Matthew Judge, Emergency Medical Services

Wendy Judd, Allied Health
B.S., Southern Connecticut State University

Jonelle Kelley, Nursing
B.S.N., University of Massachusetts-Amherst

Angela Kelley, Phlebotomy

Allison Kelley, Nursing
M.S., Simmons College; B.S., University of Mass-Boston

Zara Kilmurray, Paralegal
J.D., Boston University School of Law; B.A., Bridgewater State College; A.S., Cape Cod Community College

Angela King, Communication
M.A., Drake University; B.A., University of Massachusetts-Dartmouth

Justin Kinshaw, Emergency Medical Services

Rachel Klem, Communication
M.F.A., DePaul University; B.A., San Francisco State University

Gail Knell, Business
M.S., B.S., University of Massachusetts; A.S., Cape Cod Community College

Matt Kohler, Communication
B.A., Keene State College

Alan Kuzirian, Science
Ph.D., University of New Hampshire; M.S., B.A., Northeastern University

Diane LaVallee, Nursing
M.S., University of California; B.S., University of San Francisco

Doreen Lawrence, Business
M.B.A., B.A., Anna Maria College; A.A., University of Hawaii

Jessica Lawrence, Nursing
M.S.N., Spring Arbor University; B.S.N., Southern New Hampshire University

Julia Leacy, Nursing

David LeBlanc, Fire Science
B.S., University of New Haven

Melissa Leite, Dental Hygiene
B.S., Vermont Technical College; A.S., Bristol Community College

Anne Liberty, Science
M.S., B.S., University of Massachusetts-Dartmouth

Polly Lincoln, English
M.A., B.A., Florida Atlantic University

Deborah Lochiatto, Project Forward
M.A., University of Massachusetts-Lowell; B.A., Curry College; A.S., Cape Cod Community College

Megan Lopes, Nursing
B.S., Southern New Hampshire University

Andrew Lovely, Emergency Medical Services

Flo Lucci, Business
D.B.A., Argosy University; M.B.A., Fitchburg State College; M.A., Clark University; B.S., Lesley University

Jency Lynch, Dental Hygiene

Kim Maas, Medical Assisting
B.A., Framingham State College

Gina MacDonald, Project Forward

Dawn Mackiewicz, Business

Katherine MacPherson, Dental Hygiene

Elaine Madden, Dental Hygiene
M.Ed., Bridgewater State College, B.S., Northeastern University; A.S., Forsyth School for Dental Hygienists

Deborah Maher, Early Childhood Education
M.S., Lesley College, B.S., A.S., Wheelock College

William Mahota, Adult Learning Center

Kelly Marolf, Emergency Medical Services
A.A., Texas A & M

Glenn Martin, Tri-Level Nursing/Home Health Aide
B.S.N., University of Mass Boston; A.S., Cape Cod Community College

Nicholas Martin, Emergency Medical Services

Sean McCarthy, Aviation Maintenance Technology

Bernadette McCauley, Dental Hygiene
M.S., University of Bridgeport

Henry McClintock, English
M.A., Curry College; B.A., Monmouth College

Heather McGowan, Project Forward

Mark McGraw, Emergency Medical Services

Carol McKew, Nursing
M.B.A., Anna Maria College; B.S.N., Fitchburg State University

Maria McLaughlin, ESOL, Adult Education Center
M.S., John Hopkins University; B.A., Towson University

Christopher McMahon, Emergency Medical Services

Connor McShera, Emergency Medical Services

Dean Melanson, Fire Science
B.S., Providence College; A.S., Cape Cod Community College

Richard Mikolajczak, Business
M.S., Troy State University, B.S., Nichols College, A.S., College of Lake County

Diane Miller, Nursing

Timothy Miller, Communication
B.A., University of Michigan

Susan Moitozo, Social and Behavioral Sciences & Human Services

Elaine Moore, Business
MCIS, University of Phoenix; B.S, Worcester State College; A.S., Becker Junior College

Debora Morgan, Business
M.B.A., Northeastern University; B.S., University of Massachusetts-Amherst

Lisa Morris, Medical Interpreter
M.S., Lesley College; B.A., Boston College

Mary Moynihan, Mathematics
M.S., University of Massachusetts-Dartmouth; M.A., University of Maryland; B.S., Stonehill College

Steven Moynihan, Social Sciences
M.Ed., Fitchburg State College; B.A., American University

Maureen Murphy, Aviation Maintenance Technology

Ralph Negron, History
M.A.T, The Citadel, B.A., University of Maryland

Mary Nietupski, Nursing
M.S., University of Phoenix; B.S., Elms College; A.S., Holyoke Community College

Gilbert Newton, Science
B.S., Florida State University

Clare Niven-Blowers, Social Sciences
M.Ed., Cambridge College; B.A., Tufts University; A.S., Bunker Hill Community College

Richard Norwood, English
M.A., University of South Carolina

Sarah Nunes, Dental Hygiene
B.S., Vermont Technical College; A.S., Bristol Community College

Daniel O'Brien, Nursing

Rana O'Loughlin, Nursing
B.S.N., University of Massachusetts-Amherst

Johnathan Olson, Emergency Medical Services

Sarah O'Toole, Business

Michael Otto, Business
B.S., A.S., Johnson & Wales University

Joan Owens, Health Sciences Education

Delcie Palmer, Aviation Maintenance Technology
B.S., Worcester State College

Rob Pasquinucci, Arts/Communication
M.A., Northern Kentucky University, B.A., Ashland University

John Phelan, Emergency Medical Services
B.S., A.S., Keiser University

Pauline Philie, Tri-Level Nursing/Home Health Aide
M.S., University of Massachusetts, Amherst; B.S., St. Anselm College

Michelle Poirier, Arts/Communication

Christopher Powicki, Engineering
B.A., University of Virginia-Charlottesville

Lou Preziosi, Project Forward
M.S., B.S., Southern Connecticut State University

Albert Price, Allied Health
M.S.N., B.S.N., Excelsior College; A.A., Cape Cod Community College

Daniel Prior, Engineering
B.S., Worcester Polytechnic Institute

Sarah Provencher, Nursing
B.S.N., Rivier College

Theresa Przybylowicz, Nursing
M.S.N., University of Massachusetts Amherst; B.S.N., American International College; A.S., Cape Cod Community College

Elizabeth Rapoza, Arts
M.A. Emerson College; B.A., Worcester State College

Lisa Rauche, Project Forward

Sheryll Reichwein, Arts
B.A., University of Massachusetts; B.A., Brandeis University

Henry Rex, Emergency Medical Services
B.A, B.S, Westfield State University

Cesar Rodas, CCAPE, Workforce Development and Training

Else Rhodes, Business
A.S., Scottsdale Culinary Arts Community College

Victoria Rice, Dental Hygiene
B.S., University of Massachusetts-Dartmouth; A.S., Cape Cod Community College

Thad Rice, Social Sciences
M.A.T., Boston University; B.A., Brandeis University

Morgan Rich, Music
Ph.D., University of Florida; M.M., Bowling Green State University; B.S., Indiana State University

Kathryn Richerson, ESOL, Adult Education Center
M.A., Bridgewater State University; B.A., University of Massachusetts - Boston; A.A., Cape Cod Community College

John Riley, Emergency Medical Services

Douglas Ritter, Art
M.F.A., University of Maryland; B.F.A., Philadelphia College of Art

Catherine Robertson, Paralegal
Ph.D., University of Mass Dartmouth School of Law; B.A., Emmanuel College

Nicholas Robbins, Emergency Medical Services

Gerry Roche, Engineering

Tania Romero, Film
M.Phil, Institute for Doctoral Studies; M.A., University of Texas-Austin; B.A., Bryn Mawr College

Michael Roosa, Engineering

Dina Rosenthal, Nursing

Richard Roy, Emergency Medical Services

Kristin Sareault, Dental Hygiene
DDS, University of North Carolina School of Dentistry, B.S., University of North Carolina-Chapel Hill

Jared Shaughnessy, Emergency Medical Services

William Schneeweiss, Emergency Medical Services

Burton Schriber, Aviation Maintenance Technology
B.S., University of the State of New York; A.A.S., Academy of Aeronautics; A.A.S., State University of New York

Candace Schulenburg, Psychology
Ph.D., Boston University; M.A., Kent State University; B.A., Lawrence University

James Sears, Mathematics
M.S., Lowell University; B.S., Lowell Technological Institute

Deborah Sementa, Business
M.B.A., Suffolk University; B.S., Central Connecticut State University; A.S., Manchester Community College

Margrethe Serres, Science
Ph.D., University of Wisconsin; B.S., University of Bergen, Norway

Christopher Sepe, Aviation Maintenance Technology
Aviation Tech, Northeastern University

Paul Sexton, Emergency Medical Services

Allison Shields, Nursing
M.S., University of Massachusetts-Lowell; B.S., Fitchburg State University

Ellen Shohet, Nursing

Glen Silva, Aviation Maintenance Technology

Lesley Silva, First Year Seminar Instructor, Project Forward

Larry Silverman, Business
M.B.A., Anna Maria College, B.A., University of Massachusetts

Brandon Simmonds, Music

Alicia Simonds, College Experience
M.Ed., University of Massachusetts-Amherst; B.A., Lesley University; A.A., Cape Cod Community College

Cheryl Schreiner Brennan, Nursing
M.S.N., Hampton University; B.S.N., Northeaster Missouri State

John Sloyer, Science
Ph.D, M.S., West Virginia University Medical School; B.S., Moravian College

Peter Smith, Dental Hygiene
D.D.S., West Virginia University School of Dentistry; B.S., Massachusetts College of Pharmacy

Victor Smith, Business
M.B.A., B.A., University of Connecticut

Robin Smith-Johnson, English
M.A., Bowling Green State University; B.A., Wheaton College

Lee Somerville, Dental Hygiene
M.S., Boston University School of Graduate Dentistry; B.S., Northeastern University; A.S., Cape Cod Community College

Justin Souza, Funeral Service
A.S., F.I.N.E. Mortuary College

Frank Spaulding, Social Sciences
Ph.D., M.A., Ohio State University; B.S., Bridgewater State College

William Stalcup, Emergency Medical Services

Elizabeth Stapleton, Fire Science
M.Ed., Bridgewater State; B.A., University of Massachusetts-Amherst

Patrick Steemson, Emergency Medical Services

Patrick Steinkamp, Emergency Medical Services

Ann Stone, Emergency Medical Services
B.S., Bridgewater State College

Jeffrey Sturtevant, Emergency Medical Services

Neil Sullivan, Aviation Maintenance Technology

Joshua Sutherland, Emergency Medical Services

Juanita Sweet, Business
M.B.A., Boston University; B.B.A., University of Hawaii; A.A., A.S., Leeward Community College

Jonathan Talin, Emergency Medical Services

Shelly-Jo Talvacchia-Rowell, Health Science Certificate, Cape Cod Community College

Kristen Taylor, Emergency Medical Services

Stephanie Thompson, Project Forward
M.S., University of Massachusetts-Dartmouth; M.S., Naval Postgraduate School; B.S., Norwich University

Vicky Tomayko, Art
M.F.A., Western Michigan University; B.F.A., Wayne State University

Karen Torrisi, Dental Hygiene
B.S., Forsyth School

Brian Tyson, Emergency Medical Services
M.S., B.S., University of New Hampshire; B.S., Columbia Southern University

Carl Varnerin, Engineering/Advanced Manufacturing

Stephanie Venancio, English
M.Ed., Cambridge College, B.A., Rutgers University

Laurie Veninger, English
Ph.D, M.A., Lancaster University; B.A., Hofstra University

Nancy Walker, Psychology
Ed.D., Boston University; M.A., University of Hawaii; B.A., Kent State University

Virginia Wallin, English
M.Ed., College of New Jersey; B. S., Millersville University; A. A., Bucks County Community College

Luke Walsh, Emergency Medical Services

Zachary Wannie, STEM

Richard Weida, Mathematics
Ph.D., University of Delaware; M.S., University of Delaware; B.S., Muhlenberg College

Maura Weir, Psychology
Ph.D., William James College; M.Ed., University of Melbourne; B.A., National University of Ireland
Sarah Wilhelmsen, Dental Hygiene, B.S., Northern Arizona University

Dorothy Wheeler, Nursing

Nancy Willets, Communication
M.S., B.A., State University of New York-Cortland

Wallace Wirtz, Emergency Medical Services

Michele Wolfson, Psychology
Ph.D., Boston College; M.S., California State University; B.A., Glassboro State College

Regina Yaroch, Communication
M.S., B.S., Portland State University; A.A., Arundel Community College

Michael Young, Fire Science
B.S., Bridgewater State College; A.S., Cape Cod Community College

Paulette Zaniboni, Dental Hygiene
B.A., Curry College; A.S., Cape Cod Community College

Cesar Zavallos, Aviation Maintenance Technology

Support Staff

Patricia Beale, P/T Office Assistant, Admissions

Sandra Belliveau, P/T Help Desk
A.S., Cape Cod Community College

Meghan Bodreau, Administrative Assistant, Nursing
B.S., Framingham State University

Denise Bridges, Administrative Assistant, Dental Hygiene Program
M.H.A., B.S., Suffolk University; A.S., Cape Cod Community College

Matthew Brun, Technical Assistant, Information Technology
A.S., Cape Cod Community College

Ryan Budnick, P/T Math Learning Specialist, Academic Support Services

Carole Cappadona, P/T Office Assistant, Admissions

Diana Carey, P/T Reference Librarian, Wilkens Library

Katherine Case, Accountant, Finance & Operations
B.S., University of Texas-Austin

Steven Cataldo, P/T Help Desk

Siobhan Cavacco, Administrative Assistant, Aviation Maintenance Technology
M.A., National University; B.A., University of California, Santa Cruz

Marie Colby, Administrative Assistant, Enrollment Management & Wellness Services
A.S., Cape Cod Community College

Joe Corey, Accountant, Business Office
B.S., Bridgewater State University

Candace Corthell, P/T Office Assistant, Aviation Maintenance Technology

Karin Coviello, P/T Project Forward Classroom Assistant

Gael Deluliis, Clerk VI, Health Sciences
B.S., Bryant University

Elissa Derby, P/T Circulation Desk Assistant, Wilkens Library

Michael DeStefano, Institutional Security Officer III
A.S., Cape Cod Community College

Shelley Devine, Administrative Assistant II, STEM
B.S., Bridgewater State University

Sarah Donahue, Lab Technician, STEM
B.S., Trinity College

Matthew Eldredge, P/T Institution Security Officer

Alisha Fabia, Clerk II/Enrollment Assistant, Admissions
B.A., Becker College; A.A., Cape Cod Community College

Sharon Faniel, Administrative Assistant, Student Engagement Office
B.S., Eastern Nazarene College

Angela Fellows, Administrative Assistant II, Arts & Humanities
M.T.S., S.T.M., Boston University; B.S., Bridgewater State University; B.S., Suffolk University; A.S., Cape Cod Community College,

Kelly Ferreira, P/T Clinical Technical Dental Assistant

Robert Flink, Sim-Lab Technician
A.A., Quinsigamond Community College

Cathy Fraser, Instructional Media Specialist, Online & Blending Learning
J.D., Southern New England School of Law; B.A., North Adams State College; Paralegal Certificate, Cape Cod Community College

James Garland, P/T Office Assistant, Business Department
B.F.A. Tufts University and School of the Museum of Fine Arts

Timothy Garneau, Systems Analyst, Information Technology

Karen Glennon, P/T Job Coach, Project Forward

Alexandra Gouzias, Accountant, Finance & Operations

Jane Roesner Graves, Clerk VI, Registration
M.S., B.A., Kansas State University

Skye Green, Administrative Assistant, Student Records, Registration
A.A., Cape Cod Community College

Elizabeth Grefe, Lab Technician, STEM
M.A.S., Johns Hopkins University; B.A., Loyola College

Christopher Griffin, Technical Specialist, Information Technology
A.S., Cape Cod Community College

Wendy Hammond, Administrative Assistant II, Health Sciences & Professional Studies
B.S., University of Massachusetts-Amherst

Adam Harris, Library Assistant, Wilkens Library
A.A., Cape Cod Community College

John Hughes, Technical Specialist, Information Technology
B.A., University of Massachusetts-Amherst; A.A., Cape Cod Community College

Nathaniel Kelly, P/T Transit Driver, Aviation Maintenance Technology

Ritchie Kolnos, Technical Specialist, Information Technology
B.A., University of Maine at Orono

Lisa Koval, Administrative Assistant, Financial Aid
A.S., Cape Cod Community College

Kristina Lachance, P/T Receptionist, Hyannis Center

Jane Lancaster, Administrative Assistant, Student Readiness
M.S., Southern New Hampshire University; A.A., Cape Cod Community College

Jean LeBaron, P/T Staff, Human Resources

Patricia Lugo-Brisee, P/T Administrative Assistant, Registration

Maribeth Malloy, Grant Accountant, Business Office
B.S., Siena College

Jeanine Marsolais, Administrative Assistant, Academic Advising & Student Readiness
A.A., Santa Barbara City College

Kemoy McGowan, Institution Security Officer
A.S., Cape Cod Community College

Jackie McGuire, P/T Office Assistant, Dental Hygiene Program

Laura Miller, Administrative Assistant, CCAPE

Theresa Molis, P/T Program Assistant, Coaches & Mentors
A.S., Massasoit Community College

Kimberly Monteiro, P/T College Events Assistant/Evening Ambassador
A.A., Cape Cod Community College

Dorothy Montini, Accountant, Business Office
A.S., Cape Cod Community College

Kathleen O'Brien-Horne, P/T Office Assistant, Hyannis Center

Evelyn Paine, P/T Receptionist, Hyannis Center

Cindy Pavlos, Administrative Assistant, Language & Literature Department & Honors Program
B.S., Suffolk University; A.A. Cape Cod Community College

Janna Pereira, P/T Program Assistant, Advanced Studies
B.A., University of Massachusetts-Amherst

Alyssa Perry, P/T Circulation Desk Assistant
M.S., James Madison University; B.A., Bridgewater State University

Erik Phillips, Systems Analyst, Information Technology
A.S., Cape Cod Community College

Alexandra Poule, P/T Office Assistant, Funeral Services

Ivonne Rodriguez, P/T Receptionist, Hyannis Center

Alexandra Russell, P/T Tilden Arts Center Events Assistant|
M.F.A., Penn State University; B.A., Washington and Lee University

Susan Salyh, Tutoring Center Clerk, Advisor
B.A., Boston College

Daniel Sexton-Riley, P/T Office Assistant, Admissions
A.A., Cape Cod Community College

Emerald Shea, P/T Classroom Assistant, Project Forward

Kovin Sherrod, Technical Assistant II, Information Technology
B.S., University of California, Santa Barbara

Marcy Small, Administrative Assistant, Financial Aid
A.A., Cape Cod Community College

Kent Smedley, Technology Coordinator, Hyannis Center
B.A., University of New Hampshire

Scott Smith, System Analyst, Information Technology

Lucy Soto, P/T Administrative Assistant, Hyannis Center

Felipe Souza, P/T Office Assistant, Hyannis Center

Maryann Stacey, Administrative Assistant, Library
B.S., Suffolk University; A.S., Cape Cod Community College

Kelly Sullivan, Administrative Assistant, Nursing Program

Ilia Tanto, P/T Transit Driver, Aviation Maintenance Technology

Jhonathan Tete, Technical Assistant, Information Technology

Shelley Thompson, Immunization Clerk, Registration
B.A., The American College for the Applied Arts; A.A., Dean College

Barbara Toczylowski, Administrative Assistant, Admissions
B.A., University of Massachusetts-Boston

Beth Treffeisen, P/T Office Assistant, Arts & Communication and Social & Behavioral Sciences

Nafsika Triantafillou, Administrative Assistant, Student Retention and Completion
M.B.A., Suffolk University; B.S., University of Massachusetts-Lowell

Sayed Zain Ul Abideen, Administrative Assistant, Registration
B.B.A., National University FAST, Pakistan

Cristina Vazquez, Reception, Admissions
A.A., Cape Cod Community College

Ashley Widdiss, P/T Clinic Technical Assistant, Dental Hygiene

Elisa Wilson, P/T Mental Health Clinician, Student Wellness

Emily Wilson, P/T Program Specialist and Outreach Coordinator, CCAPE

Hok Woo, Audio Visual Equipment Tech, Information Technology

William Wood, P/T Lab Assistant, Aviation Maintenance Technology

Rachel Young, P/T Data Analyst, 4Cs4U

Facilities Management

Curt Benttinen, Storekeeper

Murat Booker, Maintainer

Sonia Chavez, Maintainer

Mike Cicirelli, Electrician

Matthew Cuneo, Maintainer

Marc Dumas, Maintainer

John Foley, HVAC Technician

Crystal Knop, Facilities Use Administrator

John Lagarde, Maintainer, Hyannis Center

Gus Martinson, P/T Evening Administrator

Robert Mason, Building Maintenance Supervisor

Gary Mele, Maintainer

Edward Paron, Maintainer

Hector Polanco, Maintainer

Luis Hernandez Pinto, Maintainer

Alexander Rosario, Maintainer

Jose Rosario, Maintainer

Ricardo Torres, P/T Maintainer

Mark Waldruff, Administrative Assistant

Degrees & Certificates Arts & Communication

Contact the Department of Arts & Communication

Department of Arts & Communication
Location Tilden Arts 212
Phone 774.330.4325

Communication Concentration

Degree Type
Associate in Arts

The Communication concentration is a broad area of study that provides a sequence of diverse courses that cuts across disciplines. Students in this concentration learn how to observe and interpret human communication in a variety of contexts: cultural, personal, relational, and technological. This degree is for those students who plan to transfer to a four-year institution with a focus on either media studies or communication in the liberal arts. Those students interested in pursuing a career immediately after graduation in television, film or radio broadcasting are encouraged to investigate the Media Studies concentration.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor.

Learn more about the program and apply at Associate in Arts - Communication

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
COM103	Human Communication	3
PSY101	General Psychology	3
	Mathematics/Quantitative Reasoning	3-4
	Elective	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
COM201	Interpersonal Communication	3
COM105	Survey of Mass Communication	3
	Natural or Physical Science	3-4
	Elective	3

Third Semester

Item #	Title	Credits
	Natural or Physical Science	4
	Behavioral & Social Sciences	3
	Concentration Elective for Communication	3
	Concentration Elective for Communication	3
	Elective	3

Fourth Semester

Item #	Title	Credits
	Behavioral & Social Sciences	3
	Concentration Elective (200-level Communication)	3
	Elective	3
	Elective	3
	Elective (2-3)	2-3
	Total Credits	**60-63**

Transfer Information

Communication

Career Outlook

Prospects for employment are incredibly diverse, and individuals with degrees in communication might pursue careers in teaching, government, law enforcement, theater and film, script and speech writing, public relations, marketing and promotion, management, human resources, social work, or a variety of other fields. Students with this degree might choose to transfer to a four-year institution to pursue a bachelor's degree or they may immediately enter the workforce.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For

additional information pertaining to degree requirements, please refer to Degree Requirements.

https://www.capecod.edu/degrees/aa-communication/

Graphic Design Concentration

Degree Type
Associate in Arts

The Graphic Design concentration provides foundation courses needed for transfer. This concentration is a MassTransfer eligible concentration, providing transfer opportunities within the Massachusetts Public Higher Education system. MassTransfer provides additional information on transfer opportunities. Students may also choose to transfer to other colleges or universities to continue their art studies.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Graphic Design

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
ART125	History of Art: Stone Age to Gothic	3
ART100	Drawing I	3
ART101	Design I	3
ART171	Computer Graphics I (Adobe Photoshop, Illustrator, InDesign)	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
ART200	Drawing II	3
ART207	Graphic Design I	3
ART136	Three-Dimensional Design	3
ART134	Art History: Renaissance to Modern	3
ART219	Portfolio Preparation for Artists and Graphic Designers	1

Third Semester

Item #	Title	Credits
	Natural or Physical Science	4
	Behavioral & Social Sciences	3
ART218	Typography	3
	Mathematics/Quantitative Reasoning	3-4
ART137	History of Graphic Design	3

Fourth Semester

Item #	Title	Credits
	Behavioral & Social Sciences	3
ART231	Computer Graphics II (Adobe Photoshop, Illustrator, InDesign)	3
ART208	Graphic Design II	3
	Natural or Physical Science	3-4
	Behavioral & Social Sciences	3
	Total Credits	**62-64**

Transfer Information

Regional Resources

Career Outlook

The Graphic Design concentration prepares students to continue their studies and complete a bachelor's degree. There are some entry-level positions in print shops, advertising agencies, publication or packaging firms that may require some basic layout and pre-press skills. Employment as a designer is rare with an Associate's degree. Students are encouraged to continue their studies.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Plan your schedule.
Review which classes will run during upcoming semesters.

Related Information:

- Higgins Art Gallery
- Tilden Arts Center

Media Studies Concentration

Degree Type
Associate in Arts

The Media Studies concentration is for students interested in pursuing television production and direction, film studies, or radio broadcasting. The concentration provides fundamental courses in video and radio production and direction, and film studies. This skills-oriented degree is designed to provide students with proficiency in operating various broadcast technologies in professional settings.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Media Studies

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	Mathematics/Quantitative Reasoning	3-4
COM103	Human Communication	3
PSY101	General Psychology	3
	Elective	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Behavioral & Social Sciences	3
COM113	Radio Broadcasting	3
COM105	Survey of Mass Communication	3
	Concentration Elective for Media Studies	3

Third Semester

Item #	Title	Credits
	Natural or Physical Science	4
	Concentration Elective for Media Studies	3
	Concentration Elective for Media Studies (200 level)	3
COM120	Introduction to Film	3
	COM114 or COM131	3

Fourth Semester

Item #	Title	Credits
	Behavioral & Social Sciences	3
	Concentration Elective for Media Studies (200 level)	3
	Natural or Physical Science	3-4
	Concentration Elective for Media Studies	3
	Elective (1-3)	1-3
	Total Credits	**60-64**

Transfer Information

MassTransfer & more

Career Outlook

This program introduces the student to career-oriented fields such as radio broadcasting, radio production, and broadcast journalism. Job growth in the industry is based on strong demand from the public for media. Employment is constantly changing based on new technologies and includes film/video/television editors, camera operators, directors and producers, film critics and script writers, as well as teachers, set designers, production assistants, and props or location managers. Students may complete their degree and transfer to a four-year institution or they may immediately enter the field.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Performing Arts Concentration

Degree Type
Associate in Arts

The Performing Arts curriculum offers instruction in theory, practice and history. These three areas of study provide the foundation needed to begin a career in the performing arts or to prepare for admission to a four-year college or university music, theater, dance or performance studies program.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Performing Arts

Requirements

First Semester

Item #	Title	Credits
	Foundation Course	3
ENL101	English Composition I	3
	Mathematics/Quantitative Reasoning	3-4
COM103	Human Communication	3
	Concentration Elective for Performing Arts	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	BIO105 or Natural or Physical Science	4
	Foundation Course	3
	Concentration Elective for Performing Arts	3
	PSY101 or Behavioral & Social Science	3

Third Semester

Item #	Title	Credits
	Natural or Physical Science	3-4
	SOC106 or Behavioral & Social Science	3
	Foundation Course	3
	Concentration Elective for Performing Arts	3
	Elective	3

Fourth Semester

Note: Students must select 6 credits from the courses listed in the Foundation Courses and/or Concentration Electives with * to satisfy the Humanities & Fine Arts General Education requirement.

Item #	Title	Credits
	Concentration Elective for Performing Arts	3
	Behavioral & Social Sciences	3
	Concentration Elective for Performing Arts	1-3
	Elective	3
	Elective	3
	Total Credits	**60-64**

Transfer Information

MassTransfer & more

Career Outlook

Students with a strong performing arts background may pursue degrees and careers in performance, choreography, directing, technical theater, radio/TV production, dance/drama/music therapy and/or instruction, broadcast media, and more.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Other Resources:

- Tilden Arts Center

Visual Arts Concentration

Degree Type
Associate in Arts

The Visual Arts concentration provides necessary fundamental courses resulting in a quality portfolio of artwork ready for transfer. The Visual Arts concentration provides transfer opportunities within the Massachusetts Public Higher Education system and articulates precisely with the University of Massachusetts-Dartmouth Fine Arts 2D Painting or 3D Sculpture programs.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Visual Arts

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
ART209	Printmaking Techniques	3
ART125	History of Art: Stone Age to Gothic	3
ART100	Drawing I	3
ART101	Design I	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
ART103	Painting I	3
ART200	Drawing II	3
ART136	Three-Dimensional Design	3
ART134	Art History: Renaissance to Modern	3
ART219	Portfolio Preparation for Artists and Graphic Designers	1

Third Semester

Item #	Title	Credits
	Natural or Physical Science	4
	Behavioral & Social Sciences	3
	Mathematics/Quantitative Reasoning	3
	ART Elective or COM131	3
ART216	Life Drawing	3

Fourth Semester

Item #	Title	Credits
	Natural or Physical Science	3-4
	Behavioral & Social Sciences	3
	Behavioral & Social Sciences	3
ART229	Painting II	3
ART201	Design II	3
	Total Credits	**62-63**

Transfer Information

Regional Resources

Career Outlook

Careers in the Visual Arts are constantly changing but could include electronic imaging, graphic design, illustration, teaching, museum and gallery work, display, advertising, and industrial design, as well as the areas of painting, printmaking, sculpture and performance art. It is recommended that students complete this concentration and transfer to complete a bachelor's degree.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Related Information:

- Art Club
- Higgins Art Gallery
- Tilden Arts Center

Radio and Podcasting

Degree Type
Certificate

This certificate is not only for the traditional student interested in broadcasting/podcasting but the working individual who wants to add additional skills to their resume to enhance their media and marketing skills.

Learn more about the program and apply at
Radio and Podcasting Certificate

Requirements

Item #	Title	Credits
ENL101	English Composition I	3
COM113	Radio Broadcasting	3
COM114	Radio Production & Podcasting	3
COM208	Broadcast Writing and Presentation	3
COM231	Advanced Radio Production and Podcasting	3
	COM240 or COM264	1-3
	Media Elective	3
	Total Credits	**19-21**

Career Outlook

With the nationwide explosion in podcast listenership and Massachusetts' place as the tenth largest radio market in the country, students who complete the certificate in radio broadcasting and podcasting have a wide-range of employment opportunities open to them. Students gain experience in radio broadcasting, production, and station management and creation of podcasts and video/social media content. Students learn skills employers want including Adobe Audition, digital editing, video presentation, producing, management, and marketing of media. According to O*Net, jobs in media and communication are growing at a faster than average pace. There are over 200 radio stations and 68 television stations plus numerous cable, print, and multimedia corporations all within driving distance from campus.

This occupational profile is provided by O*NET.

Social Media & Digital Marketing

Degree Type
Certificate

Students gain skills and knowledge in social media marketing and communications theory and applications. A certificate in Social Media and Digital Marketing serves as an opening to businesses needing employees trained in the use of digital media platforms for marketing and communications purposes. Students have the opportunity to earn industry-recognized credentials.

Learn more about the program and apply at
Social Media & Digital Marketing Certificate

Requirements

Item #	Title	Credits
COM103	Human Communication	3
ENL101	English Composition I	3
COM105	Survey of Mass Communication	3
MKT201	Marketing	3
ART171	Computer Graphics I (Adobe Photoshop, Illustrator, InDesign)	3
	ENL161 or COM208	3
COM215	Social Media Marketing & Communications	3
	COM240 or COM264	1-3
	Total Credits	**22-24**

Career Outlook

According to the Occupational Outlook Handbook, employment in media and communication occupations is projected to grow 14% from 2020 to 2030, faster than the average for all occupations. Demand for media and communication occupations is expected to arise from the need to create, edit, translate, and disseminate information through a variety of different platforms.

The median annual wage for media and communication workers (such as announcers, interpreters and translators, and technical writers) was $62,340 in May 2021. Media and communication equipment workers (such as broadcast and sound engineering technicians, film and video editors, and photographers) had a median annual wage of $48,920 in May 2021.

Most, but not all, entry level media and communications positions require a bachelor's degree. Most entry level positions in social media marketing and communications require prior hands-on experience.

This occupational profile is provided by O*NET.

Program Outcomes

Upon successful completion of the Social Media & Digital Marketing certificate, students are able to:

- Demonstrate desirable work habits including verbal/written communication skills, technological competence, critical thinking, and problem solving.
- Demonstrate the ability to set goals, develop strategies, and analyze goal attainment in selected digital and social media platforms.
- Pursue an entry-level position within a small business to assist in online marketing and communications management.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Business

Business Administration Program

Degree Type
Associate in Science

Students in the Business Administration Program acquire a strong business and a solid general education foundation. It is designed to enhance a students' articulation to a four-year institution.

Students are strongly encouraged to look at the institution to which you plan to transfer for additional math requirements. If a different math course is required, a course substitution request may be submitted.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Note: This program is a MassTransfer eligible program.

Learn more about the program and apply at
Associate in Science - Business Administration

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
COM103	Human Communication	3
BST110	Computer Applications	3
BUS100	Introduction to Business	3
ACC100	Survey of Accounting	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
ACC201	Financial Accounting	3
ECO101	Macroeconomics	3
BUS120	Business Law I	3
MAT150	Elementary Statistics	3

Third Semester

Item #	Title	Credits
ECO102	Microeconomics	3
ACC202	Managerial Accounting	3
MKT201	Marketing	3
	Humanities & Fine Arts	3
	Natural or Physical Science	3-4

Fourth Semester

Item #	Title	Credits
BUS201	Business Finance	3
BUS214	Management	3
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3
	Natural or Physical Science	4
	Total Credits	**61-62**

Transfer Information

MassTransfer & more

Career Outlook

The student completing Business Administration Program is encouraged to transfer to a four-year institution to earn a bachelor's degree in Accounting, Information Systems, Management, Marketing and Public Administration.

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

Upon successful completion of the A.S. Business Administration Program, students are able to:

- Transfer to a four-year institution with a concentration in Business
- Apply management theories in a dynamic and multicultural world
- Make decisions through the use of technology
- Recognize and analyze ethical issues as they relate to business
- Apply quantitative problem solving techniques to evaluate management decisions
- Demonstrate the ability to work in a team
- Read, write, discuss and think critically about business topics.

Mathematics Requirement

Each transfer college or university has their own Mathematics requirement for a Business/ Management bachelor's degree. Students are encouraged to research the business curriculum at the colleges/universities they would like to apply to, to see what is the appropriate mathematics course to take at CCCC. The Mathematics course to take at CCCC to prepare for transfer to some of our state universities is below.

- University of Massachusetts-Dartmouth requires MAT165 Finite Mathematics.
- Bridgewater State University, Westfield State University, University of Massachusetts-Boston, and University of Massachusetts-Lowell prefer MAT175 College Algebra as a minimum requirement (more may be required when you transfer).

- University of Massachusetts-Amherst requires MAT180 Applied Calculus at CCCC for acceptance into the Isenberg School of Management.

Business Administration Program - Accounting Concentration

Degree Type
Associate in Science

The ***A. S. Business Administration: Accounting Concentration*** prepares accounting students with the essential financial knowledge and practical skills necessary to become problem solvers and decision makers. Because accounting is an information system, information technology skills are emphasized, including the use of accounting, spreadsheet, and database applications as well as the use of technology for accounting and tax.

Requirements

First Semester

Item #	Title	Credits
BUS100	Introduction to Business	3
	BST102 or 30 wpm test out	0-1
BST110	Computer Applications	3
ACC100	Survey of Accounting	3
COM103	Human Communication	3
ENL101	English Composition I	3

Second Semester

Item #	Title	Credits
ACC201	Financial Accounting	3
ACC103	QuickBooks Basics	3
ACC115	Payroll Accounting	3
BST225	Microsoft® Excel for Business Applications	3
	MAT130 or MAT150	3

Third Semester

Item #	Title	Credits
ACC210	Personal Income Taxes	3
	ECO101 or ECO102	3
ACC202	Managerial Accounting	3
BUS102	Business Communication	3
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4

Fourth Semester

Item #	Title	Credits
	ACC263 or ACC261	3
ACC220	Accounting for Government and Not-for-Profit Entities	3
BUS201	Business Finance	3
	PSY101 or SOC106	3
BUS214	Management	3
	Total Credits	**60-62**

Career Outlook

The career outlook is good for accounting clerks, accounts receivable clerks, payroll assistants, accounts payable clerks, bookkeepers, audit clerks, billing specialists and account resolution specialists. These entry-level positions provide the roadmap for a successful long-term career in the accounting industry.
https://www.mynextmove.org/profile/summary/43-3031.00
https://www.mynextmove.org/profile/summary/43-3021.00
https://www.mynextmove.org/profile/summary/43-3011.00
https://www.mynextmove.org/profile/summary/43-3051.00

Department of Labor Statistics for more information on Accounting and Bookkeeping opportunities.

Program Outcomes

Upon successful completion of the program, students will

- Understand the role of accounting in business organizations, the economy, and society. • Be able to prepare, interpret, analyze and effectively communicate financial and managerial information for planning and control, investing and financial decisions--the fundamental characteristics of the program covered in all courses taught.
- Apply quantitative reasoning skills and accounting theory to prepare, evaluate, analyze, and communicate the financial activities of the business for decision making.
- Understand how accounting systems are designed and used to conduct and control operations. • Use accounting systems and industry-standard software appropriately and effectively. • Recognize and apply interpersonal skills needed in business, including team building, group decision making and providing accurate financial information.

- Analyze the importance of budgeting and goal setting.
- Integrate the ethical responsibility of accountants in fulfilling professional duties. • Possess sufficient technical knowledge necessary for obtaining relevant entry-level accounting positions, including government and not-for-profit sectors.

- Be able to use library resources, technology, and electronic databases for continuous learning and staying abreast of changes in the environment in which accountants operate. • Demonstrate awareness of various accounting opportunities available in the local workforce.

Business Administration Program – Hospitality and Tourism Management Concentration

Degree Type
Associate in Science

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Science: Business Administration - Hospitality & Tourism Management

Requirements

First Semester

Item #	Title	Credits
HRM101	Introduction to Hospitality & Tourism Management	3
HRM111	ServSafe Sanitation Certification	1
BUS100	Introduction to Business	3
	BST102 or 30 wpm test out	0-1
BST110	Computer Applications	3
ENL101	English Composition I	3
	Humanities & Fine Arts (COM103 suggested)	3

Second Semester

Item #	Title	Credits
HRM204	Food And Beverage Management	3
HRM148	Hotel Industry Foundations and Introduction to Analytics (HIFIA)	1
	Hospitality Management/ Culinary Elective	3-4
	Behavioral & Social Sciences	3
	Mathematics/Quantitative Reasoning* (or) Natural or Physical Science	3-4

Third Semester

Item #	Title	Credits
HRM215	Lodging Operations and Management	3
HRM230	Hospitality and Tourism Marketing and Sales	3
HRM141	Blue Economy: Hospitality and Tourism Speaker Series	1
	Hospitality Management/ Culinary Elective	3-4
ACC100	Survey of Accounting	3
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4

Fourth Semester

Item #	Title	Credits
HRM145	Technology Solutions for the Hospitality and Tourism Industry	3
	Hospitality/Culinary Elective (200-level)	3-4
	Business Elective	3
	Behavioral & Social Sciences	3
	Business Elective	3
	Total Credits	**60-66**

Transfer Information

Transfer Agreements:
Hospitality

Career Outlook

Currently, there is a strong demand for well-trained competent workers in the hospitality field. Students completing the Business Administration Program - Hospitality Management concentration are prepared for a career in the hospitality field in a supervisory or middle-management position.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

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

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

Business Administration Program – Hospitality and Tourism Management Transfer Concentration

Degree Type
Associate in Science

Students in the *A. S. Business Administration: Hospitality & Tourism Management Transfer Concentration* acquire a strong hospitality and tourism management and general education foundation. It is designed to enhance a student's articulation to a four-year institution.

Students are strongly encouraged to look at the institution to which you plan to transfer for additional course requirements for freshman/ sophomore year. If a different course is required, a course substitution request may be submitted.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence and/or remediate through ALEKS-PPL in the case of developmental math placement, in the first semester. Please see an advisor with questions.

Requirements

First Semester

Item #	Title	Credits
HRM101	Introduction to Hospitality & Tourism Management	3
HRM111	ServSafe Sanitation Certification	1
ACC100	Survey of Accounting	3
	BST102 or 30 wpm test out	0-1
BST110	Computer Applications	3
ENL101	English Composition I	3
	Humanities & Fine Arts (COM103 suggested)	3

Second Semester

Item #	Title	Credits
HRM204	Food And Beverage Management	3
HRM148	Hotel Industry Foundations and Introduction to Analytics (HIFIA)	1
ENL102	English Composition II	3
	Behavioral & Social Sciences	3
	Natural or Physical Science	4
	Humanities & Fine Arts	3

Third Semester

Item #	Title	Credits
HRM141	Blue Economy: Hospitality and Tourism Speaker Series	1
MKT201	Marketing	3
MAT150	Elementary Statistics	3
	Humanities & Fine Arts	3
	Natural or Physical Science	3-4
	Behavioral & Social Sciences	3

Fourth Semester

Item #	Title	Credits
HRM215	Lodging Operations and Management	3
HRM230	Hospitality and Tourism Marketing and Sales	3
ACC201	Financial Accounting	3
BUS112	Organizational Behavior	3
	Behavioral & Social Sciences	3
	Total Credits	**64-66**

Career Outlook

The student completing Business Administration: Hospitality & Tourism Management Transfer Program is encouraged to transfer to a four-year institution to earn a bachelor's degree in Hospitality & Tourism Management.

The Hospitality and Tourism Management major at the bachelor's level (4-yr. institution) prepares students for a wide range of positions within hotels, resorts, spas, country clubs, restaurants, catering operations, cruise lines, casinos, travel and tourism organizations, convention services, event and wedding planning, and recreation facilities. Courses within the major expose students to the various management functions in the hospitality industry including lodging operations, food and beverage operations, customer service, marketing, human resources, financial management, technology use and management, legal and ethical regulation, facilities management, and strategy.

Course requirements at transfer institutions vary greatly and need to be carefully considered with an advisor.

Program Outcomes

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

- Transfer to a four-year institution with a major in Hospitality & Tourism Management.

- Apply hospitality and tourism management theories in a dynamic and multicultural world.
- Make decisions through the use of data and technology.
- Recognize and analyze ethical issues as they relate to hospitality and tourism.
- Apply quantitative problem solving techniques to evaluate hospitality and tourism management decisions.
- Demonstrate the ability to work in a team.
- Read, write, discuss and think critically about hospitality and tourism topics.

Business Technology: Administrative Assistant – Medical Office Concentration

Degree Type
Associate in Science

Students in the Business Technology: Administrative Assistant concentration acquire a wide range of computer, communication, and organizational skills that prepare them for support positions in a modern office setting. Students enrolled in the Administrative Assistant - Medical Office concentration gain an understanding of medical procedures, medical terminology, and a conceptual and practical understanding of a computerized office environment in a medical setting. Students progress from basic keyboarding and word processing to advanced information processing and office procedures.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Science Business Technology: Administrative Assistant - Medical Office

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	COM103 or ENL108	3
BST110	Computer Applications	3
BUS100	Introduction to Business	3
BST101	Typing I	3

Second Semester

Item #	Title	Credits
ACC100	Survey of Accounting	3
BST103	Medical Terminology	3
BIO105	Survey: Human Anatomy & Physiology	4
PSY101	General Psychology	3
BST220	Advanced Word Processing Application	3

Third Semester

Item #	Title	Credits
BUS102	Business Communication	3
	Business Elective or Business Technology Elective	3
BST250	Database Applications	3
BUS120	Business Law I	3
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4

Fourth Semester

Item #	Title	Credits
	BST202 or BST261	3
BST203	Medical Office Procedures	3
BST207	Medical Coding & Billing	3
	Behavioral & Social Sciences	3
	Business Elective	3
	Total Credits	**61-62**

Transfer Information

MassTransfer & more

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

Upon completion of the Information Technology Program – Administrative Assistant Concentration – Medical Track, students are able to:

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

Business Technology: Administrative Assistant Concentration

Degree Type
Associate in Science

Students in the Business Technology: Administrative Assistant concentration acquire a wide range of computer, communication, and organizational skills that prepare them for support positions in a modern office setting. Students in this concentration learn to keyboard, write and format business documents; use a variety of information processing tools; administer and organize an automated office; and apply correct office procedures in various situations.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Science: Business Technology - Administrative Assistant

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
COM103	Human Communication	3
BST110	Computer Applications	3
BUS100	Introduction to Business	3
BST101	Typing I	3

Second Semester

Item #	Title	Credits
ACC100	Survey of Accounting	3
BUS102	Business Communication	3
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4
BST250	Database Applications	3
BST220	Advanced Word Processing Application	3

Third Semester

Item #	Title	Credits
BUS120	Business Law I	3
BUS214	Management	3
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4
PSY101	General Psychology	3
	Business Elective	3

Fourth Semester

Item #	Title	Credits
BST202	Standard Office Procedures	3
BST225	Microsoft® Excel for Business Applications	3
	BST261 or Business Elective	3
	Behavioral & Social Sciences	3
	General Education Elective	3
	Total Credits	**60-62**

Transfer Information

MassTransfer & more

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

Upon successful completion of the Information Technology Program – Administrative Assistant Concentration – General Track, students are able to:

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

Administrative Assistant – General Office Administration

Degree Type
Certificate

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

Students are encouraged to build on certificate programs and eventually obtain a degree at the College.

Learn more about the program and apply at
General Office Administration Certificate

Requirements

Fall Semester

Item #	Title	Credits
BST101	Typing I	3
BUS102	Business Communication	3
BST110	Computer Applications	3
BUS100	Introduction to Business	3
PSY101	General Psychology	3

Spring Semester

Item #	Title	Credits
ACC100	Survey of Accounting	3
BST220	Advanced Word Processing Application	3
BST202	Standard Office Procedures	3
	Business Elective	3

BST101: If waived, must be replaced with a Business course.

	Total Credits	27

Career Outlook

This occupational profile is provided by O*NET.

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Program Outcomes

Upon completion of the Information Technology – Administrative Assistant-General Office Administration certificate, students are able to:

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

https://www.capecod.edu/degrees/certificate-administrative-assistant/

Administrative Assistant – Medical Office Administration

Degree Type
Certificate

Students gain an understanding of medical procedures, medical terminology, and a conceptual and practical understanding of a computerized office environment in a medical

setting. Students progress from basic keyboarding and word processing to advanced information processing and office procedures.

Students are encouraged to build on certificate programs and eventually obtain a degree at the College.

Learn more about the program and apply at Medical Office Administration Certificate

Requirements

Fall Semester

Item #	Title	Credits
BST101	Typing I	3
BST103	Medical Terminology	3
BUS102	Business Communication	3
BST110	Computer Applications	3
PSY101	General Psychology	3

Spring Semester

Item #	Title	Credits
BST220	Advanced Word Processing Application	3
ACC100	Survey of Accounting	3
	BST250 (GIT150) or BST207 (BIT207)	3
BST203	Medical Office Procedures	3

BST101: If waived, must be replaced with a Business course.

	Total Credits	**27**

Career Outlook

This occupational profile is provided by O*NET.

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Program Outcomes

Upon completion of the Information Technology – Administrative Assistant – Medical Office Administration certificate, students are able to:

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

Computerized Accounting

Degree Type
Certificate

Students gain skills and knowledge in computer applications, accounting theory, and tax applications. A certificate in Computerized Accounting serves as an opening to businesses needing students trained in Excel, QuickBooks, and tax software for general accounting duties.

Learn more about the program and apply at Computerized Accounting Certificate

Requirements

Fall Semester

Item #	Title	Credits
BST102	Computer Keyboarding	1
ACC100	Survey of Accounting	3
ACC210	Personal Income Taxes	3
BST110	Computer Applications	3
BUS102	Business Communication	3

Spring Semester

Item #	Title	Credits
ACC103	QuickBooks Basics	3
ACC201	Financial Accounting	3
BST225	Microsoft® Excel for Business Applications	3
ACC115	Payroll Accounting	3
	ACC263 or ACC261	3
	Total Credits	**27-28**

Career Outlook

According to the Occupational Outlook Handbook, there is a projected 4% decline in employment of bookkeeping and accounting clerks from 2018 to 2028 because of technological change. Because bookkeeping, accounting, and auditing clerks constitute a large occupation, there will be a large number of job openings from workers leaving the occupation. Thus, opportunities to enter the occupation should be plentiful, despite the slight projected decline in employment.

Students who desire to gain entry-level positions are prepared with the successful completion of this certificate. Students who are looking to pursue long-term employment in the field of accounting should continue with the Associate's degree in Business Administration, which prepares students for transfer to four-year accounting programs at the junior-level standing.

Program Outcomes

Upon successful completion of the Computerized Accounting Certificate, students are able to:

- Demonstrate desirable work habits including verbal/written communication skills, technological competence, critical thinking, and problem solving.
- Demonstrate ethical behavior and confidentiality with financial data.
- Assume an entry-level position within a business to help in basic accounting activities with duties that may include data input in tax preparation, payroll, and general accounting functions.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Culinary Arts

Degree Type
Certificate

Students learn professional culinary fundamentals throughout the Culinary Arts certificate courses ranging from knife skills to baking basics. Students are encouraged to build on this certificate to eventually obtain a degree from the College.

Learn more about the program and apply at
Culinary Arts Certificate

Requirements

Fall Semester

Item #	Title	Credits
CUL150	Fundamentals of Professional Cooking	4
CUL180	Baking I	3
CUL210	Dining Room Operations & Service	4
HRM111	ServSafe Sanitation Certification	1
HRM101	Introduction to Hospitality & Tourism Management	3

Spring Semester

Item #	Title	Credits
COM103	Human Communication	3
CUL220	Advanced Culinary Arts	4
HRM204	Food And Beverage Management	3
	HRM260 or Hospitality/ Culinary/Business Elective	3
	Total Credits	**28**

Career Outlook

This occupational profile is provided by O*NET.

Program Outcomes

Upon completion of the Culinary Arts certificate, students are able to:

- Prepare and serve food in an attractive, professional manner in a variety of food service environments and to train for and deliver quality guest service.
- Perform technical skills in basic cooking and food service operations.
- Recognize and apply inter-personal skills needed in a food production setting, including team building and group decision making.
- Calculate costs and institute procedures to operate cost effective establishments.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Event Planning & Meeting Management

Degree Type
Certificate

The Business Administration Program – Meeting and Event Planning Certificate is designed to prepare students who are interested in a career in the fast growing meeting and event industry. Students will take courses in Conference, Meeting & Event Planning and Sales, Food & Beverage Management, and Technology Solutions. Students have the opportunity to enroll in a three-credit cooperative education course that provides students with field experience in event planning and meeting management. Students are encouraged to continue their studies and all credits transfer to the AS Business Administration-Hospitality & Tourism concentration.

Learn more about the program and apply at

Requirements

Fall Semester

Item #	Title	Credits
HRM101	Introduction to Hospitality & Tourism Management	3
HRM141	Blue Economy: Hospitality and Tourism Speaker Series	1
HRM111	ServSafe Sanitation Certification	1
	BST102 or 30 wpm test out	0-1
BST110	Computer Applications	3
COM103	Human Communication	3

Spring Semester

Item #	Title	Credits
HRM216	Event Planning and Meeting Management	3
HRM230	Hospitality and Tourism Marketing and Sales	3
HRM145	Technology Solutions for the Hospitality and Tourism Industry	3
HRM204	Food And Beverage Management	3
HRM148	Hotel Industry Foundations and Introduction to Analytics (HIFIA)	1
	HRM260 or Hospitality/ Culinary/Business Elective	3
	Total Credits	**27-28**

Career Outlook

Nation-wide employment of meeting, convention, and event planners is projected to grow 18 percent from 2020 to 2030, much faster than the average for all occupations.
16,400 openings for meeting, convention, and event planners are projected each year, on average, over the decade. Demand for professionally planned meetings and events is expected to remain steady as businesses and organizations continue to host events regularly. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Meeting, Convention, and Event Planners, at https://www.bls.gov/ooh/business-and-financial/meeting-convention-and-event-planners.htm (visited November 07, 2021).

Program Outcomes

Upon successful completion of the Small Business Development & Sustainability Certificate, students are able to:

- Demonstrate skills in planning, organizing, leading, and controlling that are necessary to coordinate and manage the component parts of the hospitality and tourism industry and to effectively communicate with employees, guests, suppliers, and other related groups.
  Event Planning & Meeting Management Certificate Program Overview, Outcomes, & Rationale Page 2 of 2
  • Recognize and apply interpersonal skills needed in hospitality management, including team building and group decision making, and providing quality guest services.
  • Develop requests for proposals (RFPs), utilize market research and budget analysis, and analyze assessment of risks using critical thinking and analytical reasoning.
  • Demonstrate awareness of various career opportunities and options in the hospitality, tourism, meeting, and event industry.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Hospitality and Tourism Management

Degree Type
Certificate

The Hospitality and Tourism Management Certificate is designed to prepare students who are interested in a supervisory or management career in the Hospitality and Tourism industry. Students will take courses in hospitality management, hotel industry analytics, and hospitality and tourism marketing and sales, Students have the opportunity to earn industry-recognized credentials.

Students are encouraged to continue their studies and all credits transfer to the A.S. Business Administration - Hospitality and Tourism concentration.

Learn more about the program and apply at Hospitality and Tourism Management

Requirements

Fall Semester

Item #	Title	Credits
HRM101	Introduction to Hospitality & Tourism Management	3
	BST102 or 30 wpm test out	0-1
BST110	Computer Applications	3
COM103	Human Communication	3
HRM111	ServSafe Sanitation Certification	1
HRM141	Blue Economy: Hospitality and Tourism Speaker Series	1

Spring Semester

Item #	Title	Credits
HRM204	Food And Beverage Management	3
HRM215	Lodging Operations and Management	3
HRM230	Hospitality and Tourism Marketing and Sales	3
HRM145	Technology Solutions for the Hospitality and Tourism Industry	3
HRM148	Hotel Industry Foundations and Introduction to Analytics (HIFIA)	1
	HRM260 or Hospitality/ Culinary/Business Elective	3
	Total Credits	**27-28**

Career Outlook

The hospitality industry is a growth industry, and its expansion is expected to continue. The industry seeks employees with marketing and management backgrounds, and the Hospitality and Tourism Certificate included courses in both areas.

This occupational profile is provided by O*NET.

Program Outcomes

Upon successful completion of the Hospitality and Tourism Management Certificate, students are able to:

- Demonstrate skills in planning, organizing, leading and controlling that are necessary to coordinate and manage the component parts of the hospitality and tourism industry and to effectively communicate with employees, guests, suppliers and other related groups.
- Recognize and apply interpersonal skills needed in hospitality management, including team building, group decision making and providing quality guest services.
- Analyze the importance of profit and goal setting.
- Demonstrate awareness of various career opportunities and options in the hospitality and tourism industry.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Medical Coding and Billing

Degree Type
Certificate

Students gain skills and knowledge in computer applications, medical terminology, anatomy and physiology, medical office procedures, medical coding, and medical billing. A certificate in Medical Coding and Billing is a foundation to a rewarding healthcare career in many healthcare settings including medical offices, hospitals, and medical billing firms. Students are encouraged to build on the certificate and obtain an Associate's degree at the College.

Learn more about the program and apply at
Medical Coding and Billing Certificate

Requirements

Semester 1

Item #	Title	Credits
BST101	Typing I	3
BST110	Computer Applications	3
BST103	Medical Terminology	3
BUS102	Business Communication	3

Semester 2

Item #	Title	Credits
BST250	Database Applications	3
BIO105	Survey: Human Anatomy & Physiology	4
BST203	Medical Office Procedures	3
BST207	Medical Coding & Billing	3

Semester 3

Item #	Title	Credits
BST208	Advanced Medical Coding & Billing	3
BST209	Pharmacology for Medical Coding	1
	Total Credits	**29**

Career Outlook

The United States Labor Bureau predicts an 15% increase in the number of Medical Billing and Coding employment opportunities through the year 2024.

This occupational profile is provided by O*NET.

Program Outcomes

Upon successful completion of the Medical Coding and Billing Certificate, students are able to:

- Demonstrate desirable work habits including verbal/written communication skills, technological competence, critical thinking, problem solving, self-reliance, cooperativeness, and adaptability.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in the healthcare environment.
- Assume an entry-level position as a medical coder and/or billing specialist in various health care settings.
- Sit for the national qualifying examination for a Certified Coding Associate (CCA) through the American Health Information Management Association (AHIMA) and/or the examination for a Certified Professional Coder (CPC) through the American Association of Professional Coders (AAPC).
- Demonstrate the ability to code and bill abstract health information from reading a medical chart to assigning the correct diagnosis (ICD-9), procedure (CPT), and supply (HCPCS Level II) code in a wide variety of medical settings.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Small Business Development & Sustainability

Degree Type
Certificate

The Business Administration Program – Small Business Development & Sustainability Certificate is designed to prepare students who are interested in starting their own business or for small business owners who want to sustain and grow their businesses. Students will take courses business planning, development and sustainability, management, marketing, basic accounting, and computer skills.

Learn more about the program and apply at

Requirements

Fall Semester

Item #	Title	Credits
BUS100	Introduction to Business	3
ENT108	Introduction to Entrepreneurship	3
	BST102 or 30 wpm test out	0-1
BST110	Computer Applications	3
ACC100	Survey of Accounting	3

Spring Semester

Item #	Title	Credits
BUS109	Business Sustainability	3
MKT201	Marketing	3
ENT109	Business Plan Preparation	3
	BUS103 or BUS107 or BUS214	3
	ACC103 or BST225	3
	Total Credits	**27-28**

Program Outcomes

Upon successful completion of the Small Business Development & Sustainability Certificate, students are able to:

- Demonstrate skills in planning, organizing, leading, and controlling that are necessary to coordinate and manage a small business.
- Recognize and apply interpersonal skills needed in business, including team building, group decision making and providing quality products and services.
- Analyze the importance of profit and goal setting.
- Develop a business plan.
- Demonstrate awareness of various financial opportunities available to small businesses in Southeastern Massachusetts.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Engineering Sciences & Applied Technology

Contact Engineering Sciences & Applied Technology

Department of Engineering Sciences & Applied Technology

Phone 774.330.4580
E-mail fbsharah@capecod.edu

Aviation Maintenance Technology Program

Degree Type
Associate in Applied Science

Aviation maintenance technicians (AMT's) are the professionals who fix and maintain aircraft. AMT's repair and service nearly every part and system of an aircraft, including landing gear, aircraft structure and engine systems. AMT's are also called A&P mechanics because of their airframe and power plant certifications. The unique, 24-month airplane maintenance training program at 4Cs Plymouth Airport facility meets a critical need for highly skilled technicians in airframe and power plant repair and certification—including full FAA Certification. The Associates of Applied Science – Aviation Maintenance Technology program fosters student responsibility, accountability, and management skills.

Attendance at an AMT Information Session is **required** for all applicants to the program.

For program costs visit Tuition and Fees - specific to Aviation Technology Maintenance Program.

Additional information about the AMT program is available at AMT Overview.

For information and to apply, visit AMT Admissions.

Requirements

General Education

Item #	Title	Credits
ENL101	English Composition I	3
	MAT150 or MAT175 or MAT180 or MAT240	3-4
ENL102	English Composition II	3
PHY151	Physics I	4
	Behavioral & Social Sciences	3
	Behavioral & Social Sciences	3
	AMT Elective: choose BST1103 (GIT110) or AMT100	

Program Requirements

Item #	Title	Credits
AMT110	Aviation Maintenance Technology (AMT): General Module 1	6
AMT120	Aviation Maintenance Technology (AMT): General Module 2	6
AMT210	Aviation Maintenance Technology: Airframe Module 1	8
AMT220	Aviation Maintenance Technology: Airframe Module 2	10
AMT230	Aviation Maintenance Technology: Powerplant Module 1	10
AMT240	Aviation Maintenance Technology: Powerplant Module 2	8

The AMT General Modules run Monday–Thursday; Airframe and Powerplant Modules run Monday–Friday.

	Total Credits	**70-71**

Career Outlook

The aviation labor market data shows a strong need for occupations such as aviation maintenance technicians, avionics, engineering & operating technicians, inspectors, aircraft structures, rigging & systems assemblers, aviation managers, and directors of maintenance. The AAS degree program prepares students for careers as aviation technicians in maintenance and repair and will allow growth for the technician and a pathway to management roles in the industry.

This occupational profile is provided by O*NET.

Program Outcomes

Upon successful completion of the Aviation Maintenance Technology program, students are able to:

- Demonstrate knowledge of aviation maintenance and increase opportunities in an aviation career field.
- Excel in management, responsibility and leadership roles.
- Provide organizational influence and direction in aviation operations. The Aviation modules are divided into three main categories of instruction identified by the Federal Aviation Administration - General, Airframe, and Powerplant leading them to the FAA A&P Certification

Students must pass:

- AMT110, AMT120 and AMT210 to sit for the FAA General Maintenance Certification Written Exam.
- AMT110, AMT120, AMT210 and 750 Hours of AMT110, AMT120, AMT210 and AMT220 to sit for the FAA Certification Written Airframe, then FAA General and Airframe Oral & Practical Exams.
- AMT120, AMT120, AMT210 and 750 Hours of AMT220, AMT230 and AMT240 to sit for the FAA Certification Written Powerplant Exam, then General and Powerplant Oral & Practical Exams.

Housing

Housing is available at Bridgewater State University.

4Cs Aviation students housed at BSU have access to:

- All common area kitchen, lounge and recreation spaces within the assigned residence hall.
- All programs and activities offered by the residence hall staff within the assigned residence hall.
- Parking in resident student parking lots.
- Services provided by Counseling and Health Services.
- All BSU facilities, including the library and fitness facilities.

Bridgewater State University
131 Summer Street
Bridgewater, MA 02325

Only 30 minutes to:

Plymouth Airport
246 South Meadow Road
Plymouth, MA 02360

Housing costs cover:

- Room
- Meal Plan (optional)
- Parking
- ResNet (Cable, Internet, WEPA printing, Xfinity on Campus, ResNet Cinema movies, HBO Go and telephone)
- CONNECT Card

For more information on current costs and availability contact the Admissions Office:

Phone 774.330.4311
E-mail admiss@capecod.edu

Technical Standards

In order to successfully complete the Aviation Maintenance Technology Program (AMT) and work in the field of aviation maintenance, certain physical capabilities are required throughout the program and in the industry. All AMT students must be able to satisfy the following standards without a reasonable accommodation.

Communication

- Communicate verbally in understandable English including the ability to hear and speak normally without electronic assistance.
- Must always wear hearing protection in areas of high noise levels.
- Contact the front desk and/or Instructor when tardy or late for class.
- Participate in classroom discussions and team projects during class including shop/lab time.

Vision

- See and accurately read all written assignments, texts, manuals, and other required materials.
- Have vision abilities including close vision, distance vision, and ability to adjust focus.
- Must always wear eye protection.

Physical

- Ability to lift 30–50 pounds unassisted in a safe manner.
- Be able to sit, walk, and stand for extended periods of time.
- Be able to kneel, crouch, stoop, crawl, reach, twist, lying down, handle, finger, and feel.
- Ability to raise arms over one's head.
- Use scaffolds, ladders, and aviation specific equipment.
- Use of hand, power tools and testing equipment.
- Have no disease or disability that does not allow the contact or use of required tools, chemicals, or equipment needed to perform essential duties and tasks.
- Work often outdoors or inside hangar in inclement weather conditions.

Behavioral/Mental Performance

- Function safely, effectively and calmly.
- Prioritize and manage tasks simultaneously.
- Exhibit social skills necessary to interact with classmates, faculty and staff, visitors, and industry.
- Maintain personal hygiene consistent with program dress code guidelines.
- Display ethical attitudes and actions consistent with professional behavior of the Aircraft Mechanic's Creed and FAA regulations.
- Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
- Exhibit respect for cultural and ethnic differences of clients, peers and individuals in health care and classroom settings.
- Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

Computer Science Concentration

Degree Type
Associate in Arts

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Computer Science

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
MAT240	Calculus I	4
	CSC110 or CSC120 or CSC105	3-4
	PHY151 or PHY211	4
	Behavioral & Social Sciences	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
MAT250	Calculus II	4
CSC130	Computer Programming II: Java	4
	PHY152 or PHY212	4

Third Semester

Item #	Title	Credits
CSC230	Data Structures	4
	CSC125 or ENR110	3-4
	Humanities & Fine Arts	3
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3

Fourth Semester

*CSC240 is recommended for students who plan to transfer to UMass-Dartmouth or UMass-Amherst.

Item #	Title	Credits
	CSC240 or Elective (if needed)	0-4
CSC250	Computer Organizational & Architecture	3
	MAT245 or MAT220	3-4
	STEM elective	3-4
	STEM elective	3-4
	Total Credits	**61-67**

Transfer Information

Information Technology

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements

Engineering Technology & Advanced Manufacturing

Degree Type

Associate in Science

The Engineering Technology and Advanced Manufacturing Associate in Science program of study is designed to give students the core skills and knowledge needed to be successful in acquiring a Bachelor of Science degree in Engineering. The program is structured to be completed within two years and with careful advisor assisted selection of the engineering, mathematics, and science electives a student can be prepared to transfer to almost any college or university offering a baccalaureate in engineering or manufacturing program. Furthermore, the student should be able to complete remaining Bachelor of Science requirements within 2 to 3 years.

Students take four math courses, Calculus I, Calculus II, Calculus III, and Differential Equations, as they will be applying high levels of math throughout their engineering program education. Additionally, they learn the advanced physics and computer-aided design concepts that underlie modern engineering/manufacturing processes and procedures. They hone their critical thinking skills and become versed in the processes needed to systematically solve problems and to develop an idea into a finished product. Direct hands-on experience in the application and use of state-of-the-art engineering and manufacturing equipment is gained through laboratory sessions that are associated with the majority of the program specific courses.

Pursuing the Engineering Technology and Advanced Manufacturing Associate in Science program at Cape Cod Community College provides students access to a full suite of prerequisite and remedial courses when course pre-requirements need to be met, additionally a smaller class size with more individualized attention will generally be found, and there is a significantly lower price point than that at most four year institutions.

Note: COL101 The College Experience is recommended for students who are exploring careers in the Engineering Pathway. This degree has advanced mathematics requirements: Calculus I, Calculus II, Calculus III, and Differential Equations.

Learn more about the program and apply at
Associate in Science - Engineering Technology and Advanced Manufacturing

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	Humanities & Fine Arts	3
CHM151	General Chemistry I	4
ENR106	3D Design & Analysis I	3
MAT240	Calculus I	4

Second Semester

Item #	Title	Credits
COM103	Human Communication	3
	Behavioral & Social Sciences	3
	ENR107 or ENL102	3
MAT250	Calculus II	4
ENR103	Introduction to Robotics	4

Third Semester

Item #	Title	Credits
	Behavioral & Social Sciences	3
PHY211	University Physics I	4
MAT260	Calculus III	4
	Engineering Technology & Advanced Manufacturing Elective	3-4
	Engineering Technology & Advanced Manufacturing Elective	3-4

Fourth Semester

Item #	Title	Credits
PHY212	University Physics II	4
MAT270	Differential Equations	3
	Engineering Technology & Advanced Manufacturing Elective	3-4
	Engineering Technology & Advanced Manufacturing Elective	3-4
	Total Credits	**64-68**

Transfer Information

Transfer Agreements:
Engineering Transfer Options

Career Outlook

The Engineering and Advanced Manufacturing Associate in Science degree provides the skills for an entry level general engineering/ manufacturing technician or draftsperson. Graduates work as automation specialists, manufacturing technicians, design technicians, CAD designers, engineering aides, field service technicians, technical representatives, and maintenance technicians. It will open employment doors to many jobs that require multidisciplinary competencies. Employment of engineering technicians is projected to grow 5 percent from 2012 to 2022.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

Upon completion of the Engineering Technology and Advanced Manufacturing program, students are able to:

- Work as part of a team to plan, design, and fabricate an electro-mechanical device.
- Describe and follow the engineering analysis and design process.
- Organize, schedule, and complete an engineering design project that may require one to collect and interpret technical data as well as exhibit proficiency in software programming.
- Reverse engineer the design of an existing product or service.
- Test and evaluate an engineering design against a set of requirements, design and conduct experiments, interpret results, and apply results to improve processes.
- Use a variety of instruments and software for taking measurements and or solving problems.
- Be effective communicators in written, oral and graphical communications, and in documentation of work.
- Conduct research from a variety of sources and have an ability to identify and incorporate appropriate technical literature.
- Apply mathematical methods for problem-solving and analyze working models of basic engineering systems to solve open-end problems.
- Demonstrate the skills and behaviors of engineering professionals, including lifelong learning, professional development, ethics, teamwork, quality improvement, and a respect for diversity; and a commitment to apply them to their work.

IT: Cybersecurity Concentration

Degree Type
Associate in Science

Students in the A. S. Cybersecurity Concentration acquire a wide range of technical skills that prepare them for penetration testing positions.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program Associate in Science - IT: Cybersecurity
How to Apply: Cybersecurity Admissions

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
CIT187	Introduction to Networks (Cisco 1)	3
BUS100	Introduction to Business	3
CIT115	IT: Windows Desktop Operating Systems	3
CIT113	Microcomputer Hardware	3

Second Semester

Item #	Title	Credits
COM103	Human Communication	3
CIT116 (BIT116)	IT: Linux	3
CIT240	Security+	3
	Mathematics/Quantitative Reasoning	3-4
CIT241	IT: Ethical Hacking	3

Third Semester

Item #	Title	Credits
	General Education Elective	3
	Behavioral & Social Sciences	3
CIT248	Switching, Routing & Wireless Essentials (Cisco 2)	4
CIT242	IT: Advanced Ethical Hacking I	3
CIT243	IT: Advanced Ethical Hacking II	3

Fourth Semester

Item #	Title	Credits
CIT104	Cybersecurity	3
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4
CIT254	Computer Forensics	3
CIT245	IT Security: Penetration Testing	3
	Behavioral & Social Sciences	3
	Total Credits	**61-63**

Transfer Information

IT Transfer Options

Career Outlook

Students completing the Cybersecurity Concentration are trained to work as penetration testers within network administration, engineering, management or consulting. Cybersecurity is one of the fastest career paths in the IT industry.

See also: What can I do with this major?

Program Outcomes

Upon completion of the Cybersecurity Concentration program, students are able to:

- Read, write, discuss, and think critically about topics and ideas in IT Security.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of IT Security careers.
- Work independently and with teams in an IT Security setting.
- Synthesize information from documentation and solve business problems
- Prepare for Security Penetration Testing certification exam.
- Prepare for Security+ certification exam.
- Prepare for Ethical Hacking certification exam.
- Prepare for Advanced Ethical Hacking certification exam.
- Prepare for Security Reverse Engineering certification exam.

IT: Networking Concentration

Degree Type
Associate in Science

Students learn networking theory, planning, design, installation, support, troubleshooting, and administration of wired and wireless networks through the use of lecture and hands-on labs.

The Information Technology Program: Networking Concentration provides knowledge and experience for various industry-recognized certification exams.

Learn more about the program and apply at
Associate in Science - IT: Networking

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
CIT187	Introduction to Networks (Cisco 1)	3
CIT115	IT: Windows Desktop Operating Systems	3
CIT113	Microcomputer Hardware	3
BUS100	Introduction to Business	3

Second Semester

Item #	Title	Credits
CIT248	Switching, Routing & Wireless Essentials (Cisco 2)	4
	First-level Programming Language	3
COM103	Human Communication	3
	Behavioral & Social Sciences (PHI210 suggested)	3
	Mathematics/Quantitative Reasoning	3-4

Third Semester

Item #	Title	Credits
CIT249	Enterprise Networking, Security, and Automation (Cisco 3)	4
CIT116 (BIT116)	IT: Linux	3
CIT104	Cybersecurity	3
	General Education Elective	3
	Behavioral & Social Sciences (PHI210 suggested)	3

Fourth Semester

Item #	Title	Credits
CIT252	Enterprise Routing Protocols	4
BUS112	Organizational Behavior	3
CIT237	Windows Server Administration	3
	Mathematics/Quantitative Reasoning* (or) Natural or Physical Science**	3-4
	Total Credits	**60-62**

Transfer Information

IT Transfer Options

Career Outlook

Students completing the Information Technology Program: Networking Concentration are well trained to work as network administrators.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

Upon completion of the Information Technology Program: Networking Concentration, students are able to:

- Read, write, discuss, and think critically about topics and ideas within networking technology.
- Prepare for multiple industry recognized networking related certifications.
- Work independently and with teams in a networking technology setting.
- Display proficiency with various networking configurations.
- Obtain entry-level positions in the networking field.

Information Technology Program

Degree Type
Associate in Science

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Science - Information Technology

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
CIT187	Introduction to Networks (Cisco 1)	3
BUS100	Introduction to Business	3
CIT115	IT: Windows Desktop Operating Systems	3
CIT113	Microcomputer Hardware	3

Second Semester

Item #	Title	Credits
COM103	Human Communication	3
	Behavioral & Social Sciences	3
BST110	Computer Applications	3
	Mathematics/Quantitative Reasoning	3-4
CIT237	Windows Server Administration	3

Third Semester

Item #	Title	Credits
	General Education Elective	3
	Behavioral & Social Sciences	3
CIT101	Help Desk Skills and Procedures	3
CIT110	Mac OS Support Essentials I	3
CIT111	Mac OS Support Essentials II	3

Fourth Semester

Item #	Title	Credits
CIT104	Cybersecurity	3
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4
BUS112	Organizational Behavior	3
CIT240	Security+	3
	CIT261 (BIT261) or Advanced Information Technology Elective	3
	Total Credits	**60-62**

Transfer Information

*students who are planning to transfer should take a 4-credit lab science course
IT Transfer Options

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

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

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

Airframe Certificate

Degree Type
Certificate

The Aviation Maintenance Technology certificate develops students towards an Airframe & Powerplant license. The Airframe certificate requires a total of 39 credits for completion. Three general education courses are required for a certificate and can be taken at any time. The entire program develops students in a one year process as an Aviation Maintenance Technician.

Attendance at an AMT Information Session is **required** for all applicants to the program.

- For more information: AMT Program Overview
- The AMT certificate programs have special fees. For program costs visit Tuition and Fees - specific to Aviation Technology Maintenance Program.
- Location: our Plymouth Airport facility
- Housing: available at Bridgewater State University

- US Department of Labor Statistics website: Aircraft Mechanics and Service Technicians

Learn more about the program Airframe Certificate
Admissions Information: AMT Admissions

Requirements

First Semester

Item #	Title	Credits
AMT110	Aviation Maintenance Technology (AMT): General Module 1	6
AMT120	Aviation Maintenance Technology (AMT): General Module 2	6

Second Semester

Item #	Title	Credits
AMT210	Aviation Maintenance Technology: Airframe Module 1	8
AMT220	Aviation Maintenance Technology: Airframe Module 2	10

The AMT General Modules run Monday–Thursday; Airframe Modules run Monday–Friday.

	Total Credits	30

Career Outlook

Labor market data shows a strong need for aviation industry education targeting occupations like aviation maintenance technicians, avionics, engineering & operating technicians, inspectors, aircraft structures, rigging & systems assemblers, aviation managers, and directors of maintenance. The 12 month program will increase the number of aviation technicians and address the regional workforce gaps.

This occupational profile is provided by O*NET.

Program Outcomes

Upon successful completion of the Aviation Maintenance Technology concentration, students are able to:

- Receive Airframe Certificate.
- Sit for FAA license exam.
- Demonstrate the knowledge of aviation maintenance and increase opportunities to enter an aviation career field.

Technical Standards

In order to successfully complete the Aviation Maintenance Technology Program (AMT) and work in the field of aviation maintenance, certain physical capabilities are required throughout the program and in the industry. All AMT students must be able to satisfy the following standards without a reasonable accommodation.

Communication

- Communicate verbally in understandable English including the ability to hear and speak normally without electronic assistance.
- Must always wear hearing protection in areas of high noise levels.
- Contact the front desk and/or Instructor when tardy or late for class.
- Participate in classroom discussions and team projects during class including shop/lab time.

Vision

- See and accurately read all written assignments, texts, manuals, and other required materials.
- Have vision abilities including close vision, distance vision, and ability to adjust focus.
- Must always wear eye protection.

Physical

- Ability to lift 30–50 pounds unassisted in a safe manner.
- Be able to sit, walk, and stand for extended periods of time.
- Be able to kneel, crouch, stoop, crawl, reach, twist, lying down, handle, finger, and feel.
- Ability to raise arms over one's head.
- Use scaffolds, ladders, and aviation specific equipment.
- Use of hand, power tools and testing equipment.
- Have no disease or disability that does not allow the contact or use of required tools, chemicals, or equipment needed to perform essential duties and tasks.
- Work often outdoors or inside hangar in inclement weather conditions.

Behavioral/Mental Performance

- Function safely, effectively and calmly.
- Prioritize and manage tasks simultaneously.
- Exhibit social skills necessary to interact with classmates, faculty and staff, visitors, and industry.
- Maintain personal hygiene consistent with program dress code guidelines.

- Display ethical attitudes and actions consistent with professional behavior of the Aircraft Mechanic's Creed and FAA regulations.
- Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
- Exhibit respect for cultural and ethnic differences of clients, peers and individuals in health care and classroom settings.
- Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

AMT Location

Plymouth Airport

246 South Meadow Road
Plymouth, MA 02360
Gate 6, Building S3–H1 & H2

Housing

Housing is available at Bridgewater State University

4Cs Aviation students housed at BSU have access to:

- All common area kitchen, lounge and recreation spaces within the assigned residence hall.
- All programs and activities offered by the residence hall staff within the assigned residence hall.
- Parking in resident student parking lots.
- Services provided by Counseling and Health Services.
- All BSU facilities, including the library and fitness facilities.

Bridgewater State University
131 Summer Street
Bridgewater, MA 02325

Only 30 minutes to:

Plymouth Airport
246 South Meadow Road
Plymouth, MA 02360

Housing costs cover:

- Room
- Meal Plan (optional)
- Parking
- ResNet (Cable, Internet, WEPA printing, Xfinity on Campus, ResNet Cinema movies, HBO Go and telephone)
- CONNECT Card

For more information on current costs and availability contact the Admissions Office:

Phone 774-330-4311
E-mail admiss@capecod.edu

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Architectural Computer Drafting

Degree Type
Certificate

The Architectural Computer Drafting Certificate addresses the construction industry's need for personnel skilled in architectural drafting and design. Students gain proficiency in CAD drafting as well as the architectural process and required architectural documentation. Students start by developing efficient drafting techniques and mastering the 2D drawing capabilities of AutoCAD. These skills are then leveraged to develop expertise in preparing a complete set of working drawings for supporting a construction project.

Learn more about the program and apply at
Architectural Computer Drafting Certificate

Requirements

Courses

Item #	Title	Credits
CON130	Computer Aided Drafting I	3
CON135	Computer Aided Drafting II	3
CON200	Architectural Drafting I	3
CON201	Architectural Drafting II	3
	Total Credits	**12**

Career Outlook

This occupational profile is provided by O*NET.

Program Outcomes

Upon completion of the **Architectural Computer Drafting Certificate** students are able to:

- Demonstrate mastery in the 2D drafting and construction documentation capabilities of AutoCAD software.

- Create and coordinate a full set of construction drawings and floor plans (single and multi-level).
- Explain the process of creating a set of architectural plans and evaluate architectural plans for completeness.
- Demonstrate the creation of a 2D drawing from reality capture data.
- Produce interior and exterior elevations, develop sections, window, door & finish schedules.
- Validate design and verify that design intent is actually making it onto the documentation.

Aviation Electronics Technician Certificate

Degree Type
Certificate

Advanced aircraft systems (AAS), commonly referred to as avionics, are the technologies fitted to an aircraft like communications, navigation, weather, radar, autopilot, sensors, Wi-Fi, entertainment systems, as well as other advanced technologies like autonomous flight controls and emergency response systems. An avionics technician works directly with these electronics and is responsible for maintaining, troubleshooting, and repairing avionics equipment.

On the job, an avionics technician is typically responsible for the following basic tasks:

- Testing electronic instruments using circuit testers, oscilloscopes, and voltmeters
- Interpreting flight test data to diagnose performance issues
- Assembling components, such as electrical controls and junction boxes
- Installing instrument panels using hand tools, power tools, and soldering irons
- Repairing or replacing malfunctioning parts and systems
- Keeping detailed records of maintenance and repair work

The work of an avionics technician is vast and more specific, specialized responsibilities can differ from position to position. The tools used in avionics can also range from standard power tools to specialized electronics equipment.

Requirements

Courses

Item #	Title	Credits
AET101	Aviation Electronics Technician (AET): Module 1	10
AET102	Aviation Electronics Technician (AET): Module 2	10
	Total Credits	**20**

Career Outlook

Most aviation companies have avionics repair services within their operations. Below are just a few examples of leading companies and businesses with avionics teams!

- Airborne / PEMCO is a maintenance, repair, and overhaul (MRO) company that services commuter airliners like Frontier, Spirit, Southwest, and cargo aircraft for companies like Amazon and UPS.

- Delta Tech Ops is another MRO and a division of Delta Air Lines. They are full-service maintenance providers, including avionics systems services, for the Delta Air Lines fleet and provide services for other third-party companies worldwide.

- General Atomics is a military defense company that manufactures/services unmanned aerial vehicles and other innovative technologies for autonomous flight systems.

- Gulfstream Aerospace designs and manufactures gorgeous luxury corporate business jets! Gulfstream aircraft are used worldwide, notably by 35 governments for personnel transportation, atmospheric research, and surveillance and reconnaissance.

- Northrop Grumman is a global aerospace and defense technology company with multiple divisions, including aerospace, missions, defense, and space systems.

Earning an avionics certification will allow you to work with aircraft technologies, which will be imperative to your growth and career possibilities in aviation maintenance as well as other areas in aviation electronics and new technology paths.

Program Outcomes

4C's AET curriculum incorporates hands-on training with avionics equipment and electronic projects, including:

- flight simulation technologies
- structural blueprint and schematics reading
- DC & AC circuits
- analog & digital circuits
- soldering skills
- electronics CAD drawing
- circuit/project prototyping & fabrication
- microprocessor theory

Additionally, students will learn how to troubleshoot advanced avionics technologies by understanding electrical behavior with electrical theories, practicing specific math formulas, and interpreting data.

Graduates from 4C's AET program will be trained with the fundamental knowledge necessary for aviation maintenance work!

Cybersecurity

Degree Type
Certificate

Students in the Cybersecurity certificate program acquire a wide range of technical skills that prepare them for penetration testing positions.

Learn more about the program and apply at
Cybersecurity Certificate

Requirements

Item #	Title	Credits
CIT116 (BIT116)	IT: Linux	3
CIT248	Switching, Routing & Wireless Essentials (Cisco 2)	4
CIT240	Security+	3
CIT241	IT: Ethical Hacking	3
CIT242	IT: Advanced Ethical Hacking I	3
CIT243	IT: Advanced Ethical Hacking II	3
CIT254	Computer Forensics	3
CIT245	IT Security: Penetration Testing	3
	Total Credits	**25**

Career Outlook

Students completing the Cybersecurity certificate are trained to work as penetration testers within network administration, engineering, management or consulting.

Students are encouraged to build on the certificate program eventually obtaining a degree at the College.

Program Outcomes

Upon successful completion of the Cybersecurity Certificate, students are able to:

- Read, write, discuss, and think critically about topics and ideas in IT Security.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of IT Security careers.
- Work independently and with teams in an IT Security setting.
- Synthesize information from documentation and solve business problems.
- Prepare for Security Penetration Testing certification exam.
- Prepare for Security+ certification exam.
- Prepare for Ethical Hacking certification exam.
- Prepare for Advanced Ethical Hacking certification exam.
- Prepare for Security Reverse Engineering certification exam.
- Prepare for Security Expert Penetration Testing certification exam.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Engineering Design and Digital Manufacturing

Degree Type
Certificate

Students acquire foundational as well as everyday practical skills in three dimensional solid modeling, mechanical part digital fabrication, and robotic automation to aid the modern engineering/manufacturing enterprise. Principles associated with mechanical product design, visualization, documentation, configuration control, and release management

are acquired through hands-on use of three dimensional solid modeling tools and software. In addition, students master skills in the design to manufacture process through extensive use of additive and subtractive manufacturing equipment including fused filament fabrication, laser polymerization stereolithography (SLA), and computerized numerical control (CNC) machines.

The certificate in Engineering Design and Digital Manufacturing prepares students for immediate employment in today's increasingly high tech manufacturing industry. The course requirements include a mixture of engineering, math, and communication courses. This mixture is designed to give the student technical and verbal skills sought by today's employer. Similarly, many of the courses specify team driven assignments and projects, another skill sought by the employers aligned with this certificate. Students earning this certificate will emerge with confidence, knowledge, and experiential skills needed to be successful as mechanical designers.

Learn more about the program and apply at Engineering Design and Digital Manufacturing Certificate

Requirements

Item #	Title	Credits
ENR106	3D Design & Analysis I	3
ENR107	3D Design & Analysis II	3
ENR103	Introduction to Robotics	4
COM103	Human Communication	3
MAT175	College Algebra	4
	Total Credits	**17**

Career Outlook

The Engineering Design and Digital Manufacturing Certificate prepares students for a career path in Mechanical Computer Aided Design and Computer Aided Manufacturing (CAD/CAM). This certificate program provides students with the skills to become a professional CAD Designer, Solid Modeler, Design Drafter, Designer, Drafter, Drafting Technician, Mechanical Designer, Mechanical Drafter, Industrial Designer, Automation Technician, Product Designer, or Project Designer.

Employment is projected to grow 7% from 2016 to 2026, about as fast as the average for all occupations. Increased construction activity is projected to drive demand, but this is expected to be tempered as engineers and architects increasingly perform some tasks previously done by non-bachelor degreed drafters.

This occupational profile for Mechanical Drafters is provided by O*NET.

This occupational profile for Mechanical Technicians is provided by O*NET.

Program Outcomes

Upon successful completion of the Engineering Design and Digital Manufacturing Certificate, students are able to:

- Develop a concept from an idea through to a finished product all the while integrating design standards, methods, and materials into the project. Fully analyze and document the design using 3D Computer Aided Design software that optimizes the full life cycle sustainability of the product.
- Conduct a demonstration on how additive manufacturing techniques such as 3D printing can be used to rapidly prototype a design to facilitate evaluation and incorporate design changes to improve the product design.
- Justify when to use 3D CAD software as a tool in solving a wide variety of engineering design problems.
- Demonstrate mastery of orthographic projection interpretation through creating standard views and isometric views of a product design.
- Differentiate between the roles and responsibilities of the most common design engineering disciplines.
- Exhibit an understanding of professional ethics and the application to real-life product design situations.
- Exhibit skills necessary for an entry-level position in mechanical CAD design.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Networking

Degree Type
Certificate

Students learn networking theory, planning, design, installation, support, troubleshooting, and administration of a wired and wireless network through the use of lecture and hands-on labs. This certificate provides knowledge and experience for various industry recognized certification exams.

Learn more about the program and apply at
Networking Certificate

Requirements

Item #	Title	Credits
CIT113	Microcomputer Hardware	3
CIT115	IT: Windows Desktop Operating Systems	3
CIT187	Introduction to Networks (Cisco 1)	3
CIT248	Switching, Routing & Wireless Essentials (Cisco 2)	4
CIT249	Enterprise Networking, Security, and Automation (Cisco 3)	4
CIT252	Enterprise Routing Protocols	4
CIT116 (BIT116)	IT: Linux	3
CIT237	Windows Server Administration	3
	Total Credits	**27**

Career Outlook

Students completing the Networking Certificate are well trained to work as network technicians and network administrators. Students are encouraged to build on the certificate program to earn a degree at the College.

Program Outcomes

Upon successful completion of the Networking Certificate, students are able to:

- Read, write, discuss, and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Work with teams in an information or office technology setting.
- Synthesize information from documentation and users to solve business problems and provide customer service.
- Obtain entry-level positions in the networking field.
- Continue in the Information Technology associate degree program.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline

PC Service Technician

Degree Type
Certificate

Students in the PC Service Technician certificate develop a firm background in the basics of microcomputer systems. Balanced coverage of hardware and software are complemented by thorough treatment of memory, troubleshooting, networking, multimedia, maintenance, as well as DOS and Windows operating systems. This certificate program provides background for A+ Certification testing.

Learn more about the program and apply at PC Service Technician Certificate

Requirements

Item #	Title	Credits
	BST102 or 30 wpm test out	0-1
COM103	Human Communication	3
BST110	Computer Applications	3
CIT113	Microcomputer Hardware	3
CIT115	IT: Windows Desktop Operating Systems	3
CIT187	Introduction to Networks (Cisco 1)	3
	Total Credits	**15-16**

Career Outlook

Students completing the PC Service Technician certificate are prepared for employment as PC Service Technicians. Students are encouraged to build on the certificate program and eventually obtain a degree at the College.

This occupational profile is provided by O*NET.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Powerplant Certificate

Degree Type
Certificate

The Aviation Maintenance Technology certificate develops students towards an Airframe & Powerplant license. The Powerplant certificate requires a total of 39 credits for completion. Three general education courses are required for a certificate and can be taken at any time. The entire program develops students in a one year process as an Aviation Maintenance Technician.

Attendance at an AMT Information Session is **required** for all applicants to the program.

- For more information: AMT Program Overview
- The AMT program has special fees. For program costs visit Tuition and Fees - specific to Aviation Technology Maintenance Program.
- This program is located at our Plymouth Airport facility.
- Housing is available at Bridgewater State University.
- US Department of Labor Statistics website: Aircraft Mechanics and Service Technicians

Learn more about the program at Powerplant Certificate
Admissions Information: AMT Admissions

Requirements

First Semester

Item #	Title	Credits
AMT110	Aviation Maintenance Technology (AMT): General Module 1	6
AMT120	Aviation Maintenance Technology (AMT): General Module 2	6

Second Semester

Item #	Title	Credits
AMT230	Aviation Maintenance Technology: Powerplant Module 1	10
AMT240	Aviation Maintenance Technology: Powerplant Module 2	8

The AMT General Modules run Monday–Thursday; Airframe Modules run Monday–Friday.

	Total Credits	**30**

Career Outlook

Labor market data shows a strong need for aviation industry education targeting occupations like aviation maintenance technicians, inspectors, engineering & operating technicians, rigging & system assemblers, powerplant technicians, aviation managers, and directors of maintenance. The 12 month program will increase the number of aviation technicians and address the regional workforce gaps.

This occupational profile is provided by O*NET.

Program Outcomes

Upon successful completion of the Aviation Maintenance Technology certificate, students are able to:

- Receive Powerplant Certificate.
- Sit for FAA license exam.
- Demonstrate the knowledge of aviation maintenance and increase opportunities to enter an aviation career field.

Technical Standards

In order to successfully complete the Aviation Maintenance Technology Program (AMT) and work in the field of aviation maintenance, certain physical capabilities are required throughout the program and in the industry. All AMT students must be able to satisfy the following standards without a reasonable accommodation.

Communication

- Communicate verbally in understandable English including the ability to hear and speak normally without electronic assistance.
- Must always wear hearing protection in areas of high noise levels.
- Contact the front desk and/or Instructor when tardy or late for class.
- Participate in classroom discussions and team projects during class including shop/ lab time.

Vision

- See and accurately read all written assignments, texts, manuals, and other required materials.
- Have vision abilities including close vision, distance vision, and ability to adjust focus.
- Must always wear eye protection.

Physical

- Ability to lift 30–50 pounds unassisted in a safe manner.

- Be able to sit, walk, and stand for extended periods of time.
- Be able to kneel, crouch, stoop, crawl, reach, twist, lying down, handle, finger, and feel.
- Ability to raise arms over one's head.
- Use scaffolds, ladders, and aviation specific equipment.
- Use of hand, power tools and testing equipment.
- Have no disease or disability that does not allow the contact or use of required tools, chemicals, or equipment needed to perform essential duties and tasks.
- Work often outdoors or inside hangar in inclement weather conditions.

Behavioral/Mental Performance

- Function safely, effectively and calmly.
- Prioritize and manage tasks simultaneously.
- Exhibit social skills necessary to interact with classmates, faculty and staff, visitors, and industry.
- Maintain personal hygiene consistent with program dress code guidelines.
- Display ethical attitudes and actions consistent with professional behavior of the Aircraft Mechanic's Creed and FAA regulations.
- Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
- Exhibit respect for cultural and ethnic differences of clients, peers and individuals in health care and classroom settings.
- Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

AMT Location

Plymouth Airport

246 South Meadow Road
Plymouth, MA 02360
Gate 6, Building S3–H1 & H2

Housing

Housing is available at Bridgewater State University

4Cs Aviation students housed at BSU have access to:

- All common area kitchen, lounge and recreation spaces within the assigned residence hall.
- All programs and activities offered by the residence hall staff within the assigned residence hall.
- Parking in resident student parking lots.
- Services provided by Counseling and Health Services.
- All BSU facilities, including the library and fitness facilities.

Bridgewater State University
131 Summer Street
Bridgewater, MA 02325

Only 30 minutes to:

Plymouth Airport
246 South Meadow Road
Plymouth, MA 02360

Housing costs cover:

- Room
- Meal Plan (optional)
- Parking
- ResNet (Cable, Internet, WEPA printing, Xfinity on Campus, ResNet Cinema movies, HBO Go and telephone)
- CONNECT Card

For more information on current costs and availability contact the Admissions Office:

Phone 774-330-4311
E-mail admiss@capecod.edu

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Programming for Computer Science

Degree Type
Certificate

Using hands-on projects and teamwork, Computer Science students learn to design, implement, and test programs in Java, C++, and assembly language. Students analyze and use various software development models and basic software engineering principles. Object-oriented programming methodology, systems software, and data structures are studied in depth.

Learn more about the program and apply at
Programming for Computer Science Certificate

Requirements

Item #	Title	Credits
CSC120	Computer Programming I: C++	4
CSC110	Computer Programming I: Java	3
CSC130	Computer Programming II: Java	4
CSC210	System Software & Assembly Language Programming	4
CSC230	Data Structures	4
	General Education Elective	3
	Total Credits	**22**

Career Outlook

This occupational profile is provided by O*NET.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Robotics and Manufacturing Automation

Degree Type
Certificate

This certificate is for students who want to work directly with robotic and electro-mechanical manufacturing, logistics, and maintenance equipment used by today's modern manufacturing and warehousing companies. Technologists will use their knowledge of electrical circuitry and mechanical engineering to operate and maintain robotic and advanced manufacturing equipment. This may include working closely beside engineers and machinists to design, test, and improve automated mechanical equipment and its components as well as troubleshoot malfunctions, repair faulty devices, and perform preventative measures.

Upon certificate completion, students will have hands-on practical experience in the use and application of electrical instruments and mechanical measuring devices and will be able to read and use data sheets, system specifications, schematic diagrams, timing diagrams, and wiring diagrams. Emphasis is placed on safe work habits and procedures, preventive maintenance, localization and correction of malfunctions, and troubleshooting techniques.

Learn more about the program and apply at
Robotics and Manufacturing Automation Certificate

Requirements

Item #	Title	Credits
ENR103	Introduction to Robotics	4
ENR105	Circuit Theory & Analysis	4
ENR110	Engineering and Scientific Computing	3
MAT175	College Algebra	4
COM103	Human Communication	3

Note: This certificate has advanced mathematics requirements.

	Total Credits	**18**

Career Outlook

Common job titles for certificate graduates include Electro-Mechanical Technician, Electrical-Electronics Technician, Robotics Technician, and Manufacturing Automation Technician. Technicians with this certificate are expected to experience a 2 to 4 percent increase in employment from 2014-2024, according to the Bureau of Labor Statistics. This lack of growth will be due largely to increased efficiency in the design and production of robotics machinery; however, it may be offset by a demand to replace technologists that leave the occupation due to retirement and career advancement. Technologists who continue their education to earn an associate's degree or similar postsecondary training will benefit from greater employment opportunities.

This occupational profile is provided by O*NET.

Program Outcomes

Upon completion of the Robotics and Manufacturing Automation Certificate students are able to:

- Install, program, or repair programmable/ robotic controllers, end-of-arm tools, and conveyors. Develop robotic path motions to maximize efficiency, safety, and quality.
- Test and troubleshoot robotic and electro-mechanical systems using knowledge of microprocessors, programmable controllers, electronics, circuit analysis, mechanics, sensor or feedback systems.

- Read blueprints, schematics, diagrams, or technical orders to determine methods and sequences of assembly.
- Perform preventive or corrective maintenance on robotic and automation systems such as the replacement of defective circuit boards, sensors, controllers, encoders, and servomotors and maintain service records of equipment or automated systems.
- Inspect parts and equipment for surface and functionality defects. Verify part dimensions or clearances to ensure conformance to specifications, using precision measuring instruments.
- Install electrical or electronic parts and hardware in housings or assemblies, using soldering equipment and hand tools.
- Exhibit skills necessary for an entry level position in robotics upon completion.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Fire Science

Fire Science - Emergency Medical Services Option

Degree Type
Associate in Science

The Fire Science Program - EMS Option opens up career options in both private and public sectors of Fire Science, Emergency Medical Services (EMS), Emergency Management and other health care and fire related fields.

Fire, EMS and Emergency Management fields are complex and often require crossover knowledge to be successful. The Fire Science - EMS Option Program is multi-faceted and will prepare students to succeed in Fire Science, EMS/ Paramedicine and Emergency Management.

First Semester (Summer)

Item #	Title	Credits
EMS101	Emergency Medical Technician: EMT	5
BIO105	Survey: Human Anatomy & Physiology	4

Second Semester (Fall)

Item #	Title	Credits
	CHM106 or CHM109	4
EMS203	Advanced Pre-Hospital Training Program: Paramedic I	10

Third Semester (Spring)

Item #	Title	Credits
ENL101	English Composition I	3
EMS204	Advanced Pre-Hospital Training Program: Paramedic II	10
FSC150	Principles of Emergency Services	3

Fourth Semester (Fall)

Item #	Title	Credits
	PSY101 or SOC106	3
EMS211	Paramedic Clinical Experience	5

Fifth Semester (Spring)

Item #	Title	Credits
	ENL102 or COM103	3
EMS221	Paramedic Capstone Field Internship	4
	Behavioral & Social Sciences	3
	General Education Elective	3
	Total Credits	**60**

Career Outlook

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

Applicants for the Fire Science Program - Emergency Medical Services Option must be able to meet the physical demands and satisfy the behavioral capabilities as outlined in the program's Technical Standards.

Program Outcomes

Upon completion of the Fire Science Program - Emergency Medical Services Option, students are able to:

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

Technical Standards

Program Physical and Behavioral Traits
To be eligible for, and successfully complete the Fire Science - Emergency Medical Services program, certain physical and behavioral standards are required as part of the program and clinical/lab experience. These technical standards have been developed using the U.S. Department of Labor's skills and abilities for those working in a medical setting. Some clinical work experience opportunities may have additional requirements beyond the technical standards listed here and requirements may vary by agency. Students must satisfy these requirements to participate in the clinical internship and field/capstone internship.

These technical standards are established in accordance with Section 504 of the federal Rehabilitation Act of 1973 and the American with Disabilities Act. All students must be able to satisfy these standards with or without reasonable accommodation. These include:

Communication (Verbal and Non-Verbal)
1. Communicate effectively either independently or with corrective devices.
2. Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families, and all members of the health care team.
3. Understand oral directions/requests from paramedic preceptors, health care workers, patients, voice pages and telephone messages stated in a normal tone.

Auditory Ability
1. Hear all alarms on technical and supportive equipment set at a normal volume.
2. Listen and respond to distress sounds from patients.
3. Accurately detect audible blood pressure readings with a stethoscope.

Visual Ability
1. See and accurately read all written medical information pertaining to the patient.
2. See and accurately read all readings and functions of technical equipment pertaining to patient care.
3. See and accurately read all medications for administration or any equipment be used.

Physical Strength (Gross Motor Control)
1. Ability to lift 125 pounds unassisted in a safe manner, thereby protecting yourself, the patient, and those near you.
2. Bend and/or lift to assist client with activities of daily living and manipulate client equipment.
3. Lift to safely transfer or position all patients in various situations.
4. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
5. Ability to raise arms over one’s head in order to assist clients and manipulate equipment.
6. Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)
1. Accurately manipulate dials, gauges, buttons, and switches to set, monitor and care for patient care related equipment.
2. Safely and effectively perform assess and treat a patient.
3. Successfully don and remove protective apparel (including sterile gloves) to maintain standard precautions.

Behavioral/Mental Performance
1. Function safely, effectively, and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with patients, families, staff and faculty.
4. Maintain personal hygiene consistent with department dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior.
6. Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
7. Exhibit respect for cultural and ethnic differences of patients, peers and individuals.
8. Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

General Studies & Liberal Arts

General Studies Concentration

Degree Type
Associate in Arts

The Associate in Arts General Studies concentration is designed for students exploring many interests in a wide variety of disciplines. It is also appropriate for students whose career choice or academic goals cannot be met in any other academic programs.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - General Studies

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	Mathematics/Quantitative Reasoning	3-4
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3
	Elective	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Natural or Physical Science	3-4
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3
	Elective (3 or 4)	3-4

Third Semester

Item #	Title	Credits
	Natural or Physical Science	4
	Behavioral & Social Sciences	3
	Elective	3
	Elective	3
	Elective	3

Fourth Semester

Item #	Title	Credits
	Humanities & Fine Arts	3
	Elective	3
	Elective	3
	Elective	3
	Elective (if needed)	2-3
	Total Credits	**60-63**

Transfer Information

MassTransfer & more

Career Outlook

The General Studies concentration allows student to plan and continue their education toward careers in business, information technology, justice, media, education social services, government, and healthcare.

Students are advised to work with the transfer institution to guarantee maximum transferability of credits.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Liberal Arts Concentration

Degree Type
Associate in Arts

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at Associate in Arts - Liberal Arts

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	Mathematics/Quantitative Reasoning	3-4
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3
	Elective	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Natural or Physical Science	3-4
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3
	Concentration Elective for Liberal Arts	3

Third Semester

Item #	Title	Credits
	Natural or Physical Science	4
	Behavioral & Social Sciences	3
	Concentration Elective for Liberal Arts	3
	Concentration Elective for Liberal Arts	3
	Concentration Elective for Liberal Arts	3

Fourth Semester

Item #	Title	Credits
	Humanities & Fine Arts	3
	Concentration Elective for Liberal Arts	3
	Concentration Elective for Liberal Arts	3
	Concentration Elective for Liberal Arts	3
	Elective (if needed)	2-3
	Total Credits	**60-63**

Transfer Information

MassTransfer

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Health Sciences

Health Sciences Concentration

Degree Type
Associate in Arts

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at Associate in Arts - Health Sciences

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	Mathematics/Quantitative Reasoning (MAT150 suggested)	3
	COM103 or Humanities & Fine Arts	3
PSY101	General Psychology	3
	CHM109 or CHM151 or BIO109 or BIO151	4

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
BIO251	Human Anatomy & Physiology I	4
PSY233	Developmental Psychology: The Life Span	3
	Humanities & Fine Arts	3
	Concentration Elective for Health Sciences (NUR101 suggested)	1-3

Third Semester

Item #	Title	Credits
BIO252	Human Anatomy & Physiology II	4
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3
	Concentration Elective for Health Sciences	3-4
	Elective (1-3)	1-3

Fourth Semester

Item #	Title	Credits
	Concentration Elective for Health Sciences	3-4
	Concentration Elective for Health Sciences	3-4
	Elective	3
	Elective	3
	Elective (if needed)	1-3
	Total Credits	**60**

Transfer Information

MassTransfer & more

Career Outlook

Health career roles continue to be in high demand in our service area and beyond. This concentration provides the student with a strong basic education on which to build knowledge for the specific healthcare profession of choice.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

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

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

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Dental Hygiene Program

Degree Type
Associate in Science

This full-time degree program prepares the student to become a dental hygienist who is a preventive oral health professional prepared to provide educational, clinical and therapeutic services to the public. This degree also prepares the student for more advanced educational opportunities in the health care field.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Dental Hygiene applicants are accepted only for the Fall Semester.

IMPORTANT NOTE: COVID Vaccination Statement
Vaccination against COVID-19 is required for the Dental Hygiene program. Read the full statement: COVID-19 Vaccination Statement.

More Program Information is available at: Dental Hygiene Program Overview

Admission Information: Dental Hygiene Admissions

Requirements

Pre-admission Coursework

Item #	Title	Credits
	CHM151 or CHM109	4

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
BIO251	Human Anatomy & Physiology I	4
DEN101	Oral Tissues I	2
DEN103	Principles of Oral Radiology	3
DEN121	Dental Hygiene I	2
DEN126	Clinical Dental Hygiene I	3

Second Semester

Item #	Title	Credits
BIO252	Human Anatomy & Physiology II	4
DEN102	Oral Tissues II	2
DEN123	Dental Hygiene II	2
DEN128	Clinical Dental Hygiene II	4
DEN200	Pharmacology for Dental Hygiene	3
DEN212	Periodontics	3

Summer Session

Item #	Title	Credits
HEA201	Nutrition	3
BIO281	Microbiology	4

Third Semester

Item #	Title	Credits
COM103	Human Communication	3
DEN206	Oral Pathology	2
DEN209	Dental Materials	3
DEN230	Dental Hygiene III	2
DEN236	Clinical Dental Hygiene III	4
DEN239	Pain Management in Dental Hygiene Practice	3

Fourth Semester

Item #	Title	Credits
PSY101	General Psychology	3
SOC106	Principles of Sociology	3
DEN105	Community Dental Health	2
DEN232	Dental Hygiene IV	2
DEN238	Clinical Dental Hygiene IV	4
	General Education Elective	3

Applicants should complete ENL101, BIO251, and COM103 prior to admission

	Total Credits	76

Career Outlook

Employment opportunities are available as an entry-level Dental Hygienist in private general and specialty dental practices, community dental health centers, and public health agencies/ facilities. See also: What can I do with this major?

According to the Bureau of Labor Statistics:

Employment of Dental Hygienists is projected to grow 6% percent from 2019 to 2029, faster than the average for all occupations and an average annual salary of $74,820.

The job outlook is fantastic both nationally and locally here in Massachusetts.

The demand for dental services will increase as the population ages. As the large baby-boom population ages and people keep more of their original teeth than did previous generations, the need to maintain and treat teeth will continue to drive demand for dental care.

Studies linking oral health and general health, and efforts to expand access to oral hygiene services, will continue to drive the demand for preventive dental services. As a result, the demand for all dental services, including those performed by hygienists, will increase. In addition, demand for dental hygienists is expected to grow as state laws increasingly allow dental hygienists to work at the top of their training, and they effectively become more productive.

Program Outcomes

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

- Integrate knowledge from the basic, psychosocial, dental, and dental hygiene sciences into the dental hygiene process of care.
- Communicate effectively with individuals and groups from diverse populations.
- Utilize active learning, critical thinking, problem solving, research and evidence-based decision making in the practice of dental hygiene.
- Apply a professional code of ethics while adhering to appropriate legal and regulatory measures when providing oral health services.
- Utilizing risk assessment and health promotion strategies, integrate the goals, values and beliefs of diverse populations in the promotion of health, wellness, and the prevention of disease.
- Safely perform the dental hygiene process of care (assessment, dental hygiene

diagnosis, planning, implementation, evaluation, documentation) for all patients and community-based oral health programs.
- Demonstrate competency in the use of technology in the dental hygiene process of care.
- Continually perform self-assessment to maintain professional standards and encourage lifelong learning and a commitment to interdisciplinary collaboration.
- Demonstrate personal and professional growth through participation in professional activities and associations.
- Demonstrate an awareness of the variety of career options within the dental hygiene profession.

Special Requirements for the Dental Hygiene Program

For information on special admissions requirements for the Dental Hygiene Program visit www.capecod.edu/dentalrequirements.

Program Goals

The Cape Cod Community College Dental Hygiene Program provides an educational pathway for students to join a rewarding health profession that offers a wide range of career opportunities. At Cape Cod Community College, the students' education is the first priority, and the Dental Hygiene Program is committed to helping the students in the development of clinical skills, critical thinking skills, and in the acquisition of a strong educational foundation in dental hygiene. Students are encouraged upon completion of the program to further their education and expertise, and to involve themselves in their professional association.

Program Goals

1. Educate students to provide quality dental hygiene care for patients from diverse populations and to recognize the cultural differences in the dental hygiene process of care on a global scale.
2. Prepare students to become competent, critically thinking health care professionals who promote health and the prevention of disease.
3. Prepare students to maintain high standards of ethical conduct.
4. Provide a learning environment for students that will instill the pursuit of lifelong learning.
5. Provide a curriculum that includes scientific advancement, innovations, and the use of technology in the practice of dental hygiene.
6. Educate students about the value of active membership(s) in local, state, national and international professional organizations.

Completion Rates

Program Completion and Professional Examination Pass Rates

For 2017 to 2021:

- Program completion rates ranged from 84% to 100%.
- ADEX pass rates for first time test takers ranged from 82% to 90%.
- NBDHE pass rates for first time test takers ranged from 72% to 87%.

Technical Standards

Essential Functions Required to Complete the Dental Hygiene Program

1. Effectively communicate in verbal, nonverbal and written format in English with patients, families and all members of the dental/health care team.
2. Possess computer skills for student success.
3. Assess, draw conclusions, plan, implement, evaluate and document the dental hygiene process of care.
    1. Read and comprehend relevant information in patient records, textbooks and professional journals.
    2. Measure, calculate, reason, analyze, synthesize.
    3. Exercise proper judgment.
    4. Complete tasks within required time limits.
    5. Retain information and apply knowledge to new / individual patient cases.
4. Possess hearing and vision sufficient, with or without corrective devices, to perform effectively in a dental facility and provide safe and accurate patient care.
5. Visually differentiate subtle changes of gray on radiographs and changes in color, size, shape and texture for tissues.
6. Possess the physical stamina and ability to perform CPR, lift and carry up to 50 pounds, manipulate dental equipment, sit and stand for extended periods of time.
    1. Possess the ability to actively participate in all demonstrations, laboratory exercises, and clinical experiences in the dental hygiene program.
    2. Possess the ability to act as patient during a variety of clinical procedures.
7. Demonstrate fine motor skills/dexterity in combination with eye/hand coordination.

1. Possess the tactile sensitivity to feel for fine differences in soft and hard structures.

8. Possess the ability to demonstrate the following academic and professional behaviors:
    1. Manage heavy academic schedules.
    2. Perform in fast-paced clinical situations.
    3. Display flexibility.
    4. Demonstrate integrity and empathy for others.
    5. Develop mature, sensitive and effective relationships with patients, colleagues and other members of the dental / health care team.
    6. Accept responsibility and accountability for one's own actions.
    7. Comply with the American Dental Hygienists' Association Code of Ethics.
9. Be able to wear protective equipment such as scrubs / scrub gowns, gloves, face mask, face shield and eyewear / loupes during all aspects of patient care.

Accreditation

The Dental Hygiene Program provides selected individuals from various experiential and educational backgrounds the opportunity for education in dental hygiene. Graduates are awarded the Associate in Science degree and are eligible for the Commission on Dental Competency Assessments/ADEX Examination and the National Board Dental Hygiene Examination.

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approved without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is www.ada.org/en/coda/accreditation

Related Information:

Dental Hygiene Clinic

Funeral Service

Degree Type
Associate in Science

Our accredited Funeral Service Program prepares you for a rewarding career in a field that is both respected and essential. Our program includes bereavement support, embalming, restorative arts, final disposition, celebrant practices, legal & ethical responsibilities, and more. We offer hands-on learning using lab simulations as well as practicums in clinical settings.

At 4Cs, you can earn an Associate Degree in Funeral Service, as well as Certificates in Bereavement Support, Embalming, Funeral Administrant, and Funeral Celebrant. Our Funeral Service facility is located at Bridgewater State University.

IMPORTANT NOTE: COVID Vaccination Statement
Vaccination against COVID-19 is required for the Funeral Service program. Read the full statement: COVID-19 Vaccination Statement.

Learn more about the program at Associate in Science - Funeral Service
How to Apply: Funeral Service Admissions

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
COM103	Human Communication	3
	MAT150 or MAT165	3
BIO105	Survey: Human Anatomy & Physiology	4
FSR128	Social Foundations of Funeral Service	3

Second Semester

Item #	Title	Credits
FSR130	Fundamentals of Embalming	3
PSY101	General Psychology	3
BUS100	Introduction to Business	3
FSR131	Embalming I	3
FSR132	Embalming Clinical	1
FSR129	Funeral Directing I	3

Third Semester

Item #	Title	Credits
ACC100	Survey of Accounting	3
FSR232	Embalming II	3
FSR140	Funeral Directing II	3
BUS120	Business Law I	3
FSR150	Sanitary Sciences	4

Fourth Semester

Item #	Title	Credits
FSR209	Funeral Service Merchandizing & Management	3
PSY210	Psychology of Grief	3
FSR294	Regulatory Compliance for Funeral Service	3
FSR239	Restorative Art	4
FSR298	Board Certification and Competencies Skills	2

Students must earn a minimum grade of "C" in each Board tested course to progress in the Funeral Service program: BIO105, FSR128, ACC100, BUS100, FSR131, FSR132, FSR129, FSR134, FSR232, FSR140, BUS120, FSR150, FRS209, PSY210, FSR294, FSR239, FSR298

Total Credits	**63**

Career Outlook

Students with an Associate degree in Funeral Service, upon passing the National Board Examination and completion of apprenticeships, are eligible for licensure as funeral directors and embalmers in many states. Graduates of the Associate degree in Funeral Service program are also positioned to be employed by or to own and operate their own funeral homes; they may also qualify to work within a corporate setting serving the funeral service profession. In addition, students have the opportunity to complete a bachelor degree and pursue more advanced studies.

Program Outcomes

Upon successful completion of the Cape Cod Community College A.S. Funeral Service program, students are able to demonstrate a factual, conceptual and applied understanding of:

- Funeral Directing: The funeral directing curriculum focuses on the basic duties, responsibilities and expectations of those practicing funeral service including: notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, fraternal funerals and military honors, shipment of remains, cremation, aftercare and regulatory and legislative compliance.
- Funeral Service Marketing and Merchandising: The curriculum for funeral service marketing and merchandising is designed to introduce the funeral service student to the basics of marketing and merchandising as they apply to the funeral profession. This curriculum considers both service and merchandise as the products provided by funeral service practitioners.
- Business Management Practices: The principles of small business management are explored. Attention is given to a business plan, marketing, human resources, financing, operations, and the use of technology. The basic principles of funeral service management are examined with an emphasis on general management technique and theory, and specific guidelines for funeral service management. Additionally, the curriculum includes an introduction to the basic principles of accounting with applications to funeral home operations.
- Funeral Service Counseling: Funeral service counseling examines the basic principles of psychology and counseling as they relate to funeral service. Especially stressed are the psychological concepts in the areas of grief, bereavement, mourning, aftercare, and crisis intervention with particular emphasis on the roles of the funeral director.
- Historical and Sociological Perspectives in Funeral Service: This aspect of the curriculum explores the basic principles of sociology as they relate to funeral service. Especially stressed are family structures, social structures, and the factors of change that relate to funeralization. A survey of the history of funeral service is presented with emphasis on individuals and events that have influenced contemporary funeral principles and practices, and the progression of associations and education within funeral service.
- Regulatory Compliance: The curriculum for regulatory compliance is designed to introduce the student to the rights, duties, and responsibilities of the funeral service practitioner and funeral establishment. The basic principles of business law as they relate to funeral service are also presented. Especially stressed are the bodies of law and the judicial system found in the United States. Additionally, the curriculum is designed to familiarize the student with the Federal Trade Commission and the Trade Regulation Rule on Funeral Industry Practices.
- Cemetery and Crematory Operations: The cemetery and crematory operations curriculum focuses on the history, laws, and regulations that apply to cemetery and crematory operations, as well as the important considerations involved when assisting others with choosing between forms of disposition.
- Embalming : The embalming curriculum examines the process of chemically treating the dead human body to reduce the presence and growth of microorganisms

and to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance. The subject examines procedures and treatments for handling and embalming difficulties encountered due to disease and pathological changes, autopsied and procurement cases, organ and tissue donation cases, and various conditions encountered in the dead human body.
- Restorative Art: The curriculum examines the basic principles of restorative art as they relate to funeral service, and emphasizes the techniques of restoring and recreating an acceptable physical appearance of the deceased for the benefit of surviving family m embers.
- Preparation for Disposition: The various methods and means of disposition of the dead human body are explored, including how the handling, treatment and disposition of the body meets the sociological, psychological, theological, physical and legal requirements of family and community.
- Funeral Service Sciences: The funeral service sciences focus on those systems providing the foundation for embalming, pathology, public health and restorative arts; the chemical principles and precautions involved in the preservation and disinfection of the dead human body; the basic principles of microbiology as they pertain to sanitation, disinfection, public health, and embalming practice; and those conditions which relate to or affect the embalm i ng or restorative art process.

***Note:** With permission of the American Board of Funeral Service Education, these Program Outcomes are based on the ABFSE *Curriculum Guidelines Subject Descriptions.*

Program Learning Outcomes

Upon successful completion of the Associate in Science Degree in Funeral Service, students are able to:

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and disposition of remains.
- Describe the requirements and procedures for burial, cremation and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Nursing Program

Degree Type
Associate in Science

The Associate in Science degree in Nursing is accredited by the Accreditation Commission for Education in Nursing and has full approval from the Board of Registration in Nursing of the Commonwealth of Massachusetts.

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

IMPORTANT NOTE: COVID Vaccination Statement
Vaccination against COVID-19 is required for the Nursing program. Read the full statement: COVID-19 Vaccination Statement. Per 4Cs Nursing Program all Nursing students must be vaccinated for COVID-19 including Booster #1 by September 1, 2022.

Program Outcomes

1. 70% of ASN students admitted into the program will complete the nursing program within 150% of the program length.

2. 80% of all first-time NCLEX-RN test takers will pass during the same 12-month period.

3. 90% of graduates who respond to Nursing Graduate Survey will be employed as a registered nurse within 12 months after graduation.

For 2019 to 2021:

Outcomes	2019	2020	2021
Program Completion Rates within 150% of program length	76.6%	75.9%	74.4%
NCLEX-RN Pass Rates First time test takers	83.87%	96.47%	83.09%
Job Placement Rates based on student responses to Nursing Graduate Survey	96%	96%	96%

Learn more about the program at Associate in Science - Nursing
Nursing Admissions Special Admissions Requirements
Program Handbook Nursing Program Student Handbook

Requirements

Pre-admission Requirements

Item #	Title	Credits
BIO109	Survey of Biology	4
BIO251	Human Anatomy & Physiology I	4
BIO252	Human Anatomy & Physiology II	4
ENL101	English Composition I	3
PSY101	General Psychology	3
ENL102	English Composition II	3

First Semester

Item #	Title	Credits
NUR101	Dosage Calculations	1
NUR107	Fundamentals of Nursing	8

Second Semester

Item #	Title	Credits
PSY233	Developmental Psychology: The Life Span	3
NUR108	Nursing across the Lifespan	8

Third Semester

Item #	Title	Credits
BIO281	Microbiology	4
HEA200	Pharmacology	3
NUR204	Physical and Mental Health I	9

Fourth Semester

Item #	Title	Credits
NUR202	Physical and Mental Health II	8
NUR203	Foundations of the Profession	3

BIO251, CHM109: These two courses meet the revised General Education requirements (effective Fall 2010)

ENL101, PSY101, ENL102, BIO252, PSY233, BIO281: Courses that can be completed in advance of applying to the Nursing Program.

Note: For those students seeking additional courses, or planning to continue their education to achieve a baccalaureate degree, the following courses are recommended: HEA120, HEA201, SOC106, SOC220, PHI210 and courses in computers or keyboarding.

See: Admissions Requirements: Associate Degree in Nursing

More Information:

- Center for Nursing and Allied Health: An experiential learning environment
- Nursing Program Overview: An introduction to the Nursing Department.
- RN-BS at 4Cs: UMass Boston Partnership

	Total Credits	68

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

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

1. **Synthesize** knowledge of biopsychosocial sciences to provide care and promote health for patients/clients with chronic health problems.

2. **Integrate** the components of the nursing process to assist patient/client to move toward optimal health.
3. **Integrate** knowledge of the patient/client relationship to family, community and external environment while providing culturally competent nursing care.
4. **Develop** a therapeutic nurse patient/client relationship considering advocacy and ethical principles.
5. **Synthesize** concepts of stress adaptation to implement the plan of care for patient/client with chronic common health problems.
6. **Demonstrate** accountability and ethical principles while functioning as a member of the multidisciplinary health team.
7. **Devise** a plan to implement evidence-based practice in a variety of clinical settings.

Nursing Course Progression

Students must maintain a cognitive grade of 77% or better in each nursing course and a satisfactory clinical evaluation in order to proceed to the subsequent nursing course.

CPR Certification
Submit a copy of the card (front and back) and current certification. The following two courses are the only approved courses: "American Heart Association, Healthcare Provider" or "American Red Cross, CPR/AED for the Professional Rescuer and Health Care Provider."

Drug Screening
Students are required to complete drug screening at a testing site designated by Cape Cod Community College early in the first semester of the freshman year. Drug screening may be repeated throughout the program as required by clinical settings.

Criminal Offender Record Information and Sex Offender Record Information
Please refer to the policy statement of Criminal Offender Record Information and Sex Offender Registry Information checks. CORI/SORI checks may be required throughout the program.

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

Health Requirements
Nursing students must complete specific health and immunization requirements found in the Nursing Program Student Handbook.

Nursing Student Accountability for Patient/ Client Care
The Cape Cod Community College nursing student must demonstrate accountability for his/her own actions in the delivery of nursing care in a way that ensures the health and safety of patients/clients, staff and self. The student will be able to function in a manner that does not pose a direct threat as defined by the Board of Registration in Nursing (BORN) as "a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services."

Students who are evaluated as unable to meet the Nursing Program Technical Standards may follow the Cape Cod Community College grievance policy.

Nursing Program Technical Standards

In order to be eligible for and successfully complete the Nursing Program, certain physical and behavioral standards are required as part of the program and clinical/lab experience. These technical standards have been developed using the U.S. Department of Labor's skills and abilities for those working in a medical setting. Some cooperative work experience opportunities may have additional requirements beyond the technical standards listed here and requirements may vary by agency. Students must satisfy the program's technical standards and the individual agency requirements before a clinical assignment is approved.

These technical standards are established in accordance with the Section 504 of the federal Rehabilitation Act of 1973 and the American with Disabilities Act. All students must be able to satisfy these standards with or without a reasonable accommodation. These include:

Communication (Verbal and Non-Verbal)

- Communicate effectively either independently or with corrective devices.
- Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families and all members of the health care team.
- Understand oral directions/requests from health care workers, clients, voice pages and telephone messages stated in a normal tone.

Auditory Ability

- Hear all alarms on technical and supportive equipment set at a normal volume.
- Listen and respond to distress sounds from clients.
- Accurately detect audibly blood pressure readings with a stethoscope.

Visual Ability

- See and accurately read all written medical information pertaining to the client.
- See and accurately read all readings and functions of technical equipment pertaining to client care.
- See and accurately read all calibrated containers for accurate measurement of body fluids and specimens.

Physical Strength (Gross Motor Control)

- Ability to lift 25 pounds unassisted in a safe manner, thereby protecting yourself, the client, and those in close proximity to you.
- Bend and/or lift to assist client and manipulate client equipment.
- Lift to safely transfer or position all clients in various situations.
- Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
- Ability to raise arms over one's head in order to assist clients and manipulate equipment.
- Walk/ stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)

- Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for client care related equipment.
- Safely and effectively perform dressing procedures without contaminating the wound.
- Successfully don and remove protective apparel (including sterile gloves) to maintain standard precautions.

Behavioral/Mental Performance

- Function safely, effectively and calmly under stressful situations.
- Prioritize and manage tasks simultaneously.
- Exhibit social skills necessary to interact therapeutically with clients, families, staff and faculty.
- Maintain personal hygiene consistent with department dress code guidelines.
- Display ethical attitudes and actions consistent with professional behavior.
- Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
- Exhibit respect for cultural and ethnic differences of clients, peers and individuals.
- Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

Nursing Evening Option – Overview
The course sequencing is based on the term of enrollment. Nursing classes and clinical experiences are scheduled on selected evenings and weekends. In addition to the prerequisites listed for NUR107-Day Option, students must complete the following course work prior to admission to the Evening Option: ENL101, PSY101, BIO108, PSY233, and ENL102 or COM103. Completion of BIO281 is strongly recommended.

Nursing Program – LPN to RN – Overview
In order to be considered for admission to this program, the applicant must have a current LPN license and have completed all prerequisites: BIO151 or BIO109, BIO251, BIO252, ENL101, ENL102, PSY101, PSY233.

Completion of BIO281 is strongly recommended.

Student must complete during Q1 Summer session beginning Summer 2023:
NUR133: Health Assessment for Nursing and
NUR101: Dosage Calculations

Upon successful completion of NUR133, the student will be awarded 16 credits: 13 credits for prior learning (LPN unencumbered Licensure) and 3 credits for NUR133. Completed requirements will admit the student to the third semester Nursing course, NUR204: Physical & Mental Health I, based on space availability.

Bereavement Support

Degree Type
Certificate

The Bereavement Support Certificate is designed to offer students a deeper and more broad level of service to those they serve or will serve in the vast number of fields working with the dying and the bereaved including but not limited to funeral directors, funeral home administrators, apprentices, and administrative assistants, organ procurement practitioners, nurses, physicians, doulas, hospital staff, death educators, and crisis team practitioners.

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
PSY101	General Psychology	3
COM103	Human Communication	3
FSR128	Social Foundations of Funeral Service	3

Second Semester

Item #	Title	Credits
PSY208	Principles of Counseling & Crisis Intervention	3
PSY210	Psychology of Grief	3
SOC220	Sociology Of Health And Health Care	3
COM201	Interpersonal Communication	3
	Total Credits	**24**

Career Outlook

Students holding the Bereavement Support certificate can differentiate from their colleagues with a specialized skill set and use their experience in bereavement support to serve in a vast number of fields.

Program Outcomes

Upon successful completion of the Bereavement Support Certificate, students are able to:

- Demonstrate an In-depth understanding of death, dying, trauma, and grief.
- Identify socio-cultural and ethical aspects of health, illness and health care including social and cultural dimensions of disease and the illness experience.
- Demonstrate improved and trusting human relationships through an understanding of the principles of effective interpersonal communication and crisis intervention through active listening, conflict resolution, assertiveness, nonverbal awareness, and consideration of the role of the self-concept.
- Explain the grief process as fundamental dimension of human experience including current theories, psychological, social, and cultural factors at the end of life, many ways loss is processed, factors that promote resilience in the face of loss, and factors contributing to serious psychological and medical outcomes.
- Understand the history and evolution of the art and science of funeral service in North America.
- Explain the role of the funerary ceremony in facilitating the early phase of acute grief.
- Define the relationship of social, religious, and spiritual beliefs, traditions, to funeral service practices and legal and ethical responsibilities of funeral service professionals.

Program Completion
Completion of a program is based on full time enrolment. Many of our students attend part time and may not complete within the one year timeline.

Additional Information
For information on course planning, information sessions, and housing, please refer to Funeral Service.

Diagnostic Technician

Degree Type
Certificate

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

Graduates are eligible to take the national credentialing exams in Phlebotomy and EKG.

The pivotal course in the Diagnostic Technician Certificate is Fundamentals of Phlebotomy (DTC104). Due to the **very limited number of seats** (12) in the Phlebotomy courses, students are advised to complete the other three courses before taking Phlebotomy. In order to apply for the Fundamentals of Phlebotomy course, you must attend an information session.

NOTE: To matriculate into this program, you must attend a Diagnostic Technician or Health Science information session.

IMPORTANT NOTE: COVID Vaccination Statement
Vaccination against COVID-19 is required for the Diagnostic Technician certificate program. Read the full statement: COVID-19 Vaccination Statement.

Requirements

Item #	Title	Credits
BST103	Medical Terminology	3
COM103	Human Communication	3
DTC102	EKG Technician	2
DTC104	Fundamentals of Phlebotomy	6
DTC204	Phlebotomy Practicum	2

BST103 (BIT103): It is recommended that students take BST103 (BIT103) Medical Terminology prior to admission into the Diagnostic Technician Certificate program or they may take it concurrently with DTC104 once they are admitted.

	Total Credits	**16**

Career Outlook

This occupational profile is provided by O*NET. Completion of a program is based on full time

enrollment. Many of our students attend part time and may not complete within the one year timeline.

Program Outcomes

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

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

Technical Standards

In order to be eligible for and successfully complete the Diagnostic Technician Program, certain physical and behavioral standards are required as part of the program and clinical/ lab experience. These technical standards have been developed using the U.S. Department of Labor's skills and abilities for those working in a medical setting. Some cooperative work experience opportunities may have additional requirements beyond the technical standards listed here and requirements may vary by agency. Students must satisfy the program's technical standards and the individual agency requirements before a clinical assignment is approved.

These technical standards are established in accordance with the Section 504 of the federal Rehabilitation Act of 1973 and the American with Disabilities Act. All students must be able to satisfy these standards with or without a reasonable accommodation. These include:

Communication (Verbal and Non-Verbal)

- Communicate effectively either independently or with corrective devices.
- Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families and all members of the health care team.
- Understand oral directions/requests from health care workers, clients, voice pages and telephone messages stated in a normal tone.

Auditory Ability

- Hear all alarms on technical and supportive equipment set at a normal volume.
- Listen and respond to distress sounds from clients.

Visual Ability

- See and accurately read all written medical information pertaining to the client.
- See and accurately read all readings and functions of technical equipment pertaining to client care.
- See and accurately read all calibrated containers for accurate measurement of body fluids and specimens, medical administration devices (syringes, pumps etc.)
- See and accurately perform a client assessment pertaining to specimen collection.

Physical Strength (Gross Motor Control)

- Ability to lift 25 pounds unassisted in a safe manner, thereby protecting yourself, the client, and those in close proximity to you.
- Bend and/or lift to assist client and manipulate client equipment
- .Lift to safely transfer or position all clients in various situations.
- Move, push or pull equipment, beds, stretchers, wheelchairs, etc
- .Ability to raise arms over one's head in order to assist clients and manipulate equipment.
- Stand independently.
- Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)

- Accurately manipulate equipment.
- Accurately palpate the vein when drawing blood
- Accurately handle sterile equipment without contaminating syringes, needles, solutions, etc.
- Successfully don and remove protective apparel (including sterile gloves) to maintain standard precautions.

Behavioral/Mental Performance

- Function safely, effectively and calmly under stressful situations.
- Prioritize and manage tasks simultaneously.
- Exhibit social skills necessary to interact therapeutically with clients, families, staff and faculty.
- Maintain personal hygiene consistent with department dress code guidelines.
- Display ethical attitudes and actions consistent with professional behavior.
- Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
- Exhibit respect for cultural and ethnic differences of clients, peers and individuals.
- Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

How to Apply:
Diagnostic Technician Admissions

Embalming

Degree Type
Certificate

The Embalming Certificate is a direct result of the articulation agreement between Community College of Vermont and Cape Cod Community College. Students gain a working understanding of public health through sanitary science and embalming chemistry, and hands-on embalming in our clinical sites. Restorative Art will be studied and then applied by constructing wax facial features and mortuary cosmetics on an armature.

Requirements

Item #	Title	Credits
BIO105	Survey: Human Anatomy & Physiology	4
FSR131	Embalming I	3
FSR132	Embalming Clinical	1
FSR134	Embalming Chemistry	3
FSR232	Embalming II	3
FSR150	Sanitary Sciences	4
FSR239	Restorative Art	4
	Total Credits	**22**

Career Outlook

This satisfies the requirements of all states requiring an embalming certificate prior to licensure and most closely aligns with the academic requirements in Vermont prior to embalming licensure.

Program Outcomes

Upon successful completion of the Cape Cod Community College Embalming Certificate, students are able to demonstrate a factual, conceptual, and applied understanding of:

- Embalming: The embalming curriculum examines the process of chemically treating the dead human body to reduce the presence and growth of microorganisms and to temporarily inhibit organic decomposition, and to restore and acceptable physical appearance. The subject examines procedures and treatments for handling and embalming difficulties encountered due to disease and pathological changes, autopsied and procurement cases, organ and tissue donation cases, and various conditions encountered in the dead human body.
- Restorative Art: The curriculum examines the basic principles of restorative art as they relate to funeral service and emphasizes the techniques of restoring and recreating an acceptable physical appearance of the deceased for the benefit of surviving family members.
- Preparation for Disposition: The various methods and means of disposition of the dead human body are explored, including how the handling, treatment and disposition of the body meets the sociological, psychological, theological, physical and legal requirements of family and community.
- Funeral Service Sciences: The funeral service sciences focus on those systems providing the foundation for embalming, pathology, public health and restorative arts; the chemical principles and precautions involved in the preservation and disinfection of the dead human body; the basic principles of microbiology as they pertain to sanitation, disinfection, public health, and embalming practice; and those conditions which relate to or affect the embalming or restorative art process.

Program Learning Outcomes

Upon successful completion of the Embalming Certificate, students are able to:

- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Describe the requirements and procedures for burial, cremation and other accepted forms of final disposition of human remains.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Funeral Administrant

Degree Type
Certificate

The Funeral Administrant Certificate is designed for funeral home managers and administrators to excel in managerial, public, and interpersonal

communication skills, marketing, health and safety in the workplace, jurisprudence as applied to funeral service professional practices and business operations, and funeral event planning.

Requirements

Item #	Title	Credits
COM103	Human Communication	3
HOR107	Floral Design	3
FSR128	Social Foundations of Funeral Service	3
BUS120	Business Law I	3
BUS103	Supervision	3
FSR129	Funeral Directing I	3
	COM201 or COM204	3
COM216	Event Planning & Meeting Management	3
FSR294	Regulatory Compliance for Funeral Service	3
	Total Credits	**27**

Career Outlook

Students holding the Funeral Administrant Certificate are poised to step into a leadership role within a funeral home. Current licensed funeral directors holding a Funeral Administrant Certificate are academically aligned to manage a funeral home or own and operate their own funeral home.

This occupational profile is provided by O*NET.

Program Outcomes

Upon successful completion of the Funeral Administrant Certificate, students are able to demonstrate a factual, conceptual, and applied understanding of:

- Effective supervisory practices through concepts and theories, and practical experiences of supervisors.
- Improved and trusting human relationships through an understanding of the principles of effective interpersonal communication through active listening, conflict resolution, assertiveness, nonverbal awareness, and consideration of the role of the self-concept.
- Communication and management theory, as well as practical hands-on experience of special event research, planning, coordinating, marketing, management, and implementation.
- The history and evolution of the art and science of funeral service in North America.
- The relationship of social, religious, and spiritual beliefs, traditions, to funeral service practices and legal and ethical responsibilities of funeral service professionals.
- The basic principles and practices of Business Law include an introduction to law and its application in the business world.
- Business ethics; the judicial process and court systems; the constitutional grounds for business regulation; personal, real, and intellectual property; contracts, sales, employment law, business organizations including partnerships and corporations; and government regulations of business.
- Role of funeral service professionals including legal procedures and practices related to notification of death, transfer and disposition of bodies, arrangement conferences, procedures for fraternal, military and celebrity funerals, pre-planned funerals, and post-arrangement follow-up.
- Principles and practices of United States jurisprudence as applied to funeral service professional practice and business operations.. Sources of law, legal status of the dead human body, duty of burial, right to control funeral arrangements, final disposition, liability for funeral expenses; torts involving the dead human body and the funeral director; wills, estate, and probate proceedings; cemeteries; state and federal laws and regulations pertaining to funeral service; and the legal duties of a licensed funeral director/embalmer.
- Basic knowledge of a cross-section of religious, spiritual, and ethnic heritage practices to planning funeral services.
- The identification, care, handling, and design of florals.
- Food and beverage service, laws and permits, security, advertising, promotion, and coordination.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Funeral Celebrant

Degree Type
Certificate

The Funeral Celebrant Certificate is designed to serve a growing number of the population that want fewer religious rites and tailor-made tributes, memorial services, and funeral services that mirror the identity and way of life of the decedent.

Requirements

Item #	Title	Credits
ENL101	English Composition I	3
COM103	Human Communication	3
PSY101	General Psychology	3
FSR128	Social Foundations of Funeral Service	3
COM203	Public Speaking	3
PSY210	Psychology of Grief	3
	Religion or Philosophy Elective	3
FSR129	Funeral Directing I	3
	Total Credits	**24**

Career Outlook

Students holding a Funeral Celebrant Certificate are positioned to work with funeral directors, death doulas, and families to create a tribute that is truly unique to the decedent to assist with this increasing request for non-denominational and customized services.

Program Outcomes

Upon successful completion of the Funeral Celebrant Certificate, students are able to demonstrate a factual, conceptual, and applied understanding of:

- Improved and trusting human relationships through an understanding of the principles of effective interpersonal communication through active listening, conflict resolution, assertiveness, nonverbal awareness, and consideration of the role of the self-concept.
- Major concepts and principles underlying human behavior and mental processes including personality theory, development, learning and thought, brain and nervous system, sensation and perception, motivation and emotion, stress and physical health, abnormal psychology, psychotherapy, and social psychology.
- The history and evolution of the art and science of funeral service in North America.
- The role of the funerary ceremony in facilitating the early phase of acute grief.
- The relationship of social, religious, and spiritual beliefs, traditions, to funeral service practices and legal and ethical responsibilities of funeral service professionals.
- Public communication through various one-to-many speaking situations including communication theory, speaker-audience relationships, speaker resources, speech construction and delivery.
- Role of funeral service professionals including legal procedures and practices related to notification of death, transfer and disposition of bodies, arrangement conferences, procedures for fraternal, military and celebrity funerals, pre-planned funerals, and post-arrangement follow-up.
- Cross-section of religious, spiritual, and ethnic heritage practices to planning funeral services.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Health Sciences

Degree Type
Certificate

By providing course work in the basic sciences along with a concentration in one of the health science areas, this certificate prepares students for entry into the health science field. Upon successful completion of the certificate, students can continue further into the Health Sciences AA degree, apply to programs such as: diagnostic technician, emergency medical services, dental hygiene, funeral services, medical assistant, nursing or transfer on to a four-year institution or enter the workforce in many entry-level areas within the health science field.

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
BIO109	Survey of Biology	4
HEA130	Standard First Aid and Basic Life Support (Cardiopulmonary Resuscitation)	1

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
BIO251	Human Anatomy & Physiology I	4
	PSY101 or SOC106	3

Third Semester

Item #	Title	Credits
	MAT130 or MAT150	3
BST103	Medical Terminology	3
HEA203	Introduction to Allied Health Professionals	3
	Total Credits	**27**

Career Outlook

Opportunities for careers with a health science certificate, health sciences degree or other health sciences programs are robust and continue to grow. Graduates of CCCC programs have gone on to work for hospitals, medical offices, dental practices, fire departments, funeral homes, long term care facilities, and for-profit and not-for-profit clinics.

U.S. Bureau of Labor Statistics projected the overall employment in healthcare occupations to grow 13 percent from 2021 to 2031, much faster than the average for all occupations; this increase is expected to result in about 2 million new jobs over the decade. In addition to new jobs from growth, opportunities arise from the need to replace workers who leave their occupations permanently. About 1.9 million openings each year, on average, are projected to come from growth and replacement needs. https://www.bls.gov/ooh/healthcare/home.htm

Program Outcomes

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

- Achieve the prerequisites coursework and other requirements needed to fulfill for students in pursuing a variety of health career educational program at Cape Cod Community College and for transfer into a four-year institution
- Describe the roles and responsibilities of various healthcare professionals within the current healthcare delivery system
- Communicate effectively
- Demonstrate basic knowledge in mathematics
- Demonstrate an attitude of professionalism, respect, care and concern for the dignity of the individual

Medical Assisting

Degree Type
Certificate

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

Why Our Program?

Only graduates from accredited programs like ours can take the Certified Medical Assistant (CMA) exam. Because we are accredited by the CAAHEP (Commission on Accreditation of Allied Health Education Programs) and MAERB (Medical Assisting Education Review Board), this means that we must meet stringent educational requirements that are reviewed by an outside agency annually. Employers prefer our graduates because of their quality college level education and certification(s).

The Medical Assisting Certificate program is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Complete information can be found in the college catalog: Accreditation

Admission into the program requires that the applicant attend a Medical Assisting virtual information session. See also: Immunization Requirements

IMPORTANT NOTE: COVID Vaccination Statement
Vaccination against COVID-19 is required for the Medical Assisting certificate program. Read the full statement: COVID-19 Vaccination Statement.

Learn more about the program and apply at Medical Assisting Certificate

Requirements

First Semester (Spring)

Item #	Title	Credits
BST103	Medical Terminology	3
BIO105	Survey: Human Anatomy & Physiology	4
PSY101	General Psychology	3

Second Semester (Fall)

Item #	Title	Credits
BST110	Computer Applications	3
HEA134	Essential Skills for the Health Professional	1
MAC101	Fundamentals of Medical Assisting	3

Third Semester (Spring)

Item #	Title	Credits
MAC205	The Administrative Medical Assistant	3
MAC204	Medical Assisting Clinical Procedures and Clinical Practicum	7
HEA202	Essentials of Pharmacology for Allied Health Professionals	2

Medical Assisting Certificate Requirements
To remain in the Medical Assisting Certificate program, a student must:

- maintain a 75% average in each required course;
- maintain a satisfactory clinical evaluation;
- adhere to the attendance policy;
- maintain current CPR certification at the level of Healthcare provider or professional rescuer in MAC101 and MAC204.

	Total Credits	**29**

Career Outlook

This occupational profile is provided by O*NET.

Program Outcomes

Upon completion of this certificate, entry-level Medical Assistants are able to:

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

Technical Standards

In order to be eligible for and successfully complete the Medical Assistant Certificate, certain physical and behavioral standards are required as part of the program and clinical/lab experience. These technical standards have been developed using the U.S. Department of Labor's skills and abilities for those working in a medical setting. Some cooperative work experience opportunities may have additional requirements beyond the technical standards listed here and requirements may vary by agency. Students must satisfy the program's technical standards and the individual agency requirements before a clinical assignment is approved.

These technical standards are established in accordance with the Section 504 of the federal Rehabilitation Act of 1973 and the American with Disabilities Act. All students must be able to satisfy these standards with or without a reasonable accommodation. These include:

Communication (Verbal and Non-Verbal)

- Communicate effectively either independently or with corrective devices.
- Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families and all members of the health care team.
- Understand oral directions/requests from health care workers, clients, voice pages and telephone messages stated in a normal tone.

Auditory Ability

- Hear all alarms on technical and supportive equipment set at a normal volume.
- Listen and respond to distress sounds from clients.
- Accurately detect audibly blood pressure readings with a stethoscope.

Visual Ability

- See and accurately read all written medical information pertaining to the client.
- See and accurately read all readings and functions of technical equipment pertaining to client care.

- See and accurately read all calibrated containers for accurate measurement of body fluids and specimens.

Physical Strength (Gross Motor Control)

- Ability to lift 25 pounds unassisted in a safe manner, thereby protecting yourself, the client, and those in close proximity to you.
- Bend and/or lift to assist client with activities of daily living and manipulate client equipment.
- Lift to safely transfer or position all clients in various situations.
- Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
- Ability to raise arms over one's head in order to assist clients and manipulate equipment.
- Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)

- Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for client care related equipment.
- Safely and effectively perform dressing procedures without contaminating the wound.
- Successfully don and remove protective apparel (including sterile gloves) to maintain standard precautions.

Behavioral/Mental Performance

- Function safely, effectively and calmly under stressful situations.
- Prioritize and manage tasks simultaneously.
- Exhibit social skills necessary to interact therapeutically with clients, families, staff and faculty.
- Maintain personal hygiene consistent with department dress code guidelines.
- Display ethical attitudes and actions consistent with professional behavior.
- Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
- Exhibit respect for cultural and ethnic differences of clients, peers and individuals.
- Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

Graduation Requirements

- Students must successfully complete each required course and must maintain at least a 75% average in each course.
- Students must take a nationally recognized certification exam at their own expense prior to graduation from this program.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Job Placement Rates

The Job placement rate for our 2019-2020 graduate cohort: 73.3%

Medical Assisting Admissions

Paramedic Certificate

Degree Type
Certificate

The Paramedic certificate program at Cape Cod Community College is designed to assist the student to prepare for the State Certificate Exam for Paramedic. The program offers current certified Emergency Medical Technicians and Advanced Emergency Medical Technicians an opportunity to prepare to advance to the level of Paramedic. Paramedics possess a comprehensive and multifaceted pre-hospital skill set that is essential in patient care. Students in the Paramedic certificate program will learn advanced skills including patient assessment, intravenous therapy, medication therapy, cardiology and more.

Cape Cod Community College Paramedic Program: No graduates during the 2020 reporting year.

IMPORTANT NOTE:
COVID Vaccine Statement for Health Profession Students

Although currently the Commonwealth of Massachusetts doesn't mandate the COVID Vaccine, students in a health profession program may be required to have the vaccine and show proof if required by a clinical/fieldwork partner.

While the college will make a reasonable effort to place you in a clinical facility, clinical placement cannot be guaranteed in an un-immunized status. If the college cannot secure a clinical placement due to your un-immunized status then you will be unable to complete the program's clinical requirement. Thus, you will be unable to progress and will fail out of the program. In order to avoid this situation, the College strongly recommends that all Health Profession students obtain the COVID Vaccine no later than August 11th, 2021.

Learn more about the program and apply at
Paramedic Certificate
Admissions Information: Paramedic Admissions Requirements

Requirements

Item #	Title	Credits
EMS203	Advanced Pre-Hospital Training Program: Paramedic I	10
EMS204	Advanced Pre-Hospital Training Program: Paramedic II	10
EMS211	Paramedic Clinical Experience	5
EMS221	Paramedic Capstone Field Internship	4

NOTE:

- Class schedules may extend beyond the traditional semester.
- Special tuition/fees are charged.
- Students are recommended to attend the Paramedic information session prior to the start of the program.

Total Credits	**29**

Career Outlook

This occupational profile is provided by O*NET.

The U.S. Bureau of Labor Statistics predicts that employment for Emergency Medical Technicians and Paramedics will grow much faster than the national average for all occupations through 2026. Job growth is expected to be at about 15%. (The balance Careers)

Locally, in the coming years, the baby-boomer generation will continue to retire thus opening up a wide-range of job opportunities in the EMS field as paramedics.

Program Outcomes

Upon successful completion of the Paramedic Certificate program, students are able to:

- Describe the roles and responsibilities of a Paramedic within the EMS system.
- Apply the basic concepts of development, pathophysiology, and pharmacology to the assessment and management of emergency patients.
- Demonstrate, with competency, required NREMT testing skills without any failures in critical components.
- Demonstrate competence in performing the skills and procedures required of paramedics.
- Safely manage the scene of an emergency including effective ground and air transport, general incident management, and multiple casualty incident management.
- Integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients of all ages in a variety of situations, e.g., trauma, medical crises, neonatal.
- Demonstrate an attitude of professionalism, respect, care and concern for the dignity of the individual.
- Participate in both the NREMT psychomotor and cognitive certification exams.

Upon successful completion of the NREMT psychomotor and cognitive exams, the student will be eligible for his/her Paramedic certification.

Goals and Objectives
The goal of Cape Cod Community College's Paramedic Certificate program is to educate and prepare competent, paramedic ALS providers to serve in both the public and private medical sectors.

- Provide paramedic training in accordance with National EMS Education Standards and Massachusetts OEMS State guidelines. “To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician and/or Emergency Medical Responder levels.”
- To provide high quality training at the paramedic level that meets and exceeds the minimum state and national requirements.
- To teach students beyond the “teaching curriculum”; to teach the importance of customer service, EMS and scene management; bring a balanced mix of real world scenarios and classroom/lab training to our course.

Cape Cod Community College understands it takes years as a provider to become comfortable with patient treatment. Our goal is to help all students understand these processes. In addition, CCCC stresses a focus on knowledge, skills, abilities, professionalism and how to adapt to the dynamic environment of paramedicine. Scene dynamics, environment and patient conditions are continuously changing. Teaching adaptation, open-mindedness and competencies in these areas is necessary for a successful paramedic.

Technical Standards

In order to be eligible for, and successfully complete, the Paramedic Program, certain physical and behavioral standards are required as part of the program and clinical/ lab experience. These technical standards have been developed using the U.S. Department of Labor's skills and abilities for those working in a medical setting. Some clinical work experience opportunities may have additional requirements beyond the technical standards listed here and requirements may vary by agency. Students must satisfy these requirements to participate in the clinical internship and field/capstone internship.

These technical standards are established in accordance with Section 504 of the federal Rehabilitation Act of 1973 and the American with Disabilities Act. All students must be able to satisfy these standards with or without reasonable accommodation. These include:

Communication (Verbal and Non-Verbal)

1. Communicate effectively either independently or with corrective devices.
2. Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families and all members of the health care team.
3. Understand oral directions/requests from paramedic preceptors, health care workers, patients, voice pages and telephone messages stated in a normal tone.

Auditory Ability

1. Hear all alarms on technical and supportive equipment set at a normal volume.
2. Listen and respond to distress sounds from patients.
3. Accurately detect audible blood pressure readings with a stethoscope.

Visual Ability

1. See and accurately read all written medical information pertaining to the patient.
2. See and accurately read all readings and functions of technical equipment pertaining to patient care.
3. See and accurately read all medications for administration or any equipment be used.

Physical Strength (Gross Motor Control)

1. Ability to lift 125 pounds unassisted in a safe manner, thereby protecting yourself, the patient, and those in close proximity to you.
2. Bend and/or lift to assist client with activities of daily living and manipulate client equipment.
3. Lift to safely transfer or position all patients in various situations.
4. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
5. Ability to raise arms over one's head in order to assist clients and manipulate equipment.
6. Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)

1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for patient care related equipment.
2. Safely and effectively perform assess and treat a patient.
3. Successfully don and remove protective apparel (including sterile gloves) to maintain standard precautions.

Behavioral/Mental Performance

1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with patients, families, staff and faculty.
4. Maintain personal hygiene consistent with department dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior.
6. Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
7. Exhibit respect for cultural and ethnic differences of patients, peers and individuals.
8. Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

Massachusetts Office of Emergency Services (OEMS) Technical Standards

Be capable of all duties as set forth by the Commonwealth of Massachusetts Office of Emergency Medical Services 105 CMR 170.00.

1. be able to lift and carry 125 pounds
2. possess a valid driver's license
3. be free from any physical or mental defect or disease which might impair his/her ability to provide emergency care within the scope of paramedic training and responsibilities, or which might jeopardize the health of another member of the class
4. be free from addiction to alcohol or any drug

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Language & Literature

Department of Language & Literature
Location Wilkens North 204
Hours Monday–Friday, 7:30am–3:30pm
Phone 774.330.4453

English Concentration

Degree Type
Associate in Arts

The English concentration is for students who plan to transfer as a junior to a bachelor's degree program.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - English

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
ENL110	Introduction to Literature	3
	Mathematics/Quantitative Reasoning	3-4
	Behavioral & Social Sciences	3
	Humanities & Fine Arts	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Natural or Physical Science	3-4
	COM103 or Concentration Elective	3
	General Education Elective	3
	Elective	3

Third Semester

Item #	Title	Credits
	American, British or World Literature	3
	Natural or Physical Science	4
	Behavioral & Social Sciences	3
	Concentration Elective for English	3
	Concentration Elective for English	3

Fourth Semester

Item #	Title	Credits
	American, British or World Literature	3
	Behavioral & Social Sciences	3
	Concentration Elective for English	3
	Concentration Elective for English	3
	Elective (if needed)	2
	Total Credits	**60-62**

Transfer Information

MassTransfer & more

Career Outlook

Excellent employment opportunities abound for students whose critical thinking and writing skills enable them to communicate effectively and clearly, participate in decision making, and learn autonomously. Career fields include education, law, publishing, advertising, public relations, personnel management, administration, writing, and library services.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Mathematics

Department of Mathematics, Shelley Devine, Administrative Assistant
Office Science & Engineering 102
Phone 774.330.4363
E-mail sdevine@capecod.edu

Mary E. Sullivan, Chairperson
Office Science & Engineering 119
Phone 774.330.4260
E-mail msulli01@capecod.edu

Data Science Concentration

Degree Type
Associate in Arts

Data science is transforming industries. Students in the Data Science A.A. concentration will learn the foundational skills necessary to investigate, analyze and present conclusions on data in areas such as health care, energy, and transportation.

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
MAT240	Calculus I	4
DAT101	Introduction to Data Science	3
MAT150	Elementary Statistics	3
	Behavioral & Social Sciences	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
MAT250	Calculus II	4
CSC105	Computer Programming I: Python	3
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3

Third Semester

Item #	Title	Credits
CSC110	Computer Programming I: Java	3
PHY211	University Physics I	4
CIT251 (BIT251)	SQL & SQL Server for Developers	3
MAT245	Linear Algebra	3

Fourth Semester

Item #	Title	Credits
	CSC130 or ENR110	3-4
PHY212	University Physics II	4
DAT201	Data Visualization	3
	Humanities & Fine Arts	3
	STEM elective	3-4
	Total Credits	**61-63**

Career Outlook

Job prospects in data science are excellent due to high salaries and high job growth. According to Glassdoor, data scientist ranks as the third-best job in America for 2022, and the U.S. Bureau of Labor Statistics estimates significant growth for jobs in this field over the next 10 years.

See also: What can I do with this major?

Program Outcomes

- Students will be able to effectively analyze data using various tools and techniques, including statistical methods, data visualization, and machine learning algorithms.
- Students will be able to collect, clean, and manage data from various sources, ensuring data quality and integrity.
- Students will be proficient in programming languages commonly used in data science, such as Python, R, or SQL. They should be able to write scripts to automate data processing tasks and build data models.
- Students will be able to effectively communicate data insights using data visualization techniques and clear, concise language.
- Students will have a solid understanding of ethical and legal considerations in data science, including issues related to privacy, security, and intellectual property.

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Mathematics Concentration

Degree Type
Associate in Arts

Careers in mathematics are diverse, intellectually challenging and financially rewarding. Mathematical research and education are at the heart of some careers such as teaching, actuarial

science, operations research, statistics, computer science, and cryptography. Other careers utilize mathematics and its applications to build and enhance important work in the sciences, business, finance, manufacturing, communications, and engineering. Even students who plan to pursue carers in fields not directly related to mathematics will benefit from the analytical and problem-solving skills that are cultivated in rigorous mathematics courses.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Mathematics

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
MAT240	Calculus I	4
PHY211	University Physics I	4
CSC110	Computer Programming I: Java	3
	Behavioral & Social Sciences	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
MAT250	Calculus II	4
PHY212	University Physics II	4
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3

Third Semester

Item #	Title	Credits
	Humanities & Fine Arts	3
MAT260	Calculus III	4
MAT245	Linear Algebra	3
	STEM Elective	3

Fourth Semester

Item #	Title	Credits
	STEM Elective	3
MAT270	Differential Equations	3
MAT220	Discrete Mathematics & Introduction to Proofs	4
	Elective	3
	Total Credits	**60**

Transfer Information

MassTransfer & more

Career Outlook

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Science

Contact the Science Department

Shelley Devine, Administrative Assistant
Office SE 102
Phone 774.330.4363

E-mail sdevine@capecod.edu

Biology Concentration

Degree Type
Associate in Arts

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor.

Learn more about the program and apply at
Assoicate in Arts - Biology

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
BIO151	General Biology I	4
CHM151	General Chemistry I	4
	MAT240 or MAT175 or MAT195	3-4

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
BIO152	General Biology II	4
CHM152	General Chemistry II	4
	STEM elective	3-4
	Behavioral & Social Sciences	3

Third semester

Item #	Title	Credits
BIO241	Cell Biology	4
CHM251	Organic Chemistry I	5
	Humanities & Fine Arts	3
	STEM elective	3-4

Fourth Semester

Item #	Title	Credits
	BIO205 or BIO242	4
CHM252	Organic Chemistry II	5
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3
	Total Credits	**61-64**

Transfer Information

MassTransfer & more

Career Outlook

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements

Chemistry Concentration

Degree Type
Associate in Arts

From subatomic particles to life-sustaining biochemical reactions and global interactions of the oceans and earth's atmosphere, Chemistry is the study of the properties and behavior of matter. Chemistry can be pursued as a major field of study leading to career options that include medicine, research, toxicology and analytical chemistry. Chemistry is also a required course for the study of other physical sciences.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at Assoicate in Arts - Chemistry

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
BIO151	General Biology I	4
CHM151	General Chemistry I	4
MAT240	Calculus I	4

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
CHM152	General Chemistry II	4
MAT250	Calculus II	4
	STEM elective	3-4
	Behavioral & Social Sciences	3

Third Semester

Item #	Title	Credits
CHM251	Organic Chemistry I	5
PHY211	University Physics I	4
	Humanities & Fine Arts	3
	STEM elective	3-4

Fourth Semester

Item #	Title	Credits
CHM252	Organic Chemistry II	5
PHY212	University Physics II	4
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3
	Total Credits	**62**

Transfer Information

MassTransfer & more

Career Outlook

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements

Environmental Studies Concentration

Degree Type
Associate in Arts

Students who aim toward a four-year undergraduate program in Environmental Studies can undertake the first two years at the College. In addition to the natural science and mathematical courses, students choose from a variety of environmental electives.

Students who place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Environmental Studies

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
BIO151	General Biology I	4
CHM151	General Chemistry I	4
ENV118	Introduction to Environmental Science	4
MAT150	Elementary Statistics	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
BIO152	General Biology II	4
CHM152	General Chemistry II	4
COM103	Human Communication	3
	Behavioral & Social Sciences	3

Third Semester

Item #	Title	Credits
CHM251	Organic Chemistry I	5
MAT195	Precalculus with Trigonometry	4
	Behavioral & Social Sciences	3
	Humanities & Fine Arts	3

Fourth Semester

Item #	Title	Credits
CHM252	Organic Chemistry II	5
	STEM elective	3-4
	Behavioral & Social Sciences	3
	Humanities & Fine Arts	3
	Total Credits	**64**

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

Upon completion of the Environmental Studies concentration, students are able to:

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

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Physics Concentration

Degree Type
Associate in Arts

Physics forms the basis for all scientific inquiry and explores matter, energy, and fundamental interactions. Physicists model the physical universe from elementary particles to the structure of the universe. By emphasizing complex real-world problem solving, physicists collaborate across diverse fields such as finance, renewable energy and medicine.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Physics

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
PHY211	University Physics I	4
MAT240	Calculus I	4
CHM151	General Chemistry I	4

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
PHY212	University Physics II	4
MAT250	Calculus II	4
CHM152	General Chemistry II	4

Third Semester

Item #	Title	Credits
MAT260	Calculus III	4
	Humanities & Fine Arts	3
	STEM elective	3-4
	Behavioral & Social Sciences	3
	Elective	3

Fourth Semester

Item #	Title	Credits
MAT270	Differential Equations	3
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3
	STEM elective	3-4
	Elective (2-3)	2-3
	Total Credits	**60-62**

Transfer Information

MassTransfer & more

Career Outlook

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Applied Economics of Coastal and Ocean Environments (Blue Economy)

Degree Type
Associate in Science

The "Blue Economy" degree will teach students economic and environmental theory with a focus on sustainable practices for businesses that depend on water and coastal resources. The interdisciplinary Applied Economics in Coastal and Ocean Environments degree will graduate students with the ability to work in the diverse fields of the blue economy on Cape Cod and the Islands including hospitality, entrepreneurship, aquaculture, technology, media/communications, and sustainability.

Learn more about the program and apply at
Associate in Science - Applied Economics of Coastal and Ocean Environments

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
ECO101	Macroeconomics	3
	BIO109 or CHM106 or CHM109	4
ENV118	Introduction to Environmental Science	4
	Humanities & Fine Arts	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
ECO102	Microeconomics	3
ENV121	Introduction to Earth Science	4
MAT150	Elementary Statistics	3

Third Semester

Item #	Title	Credits
BUS100	Introduction to Business	3
ECO160	Environmental and Natural Resources Economics	3
ENV125	Coastal Ecology	3
	Concentration Elective for Applied Economics/Blue Economy	3-4
	Concentration Elective for Applied Economics/Blue Economy	3-4

Fourth Semester

Item #	Title	Credits
ENV128	Fundamentals Of Oceanography	4
	ENV127 or SCI261 or ENV260	3-4
BUS214	Management	3
	Concentration Elective for Applied Economics/Blue Economy	3-4
	Concentration Elective for Applied Economics/Blue Economy	3-4
	Total Credits	**61-63**

Career Outlook

These occupational profiles are provided by O*NET.

- Environmental Economists
- Environmental Engineering Technologists and Technicians

Program Outcomes

Upon successful completion of the Applied Economics of Coastal and Ocean Environments (Blue Economy) Program, students are able to:

- Apply business and economic theories to coastal and ocean environments.
- Recognize and analyze environmental issues as they relate to coastal- and ocean-related businesses.
- Apply scientific, technical, and communication skills and knowledge to coastal- and ocean-related businesses.
- Conduct environmental monitoring in the field and demonstrate the ability to analyze the data in a laboratory setting.
- Apply quantitative problem-solving techniques to evaluate economic and environmental decisions.
- Read, write, discuss and think critically about business, economic, and environmental topics.

Environmental Technology Program

Degree Type
Associate in Science

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Science - Environmental Technology

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	CHM106 or CHM109 or CHM151	4
ENV118	Introduction to Environmental Science	4
COM103	Human Communication	3
	Behavioral & Social Sciences	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
ENV121	Introduction to Earth Science	4
ENV101	Survey of Environmental Technology	3
	ENV115 or CHM152	3-4
	Behavioral & Social Sciences	3

Third Semester

Item #	Title	Credits
	MAT130 or MAT150	3
ENV125	Coastal Ecology	3
	ENV163 or ENV128	3
	STEM Elective	3
	STEM Elective	3

Fourth Semester

Item #	Title	Credits
ENV158	Occupational Health and Safety (OSHA) through Hazardous Waste Management	3
	ENV201 or SCI261 or BIO199	1-4
	STEM Elective	3
	STEM Elective	3
ENV260	Environmental Technology Internship/Cooperative Experience	1-4
	Total Credits	**60-65**

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

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

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

Biotechnology

Degree Type
Certificate

The Biotechnology Certificate emphasizes analytical and laboratory skills which are used across many biological disciplines. Students gain experience in hands-on applied techniques which focus on the development of current Good Laboratory Practices (cGLP) in relationship to laboratory procedure and documentation. Upon completion, students will have acquired the training necessary for entry level employment as technicians in academia, research, or manufacturing environments.

Item #	Title	Credits
ENL101	English Composition I	3
BIO151	General Biology I	4
CHM151	General Chemistry I	4
BIO110	Understanding Biotechnology	3
BIO206	Techniques in Biotechnology	4
BIO241	Cell Biology	4
BIO242	Molecular Genetics	4
	Total Credits	**26**

Career Outlook

Labor market data shows a strong and growing need for technical support in the biological and biotechnological fields. Students who complete this certificate program may work as laboratory technicians in various departments within the biotechnology industry. These departments include, but are not limited to healthcare, production support, manufacturing, laboratory prep assistance, and quality control.

Program Outcomes

- Explain the fundamental scientific principles underlying biotechnology.
- Perform common biotechnological laboratory techniques.
- Follow Standard Operating Procedures (SOPs) and proper documentation guidelines.
- Accurately collect, analyze, and interpret experimental data.
- Utilize critical thinking and scientific methodology to analyze and/or troubleshoot biotechnological issues.
- Exhibit proper workplace behaviors including collaboration, time management, effective communication and presentation skills, and validation of data.

Coastal Zone Management Technology

Degree Type
Certificate

The Coastal Zone Management certificate is for persons seeking to acquire skills and knowledge in environmental issues unique to Cape Cod and other coastal regions. This certificate is designed to provide students with up-to-date knowledge of the principles and practices of managing coastal areas to balance environmental, economic, human health, and human activities. Students study coastal ecological systems and the impact man has on these systems, physical oceanography and coastal structures and their relationship to coastal resources. Laws and regulations covering the coastal zone are presented and related to the policies of government.

Students are encouraged to enroll in ENV260 Cooperative Work Experience/Internship.

Learn more about the program and apply at
Coastal Zone Management Certificate

Requirements

Courses

Item #	Title	Credits
ENV118	Introduction to Environmental Science	4
ENV128	Fundamentals Of Oceanography	4
ENV125	Coastal Ecology	3
ENV135	Coastal Zone Management Laws and Regulations	3
	ENV260 Internship	3
	Total Credits	**14-17**

Career Outlook

Completion of the Coastal Zone Management certificate prepares a student to obtain a position as a technician. The Department of Labor predicts that job opportunities are expected to increase 10 to 19 percent for all environmental technician occupations through the year 2022. In coastal areas, students may obtain positions that require knowledge of Federal, state and local laws and regulations, as well as soil and species identification. These technicians assist governmental, municipal, and non-profit coastal managers in the preservation and remediation at coastal and recreational areas.

This occupational profile is provided by O*NET.

Program Outcomes

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

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

Note: ENV260 Internship is recommended.

Sustainable Energy

Degree Type
Certificate

The Sustainable Energy Certificate is designed to provide focused training in the breadth of issues that confront our society in its need for clean, affordable and reliable energy while using the specific energy principles surrounding wind and solar energy for honing planning, critical thinking, and problem solving skills.

Learn more about the program and apply at
Sustainable Energy Certificate

Requirements

Item #	Title	Credits
ENV165	Renewable Energy, Climate & Careers	3
ENV173	Introduction to Solar Energy	3
ENV177	Introduction to Wind Energy	3
	Total Credits	**9**

Career Outlook

According to the U.S. Bureau of Labor Statistics, employment of PV installers are projected to be in demand with a projected growth of 50% from 2019-2029. Wind techs are also expected to grow very fast (60.7 %) over the 2019–29 decade. Both occupations are among the fastest growing occupations from 2019–29. However, because they are both small occupations, this fast growth will only result in a total of about 10,400 new jobs over the projections period.

This occupational profile is provided by O*NET.

Program Outcomes

Upon successful completion of the Sustainable Energy certificate, students are able to:

- Describe basic energy concepts, laws, and theories.

- Compare and contrast conventional energy systems and technologies, historical trends, and societal benefits.
- Conduct economic and environmental analysis of energy efficiency and renewable energy options.
- Integrate energy and climate considerations in personal and business decisions.
- Explore energy-related education and training aligned with career opportunities.
- Explain how solar and or wind energy can be utilized for a variety of energy demand applications in residential, commercial, and municipal buildings.
- Discuss the benefits and limitations of various solar and or wind energy technologies that are commonly used to produce heat, hot water, and electricity are examined.
- Conduct sizing, system design, and economic and environmental analysis for solar and wind based implementations.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Social Sciences/Behavioral Sciences and Human Services

Education Concentration

Degree Type
Associate in Arts

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

Students must graduate with a minimum 2.75 GPA and attain a passing score on the Communication and Literacy Skills (CLST) portion of the Massachusetts Tests for Educators Licensure (MTEL) before their planned entrance to the bachelor institution to be accepted directly into an education program.

For students planning to teach in Massachusetts public schools, please refer to the Education Licensure Requirements. Refer to information regarding Criminal Offender Record Information (CORI).

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Education

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	Mathematics/Quantitative Reasoning	3-4
COM103	Human Communication	3
PSY101	General Psychology	3
	Elective	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Natural or Physical Science	4
	PSY202 or PSY233	3
	Humanities & Fine Arts	3
	Concentration Elective (Education)	3

Third Semester

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

Item #	Title	Credits
	Natural or Physical Science	3-4
	Humanities & Fine Arts	3
	Behavioral & Social Sciences	3
	Concentration Elective (Education)	3
	Elective (Education)	3

Fourth Semester

Item #	Title	Credits
	Concentration Elective (Education)	3
	Concentration Elective (Education)	3
	Concentration Elective (Education)	3
	Elective (Education)	3
	Elective (Education)	2-3
	Total Credits	**60-61**

Transfer Information

A student should work closely with the Transfer Advisor to assure course choices align with the student's transfer and career goals.

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

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Elementary Education Transfer Compact

Degree Type
Associate in Arts

Students must graduate with a minimum 2.75 GPA and attain a passing score on the Communication and Literacy skills (CLST) portion of the Massachusetts Tests for Education Licensure (MTEL) to be accepted directly into an education program. If students do not meet the criteria above, they may be admitted to the required academic (second) major on initial acceptance to the bachelor's institution. Elementary Education students must pass two additional MTEL tests: General Curriculum and Foundations of Reading before beginning their education coursework at the bachelor's level.

For students planning to teach in Massachusetts public schools, please refer to the Education Licensure Requirements. Refer to information regarding Criminal Offender Record Information (CORI).

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Elementary Education Transfer Compact

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
COM103	Human Communication	3
EDU101	Foundation of Education	3
PSY101	General Psychology	3
	Behavioral & Social Sciences (for Elementary Education)	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
PSY201	Child Psychology	3
HIS103	U.S. History to 1865	3
ENL120	Introduction to Children's Literature	3
	Elective	3

Third Semester

Item #	Title	Credits
	Behavioral & Social Sciences (for Elementary Education)	3
	Biological Science	4
MAT120	Mathematics for Elementary & Early Childhood Educators I	3
	Concentration Elective for Elementary Education	1
	Concentration Elective for Elementary Education	3

Fourth Semester

Item #	Title	Credits
MAT121	Mathematics for Elementary & Early Childhood Educators II	3
	Physical Science	4
	Humanities & Fine Arts (Literature)	3
	Concentration Elective for Elementary Education	3
	Concentration Elective for Elementary Education	3
	Total Credits	**60**

Transfer Information

MassTransfer & more

Career Outlook

Students completing a bachelor's degree in Elementary Education receive initial licensure to teach and are ready to enter the teaching profession. Students are eligible to teach in public and private schools in grades 1–6. Students must obtain a master's degree to receive professional licensure.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to

Please refer to the policy statement of checks.

History Concentration

Degree Type
Associate in Arts

A student who chooses the History concentration will develop intercultural competencies and a solid foundation in the history of the United States as well as international histories. Courses address learning needs related to the development of educated and informed citizens prepared for the global realities of the 21st century. A student who completes this concentration will be prepared for transfer to a bachelor's program.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - History

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	Mathematics/Quantitative Reasoning	3-4
COM103	Human Communication	3
	World History to 1500CE & World History from 1500CE (HIS119 & HIS120) (or) European History I & II (HIS160 & HIS162)	3
	Elective	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Natural or Physical Science	4
	Humanities & Fine Arts	3
	World History to 1500CE & World History from 1500CE (HIS119 & HIS120) (or) European History I & II (HIS160 & HIS162)	3
	Elective (2-3)	2-3

Third Semester

Item #	Title	Credits
	Natural or Physical Science	3-4
	Behavioral & Social Sciences (GEO)	3
	Elective	3
HIS103	U.S. History to 1865	3
	Concentration Elective (200-level History)	3

Fourth Semester

Item #	Title	Credits
	Humanities & Fine Arts	3
	Elective	3
	Elective	3
HIS104	U.S. History since 1865	3
	Concentration Elective (200-level History)	3
	Total Credits	**60-62**

Transfer Information

MassTransfer & more

Career Outlook

The History concentration gives a student a strong foundation for further studies in the areas of education, government, diplomacy, law, journalism, business, political science, research and teaching within the humanities or social sciences, as well as non-profit work. Students should note that entry-level job requirements in these areas always call for a minimum of a bachelor's degree.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Human Services Concentration

Degree Type
Associate in Arts

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

In addition to classroom instruction, this program has a minimum of at least one required practicum component, depending on the student's academic and occupational goals. All practicum classes require students to complete, during a semester, 100 hours of unpaid, field work in an approved Human Service site, with a partnering agency. By the end of the completion of the program students will have developed a transferrable portfolio of coursework and practicum experiences.

The Human Services Program is taught by faculty instructors who are currently practicing clinicians in a number of human service organizations throughout the Cape Cod area. The faculty instructors are dedicated to helping students achieve their goals to complete the program to either transfer their associate degrees to a baccalaureate (4 year) institution or to help develop the necessary skill sets to work in entry level positions in the human service field.

Learn more about the program and apply at
Associate in Arts - Human Services

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
MAT150	Elementary Statistics	3
HUS101	Introduction to Human Services	3
HUS109	Social Work Case Management	3
PSY101	General Psychology	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Natural or Physical Science (BIO109 or BIO151)	4
PSY209	Group Dynamics in Human Services	3
	PSY201 or PSY202 or PSY233	3
COM103	Human Communication	3

Third Semester

Item #	Title	Credits
	Natural or Physical Science	3-4
	Humanities & Fine Arts	3
PSY208	Principles of Counseling & Crisis Intervention	3
HUS229	Introduction to Social Welfare	3
	Concentration Elective for Human Services	3

Fourth Semester

Item #	Title	Credits
HUS270	Social Work: Diversity, Cultural Competence & Social Justice	3
HUS209	Human Services Practicum	4
	Humanities & Fine Arts	3
	Elective	3
	Elective (if needed)	1-3
	Total Credits	**60-63**

Transfer Information

Transfer Agreements:
Human Services

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Community Support Skill Standards

The Human Services Certificate Program embraces the Community Support Skill Standards (CSSS), which are the core skills defined by direct support professionals. The classes in the certificate program promote the CSSS and the required service learning helps the student reflect on how these skills are utilized in the field. The ethical guidelines students will adhere to are established by the National Organization of Human Service Education.

The following CSSS competency areas are guidelines for learning in the Human Services Certificate program:

Competency Area 1: Participant Empowerment
The competent community support human service practitioner (CSHSP) enhances the ability of the participant to lead a self-determining life by providing the support and information necessary to build self-esteem, and assertiveness; and to make decisions.

Competency Area 2: Communication
The competent community support human service practitioner (CSHSP) enhances the ability of the participant to lead a self-determining life by providing the support and information necessary to build self-esteem, and assertiveness; and to make decisions.

Competency Area 3: Assessment
The CSHSP should be knowledgeable about formal and informal assessment practices in order to respond to the needs, desires and interests of the participants.

Competency Area 4: Community and Service Networking
The CSHSP should be knowledgeable about the formal and informal supports available in his or her community and skilled in assisting the participant to identify and gain access to such supports.

Competency Area 5: Facilitation of Services
The CSHSP is knowledgeable about a range of participatory planning techniques and is skilled in implementing plans in a collaborative and expeditious manner.

Competency Area 6: Community Living Skills & Supports
The CSHSP has the ability to match specific supports and interventions to the unique needs of individual participants and recognizes the importance of friends, family and community relationships.

Competency Area 7: Education, Training & Self-Development
The CSHSP should be able to identify areas for self-improvement, pursue necessary educational/ training resources, and share knowledge with others.

Competency Area 8: Advocacy
The CSHSP should be knowledgeable about the diverse challenges facing participants (e.g. human rights, legal, administrative and financial) and should be able to identify and use effective advocacy strategies to overcome such challenges.

Competency Area 9: Vocational, Educational & Career Support
The CSHSP should be knowledgeable about the career and education related concerns of the participant and should be able to mobilize the resources and support necessary to assist the participant to reach his or her goals.

Competency Area 10: Crisis Intervention
The CSHSP should be knowledgeable about crisis

prevention, intervention and resolution techniques and should match such techniques to particular circumstances and individuals.

Competency Area 11: Organization Participation
The CSHSP is familiar with the mission and practices of the support organization and participates in the life of the organization.

Competency Area 12: Documentation
The CSHSP is aware of the requirements for documentation in his or her organization and is able to manage these requirements efficiently.

Philosophy Concentration

Degree Type
Associate in Arts

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Philosophy

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
MAT150	Elementary Statistics	3
	COM103 or Humanities & Fine Arts	3
PHI130	Introduction To Philosophy	3
	Elective	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Natural or Physical Science	4
	HIS119 or HIS160	3
	Concentration Elective for Philosophy	3
PHI131	Logic	3

Third Semester

Item #	Title	Credits
	Natural or Physical Science	3-4
	Concentration Elective for Philosophy	3
	Humanities & Fine Arts	3
	Elective	3
	HIS120 or HIS162	3

Fourth Semester

Item #	Title	Credits
	Concentration Elective for Philosophy	3
PHI201	Existentialism	3
	Humanities & Fine Arts	3
	Elective	3
	Elective (if needed)	2-3
	Total Credits	**60-61**

Transfer Information

MassTransfer & more

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Political Science Concentration

Degree Type
Associate in Arts

The student who is interested in studying political science is exposed to a broad range of courses which cover not only the structure and operation of national governmental institutions, but also more generally political thought, governments, other than our own, and international relations. Students who complete this concentration are prepared for transfer to a bachelor's program.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Political Science

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	Mathematics/Quantitative Reasoning	3-4
	Humanities & Fine Arts (COM103 suggested)	3
GOV111	American Government	3
	Elective	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Natural or Physical Science	4
	Humanities & Fine Arts	3
GOV101	Comparative Politics	3
GEO104	Geography: Culture and Environment	3

Third Semester

Item #	Title	Credits
	Natural or Physical Science	3-4
	Humanities & Fine Arts	3
GOV102	International Relations	3
HIS103	U.S. History to 1865	3
	Elective	3

Fourth Semester

Item #	Title	Credits
HIS104	U.S. History since 1865	3
	Concentration Elective for Political Science	3
	Concentration Elective for Political Science	3
	Elective	3
	Elective (2-3)	2-3
	Total Credits	**60-61**

Transfer Information

MassTransfer & more

Career Outlook

This concentration is for students interested in any level of government, political involvement, the Foreign Service, the law profession, teaching, pubic administration, or liberal arts. Students should note that entry-level job requirements in these areas almost always call for a minimum of a bachelor's degree and knowledge of a foreign language is recommended.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Psychology Concentration

Degree Type
Associate in Arts

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Psychology

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	Mathematics/Quantitative Reasoning (MAT150 suggested)	3
	Humanities & Fine Arts (COM103 suggested)	3
PSY101	General Psychology	3
	Elective	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Natural or Physical Science (BIO109 or BIO151)	4
	Humanities & Fine Arts	3
PSY214	Research Methods in Psychology	3
	Elective	3

Third Semester

Item #	Title	Credits
	Natural or Physical Science	3-4
SOC106	Principles of Sociology	3
	Concentration Elective for Psychology	3
	Concentration Elective for Psychology	3
	Elective	3

Fourth Semester

Item #	Title	Credits
	Humanities & Fine Arts	3
	General Education Elective (HIS)	3
	Concentration Elective for Psychology	3
	Concentration Elective for Psychology	3
	Elective (if needed)	2-3
	Total Credits	**60-61**

Transfer Information

MassTransfer & more

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Sociology/Anthropology Concentration

Degree Type
Associate in Arts

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Arts - Sociology/Anthropology

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
MAT150	Elementary Statistics	3
COM103	Human Communication	3
SOC106	Principles of Sociology	3
	Elective	3

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
	Natural or Physical Science	4
PSY101	General Psychology	3
ANT107	Introduction to Anthropology	3
	Elective	3

Third Semester

Item #	Title	Credits
	Natural or Physical Science	3-4
	Humanities & Fine Arts	3
	Elective (HIS or GOV)	3
SOC215	Social Problems	3
SOC210	Marriage & Family: Sociology of Family Interaction and Organization	3

Fourth Semester

Item #	Title	Credits
	Humanities & Fine Arts	3
SOC209	Sociology of Race & Ethnicity	3
	Elective	3
	Concentration Elective (SOC or ANT)	3
	Elective (if needed)	2-3
	Total Credits	**60-61**

Transfer Information

MassTransfer & more

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Note: The Associate in Arts degree does not indicate a specialized degree in a concentration. Students who complete this concentration will satisfy the requirements of MassTransfer. For additional information pertaining to degree requirements, please refer to Degree Requirements.

Criminal Justice Program

Degree Type
Associate in Science

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

As the only public institution offering a Criminal Justice degree on Cape Cod, we have created a student-centered learning community that prepares students for a variety of professional opportunities in the various criminal justice careers such as probation, corrections, law enforcement and employment in the court system. Through classroom instruction and experiential learning we provide a broad understanding of the criminal justice system and a fundamental knowledge of the social and behavioral sciences, particularly as they apply to the field of criminal justice.

Learn more about the program and apply at
Associate in Science - Criminal Justice

Requirements

Item #	Title	Credits
CRJ100	Introduction to Criminal Justice	3
CRJ105	Criminology, Theory and Practice	3
CRJ116	Introduction to Corrections	3
ENL101	English Composition I	3
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4

Second Semester

Item #	Title	Credits
CRJ103	Criminal Law	3
CRJ125	Contemporary Policing	3
	Criminal Justice Elective	3
BIO105	Survey: Human Anatomy & Physiology	4
	ENL102 or COM103	3

Third Semester

Item #	Title	Credits
CRJ206	Principles of Investigation I	3
CRJ210	Ethical Issues in Criminal Justice	3
	Criminal Justice Elective	3
HIS104	U.S. History since 1865	3
PSY101	General Psychology	3

Fourth Semester

Item #	Title	Credits
CRJ207	Principles of Investigation II	3
CRJ240	Selected Issues in Criminal Justice	3
CRJ261	Criminal Justice Cooperative Work Experience	3
SOC106	Principles of Sociology	3
	Elective	3

CRJ261 Criminal Justice Cooperative Work Experience can be completed in the fall, spring, or summer semesters. Please refer to the policy statement of Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks.

Total Credits	61-62

Transfer Information

Transfer Agreements:
Criminal Justice

Career Outlook

The Criminal Justice program prepares students who intend to enter the fields of Law Enforcement, Corrections, or the Court System at all governmental levels. Also, careers in the private sector that include, but are not limited to private security, industrial security, and various external agencies that are associated with the criminal justice community.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

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

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

Early Childhood Education Program – Career Option

Degree Type
Associate in Science

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

The Early Childhood Education degree at Cape Cod Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the *National Association for the Education of Young Children*.

The current accreditation term runs from July 1, 2021 through July 31, 2024.

Overview

The Early Childhood Education Program – Career Option is designed for students who are interested in working with young children. Graduates of the program my work in a variety of child care settings in both private and public schools.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Check out the Career Pathways Grant for the opportunity to save money and earn your Child Development Associate credential while you pursue your degree.

Learn more about the program and apply at
Associate in Science - Early Childhood Education (Career)

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
ECE100	Introduction to Early Childhood Education	3
PSY101	General Psychology	3
SOC106	Principles of Sociology	3
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
ECE105	Introduction to Young Children with Special Needs (Birth–8 years)	3
ECE201	Preschool Curriculum Planning	3
PSY201	Child Psychology	3
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4

Third Semester

Item #	Title	Credits
ENL120	Introduction to Children's Literature	3
ECE202	Advanced Curriculum Development: Creative Experiences for Early Childhood Education	3
ECE206	Field Experience in Early Childhood Education	1
ECE221	Classroom Management: Skills and Strategies for Early Childhood Teachers	3
ECE291	Leadership and Management in Early Childhood Education	2
COM103	Human Communication	3

Fourth Semester

Item #	Title	Credits
	SOC210 or SOC215	3
ECE230	Practicum in Early Childhood Education Preschool	6
	Early Childhood Education Elective	3
	Elective	3
	Total Credits	**60**

Transfer Information

Transfer Agreement:
Early Childhood Education

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

Standard 1: Apply Child Development and Learning In Context
Standard 2: Participate in Family-Teacher Partnerships and Community Connections
Standard 3: Engage in Child Observation, Documentation, and Assessment
Standard 4: Apply Developmentally, Culturally, and Linguistically Appropriate Teaching Practices
Standard 5: Demonstrate Knowledge, Application, and Integration of Academic Content in Early Childhood Curriculum
Standard 6: Demonstrate Professionalism as an Early Childhood Educator

Technical Standards

The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the American with Disabilities Act.

In order to successfully complete the Early Childhood Education Program, certain cognitive, physical and behavioral capabilities, as specified in the U.S. Department of Labor Core Tasks and Massachusetts Department of Early Education and Care regulations, are required in course work and as part of your field experience. Early Childhood Education students must be able to satisfy these essential program standards with or without a reasonable accommodation in order to enroll into and successfully progress through the program. These include:

Communication
Early Childhood teachers must be able to communicate effectively in English with children, families, colleagues, and others in the community.

1. Speaking – Talking clearly to others to convey information effectively.
2. Oral Expression – The ability to orally communicate information and ideas clearly so others will understand.
3. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
4. Writing – Communicating clearly and effectively in writing as appropriate for the needs of the audience.
5. Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
6. Reading – Read and understand written materials.

Cognitive Performance
Early Childhood teachers must be able to think

independently to solve problems in the classroom to support children's development and learning and keep children safe.

1. Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong.
2. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one. Remaining calm and thinking logically and effectively under emergency circumstances
4. Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
5. Speed of Closure – The ability to quickly make sense of, combine, and organize information into meaningful patterns.
6. Management of Time – Effectively manage time for self and others.

Behavioral Performance
Early Childhood teachers must be able to combine their knowledge, skills, and abilities to perform many tasks and meet state regulations for early childhood programs.

1. Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.
2. Resolving Conflicts and Negotiating with Others – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
3. Time Sharing – The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
4. Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
5. Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Physical
Early Childhood teachers must be able to keep children safe during inside and outside play and activities, including evacuation drills, as well as attend to their physical needs, including feeding, changing clothing and diapers, and providing medication.

1. Near Vision – The ability to see details at close range (within a few feet of the observer) and recognize differences between colors, shades, and brightness.
2. Far Vision – The ability to see details at a distance and recognize differences between colors, shades, and brightness.
3. Performing General Physical Activities – Performing physical activities that require considerable and extended use of your arms and legs and moving your whole body, such as standing for long periods of time, running, climbing, lifting, balancing, walking, stooping, and handling of materials; use muscles to lift, push, pull, or carry heavy objects; use one or two hands to grasp, move, or assemble objects; and use fingers to grasp, move, or assemble very small objects.
4. Assisting and Caring for Others – Providing personal assistance, medical attention, emotional support, or other personal care to children.

Mission

The Early Childhood Education Program at Cape Cod Community College embraces the NAEYC's assumption that "All young children, birth through age eight, should have access to high-quality early childhood education services." Early Childhood Education is an inclusive and engaging process that is part of the complex system in the lives of young children and families. We believe the following:

- Children are active and enthusiastic learners. They thrive in an environment of trust, respect, joy and beauty. Children are the center of our work and our vision.
- Families are the primary decision-makers in their children's lives, engaged in reciprocal, collaborative partnerships with early childhood personnel.
- Early Childhood programs are inclusive, supportive environments for children, families and staff. Staff are well-trained and qualified in their positions. Professional development is thoughtful and on-going.
- Community college students are diverse learners. They benefit from a variety of instructional and assessment strategies that include both theory and practical experience, based on comprehensive, standards-based outcomes. They bring diverse potential and experience with them to the college classroom.
- Early Childhood Faculty are professional, ethical, qualified and committed to the mission of the college and the program. They have educational and experiential expertise. They are life-long learners.
- Community and government support and recognition are essential for a healthy,

equitable system of early care and education. Families, teachers, college students, professors, citizens and elected officials must work together to create a better future for all children.

Related Information

- Early Childhood Education Program Outcomes
- Career Pathways Grant

Early Childhood Education Program – Transfer

Degree Type
Associate in Science

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

The Early Childhood Education degree at Cape Cod Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the *National Association for the Education of Young Children*.

The current accreditation term runs from July 1, 2021 through July 31, 2024.

Overview

Students in the Early Childhood Education Program – Transfer Compact must graduate with a minimum 2.75 GPA and attain a passing score on the Communication and Literacy Skills (CLST) portion of the Massachusetts Tests for Educator Licensure (MTEL) before their planned entrance to the bachelor institution to be accepted directly into an educational program. If student do not meet the criteria above, they may be admitted to the required academic (second) major on initial acceptance to the bachelor's institution.

Please refer to the policy statement of Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI)checks.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Science - Early Childhood Education (Transfer)

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
ECE100	Introduction to Early Childhood Education	3
PSY101	General Psychology	3
SOC106	Principles of Sociology	3
	Natural or Physical Science (Biology)	4

Second Semester

Item #	Title	Credits
ENL102	English Composition II	3
ECE105	Introduction to Young Children with Special Needs (Birth–8 years)	3
ECE201	Preschool Curriculum Planning	3
PSY201	Child Psychology	3
	Natural or Physical Science (Physical)	4

Third Semester

Item #	Title	Credits
ENL120	Introduction to Children's Literature	3
ECE202	Advanced Curriculum Development: Creative Experiences for Early Childhood Education	3
ECE206	Field Experience in Early Childhood Education	1
	SOC210 or SOC215	3
COM103	Human Communication	3
	Mathematics/Quantitative Reasoning	3

Fourth Semester

Item #	Title	Credits
ECE230	Practicum in Early Childhood Education Preschool	6
GOV111	American Government	3
	Humanities & Fine Arts for Early Childhood Education	3
	Humanities & Fine Arts for Early Childhood Education	3
	Total Credits	**63**

Transfer Information

Transfer Agreement:
Early Childhood Education

Career Outlook

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

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

Standard 1: Apply Child Development and Learning In Context
Standard 2: Participate in Family-Teacher Partnerships and Community Connections
Standard 3: Engage in Child Observation, Documentation, and Assessment
Standard 4: Apply Developmentally, Culturally, and Linguistically Appropriate Teaching Practices
Standard 5: Demonstrate Knowledge, Application, and Integration of Academic Content in Early Childhood Curriculum
Standard 6: Demonstrate Professionalism as an Early Childhood Educator

Technical Standards

The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the American with Disabilities Act.

In order to successfully complete the Early Childhood Education Program, certain cognitive, physical and behavioral capabilities, as specified in the U.S. Department of Labor Core Tasks and Massachusetts Department of Early Education and Care regulations, are required in course work and as part of your field experience. Early Childhood Education students must be able to satisfy these essential program standards with or without a reasonable accommodation in order to enroll into and successfully progress through the program. These include:

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Early Childhood teachers must be able to think independently to solve problems in the classroom to support children's development and learning and keep children safe.

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Mission

The Early Childhood Education Program at Cape Cod Community College embraces the NAEYC's assumption that "All young children, birth through age eight, should have access to high-quality early childhood education services." Early Childhood Education is an inclusive and engaging process that is part of the complex system in the lives of young children and families. We believe the following:

- Children are active and enthusiastic learners. They thrive in an environment of trust, respect, joy and beauty. Children are the center of our work and our vision.
- Families are the primary decision-makers in their children's lives, engaged in reciprocal, collaborative partnerships with early childhood personnel.
- Early Childhood programs are inclusive, supportive environments for children, families and staff. Staff are well-trained and qualified in their positions. Professional development is thoughtful and on-going.
- Community college students are diverse learners. They benefit from a variety of instructional and assessment strategies that include both theory and practical experience, based on comprehensive, standards-based outcomes. They bring diverse potential and experience with them to the college classroom.
- Early Childhood Faculty are professional, ethical, qualified and committed to the mission of the college and the program. They have educational and experiential expertise. They are life-long learners.
- Community and government support and recognition are essential for a healthy, equitable system of early care and education. Families, teachers, college students, professors, citizens and elected officials must work together to create a better future for all children.

Related Information

- Early Childhood Education Program Outcomes
- Career Pathways Grant

Fire Science Program – Fire Science Option

Degree Type
Associate in Science

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

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at
Associate in Science - Fire Science

Requirements

First Semester

Item #	Title	Credits
ENL101	English Composition I	3
	CHM106 or CHM109	4
FSC150	Principles of Emergency Services	3
FSC151	Fire Prevention	3
	Fire Science Elective	3

Second Semester

Item #	Title	Credits
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4
FSC152	Fire Protection Systems	3
	ENL102 or COM103	3
	Fire Science Elective	3
	Fire Science Elective	3

Third Semester

Item #	Title	Credits
FSC153	Building Construction for the Fire Protection	3
FSC155	Fire Behavior and Combustion	3
	PSY101 or SOC106	3
	Fire Science Elective	3
	Elective	3

Fourth Semester

Item #	Title	Credits
FSC154	Principles of Fire and Emergency Service Safety and Survival	3
	Behavioral & Social Sciences	3
	Fire Science Elective	3
	Fire Science Elective	3
	Elective	3
	Total Credits	**61-62**

Transfer Information

MassTransfer & more

Career Outlook

Students who plan a career in firefighting or fire safety technology should select this program which is based on the premise that in-service personnel need to study technical improvement and that new recruits must be better qualified to enter fire and safety careers. The coursework in the Fire Science program may be helpful in succeeding in the entrance and promotional exams for the fire service. A sound foundation is provided for continuing into a four-year fire degree program.

Applicants for the Fire Science Program must be able to meet the physical demands and satisfy the behavioral capabilities as outlined in the Program's Technical Standards.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

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

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

Addictions Counselor

Degree Type
Certificate

The Addictions Counselor Certificate (ACC) at Cape Cod Community College provides the required coursework and fieldwork experience to be eligible for Massachusetts certification as a substance abuse counselor. The new certificate reduces the number of credits from 42 to 29.

Upon completion of the Addictions Counselor Certificate (ACC), students are prepared to take the required certification and state licensing examinations. Students are provided an in-depth knowledge of alcohol/addictions treatment

programs and current treatment modalities. Students must take two field placement courses, totaling 300 hours, in an alcohol/addiction treatment facility.

This experience allows students to work on the core functions of substance abuse counseling: assessment, treatment planning, case management, crisis intervention, client education and documentation. The program is completed through a three-semester curriculum, which includes 300 hours of practicum experience, and totals 29 credits.

Requirements

First Semester

Item #	Title	Credits
HUS101	Introduction to Human Services	3
HUS104	Introduction to Alcohol & Substance Abuse	3
PSY101	General Psychology	3

Second Semester

Item #	Title	Credits
PSY208	Principles of Counseling & Crisis Intervention	3
PSY209	Group Dynamics in Human Services	3
HUS209	Human Services Practicum	4

Third Semester

Item #	Title	Credits
	HUS230 or HUS231	3
HUS270	Social Work: Diversity, Cultural Competence & Social Justice	3
HUS233	Addictions Practicum	4
	Total Credits	**29**

Career Outlook

According to Occupational Outlook Handbook, employment is projected to grow by 13%, which is faster than average. The median salary is listed as $37,000/year, but discussions with industry professionals indicate the average salary is actually far higher because of the employment shortage, particularly in this region.

Program Outcomes

Upon successful completion of the Addictions Counselor Certificate, students are able to:

- Articulate the connection among social issues such as poverty, mental health, domestic violence, and addiction.
- Practice observation and interpersonal communication techniques.
- Demonstrate ethical practices when working with diverse populations.
- Recognize the extent of services that addictions professionals provide and identify theories and treatment modalities used in the prevention, intervention, treatment, and recovery.
- Describe addiction and its consequences for family and individual systems.

12 Core Functions: Addictions counselors are expected to show competency in the following 12 core functions of substance use treatment:
1. Screening
2. Intake
3. Orientation
4. Assessment
5. Treatment Planning
6. Counseling
7. Case Management
8. Crisis Intervention
9. Client Education
10. Referral
11. Report and Record Keeping
12. Consultation

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Corrections

Degree Type
Certificate

The criminal justice system is comprised of three components: law enforcement, the courts, and corrections. The Corrections certificate prepares the student for entry-level positions in the correctional field. It also provides a foundation for the Associate in Science – Criminal Justice program. The certificate is designed to be

completed in 3 semesters with the cooperative work experience in the final semester after the completion of all other required courses.

As a prerequisite for placement in a corrections setting, the student must pass a Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI) check. Please refer to the CORI/SORI policy statement.

Learn more about the program and apply at
Corrections Certificate

Requirements

Courses

Item #	Title	Credits
ENL101	English Composition I	3
CRJ116	Introduction to Corrections	3
PSY101	General Psychology	3
HEA130	Standard First Aid and Basic Life Support (Cardiopulmonary Resuscitation)	1
HUS104	Introduction to Alcohol & Substance Abuse	3
COM103	Human Communication	3
CRJ220	Crisis Intervention for Criminal Justice Professionals	3
CRJ262	Corrections Cooperative Work Experience	3
	Total Credits	**22**

Career Outlook

This occupational profile is provided by O*NET.

Program Outcomes

Upon completion of the Corrections certificate, students are able to:

- Identify, evaluate and utilize effective verbal, non-verbal and written communication for the correctional setting.
- Apply ethical principles in the correctional setting.
- Demonstrate an appreciation of the role of diversity as it applies to various populations in the correctional setting.
- Identify correctional problems and develop appropriate solutions.
- Identify and explain correctional legal issues.
- Recognize crisis situations in a correctional setting.
- Identify effective solutions to crisis situations in a correctional setting.
- Discuss the important role of counseling referral for inmate populations including those with addiction and mental health issues.
- Explain the interrelationship among the major components of the criminal justice system.

Technical Standards

In order to be eligible for and successfully complete the Corrections Certificate Program, certain physical and behavioral standards are required as part of the program and cooperative work experience. These technical standards have been developed using the U.S. Department of Labor's skills and abilities for those working in a corrections setting. Some cooperative work experience opportunities may have additional requirements beyond the technical standards listed here and requirements may vary by agency. Students must satisfy the program's technical standards and the individual agency requirements before a co-op assignment is approved. The Barnstable County Sheriff's Office provides details for the Physical Fitness Guidelines and Fitness for Duty.

The following technical standards are established in accordance with the Section 504 of the federal Rehabilitation Act of 1973 and the American with Disabilities Act. All students must be able to satisfy these standards with or without a reasonable accommodation. These include:

Communication

1. Communicate effectively in standard American English in both oral and written form.
2. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Understand oral directions, requests, voice pages and telephone messages stated in a normal tone.

Auditory Ability

1. Ability to hear sounds at a normal volume, including alarm sounds on technical and supportive equipment.
2. Listen and respond to distress sounds.
3. Auditory attention – the ability to focus on a single source of sound in the presence of other distracting sounds.

Visual Ability

1. Near Vision – The ability to see details at close range.
2. Far Vision – The ability to see details at a distance.

Skills

1. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
3. Task Management – Prioritize and manage tasks simultaneously.
4. Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Physical Abilities

1. Strength – The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
2. Stamina – The ability to exert yourself physically over long periods of time without getting winded or out of breath.
3. Gross Body Coordination – The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
4. Manual Dexterity – The ability to quickly move your hands, your hands together with your arms, or your hands to grasp, manipulate, or assemble objects.
5. Performing General Physical Activities – The ability to perform physical activities that require considerable use of your arms and legs and moving your whole body. This includes, but is not limited to: standing, sitting, climbing, balancing, walking, running, pushing, pulling, twisting, stooping, handling of materials, and lifting.
6. Ability to effectively and safely use professional tools and equipment, including but not limited to: radio communications, body duress alarm, use of restraints, metal detectors, security wands, cell watch system, use of computers and security cameras.
7. Walk/stand for extended periods and distances over an 8-hour period.

Behavioral/Mental Performance

1. Function safely, effectively and calmly under stressful situations.
2. Exhibit social skills necessary to interact effectively in a correctional setting.
3. Display ethical attitudes and actions consistent with professional behavior in the classroom and correctional setting.
4. Maintain personal hygiene consistent with department dress code guidelines.
5. Remain free from alcohol and/or chemical impairment in classroom and correctional setting at all times.
6. Ability to defuse confrontational situations.
7. Ability to think critically, exercise good judgment and make decision under stressful circumstances.
8. Prioritize and manage tasks simultaneously.
9. Display the social skills empathy, politeness, tact and sensitivity to others in all settings.
10. Exhibit respect for cultural and ethnic differences of clients, peers and individuals in classroom and correctional setting.

Additional information pertaining to Corrections Officer requirements and physical fitness testing is available through the Barnstable County Sheriff's Office.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Early Childhood Education – Infant & Toddler

Degree Type
Certificate

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

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

The Early Childhood Education – Infant & Toddler Certificate at Cape Cod Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the *National Association for the Education of Young Children*.

The current accreditation term runs from July 1, 2021 through July 31, 2024.

Learn more about the program and apply at
Early Childhood Education - Infant & Toddler Certificate

Requirements

Courses

Item #	Title	Credits
ECE100	Introduction to Early Childhood Education	3
PSY101	General Psychology	3
PSY201	Child Psychology	3
ECE105	Introduction to Young Children with Special Needs (Birth–8 years)	3
ECE200	Teaching Infants and Toddlers	3
ECE230	Practicum in Early Childhood Education Preschool	6
	Total Credits	**21**

Career Outlook

This occupational profile is provided by O*NET.

Technical Standards

The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the American with Disabilities Act.

In order to successfully complete the Early Childhood Education Program, certain cognitive, physical and behavioral capabilities, as specified in the U.S. Department of Labor Core Tasks and Massachusetts Department of Early Education and Care regulations, are required in course work and as part of your field experience. Early Childhood Education students must be able to satisfy these essential program standards with or without a reasonable accommodation in order to enroll into and successfully progress through the program. These include:

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Early Childhood teachers must be able to communicate effectively in English with children, families, colleagues, and others in the community.

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6. Reading – Read and understand written materials.

Cognitive Performance
Early Childhood teachers must be able to think independently to solve problems in the classroom to support children's development and learning and keep children safe.

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Early Childhood teachers must be able to combine their knowledge, skills, and abilities to perform many tasks and meet state regulations for early childhood programs.

1. Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.
2. Resolving Conflicts and Negotiating with Others – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
3. Time Sharing – The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
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5. Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Physical
Early Childhood teachers must be able to keep children safe during inside and outside play and activities, including evacuation drills, as well as attend to their physical needs, including feeding, changing clothing and diapers, and providing medication.

1. Near Vision – The ability to see details at close range (within a few feet of the observer) and recognize differences between colors, shades, and brightness.
2. Far Vision – The ability to see details at a distance and recognize differences between colors, shades, and brightness.
3. Performing General Physical Activities – Performing physical activities that require considerable and extended use of your arms and legs and moving your whole body, such as standing for long periods of time, running, climbing, lifting, balancing, walking, stooping, and handling of materials; use muscles to lift, push, pull, or carry heavy objects; use one or two hands to grasp, move, or assemble objects; and use fingers to grasp, move, or assemble very small objects.
4. Assisting and Caring for Others – Providing personal assistance, medical attention, emotional support, or other personal care to children.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

CORI/SORI Requirement
Please refer to the CORI/SORI policy statement.

"**All children** means *all* children with developmental delays or disabilities, children who are gifted and talented, children whose families are culturally and linguistically diverse, children from diverse socioeconomic groups, and other children with individual learning styles, strengths, and needs."
—*National Association for the Education of Young Children*

Related Information

- Early Childhood Education Program Outcomes
- Career Pathways Grant

Early Childhood Education – Preschool

Degree Type
Certificate

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

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

The Early Childhood Education - Preschool certificate at Cape Cod Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the *National Association for the Education of Young Children*.

The current accreditation term runs from July 1, 2021 through July 31, 2024.

Learn more about the program and apply at
Early Childhood Education - Preschool Certificate

Requirements

Item #	Title	Credits
ECE100	Introduction to Early Childhood Education	3
PSY101	General Psychology	3
PSY201	Child Psychology	3
ECE105	Introduction to Young Children with Special Needs (Birth–8 years)	3
ECE201	Preschool Curriculum Planning	3
ECE202	Advanced Curriculum Development: Creative Experiences for Early Childhood Education	3
ECE230	Practicum in Early Childhood Education Preschool	6
	Total Credits	**24**

Career Outlook

This occupational profile is provided by O*NET.

Technical Standards

The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the American with Disabilities Act.

In order to successfully complete the Early Childhood Education Program, certain cognitive, physical and behavioral capabilities, as specified in the U.S. Department of Labor Core Tasks and Massachusetts Department of Early Education and Care regulations, are required in course work and as part of your field experience. Early Childhood Education students must be able to satisfy these essential program standards with or without a reasonable accommodation in order to enroll into and successfully progress through the program. These include:

Communication
Early Childhood teachers must be able to communicate effectively in English with children, families, colleagues, and others in the community.

1. Speaking – Talking clearly to others to convey information effectively.
2. Oral Expression – The ability to orally communicate information and ideas clearly so others will understand.
3. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
4. Writing – Communicating clearly and effectively in writing as appropriate for the needs of the audience.
5. Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
6. Reading – Read and understand written materials.

Cognitive Performance
Early Childhood teachers must be able to think independently to solve problems in the classroom to support children's development and learning and keep children safe.

1. Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong.
2. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one. Remaining calm and thinking logically and effectively under emergency circumstances
4. Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
5. Speed of Closure – The ability to quickly make sense of, combine, and organize information into meaningful patterns.
6. Management of Time – Effectively manage time for self and others.

Behavioral Performance
Early Childhood teachers must be able to combine their knowledge, skills, and abilities to perform many tasks and meet state regulations for early childhood programs.

1. Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.
2. Resolving Conflicts and Negotiating with Others – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
3. Time Sharing – The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
4. Evaluating Information to Determine Compliance with Standards – Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
5. Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Physical
Early Childhood teachers must be able to keep children safe during inside and outside play and activities, including evacuation drills, as well as attend to their physical needs, including feeding, changing clothing and diapers, and providing medication.

1. Near Vision – The ability to see details at close range (within a few feet of the observer) and recognize differences between colors, shades, and brightness.
2. Far Vision – The ability to see details at a distance and recognize differences between colors, shades, and brightness.
3. Performing General Physical Activities – Performing physical activities that require considerable and extended use of your arms and legs and moving your whole body, such as standing for long periods of time, running, climbing, lifting, balancing, walking, stooping, and handling of materials; use muscles to lift, push, pull, or carry heavy objects; use one or two hands to grasp,

move, or assemble objects; and use fingers to grasp, move, or assemble very small objects.
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Program Completion

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—National Association for the Education of Young Children

Related Information

- Early Childhood Education Program Outcomes
- Career Pathways Grant

Fire Officer Development

Degree Type
Certificate

This certificate offers the basic skills required for an individual to successfully manage and lead firefighters in daily and emergency operations at a fire company level. This program provides exposure to materials used in promotional examinations.

Learn more about the program and apply at
Fire Officer Development Certificate

Requirements

Item #	Title	Credits
ENL101	English Composition I	3
FSC151	Fire Prevention	3
FSC152	Fire Protection Systems	3
FSC103	Fire Fighting Tactics and Strategy	3
FSC153	Building Construction for the Fire Protection	3
FSC110	Fire Code and Ordinances	3
FSC120	Introduction to Incident Management	3
FSC114	Fire Company Management	3
	Total Credits	**24**

FSC151: Currently employed fire protection personnel should contact the coordinator of the Fire Science program to discuss alternate options to meeting this requirement.

Career Outlook

This certificate offers instruction for firefighters who wish to upgrade their career status and for students who wish to transfer to an upper-level college or university.

This occupational profile is provided by O*NET.

Program Outcomes

Upon completion of the Fire Officer Development Certificate, students are able to:

- Function in a leadership capacity in fire and related public safety incidents.
- Evaluate fire protection equipment for operability and compliance with safety standards.
- Recognize the effect of combustion products on types of construction and impact on safety.
- Perform basic fire prevention activities with code enforcement.
- Perform management responsibilities of a first line supervisor in the fire service.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Homeland Security Certificate

Degree Type
Certificate

The certificate is designed to provide students an introduction to the growing field of homeland security. It is designed for people working in the areas of public safety, security management and law enforcement. Criminal justice students interested in enhancing their future career prospects may also benefit from this program by broadening their studies to encompass security within private industry.

Learn more about the program and apply at
Homeland Security Certificate

Requirements

Item #	Title	Credits
HSC101	Introduction to Homeland Security	3
HSC105	Transportation and Infrastructure Security	3
HSC103	Management of Incidents	3
CIT104	Cybersecurity	3
CRJ135	Terrorism	3
	Total Credits	**15**

Program Outcomes

Upon successful completion of the Homeland Security Certificate, students are able to:

- Identify effective interpersonal communication, critical thinking, and decision-making skills.
- Describe ethical principles in decision-making situations.
- Demonstrate knowledge of diverse areas, cultures and experiences and the ability to examine their own attitudes and assumptions in order to engage others with civility and empathy.
- Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types and orders of magnitude of terrorist threats most likely to confront the nation/state.
- Describe the interdisciplinary nature of homeland security functions and be able to assess and integrate various functional areas.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Human Services

Degree Type
Certificate

The field of Human Services is a broadly defined one, uniquely approaching the objective of meeting needs through an interdisciplinary knowledge base. The primary purpose of Human Services is to assist individuals, groups and communities to function as effectively as possible in the major domains of living.

A student who is interested in transferring into a four year undergraduate program in the area of Human Services can complete the certificate program as part of the Human Services Concentration at Cape Cod Community College.

In addition to classroom instruction, this program has a minimum of at least one required practicum component, depending on the student's academic and occupational goals. All practicum classes require students to complete, during a semester, 100 hours of unpaid, field work in an approved Human Service site, with a partnering agency. By the end of the completion of the program students will have developed a transferrable portfolio of coursework and practicum experiences.

Learn more about the program and apply at
Human Services Certificate

Requirements

Item #	Title	Credits
PSY101	General Psychology	3
HUS101	Introduction to Human Services	3
COM103	Human Communication	3
ENL101	English Composition I	3
PSY208	Principles of Counseling & Crisis Intervention	3
PSY209	Group Dynamics in Human Services	3
HUS209	Human Services Practicum	4
	Total Credits	**22**

Career Outlook

This occupational profile is provided by O*NET.

Program Outcomes

Upon completion of the Human Services Certificate, students are able to:

- Understand the nature of human systems: individual, group and community outreach.
- Understand the conditions which promote or limit optimal functioning and classes of deviation from desired functioning.
- Identify and select interventions which promote growth and goal attainment.
- Practice planning, implementation, and evaluation of intervention in classroom role-plays.
- Consistently select interventions which are congruent with the values of one's self, clients, the employing organization, and the Human Services profession.
- Process skills which are required to plan and implement services.

Community Support Skill Standards

The Human Services Certificate Program embraces the Community Support Skill Standards (CSSS), which are the core skills defined by direct support professionals. The classes in the certificate program promote the CSSS and the required service learning helps the student reflect on how these skills are utilized in the field. The ethical guidelines students will adhere to are established by the National Organization of Human Service Education.

The following CSSS competency areas are guidelines for learning in the Human Services Certificate program:

Competency Area 1: Participant Empowerment
The competent community support human service practitioner (CSHSP) enhances the ability of the participant to lead a self-determining life by providing the support and information necessary to build self-esteem, and assertiveness; and to make decisions.

Competency Area 2: Communication
The competent community support human service practitioner (CSHSP) enhances the ability of the participant to lead a self-determining life by providing the support and information necessary to build self-esteem, and assertiveness; and to make decisions.

Competency Area 3: Assessment
The CSHSP should be knowledgeable about formal and informal assessment practices in order to respond to the needs, desires and interests of the participants.

Competency Area 4: Community and Service Networking
The CSHSP should be knowledgeable about the formal and informal supports available in his or her community and skilled in assisting the participant to identify and gain access to such supports.

Competency Area 5: Facilitation of Services
The CSHSP is knowledgeable about a range of participatory planning techniques and is skilled in implementing plans in a collaborative and expeditious manner.

Competency Area 6: Community Living Skills & Supports
The CSHSP has the ability to match specific supports and interventions to the unique needs of individual participants and recognizes the importance of friends, family and community relationships.

Competency Area 7: Education, Training & Self-Development
The CSHSP should be able to identify areas for self-improvement, pursue necessary educational/ training resources, and share knowledge with others.

Competency Area 8: Advocacy
The CSHSP should be knowledgeable about the diverse challenges facing participants (e.g. human rights, legal, administrative and financial) and should be able to identify and use effective advocacy strategies to overcome such challenges.

Competency Area 9: Vocational, Educational & Career Support
The CSHSP should be knowledgeable about the career and education related concerns of the

participant and should be able to mobilize the resources and support necessary to assist the participant to reach his or her goals.

Competency Area 10: Crisis Intervention
The CSHSP should be knowledgeable about crisis prevention, intervention and resolution techniques and should match such techniques to particular circumstances and individuals.

Competency Area 11: Organization Participation
The CSHSP is familiar with the mission and practices of the support organization and participates in the life of the organization.

Competency Area 12: Documentation
The CSHSP is aware of the requirements for documentation in his or her organization and is able to manage these requirements efficiently.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.

Law Enforcement

Degree Type
Certificate

Developed in cooperation with the Massachusetts Chiefs of Police Association, the Law Enforcement Certificate program prepares students for a career in local law enforcement.

The certificate combines specialized criminal justice and general education coursework to provide students with knowledge and skills needed to compete for entry into the Massachusetts law enforcement field. All of the credits in the certificate program can be applied to the Associate in Science Criminal Justice degree.

The Law Enforcement certificate was developed in cooperation with the Massachusetts Police Chiefs Association and has been ratified by their Training and Education Committee as an important step in their goal to have a better-educated and more professional workforce. Although the certificate is not yet a requirement in the hiring and training procedures, it is anticipated that it will substitute for a significant part of the Massachusetts Training council curriculum in the near future.

Learn more about the program and apply at
Law Enforcement Certificate

Requirements

Item #	Title	Credits
ENL101	English Composition I	3
COM103	Human Communication	3
SOC106	Principles of Sociology	3
PSY101	General Psychology	3
CRJ100	Introduction to Criminal Justice	3
CRJ125	Contemporary Policing	3
CRJ103	Criminal Law	3
CRJ105	Criminology, Theory and Practice	3
CRJ130	Criminal Evidence	3
	Total Credits	**27**

Career Outlook

This occupational profile is provided by O*NET.

Program Outcomes

Upon completion of the Law Enforcement Certificate, students are able to:

- Identify, evaluate and utilize effective verbal, non-verbal and written communication.
- Apply ethical principles in decision-making situations.
- Demonstrate an understanding of diversity and multiculturalism.
- Identify a problem and develop solutions.
- Properly use basic criminal justice terms and concepts.
- Identify, explain, and apply major theories of crime causation and individual criminal behavior.
- Identify and explain the interrelationship between the major components of the criminal justice system.

Program Completion
Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Courses
Accounting

ACC100 : Survey of Accounting

Students will be exposed to an overview of accounting and its role in business and society with a focus on the accounting equation, chart of accounts, transaction analysis, financial statement preparation and analysis, business structures, accrual basis of accounting, and internal controls.
Credits 3
Prerequisites
MAT025: Prealgebra and ENL108: Critical Reading & Thinking or satisfactory basic skills assessment scores
Semester Offered
Fall
Spring

ACC103 : QuickBooks Basics

Students learn the basics of QuickBooks desktop software to get a new user started with setting up a new company file, setting up vendors, customers, employees, contractors, sales and service items, recording everyday transactions, and running financial reports.
Credits 3
Prerequisite Courses
ACC100: Survey of Accounting
BST110: Computer Applications
Semester Offered
Spring

ACC115 : Payroll Accounting

Payroll Accounting provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics covered include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, analyzing and journalizing payroll transactions and completing various federal and state forms. Students prepare business payroll in both a manual and computer format.
Credits 3
Prerequisite Courses
ACC100: Survey of Accounting
Semester Offered
Spring

ACC201 : Financial Accounting

Principles of Financial Accounting is the study of the generation and interpretation of accounting information as a basis for financial statement analysis and management decision-making. Topics include: the accounting cycle, recording transactions, adjusting and closing accounts, preparing financial statements, inventory valuation, depreciation methods, acquisition and disposal of assets, receivables, liabilities, investments, and interpreting financial statements of proprietorships, partnerships and corporations. This is a transfer-level course in Financial Accounting intended for the transfer student.
Credits 3
Prerequisite Courses
BST110: Computer Applications
ACC100: Survey of Accounting
Semester Offered
Fall
Spring
Summer

ACC202 : Managerial Accounting

Students learn managerial accounting concepts applied to a variety of businesses with emphasis on job order costing, process costing, cost allocation and cost-volume profit analysis. The budgeting process is examined using master budgets and planning, flexible budgets with standard costs and variances, capital budgets and managerial decisions.
Credits 3
Prerequisite Courses
ACC201: Financial Accounting
Semester Offered
Fall
Spring
Summer

ACC210 : Personal Income Taxes

Students learn the tax principles that determine what an individual must report to federal and state governments. Students learn to apply the method and principles of tax law using computerized tax forms.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score
Semester Offered
Fall

ACC220 : Accounting for Government and Not-for-Profit Entities

Students learn the specialized accounting principles, concepts, and practices of accounting for state and local governments and other not-for-profit organizations. Recording assets, liabilities, equity, revenues, and expenditures and analyzing and interpreting financial statements for governmental and nonprofit entities, including voluntary health and welfare agencies, hospitals, colleges and universities, and religious organizations is covered. Students also study the role and process of budgeting.
Credits 3
Prerequisites
ACC100: Survey of Accounting or permission of instructor
Semester Offered
Spring

ACC261 : Accounting Cooperative Work Experience

The student works in an accounting environment for 150 hours to gain practical training as a capstone experience. This course may be repeated once for credit. Limited to students enrolled in an accounting certificate or an A.S. Business degree program. Students should have already completed at least 9 credits of accounting courses.
Credits 3
Prerequisites
Requires completion of at least 12 credit hours of accounting courses and permission of Business Administration program coordinator.
Semester Offered
Fall
Spring
Summer

ACC263 : VITA Practicum

This Volunteer Income Tax Assistance (VITA) practicum provides an opportunity for students to perform a community service in cooperation with the Internal Revenue Service. The course trains students to prepare tax returns for low to mid income taxpayers in the community.
Credits 3
Prerequisites
C- or higher in ACC210: Personal Income Taxes
Semester Offered
Spring

American Sign Language

ASL101 : American Sign Language I

An introductory-level course in American Sign Language intended to give an overview of both the language and the culture of the Deaf community. The course focuses on everyday interaction, frequently used signs, basic rules of grammar, and cultural features within the Deaf community.
Credits 3
Prerequisites
Satisfactory basic skills assessment score or co-requisite ENL108: Critical Reading & Thinking
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Humanities & Fine Arts general education requirement.

ASL102 : American Sign Language II

The continued study of American Sign Language with emphasis on increasing vocabulary usage both receptively and expressively. A detailed look into the grammar and structure of American Sign Language with continued exposure to Deaf culture.
Credits 3
Prerequisite Courses
ASL101: American Sign Language I
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities & Fine Arts general education requirement.

Anthropology

ANT107 : Introduction to Anthropology

This is an introduction to the principles and procedures of anthropology. The course is divided into two main areas: Physical Anthropology, which covers the physical nature of humans and the evolution of this nature; and Cultural Anthropology, which covers the cultural nature of humans including the origin and development of social institutions.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

ANT108 : World Archaeology

This introduction to world prehistory traces our shared human past from the emergence of human material culture to the rise and establishment of ancient states and empires. Special attention devoted to the study of the early civilizations of Western Asia, Europe, China, India, Africa, and the Americas provides for the understanding of how and why the various continents developed their unique civilizations. Archaeological discoveries provide the basis and background for this study.
Credits 3
Prerequisites
None
Semester Offered
Fall

ANT211 : Comparative Cultures

This course provides an in-depth examination of selected contemporary societies focusing on their customs, language, values, key social institutions and stratification systems. The various internal and external forces affecting political, economic, religious and social cultural dynamics in different, distinct cultures are examined. Students explore the differing social relationships within the family and the community in selected societies. The course also provides a review of selected anthropological case studies from many world cultures.
Credits 3
Prerequisites
SOC106: Principles of Sociology or ANT107: Introduction to Anthropology
Semester Offered
Varies
Notes
This course satisfies the Behavioral or Social Science General Education requirement.

ANT215 : People & Cultures of Middle East

This course is an overview of the cultures of the contemporary Middle East. Emphasis is placed on understanding the region's cultural, social, political, and religious diversity. Popular and academic conceptions (and misconceptions) of the region are examined and a general history of the region is introduced in order to develop an anthropological perspective on the contemporary culture as observed in the villages, towns, cities, and nations of the region.
Credits 3
Prerequisites
ANT107: Introduction to Anthropology or SOC106: Principles of Sociology
Semester Offered
Fall
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

Art

ART100 : Drawing I

Students apply various graphic approaches that may include drawing from still life, landscape, and human figure. Emphasis is on individual creative expression with the objective being the development of perception and understanding of natural phenomena and translation of this information to a two-dimensional surface. Examples of contemporary drawing are appraised in the context of diversity and cultural differences.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ART101 : Design I

Basic design elements including line, shape, color, texture, value, and composition and their integration on a two-dimensional surface are studied and applied. Students examine the nature and effect of color in its full utilization as a design element in conjunction with the interaction of positive and negative space, optical phenomena, and theories of harmony and visual dynamics. Cultural, ethical, and environmental influences on design from a global perspective will be understood.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ART103 : Painting I

This is an introductory course in painting, exploring a variety of approaches and painting media. A series of landscape, still life, and personal imagery paintings are investigated as both descriptive and imaginative forms of creative expression. The ethical, multicultural and international contributions of painting are evaluated.
Credits 3
Prerequisite Courses
ART100: Drawing I
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ART125 : History of Art: Stone Age to Gothic

This course provides an interdisciplinary approach to the art of the western world from the magical creations of the Old Stone Age to the magnificent works of the Gothic era. Illustrated lectures deal with such topics as ideas guiding artistic creations, general stylistic trends, important methods, materials, and techniques used.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ART130 : You Can Design!

An online introduction to understanding and interpreting the world around you for the purpose of creating art work. Recognizing and identifying elements of visual language like Line, Shape, Color, Texture, and Tone will lead to applying these elements in the creation of art and design work. Critically evaluating art work and the work of other artists and designers will help nurture confidence in the use of visual language and provide a basis for exploring all forms of visual expression, including drawing, painting, life drawing, sculpture, design, graphic art, website design and printmaking.
Credits 1
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring

ART134 : Art History: Renaissance to Modern

Students explore the art of the western world from the Renaissance to the Modern eras. Illustrated lectures cover general aesthetic trends, the life and work of key artists, ideas guiding their creations, the vocabulary of art, as well as important methods, materials, and techniques the artists have employed. Significant artistic creations ranging in character from the personal, to the political, and religious are examined. Students are required to make an independent visit to a museum.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Notes
Satisfies the Humanities & Fine Arts General Education requirement.

ART135 : Fashion, Textile and Fiber Arts

Students investigate and develop various approaches to fiber art, using traditional and non- traditional materials. Various techniques are applied with an emphasis on creative expression.
Credits 3
Prerequisites
None
Semester Offered
Fall

ART136 : Three-Dimensional Design

This course is an introduction to the elements of visual language (line, shape, tone, texture, color, light, volume, negative space) in 3D form. Students solve 3D design problems by creating modeled and constructed forms both in relief and free-standing form. Historical references are made to support the development and understanding of the work. This course can inspire students to explore their creative expression in sculpture.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Spring/even
Notes
Satisfies a Humanities and Fine Arts general education requirement. May be repeated once for credit.

ART137 : History of Graphic Design

This course critically investigates and explores graphic design and visual communication history, materials, techniques and styles, major movements and significant artists and designers. This course requires students to participate in lecture and presentation, and prepare writing and studio projects. Students build a conceptual and visual understanding of vocabulary, applying critical thinking and visual skills in an evaluation of the historical context and the importance of historical reference in graphic design work.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall

ART139 : Digital Photography

This is an introductory course in digital photography, exploring both digital capture and aspects of Adobe Photoshop. This course focuses on developing strong photographic skills, creating dynamic images and an online portfolio. Students explore light in relation to photography, relevant aspects of photographic history and contemporary photography.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score. ART214 is recommended
Semester Offered
Fall

ART140 : Introduction to Silkscreen Printing

Students study elements and apply methods of silkscreen printing. Students create individual printable designs and work on paper and fabric surfaces to create multicolor screen-printed images. Techniques may include a variety of stencil making methods, direct approaches and photo-emulsion.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Spring/odd

ART171 : Computer Graphics I (Adobe Photoshop, Illustrator, InDesign)

This course is designed for Graphic Design and Visual Art Students. Students learn Adobe Photoshop, Adobe Illustrator, and Adobe InDesign. This course introduces fundamental concepts and terminology for creating and editing electronic images. Students utilize these applications in graphic design, publication design, and preparation of documents for the web. Students use complex software applications independently and in groups.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Fall
Spring.

ART200 : Drawing II

Students explore advanced drawing concepts and techniques including free-hand perspective and rendering techniques as they apply to the representation of natural and man-made forms. Emphasis is placed on drawing the human figure including the nude. Individual style and self-expression are developed.
Credits 3
Prerequisite Courses
ART100: Drawing I
Semester Offered
Spring

ART201 : Design II

An investigation of a variety of fundamental visual forms and concepts that can be used to delineate and describe both two and three-dimensional structures. The descriptive expressive uses of color will be utilized in conjunction with structural systems that will explore different spatial concerns.
Credits 3
Prerequisite Courses
ART101: Design I
Semester Offered
Spring/even

ART207 : Graphic Design I

Introduction to the field of graphic design, including typography, layout and general graphic techniques. The use of technology and computational skills are applied in studio projects to support creativity and proficiency in handling media and preparing graphic designs. Ethical principles and concepts in communication design are explored in multicultural and global contexts.
Credits 3
Prerequisite Courses
ART171: Computer Graphics I (Adobe Photoshop, Illustrator, InDesign)
Semester Offered
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ART208 : Graphic Design II

This course is a continuation of Graphic Design I ART207, which introduces typography, composition, and layout, development of graphic concepts, and problem solving and creative thinking.
Credits 3
Prerequisite Courses
ART207: Graphic Design I
Semester Offered
Spring

ART209 : Printmaking Techniques

The study and development of the fundamental elements of printmaking techniques using a variety of approaches to edition and unique printing. Students cover all aspects of plate preparation and printing.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall/odd
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ART216 : Life Drawing

Through the use of traditional and contemporary drawing media and methods, students explore gesture, modeling, anatomy, tonality, form, composition, and other aspects of figurative study through observation of clothed and/or unclothed live models.
Credits 3
Prerequisite Courses
ART100: Drawing I
Semester Offered
Fall/odd

ART218 : Typography

This course is designed to introduce students to the basics of typography. Students demonstrate how to utilize type to solve visual problems in graphic design and visual communication. Students are taught typographic structures and terminology for visual problem solving. This course uses both computer and hands-on methods to address the language of type and its effective usage. By studying the language of type through its history and by its application, students gain strong working knowledge of this essential element in graphic design.
Credits 3
Prerequisite Courses
ART171: Computer Graphics I (Adobe Photoshop, Illustrator, InDesign)
Semester Offered
Fall/even
Notes
Satisfies a Humanities & Fine Arts general education requirement.

ART219 : Portfolio Preparation for Artists and Graphic Designers

This course covers preparing, critiquing, and presenting a portfolio utilizing existing, personal art work. The portfolio of work will be used primarily to support the students transfer to art school. Other topics include writing a resume and cover letter and creating an artist's statement. Students are expected to have finished artwork for a portfolio.
Credits 1
Prerequisite Courses
ART100: Drawing I
ART101: Design I
Semester Offered
Spring (even years)

ART226 : Printmaking II

This course enables students to continue the study of printmaking and further develop their ideas through the exploration of advanced techniques and concepts. The class uses a variety of approaches to edition and unique print. Students explore collagraph, woodcut, solar etching, and polymer lithography. Students become proficient in all aspects of plate preparation and printing using professional printmaking inks.
Credits 3
Prerequisite Courses
ART209: Printmaking Techniques
Semester Offered
Spring/even
Notes
May be repeated once for credit.

ART229 : Painting II

Painting II provides an in depth study of painting including color theory, and composition with an emphasis on developing self-expression. The course will continue exploring a variety of genres from observational realism to abstraction. Critical analysis of contemporary artistic movements will help students to become familiar with a variety of styles, find their own personal "aesthetic language", and develop their ability to work with acrylic media.

Credits 3

Prerequisite Courses

ART103: Painting I

Semester Offered

Fall/even

Notes

May be repeated once for credit.

ART231 : Computer Graphics II (Adobe Photoshop, Illustrator, InDesign)

Students explore complex typographic design problems requiring the student to visually balance a variety of information as well as develop an increased sensitivity to typographic nuance and subtlety. Students learn advanced Adobe Photoshop, Adobe Illustrator, Adobe InDesign and typographic skills to include theoretical and practical applications. Students gain an in depth understanding of the function of typography as a visual element within the larger context of graphic communication.

Credits 3

Prerequisite Courses

ART218: Typography

Semester Offered

Spring/even

ART256 : Internship in Graphic Design

This course is designed to provide a practical experience in a professional graphic arts setting and preparation for a successful career in the graphic design field. Designation of intern site is based on student academic and career goals. The student works in a graphic design business for 150 hours.

Credits 3

Prerequisites

ART171: Computer Graphics I (Adobe Photoshop, Illustrator, InDesign), ART207: Design II, ART218: Typography, ART231: Computer Graphics II (Adobe Photoshop, Illustrator, InDesign), and permission of the Visual Arts Coordinator

Semester Offered

Varies

Notes

May be repeated once for credit.

ART257 : Art Gallery & Exhibition Management

This course offers an introduction to galleries and their management with both theoretical and practical experience. Students learn about public and private galleries and the acquisition, care, study, and diffusion of objects. It is designed as a hands-on experience working exclusively in CCCC Higgins Art Gallery. The course introduces the student to careers in art practice, gallery and exhibition management. The student gains theoretical and practical experience in the field of display methods, design and management. Class includes 15 hours of lecture and 60 hours of gallery work. Work scheduled hours appropriate to the demands of the gallery setting.

Credits 3

Prerequisites

One 3-credit Art course

Semester Offered

Varies

ART261 : Visual Art Cooperative Work Experience

Students work in an approved organizational setting 50 hours per credit up to 150 hours to receive practical training and experience related to the student's academic program.

Credits 1-3

Prerequisites

ART100and 6 more hours in Visual Arts Concentration courses and approval of the department

Semester Offered

Fall
Spring
Summer

Notes

Repeatable up to 6 credits

Astronomy

AST101 : Fundamentals of Astronomy

A one-semester science course, with laboratory, that provides an introduction to the principles and theories of contemporary astronomy within and beyond the solar system. The course traces the pathways of observation, conjecture, thought, investigation and discovery to demonstrate how scientific inquiry has enabled the human mind to attain an unprecedented insight to the nature of the universe. (3 class hours/2 laboratory hours)
Credits 4
Prerequisites
MAT035: Algebra for Non-STEM, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Natural or Physical Science general education requirement.

AST102 : Astronomy II

The second of a two-term sequence in introductory astronomy, this course provides an active learning approach to the principles of astronomy, astrophysics and the nature of scientific inquiry. Students explore the properties, origins and fate of stars, galaxies and the universe. (3 class hours/2 laboratory hours).
Credits 4
Prerequisites
A grade of C or higher inAST101
Semester Offered
Fall
Spring
Notes
Satisfies a Natural or Physical Science general education requirement.

AST201 : Current Topics in Astronomy

This course provides an opportunity for students to explore various topics of current interest in astronomy, adding breadth and depth to their knowledge of the cosmos and building independent research and presentation skills. Most course materials will be drawn from highly credible sources on the Internet (for example NASA.GOV) and current astronomical publications.
Credits 3
Prerequisites
AST101: Fundamentals of Astronomy or PHY211: University Physics I
Semester Offered
Varies

Aviation Maintenance Technology

AET101 : Aviation Electronics Technician (AET): Module 1

This course introduces students to the applications of basic electricity, fundamentals of AC & DC, basic electrical components, devices using semiconductors, generation and storage of electricity, introduction to solid-state components, advanced solid-state components, frequency generation, digital theory, fundamentals of flight, corrosion control, aircraft manuals and drawings, aircraft safety, tools, and test equipment.
Credits 10
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score
Semester Offered
Fall
Spring

AET102 : Aviation Electronics Technician (AET): Module 2

This course is a continuation of AET101 and prepares students for the avionics applications which includes Federal Communications Commission (FCC) Elements 1, 3, and 8, NCATT AET, Electrical Wiring Interconnect System (EWIS), Airbus A320 Systems, and Transport Category Aircraft Certificates.
Credits 10
Prerequisites
AET101: Aviation Electronics Technician Module 1**,** or AMT110: Aviation Maintenance Technician: General Module 1, and AMT120: Aviation Maintenance Technician: General Module 2, and AMT220: Aviation Maintenance Technician: Airframe Module 2
Semester Offered
Fall
Spring

AMT100 : Introduction to Aviation and Aerospace

This course provides a broad introduction to the history of aviation and aerospace as well as aircraft types by considering a number of topics related to the role, function and operation of aircraft. The course introduces the fundamental science of flight (aerodynamics), propulsion and structures. Emerging technologies and contemporary issues in aviation and aerospace are also addressed to facilitate an understanding of emerging challenges in 21st century. The course will provide essential knowledge relating to all technical aspects of aviation, including but not limited to aircraft operation, structures, systems, powerplants and maintenance, repair & overhaul (MRO).
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer

AMT110 : Aviation Maintenance Technology (AMT): General Module 1

AMT General Module 1 for the Federal Aviation Administration (FAA) is required by Title 14 of the Code of Federal Regulations (14 CFR) Advisory Circular Part 147-3B. AMT General Module 1 introduces students to the applications of mathematics for aviation, basic physics for aviation, aircraft drawings, weight and balance, fluid lines and fittings, materials and processes, basic measuring and inspection concepts and techniques, and non-destructive testing principles.
Credits 6
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score
Semester Offered
Fall or Spring

AMT120 : Aviation Maintenance Technology (AMT): General Module 2

AMT General Module 2 for the Federal Aviation Administration (FAA) is required by Title 14 of the Code of Federal Regulations (14 CFR) Advisory Circular Part 147-3B. AMT General Module 2 introduces students to the applications of basic electricity and electronics, aircraft instrumentation systems, sheet metal structures, corrosion control and basic welding skills.
Credits 6
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score
Semester Offered
Fall or Spring

AMT198 : Aviation Maintenance Technology (AMT): General Module 1 variable credit

A portion of the AMT program curriculum for only those students who are transferring in credits for AMT110 class that match the traditional six-credit format from another FAA 147 approved program. The class modules selected must closely match the transferred AMT course and must have the approval of the AMT Program Director. Students may earn up to 5 credits pending review and approval by the AMT Program Director.
Credits 1-5
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score and approval by AMT Program Director and Dean of STEM.
Semester Offered
Varies

AMT199 : Aviation Maintenance Technology (AMT): General Module II variable credit

A portion of the AMT program curriculum for only those students who are transferring in credits for AMT120 class that match the traditional six-credit format from another FAA 147 approved program. The class modules selected must closely match the transferred AMT course and must have the approval of the AMT Program Director. Students may earn up to 5 credits pending review and approval by the AMT Program Director.
Credits 1-5
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score and approval by AMT Program Director and Dean of STEM.
Semester Offered
Varies

AMT210 : Aviation Maintenance Technology: Airframe Module 1

AMT Airframe Module 1 for the Federal Aviation Administration (FAA) is required by Title 14 of the Code of Federal Regulations (14 CFR) Advisory Circular Part 147-3B. AMT Airframe Module 1 introduces students to the applications of aircraft pneumatic and environmental systems, aviation human factors, mechanic privileges and limitations, publications, forms, records and regulations, ground operations and safety, aircraft fuel systems, cleaning and inspections, shop safety, wood structures, aircraft coverings and finishes and composite technology.
Credits 8
Prerequisites
Grade of C or higher in AMT110: Aviation Maintenance Technology (AMT): General Module 1 and AMT120: Aviation Maintenance Technology (AMT): General Module 2
Semester Offered
Summer

AMT220 : Aviation Maintenance Technology: Airframe Module 2

AMT Airframe Module 2 for the Federal Aviation Administration (FAA) is required by Title 14 of the Code of Federal Regulations (14 CFR) Advisory Circular Part 147-3B. AMT Airframe Module 2 introduces students to the applications of communication and navigation systems, basic avionics, flight controls and systems, rotocraft and UAS fundamentals, landing gear, ice and rain control systems, fire protection systems, position and warning systems, water and waste systems, and aircraft and engine electrical systems.
Credits 10
Prerequisites
Grade of C or higher in AMT110: Aviation Maintenance Technology (AMT): General Module 1 and AMT120: Aviation Maintenance Technology (AMT): General Module 2
Semester Offered
Fall or Spring

AMT230 : Aviation Maintenance Technology: Powerplant Module 1

AMT Powerplant Module 1 for the Federal Aviation Administration (FAA) is required by Title 14 of the Code of Federal Regulations (14 CFR) Advisory Circular Part 147-3B. AMT Powerplant Module 1 introduces students to the applications of reciprocating engines, engine fuel systems, diesel engines, propellers and propeller systems, ignition and starting systems, fuel metering systems, and engine lubrication systems.
Credits 10
Prerequisites
Grade of C or higher in AMT110: Aviation Maintenance Technology (AMT): General Module 1 and AMT120: Aviation Maintenance Technology (AMT): General Module 2
Semester Offered
Fall or Spring

AMT240 : Aviation Maintenance Technology: Powerplant Module 2

AMT Powerplant Module 2 for the Federal Aviation Administration (FAA) is required by Title 14 of the Code of Federal Regulations (14 CFR) Advisory Circular Part 147-3B. AMT Powerplant Module 2 introduces students to the applications of turbine engines, engine instruments, induction and airflow systems, engine cooling systems, unducted fans, auxiliary power units, exhaust systems and thrust reversers, and engine inspections.
Credits 8
Prerequisites
Grade of C or higher in AMT110: Aviation Maintenance Technology (AMT): General Module 1 and AMT120: Aviation Maintenance Technology (AMT): General Module 2
Semester Offered
Summer

AMT296 : Aviation Maintenance Technology (AMT): Airframe Module 1 variable credit

A portion of the AMT program curriculum for only those students who are transferring in credits for AMT210 class that match the traditional eight-credit format from another FAA 147 approved program. The class modules selected must closely match the transferred AMT course and must have the approval of the AMT Program Director. Students may earn up to 7 credits pending review and approval by the AMT Program Director.
Credits 1-7
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score and approval by AMT Program Director and Dean of STEM.
Semester Offered
Varies

AMT297 : Aviation Maintenance Technology (AMT): Airframe Module II variable credit

A portion of the AMT program curriculum for only those students who are transferring in credits for AMT220 class that match the traditional ten-credit format from another FAA 147 approved program. The class modules selected must closely match the transferred AMT course and must have the approval of the AMT Program Director. Students may earn up to 9 credits pending review and approval by the AMT Program Director.
Credits 1-9
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score and approval by AMT Program Director and Dean of STEM.
Semester Offered
Varies

AMT298 : Aviation Maintenance Technology (AMT): Powerplant Module 1 variable credit

A portion of the AMT program curriculum for only those students who are transferring in credits for AMT230 class that match the traditional ten-credit format from another FAA 147 approved program. The class modules selected must closely match the transferred AMT course and must have the approval of the AMT Program Director. Students may earn up to 9 credits pending review and approval by the AMT Program Director.
Credits 1-9
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score and approval of AMT Program Director and Dean of STEM.
Semester Offered
Varies

AMT299 : Aviation Maintenance Technology (AMT): Powerplant Module II variable credit

A portion of the AMT program curriculum for only those students who are transferring in credits for AMT240 class that match the traditional eight-credit format from another FAA 147 approved program. The class modules selected must closely match the transferred AMT course and must have the approval of the AMT Program Director. Students may earn up to 7 credits pending review and approval by the AMT Program Director.
Credits 1-7
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score and approval of the AMT Program Director and Dean of STEM.
Semester Offered
Varies

Biology

BIO103 : Consumer Nutrition

This course presents information on nutrients and their use by the body. Topics include digestion, nutrient intake and usage, consequences of nutrient deficiencies or excesses, energy exchanges and production, analysis of individual diets, food-borne illnesses and nutritional misinformation. This course does not have a lab component.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment scores
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Natural or Physical Science general education requirement.

BIO105 : Survey: Human Anatomy & Physiology

This is an introductory course of human anatomy and physiology. The course starts with anatomical terms and basic cellular biology and then emphasizes the structure and function of several organ systems. The laboratory portion of the course involves the examination of slides, bones, models, and the dissection of a rat. **(This course does not meet the Nursing and Dental Hygiene program requirements for Anatomy and Physiology.)** (3 class hours/2 laboratory hours)
Credits 4
Prerequisites
MAT011: Mathematical Reasoning and Problem Solving or MAT025: Pre-Algebra, ENL108: Critical Reading & Thinking or ESL201: English as a Second Language III: Advanced or satisfactory basic skills assessment scores
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Natural or Physical Science general education requirement.

BIO109 : Survey of Biology

This is a survey course of biology, the study of life, in one semester. It is designed to conceptually and experimentally explore the processes that sustain life. Major topics include cell biology, adaptation and evolution, genetics and reproduction, ecology and diversity, taxonomy and classification. The course is not intended for science majors.

Credits 4

Prerequisites

MAT011: Mathematical Reasoning and Problem Solving or MAT025: Pre-Algebra, ENL108: Critical Reading & Thinking or ESL201: English as a Second Language III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Fall
Spring

Notes

Satisfies a Natural or Physical Science general education requirement.

BIO112 : Plant and Soil Science

This course provides an in-depth introduction to plant classification, anatomy, physiology, nutrition and reproduction. Chemical and physical properties of soil as well as the relationship between soils and plant growth are emphasized. (3 class hours/2 laboratory hours)

Credits 4

Prerequisites

MAT011: Mathematical Reasoning and Problem Solving or MAT025: Prealgebra, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Fall
Spring

Notes

Satisfies a Natural or Physical Science general education requirement.

BIO113 : Entomology and Plant Diseases

A survey of the common insect pests and pathogens of ornamental plants, including a review of the basic principles of entomology and plant pathology. Topics include biological diversity, taxonomy, morphology, physiology, ecology, behavior, insect/human relationships, pesticides, biological control, and the causes, nature and control of plant pathogens. A 'least is best' philosophy is emphasized, regarding use of pesticides in controlling the various competition for plant health. Integrated plant management is the basis for control strategy.

Credits 3

Prerequisites

None

Semester Offered

Fall

BIO141 : Survey of Microbiology

Microbes constitute the majority of organisms in nature, and associate and interact with other living organisms in unexpected and interesting ways. This course examines the different groups of microbes with respect to their structure, physiology, and behavior. Microbes used in the industrial, pharmaceutical, food processing, and agricultural applications will be introduced. The laboratory component introduces basic skills of viewing, handling, growing, and identifying microorganisms.

Credits 4

Prerequisites

MAT025: Prealgebra, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages I: Advanced or satisfactory basic skills assessment scores

Semester Offered

Varies

Notes

Satisfies a Natural or Physical Science general education requirement. This course satisfies the 4-credit general education science course requirement. It does not satisfy requirements of healthcare-related programs.

BIO151 : General Biology I

This first course in a two-semester sequence in introductory biology for science majors or science-interested students is designed to acquaint the student with foundational principles of biology with an emphasis on cellular structure and function. Topics covered will include the basic chemical properties of living things, cellular metabolism, molecular genetics, gene expression and Mendelian genetics. The laboratory features activities and experiments that reinforce the concepts presented in lecture. (3 class hours/3 laboratory hours)

Credits 4

Prerequisites

MAT045: Intermediate Algebra for STEM or satisfactory basic skills assessment scores

Co-Requisite Courses

ENL101: English Composition I

Semester Offered

Fall
Spring
Summer

Notes

Satisfies a Natural or Physical Science general education requirement.

BIO152 : General Biology II

The second in a two-semester sequence in introductory biology for science majors or science-interested students. It is designed to acquaint the student with the evolution and diversity of life as well as general ecological principles. Prokaryotes, unicellular eukaryotes, plants, fungi and animals are studied. The laboratory features activities and experiments that reinforce the concepts presented in lecture. Microscopy, dissection, and some field work provide the basis for learning. (3 class hours/3 laboratory hours)

Credits 4

Prerequisites

Grade of C or higher in BIO151: General Biology I

Semester Offered

Fall
Spring
Summer

Notes

Satisfies a Natural or Physical Science general education requirement.

BIO199 : Special Laboratory in the Life Sciences

A laboratory portion of existing physical science courses that provides a laboratory experience for only those students who are transferring in credits for life sciences courses that do not match the traditional four-credit format (3 credits lecture, 1 credit laboratory). The life sciences course laboratory selected must closely match the transferred life science course and must have the explicit approval of both the laboratory instructor and the Dean of Science, technology, Mathematics, and Business. Only if seating is available will students be allowed to register for the appropriate laboratory section during the ADD period. Students who transfer in more than one life science course may register twice (but, not for the same laboratory experience) for BIO199. Students with laboratory deficiencies in life sciences courses taken at CCCC will not be allowed to register for BIO199, since the life sciences courses at CCCC are designed and taught such that the laboratory and lecture are non-separable.

Credits 1

Prerequisites

Completion of the non-lab portion of a transferred life sciences course and permission of the Academic Dean

Semester Offered

Varies

BIO204 : Introduction to Public Health

This course provides an introduction to the public health. Its biomedical basis, including infectious and non-infectious diseases, environmental pollutants, and related factors are discussed. Other topics covered include social, behavioral, and environmental factors that affect public health, Federal, state and international health agencies. Epidemiological principles, surveillance and regulation are addressed with analysis of case studies. Emerging diseases, biotechnology, and new investigative tools are also introduced.

Credits 3

Prerequisites

MAT035: Algebra for Non-STEM and a 4-credit science course with lab component

Semester Offered

Fall
Spring.

Notes

Satisfies a Natural or Physical Science general education requirement.

BIO205 : General Ecology

The lecture portion of this course provides an introduction to the fundamentals of ecology including the interactions of populations, communities, and ecosystems. Students will be introduced to the techniques of ecological data gathering and analysis. The laboratory exposes students to the field techniques used in investigating different ecological communities, specifically of Cape Cod, and emphasizes team-based research. One Saturday field trip is required for the laboratory component. (3 class hours/3 laboratory hours per week)

Credits 4

Prerequisites

ENL101: English Composition I and a grade of C or higher in BIO152: General Biology II or ENV118: Introduction to Environmental Science

Semester Offered

Fall

Notes

Satisfies Natural or Physical Science general education requirement.

BIO210 : Bird Biology

This is an introduction to the biology of birds and their behavior. Special emphasis is given to species of the United States and Massachusetts. A wide range of topics is presented, including field identification by sight and sound; taxonomy; breeding biology; foraging ecology; feather structure; flight; migration and orientation; anatomy and physiology. (3 class hours/3 laboratory hours per week).
Credits 4
Prerequisites
Grade of C or higher in BIO151: General Biology I or ENV118: Introduction to Environmental Science or permission of instructor.
Semester Offered
Varies
Notes
Satisfies a Natural or Physical Science general education requirement.

BIO241 : Cell Biology

This course provides an introduction to cell structure, function, and physiology. Topics include the function of cellular organelles, enzymes and their role in metabolism and regulation, synthesis of macromolecules, and gene expression and regulation.
Credits 4
Prerequisites
ENL101: English Composition I and a grade of C or better in CHM151: General Chemistry I and BIO151: General Biology I or BIO251: Human Anatomy & Physiology I
Semester Offered
Fall
Notes
Satisfies a Natural or Physical Science general education requirement.

BIO242 : Molecular Genetics

This course fulfills the requirements of a second year elective for a CCCC degree in Biology. It builds upon the foundational principles of molecular biology and genetics introduced in BIO151
(General Biology I). Topics covered will include cellular replication; chromosomal structure and inheritance; gene expression, regulation and development; and biotechnology. The laboratory features activities and experiments that reinforce the concepts presented in lecture. (3 class hours/3 laboratory hours).
Credits 4
Prerequisite Courses
BIO151: General Biology I
Semester Offered
Spring

BIO251 : Human Anatomy & Physiology I

A comprehensive systematic study of the human body emphasizing the structure and function of the systems. Topics covered include: a review of biochemistry and cellular structure and function, tissue types, the integumentary, skeletal muscular, and nervous systems (neurophysiology, CNS, PNS, and Special Senses) with correlated hands-on laboratory work. (3 class hours/2 laboratory hours).
Credits 4
Prerequisites
Grade of C or higher in BIO109: Survey of Biology or BIO151: General Biology I
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Natural or Physical Science general education requirement.

BIO252 : Human Anatomy & Physiology II

A continuation of the comprehensive systematic study of the human body emphasizing the structure and function of the systems. Topics covered include: autonomic nervous system, reproductive, endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary systems. Lecture topics are correlated with hands-on laboratory work (3 class hours/2 laboratory hours).
Credits 4
Prerequisites
A grade of C or better in BIO251: Human Anatomy & Physiology I
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Natural or Physical Science general education requirement.

BIO281 : Microbiology

An introduction to microorganisms and their activities, for health-related majors. The topics cover cell structure, classification, metabolism, methods of control, antimicrobial drugs, genetics, microbial and host defenses, immunology and applications, representative infectious diseases, and food and industrial microbiology. Independent study is encouraged. The laboratory component introduces basic procedures of handling, growing, and identifying microorganisms. (3 class hours/2 laboratory hours per week)
Credits 4
Prerequisites
A grade of C or higher in BIO152: General Biology II or BIO252: Human Anatomy & Physiology II
Semester Offered
Fall
Spring
Summer

Business

BUS100 : Introduction to Business

Students examine the purpose, role and responsibility of business in American society and gain a broad overview of the functions, institutions, principles and practices of business and other organizations. This course provides a basic foundation for those students who will specialize in business and an opportunity for non-business majors to learn about the business world as a major social institution.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Summer

BUS102 : Business Communication

This course is designed to expose the student to a variety of communication modes available to individuals employed in today's business environment. The following major areas are addressed: communication theory, electronic communications in business, oral presentations, ethical practices and written business documents. The importance of accurate communications and the development of language art skills are emphasized. Business communications and formats, including business reports, letters, and memos, are studied.
Credits 3
Prerequisites
BST102: Keyboarding or 30 wpm and ENL108: Critical Reading & Thinking or ESL201: English as a Second Language III: Advanced or satisfactory basic skills assessment score.
Semester Offered
Fall
Spring

BUS103 : Supervision

This course provides an opportunity to learn effective supervisory practices. Although various concepts and theories are covered to provide a conceptual framework for management and supervision, the emphasis will be on the practical experiences of supervisors.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Summer

BUS104 : Introduction to Business Calculations and Problem Solving

This course explores connections between mathematics and business. Topics include a review of basic math and statistics including working with fractions and percentages, calculating the rate of change, mean, median, and mode. Math is used to solve business problems and understand typical business activities such as markups, markdowns, break-even, and cost-benefit analysis. Additional topics include payroll calculations, simple and compound interest, time value of money, banking, budgeting, taxation, and risk management.
Credits 3
Prerequisites
MAT025: Pre-Algebra or ENL025: Reading & Writing Essentials or satisfactory basic skills assessment scores
Semester Offered
Fall
Spring

BUS107 : Human Resource Management

Students learn about the principles and practices of human resource management including staffing, developing, motivating, leading and controlling the human resources of a business, government or non-profit agency.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Summer

BUS109 : Business Sustainability

This course seeks to foster future "change agents" to support more sustainable practices in business organizations. Students will learn about the growing recognition that businesses need to take a multi-stakeholder approach to balancing economic, environmental, social and governance concerns. A variety of sustainability-related challenges, initiatives and approaches will be explored primarily through a case study approach.
Credits 3
Prerequisites
BUS100: Introduction to Business or HRM101: Introduction to Hospitality Management or by permission of the instructor
Semester Offered
Spring

BUS112 : Organizational Behavior

Students acquire the skills required to successfully evaluate their behavior in organizational settings. Students analyze how each person within an organization effects an organization and how an organization effects each person. Group/team dynamics are explored in order to see their effect on group and individual performance. Issues that impact the success of an organization are studied. Tools appropriate for accomplishing dynamic change, breaking communication barriers, resolving conflicts, improving leadership skills, and inspiring motivation and collaboration are explored.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score
Semester Offered
Varies

BUS120 : Business Law I

This course is a comprehensive guide to the basic principles and practices of Business Law including an introduction to law and its application in the business world. The course covers business ethics; the judicial process and court systems; the constitutional grounds for business regulation; torts, personal, real, and intellectual property; contracts, sales, agency, employment law, business organizations including partnerships and corporations; and government regulation of business.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Summer

BUS175 : Personal Finance

Students learn about personal money management. Various tools and resources are used to explore several aspects of basic personal finance while emphasizing good money management skills throughout.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Notes
Satisfies a General Education Elective.

BUS201 : Business Finance

This course provides an overview of the principles and practices of financial management. Includes the study of the procurement and effective use of funds in a business, budget preparation, alternative sources of funds, and control of working capital.
Credits 3
Prerequisite Courses
ACC202: Managerial Accounting
Semester Offered
Fall
Spring
Summer

BUS214 : Management

Provides an introduction to principles and techniques of management as they relate to business, government, and non-profit organizations. Includes the study of the functions of management: coordinating, problem-solving, decision-making, communicating, planning, organizing, staffing, directing, and controlling.
Credits 3
Prerequisite Courses
ENL101: English Composition I
BUS100: Introduction to Business
Semester Offered
Fall
Spring
Summer

Business Technology

BST101 : Typing I

This course is designed to help students master the microcomputer keyboard, develop speed and accuracy, and prepare basic business documents.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

BST102 : Computer Keyboarding

Learn to touch-type correctly on a computer. Attention is given to developing accuracy and, as time permits, increasing speed. Hands-on preparation of a letter and a research paper are included.
Credits 1
Prerequisites
None
Semester Offered
Varies
Notes
Pass-Fail

BST103 : Medical Terminology

Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a General Education elective (Interdisciplinary Studies).

BST110 : Computer Applications

This course focuses on the use of a Windows-based personal computer in various business settings. A lab/lecture environment is used to enable students to learn the Windows operating system and Microsoft Office for word processing, spreadsheets, databases, and presentation graphics. Students are introduced to the software and then progress through various challenging assignments, including integrating applications. Basic concepts in Internet usage, including electronic mail, are an integral part of the course.
Credits 3
Prerequisites
BST101: Typing I or BST102: Computer Keyboarding or 30wpm
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a General Education elective (Interdisciplinary Studies).

BST202 : Standard Office Procedures

Students develop the concepts and skills needed to function effectively in an administrative assistant position. The course includes the following: human relations; customer service; communication services; meetings, minutes, and agendas; travel arrangements and itineraries; financial statements and reports; professionalism, machine transcription; and resumes and interview techniques.
Credits 3
Prerequisite Courses
BST110: Computer Applications
Co-Requisite Courses
BST220: Advanced Word Processing Application
Semester Offered
Spring

BST203 : Medical Office Procedures

Students prepare for immediate and long-term success as administrative assistants and medical assistants in a medical office environment. The course includes the following: an overview of the healthcare industry, client/patient relations and communication, health information management, medical practice management, and professional workplace behavior. Students acquire skills in a medical office software package and explore ethical/legal issues in modern medicine.
Credits 3
Prerequisite Courses
BST110: Computer Applications
BST103: Medical Terminology
Semester Offered
Spring

BST207 : Medical Coding & Billing

This course is designed to teach the student the current medical coding practices used for third-party billing. ICD-10-CM and CPT and HCPCS II coding are covered along with an in-depth study of insurance companies, Medicare, insurance claim forms, accounts receivable, and legal issues relating to medical record keeping.
Credits 3
Prerequisite Courses
BST103: Medical Terminology
Semester Offered
Spring

BST208 : Advanced Medical Coding & Billing

Students continue their mastery of diagnostic and procedural coding and billing through complex case studies and use of authentic medical records. Students are introduced to International Classification of Diseases ICD-10 CM and other diagnosis coding systems such as DSM-V. Code auditing for regulatory compliance is emphasized.
Credits 3
Prerequisite Courses
BST207: Medical Coding & Billing
Semester Offered
Fall

BST209 : Pharmacology for Medical Coding

This course covers pharmacology basics as they relate to the duties of a medical coder. This course includes the study of drugs and their respective actions, dosage and administration, and the adverse effects associated with drugs. This course prepares students for the pharmacology content on the Certified Professional Coder Exam (CPC).
Credits 1
Prerequisite Courses
BST207: Medical Coding & Billing
Semester Offered
Fall

BST220 : Advanced Word Processing Application

Students learn proficiency using many of the advanced functions and special features of a comprehensive word processing package. Course content includes: tabs, print styles and sizes; macros; data manipulation; basic mathematical computations; advanced editing and formatting features; custom document elements; special text features like outline, columns, forms, merges; and graphic elements. Managing document options and setting are also covered. BST110 and BST220 cover all the material for the Microsoft Office Specialist Word Expert Certification exam.
Credits 3
Prerequisite Courses
BST110: Computer Applications
Semester Offered
Spring

BST225 : Microsoft® Excel for Business Applications

Students gain an advanced understanding of the Microsoft Excel environment by completing a variety of exercises designed to develop mastery of the principle features of Excel used in business. Students create, manage, and distribute professional workbooks for a variety of specialized purposes and situations as well as customize the Excel environment to meet project needs and to enhance productivity. This course covers the material for the Microsoft Office User Specialist Excel Expert exam.

Credits 3

Prerequisite Courses

BST110: Computer Applications
ACC100: Survey of Accounting

Semester Offered

Spring

BST261 : Business Technology Cooperative Work Experience

The student works in an approved Business office for 150 hours to gain practical training as a capstone experience. This course may be repeated once for credit. Limited to students enrolled in a Business Technology degree or certificate program. Students should have already completed at least 9 credits of Business Technology courses. Approval of the Business Technology program coordinator or Business Department chair is required.

Credits 3-6

Prerequisites

Requires completion of at least 9 credit hours of Business Technology courses and permission of the Business Technology program coordinator or the Business Department chair.

Semester Offered

Fall
Spring
Summer

Notes

May be repeated once for credit; maximum of 6 credits.

Chemistry

CHM106 : Survey of Chemistry

Presents the fundamentals of chemistry that are integral to an understanding of physical and biological processes. Emphasis is placed on the relationships between these processes and contemporary environmental topics. For non-science majors. (3 class hours/2 laboratory hours)

Credits 4

Prerequisites

MAT011: Mathematical Reasoning and Problem Solving or MAT025: Prealgebra, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Fall
Spring

Notes

Satisfies a Natural or Physical Science general education requirement.

CHM109 : Chemistry for the Health Sciences

An introductory course for students in various health-related programs. Emphasis is placed on practical aspects of inorganic chemistry. Some organic chemistry is introduced. (3 class hours/2 laboratory hours)

Credits 4

Prerequisites

MAT030MAT035,ENL108orESL201or satisfactory basic skills assessment score
or

Semester Offered

Fall
Spring
Summer

Notes

Satisfies a Natural or Physical Science general education requirement.

CHM151 : General Chemistry I

This course emphasizes the atomic nature of matter, fundamental laws and theories of mass and energy, the periodic classification of elements, chemical bonding, nomenclature, kinetic molecular theory applied to solids, liquids and gases, solution chemistry, and descriptive chemistry. Laboratory studies reinforce the principles and concepts studied in lecture and will initiate the student to sound methods of scientific investigation. (3 class hours/3 laboratory hours)
Credits 4
Prerequisites
MAT045: Intermediate Algebra for STEM or satisfactory basic skills assessment scores
Co-Requisite Courses
ENL101: English Composition I
Semester Offered
Fall
Summer
Notes
Satisfies a Natural or Physical Science general education requirement.

CHM152 : General Chemistry II

Continuation of CHM151. Considers the study of chemical families, chemical kinetics, chemical equilibria, solubility products, electrochemistry, nuclear chemistry and organic chemistry. Laboratory studies reinforce the principles and concepts studied in lecture and include the qualitative analysis of metals. (3 class hours/3 laboratory hours)
Credits 4
Prerequisites
A grade of C or better in CHM151: General Chemistry I
Semester Offered
Spring
Notes
Satisfies a Natural or Physical Science general education requirement.

CHM251 : Organic Chemistry I

This course covers organic nomenclature, bonding, structure, reaction theory, aliphatic hydrocarbons, functional groups, stereochemistry, aromatic hydrocarbons, alkyl halides, and reaction mechanisms. The laboratory emphasizes basic laboratory techniques for separation, purification and synthesis. (3 class hours/4 laboratory hours)
Credits 5
Prerequisites
A grade of C or higher in CHM152: General Chemistry II
Semester Offered
Fall

CHM252 : Organic Chemistry II

Continues CHM251 Organic Chemistry I. It includes nomenclature, reaction mechanisms, name reactions, synthesis, organic qualitative analysis, carbanions, oxygen and nitrogen containing functional groups, spectroscopy and biochemical processes. In the laboratory, organic qualitative analysis, synthesis, and spectroscopy of organic compounds are taught. (3 class hours/4 laboratory hours)
Credits 5
Prerequisites
A grade of C or better in CHM251: Organic Chemistry I
Semester Offered
Spring

Communication

COM100 : Voice and Diction

This course provides the student with basic vocal skills. Particular attention is paid to incorporating techniques to open the voice, breathing, tone production, articulation, and diction. This course is designed for the students working to improve their oral skills with an interest toward performance and/or oration.
Credits 3
Prerequisites
None
Semester Offered
Fall

COM103 : Human Communication

This course fosters and improves competence in intrapersonal, interpersonal, group and public communication situations. Students demonstrate skills necessary to communicate effectively through exercises and presentations that reflect practical, real-world situations. The purpose of the course is to improve the student's skill in communication by providing relevant knowledge and opportunities to apply that knowledge.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or ESL102: English for Speakers of Other Languages II: Intermediate or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Humanities and Fine Arts general education requirement.

COM105 : Survey of Mass Communication

This course explores the history, social impact, forms, and techniques of such media as newspapers, film, books, radio, television, and other expressions of mass culture. The aims of the course are to enable the student to better understand the new media-oriented environment in which we find ourselves and to explore various options available as a consumer of public information.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

COM113 : Radio Broadcasting

This course is designed to instruct the student in the operation of a radio station. On-air and off-air broadcasting techniques are discussed. Broadcast management, legal requirements, announcing, and copywriting are considered as they relate to specific assignments and duties at a radio station. Decisions involving programming formats are considered. Students apply knowledge to individual and collective work projects. Students in this course are expected to be proficient in computer file management skills. (60 contact hours per semester)
Credits 3
Prerequisites
None
Semester Offered
Spring

COM114 : Radio Production & Podcasting

Designed to instruct the student in radio production. Audio production, equipment, engineering, audio editing software, copywriting, broadcast delivery, and production techniques are considered as they relate to specific assignments and duties at a radio station. Students learn digital audio techniques that can be applied to a variety of communications settings such as: podcasting, commercial production, public relations, and audio for the web. Students apply knowledge to individual and collective work projects. Students in this course are expected to be proficient in computer file management skills. (60 contact hours per semester)
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

COM120 : Introduction to Film

This course provides the student with an appreciation of the film experience. Particular attention is given to important techniques, theories, and genres which influenced the technical and aesthetic development of the medium. Concepts are illustrated through the viewing of classic American and international cinema. (4 contact hours)
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Fall
Notes
Satisfies a Humanities & Fine Arts general education requirement.

COM131 : Introduction to Video Production

Students learn video production through lectures and hands-on projects. Specific skills covered include concept development, storyboarding, proper video camera operation, framing, and camera angles. While learning about the equipment and techniques used in video production and post production, students write and produce two projects that are edited on a non-linear system and screened in class for review. Students in this course are expected to be proficient in computer file management skills.
Credits 3
Prerequisites
None
Semester Offered
Fall

COM135 : Speech and Debate Practicum

Credit is given for 60 or more hours of intercollegiate debate and competitive speaking at intercollegiate tournaments and public campus debates. This course may be repeated for credit; maximum of 3 credits.
Credits 1-3
Prerequisites
None
Semester Offered
Fall
Spring

COM201 : Interpersonal Communication

This course is designed to improve human relationships through an understanding of the principles of effective interpersonal communication. Students participate actively in listening, perceiving, interpreting words and meanings, conflict resolution, assertiveness, nonverbal awareness, developing trusting relationships, and considering the role of the self-concept.
Credits 3
Prerequisites
COM103: Human Communication or eligibility for ENL101: English Composition I
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

COM203 : Public Speaking

A study of elements of public communication through various one-to-many speaking situations. Emphases includes communication theory, speaker-audience relationships, speaker resources, speech construction and delivery.
Credits 3
Prerequisites
COM103: Human Communication or ENL101: English Composition I or ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced
Semester Offered
Fall
Notes
Satisfies a Humanities and Fine Arts general education requirement.

COM204 : Persuasive Communication

A study of the process of persuasion, focusing on the formation of beliefs, attitudes and values, fundamentals of attitude change, audience analysis, the persuasive message, effects of channel and setting, and source credibility. Opportunities are offered for classroom application of the principles and theory discussed.
Credits 3
Prerequisites
COM103: Human Communication or ENL101: English Composition I or ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced
Semester Offered
Spring
Notes
Satisfies Humanities & Fine Arts (or) Behavioral & Social Sciences general education requirement.

COM206 : Communication in Current Settings

This course addresses special topics of interest for students interested in the communication discipline. Course topics vary from semester to semester. Students are exposed to a diverse range of subject matter to provide familiarity with advanced theories and approaches in communication studies.
Credits 3
Prerequisite Courses
COM103: Human Communication
Semester Offered
Varies
Notes
May be repeated once for credit.

COM207 : Argumentation & Debate

This class provides an overview of the study of argumentation. Students learn argumentation theories and approaches while gaining skills in critical thinking and public speaking. By the end of the semester, students understand how to research and build an argument; how to anticipate, construct, and refute arguments; and how to evaluate the political, moral, and cultural contexts of argumentation.
Credits 3
Prerequisites
COM103: Human Communication or ENL101: English Composition I or ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement. May be repeated once for credit.

COM208 : Broadcast Writing and Presentation

This course introduces students to writing for broadcast media. Students create and present copy over varied media forms including radio, podcast, television, and new media. The course examines news standards, practices, and ethics. Students learn about the importance of deadlines, fact checking and delivering copy in written, verbal, and recorded formats.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Spring/odd

COM214 : Media & Society

This course helps students understand the broader effects of mass and social media on a communicative, psychological and sociological level. Social media industries such as Facebook, Twitter, Instagram and virtual gaming/social worlds are analyzed in relation to shifting cultural and socioeconomic trends. Special attention is afforded to the oversaturation and distribution of "fake news" via social networks and how viral media is used to sway public opinion.
Credits 3
Prerequisites
COM103: Human Communication or COM105: Survey of Mass Communication
Semester Offered
Fall

COM215 : Social Media Marketing & Communications

Students study and apply relevant digital marketing and communication theory. In the context of current platforms, students research, plan, execute, and analyze social media marketing and communication campaigns to achieve goals. Students assess the ethical, political, cultural, and social impact of social media, marketing, and communications. This course prepares students for Google Analytics Certification.
Credits 3
Prerequisite Courses
COM103: Human Communication
MKT201: Marketing
Semester Offered
Spring
Notes
Satisfies a Humanities & Fine Arts general education requirement.

COM216 : Event Planning & Meeting Management

This course offers an introduction to the researching, planning, coordinating, marketing, management, implementation, and evaluation of special events. Through the study of relevant communication and management theory, as well as practical hands on experience, students will learn about the wide range of components that go into the execution of events of all sizes. Specific areas of study include food and beverage service, laws and permits, security, advertising and promotion, and logistics.
Credits 3
Prerequisites
COM103: Human Communication or CUL150: Fundamentals of Professional Cooking or HRM101: Introduction to Hospitality & Tourism Management
Semester Offered
Spring/odd
Notes
Satisfies a General Education elective. Students may not earn credit for HRM216.

COM221 : The American Film

This course provides the student with an appreciation of the film experience through a survey of American film from historical, aesthetic, economic, technological, critical, and appreciative viewpoints. Particular attention is given to important techniques, theories, and genres. Concepts are illustrated through viewing classic American cinema. (4 contact hours)
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Spring/even
Notes
Satisfies a Humanities & Fine Arts general education requirement.

COM222 : International Cinema

This course is a survey of the development of international cinema from historical, aesthetic, economic, technological, critical, and appreciative viewpoints. Particular attention is given to important techniques, theories, and genres. (4 class hours)
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Spring/odd
Notes
Satisfies a Humanities & Fine Arts general education requirement.

COM224 : Documentary Film

Filmmaker John Grierson defined documentaries as "the creative treatment of reality." This course looks at the history and development of the documentary film, with a particular focus on the varying notions of truth, art, reality. Students in this class will learn how to look at documentaries with a critical eye by not only studying the subject, but also by participating directly in the making of an actual documentary video.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Summer

COM231 : Advanced Radio Production and Podcasting

This course is designed to build upon the skill learned in COM113 and/or COM114. Students learn advanced radio broadcasting and production skills. Advanced production techniques are discussed and applied to on-air and remote broadcasts. Students learn production software and automation broadcast software in regards to music/commercial programming and voice tracking.
Credits 3
Prerequisite Courses
COM114: Radio Production & Podcasting
Semester Offered
Varies

COM240 : Practicum in Media Communication

This course offers students a work/learning experience in radio or print media. The student performs tasks commensurate with actual production entities. The student will be closely supervised by a college instructor, attend regular group meetings, and complete managerial work at either WKKL, the MainSheet, or Sea Change. 50 hours per credit.
Credits 1
Prerequisites
COM113: Radio Broadcasting or ENL161: Journalism I
Semester Offered
Fall
Spring

COM263 : Communication Cooperative Work Experience

Students work in an approved organizational setting, 50 hours per credit up to 150 hours, receive practical training and experience related to the student's academic program.
Credits 1-3
Prerequisites
COM103: Human Communication and six more hours of Communication Concentration courses and approval of the department.
Semester Offered
Fall
Spring
Summer

COM264 : Media Communication Cooperative Work Experience

Students work in an approved organizational setting, 50 hours per credit up to 150 hours, to receive practical training and experience related to the student's academic program.
Credits 1-3
Prerequisites
COM103: Human Communication, COM105: Survey of Mass Communication and three more hours of Communication Concentration courses and approval of the department.
Semester Offered
Fall
Spring
Summer

Computer Information Technology

CIT101 : Help Desk Skills and Procedures

Students are introduced to the latest developments, resources and trends in computer user support, gaining a solid understanding of the diverse roles and skills required for all types of service desks. ITIL and IT service management frameworks and standards provide students with best practices, along with an understanding of the evolving role of the service desk and how technology trends are impacting the service desk.
Credits 3
Prerequisites
None
Semester Offered
Fall

CIT104 : Cybersecurity

This course provides students with basic information on how commonly encountered high-technology crimes are committed as well as basic investigation strategies including the collection of evidence and computer forensics focusing on the network. Crimes dealing with computers, telephones, check-reading machines, credit card machines and other technology are discussed. Issues dealing with jurisdiction and legislation to expressly criminalize cybercrime are discussed.
Credits 3
Prerequisites
HSC101: Introduction to Homeland Security or
CIT187: Introduction to Networks (Cisco 1)
Semester Offered
Spring
Summer

CIT110 : Mac OS Support Essentials I

This course provides students with the necessary fundamental skills to use, support, and troubleshoot the Mac OS. Students will gain a strong hands-on knowledge of the Mac OS installation and configuration, managing user accounts and file systems. This is the first of two Mac OS courses required to prepare for the Apple Certified Support Professional (ACSP) Certification.
Credits 3
Prerequisites
None
Semester Offered
Fall

CIT111 : Mac OS Support Essentials II

This course provides students with advanced skills to use, support, and troubleshoot the Mac OS. Students will gain a strong hands-on knowledge of the Mac OS data and apps management, network configuration and services, and system management. This is the second of two Mac OS courses required to prepare for the Apple Certified Support Professional (ACSP) Certification.
Credits 3
Prerequisite Courses
CIT110: Mac OS Support Essentials I
Semester Offered
Fall

CIT112 (BIT112) : Information Technology Foundations

This course introduces students to all aspects of the Information Technology (IT) industry. Students receive an overview of the core aspects of Information Technology while gaining an understanding and appreciation of the duties of information technology professionals. Upon completion of this course students have the knowledge necessary to make educated choices about continued study in IT as well as understanding the impact of technology on society and organizations.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Varies

CIT113 : Microcomputer Hardware

Students learn the anatomy of a microcomputer by disassembling, assembling, upgrading and customizing a PC and a laptop. System boards, processors, memory, and peripherals, including input, output, multimedia, network and data devices are studied. Students learn troubleshooting, safety, basic operating systems procedures, and security and preventive maintenance techniques. Customer service is stressed. This course covers the hardware material for the Comp TIA A+ certification exam.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

CIT115 : IT: Windows Desktop Operating Systems

Students develop competency installing, configuring, upgrading, and supporting microcomputer-based operating systems. Students learn about memory management and system optimization techniques. System support software utilities are reviewed. Students study evaluation and selection methodologies for operating systems. Command line usage, file and disk management, system performance, device drivers, security, network support, hardware peripheral support and help topics are included. Communication and professionalism are stressed. This course covers material for CompTIA A+ 220-602 exam.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

CIT116 (BIT116) : IT: Linux

This course provides students with hands on working knowledge of Linux using both the graphical interface and command line, and covering the major Linux distribution families with an emphasis on Kali Linux. Topics include various tools and techniques commonly used by end users and Linux system administrators to achieve their day-to-day work in a Linux environment. This course is designed for computer users who have limited or no previous exposure to Linux.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Varies

CIT160 (GIT160) : Foundations of Game Development

This course offers a thorough and insightful introduction to the game development industry. Students learn about the evolution of game development and examine content creation and the concepts behind the development of story, character, environment, level design, user interface, and sound. Game Platforms, level design, interface design, project management, serious games, game accessibility, and online applications are explored.
Credits 3
Prerequisites
ENL108 or ESL201 and (MAT030 or MAT035) or satisfactory basic skills assessment scores
Semester Offered
Fall

CIT183 (GIT183) : Web Site Design and Scripting

Learn the basics of web site design including text formatting, graphics, animations, color, layout, and linking. This project-based course requires the student to develop a well-designed web site using HTML, DHTML, and Javascript.
Credits 3
Prerequisite Courses
BST110: Computer Applications
Semester Offered
Fall
Spring

CIT184 (GIT184) : Web Authoring and Graphic Tools

In this hands-on project-based course, students learn to create dynamic, media rich web sites using a GUI authoring tool; design and prepare graphics for the web using Adobe PhotoShop; and use Adobe Acrobat to produce and distribute documents over the web.
Credits 3
Prerequisite Courses
BST110: Computer Applications
Semester Offered
Fall
Spring

CIT187 : Introduction to Networks (Cisco 1)

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing, and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Students will be able to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement IP addressing schemes. This is the first of 3 courses preparing students for CCNA certification.
Credits 3
Corequisites
CIT115: IT: Windows Desktop Operating Systems or by permission of instructor.
Semester Offered
Fall
Spring

CIT221 (BIT221) : Web Site Development Practicum

Student teams work with faculty, departments, or non-profit organizations planning, designing and implementing interactive, dynamic web sites. This course has both service-learning and interdisciplinary facets and may be taken for honors credit.
Credits 3
Prerequisite Courses
CIT183 (GIT183): Web Site Design and Scripting
CIT184 (GIT184): Web Authoring and Graphic Tools
Semester Offered
Fall
Spring

CIT237 : Windows Server Administration

Using a hands-on approach, students learn current Windows Server architecture, installation, configuration, upgrading, proactive maintenance, security and environmental issues, troubleshooting and problem determination and disaster recovery. Concepts covered include the differences between versions of Windows, installation, protocols, devices and drivers, disk and data storage, user and computer accounts, domain user and group accounts, group policy, and file system access and security. This course begins preparing students for MCSA/MCSE Certification Exams.

Credits 3

Prerequisite Courses

CIT187: Introduction to Networks (Cisco 1)

Semester Offered

Spring

CIT240 : Security+

This course covers fundamental principles for securing a network and managing risks. Using a hands-on approach, students learn access control, identity management and cryptography, as well as a selection of appropriate mitigation and deterrent techniques to address network attacks and vulnerabilities. This course prepares students to take the CompTIA Security+ certification exam. Students are required to sign an agreement stating all knowledge learned in this course will not be used for illegal or malicious purposes.

Credits 3

Prerequisites

CIT187: Introduction to Networks (Cisco 1) or Network+ Certification (Certifications must have been earned within the past 5 years)

Semester Offered

Spring

CIT241 : IT: Ethical Hacking

This hands-on course focuses on the latest security threats and advanced attack vectors while demonstrating hacking techniques, methodologies, tools, tricks and security measures. Topics include Intrusion Detection, Policy Creation, Social Engineering, DDOS Attacks, Buffer Overflow and Virus Creation. This course helps prepare students to take the CEH certification. Students are required to sign an agreement stating all knowledge learned in this course will not be used for illegal or malicious purposes.

Credits 3

Prerequisites

CIT240: Security+ or a Security+ Certification. Certification must have been earned within the past 5 years.

Corequisites

CIT116: IT: Linux or a Linux Certification. Certification must have been earned within the past 5 years.

Semester Offered

Spring

CIT242 : IT: Advanced Ethical Hacking I

This is the first in a series of two courses teaching students sophisticated attacks, discovering vulnerabilities (0day exploits, Microsoft Windows and Linux), formulating exploits for fully hardened systems, and reverse engineer a Windows Binary. This course begins to prepare students for the CEPT (Certified Expert Penetration Tester) and the ECSA (EC-Council Certified Security Analyst) certification. Students are required to sign an agreement stating all knowledge learned in this course will not be used for illegal or malicious purposes.

Credits 3

Prerequisites

CIT241: IT: Ethical Hacking or a CEH Certified Ethical Hacker Certification. Certification must have been earned within the past 5 years.

Semester Offered

Fall

CIT243 : IT: Advanced Ethical Hacking II

This course continues teaching students to create sophisticated attacks, discover vulnerabilities (0day exploits, Windows/Linux), formulate exploits for fully hardened systems, and reverse engineer a Windows Binary. This course plus CIT242 prepare students for the CEPT (Certified Expert Penetration Tester) and the ECSA (EC-Council Certified Security Analyst certification). Prior to starting this course, students are required to sign an agreement stating all knowledge learned in this course will not be used for illegal or malicious purposes.
Credits 3
Prerequisites
CIT242: IT: Advanced Ethical Hacking I or a CEH Certified Ethical Hacker Certification. Certifications must have been earned within the past 5 years.
Semester Offered
Fall

CIT245 : IT Security: Penetration Testing

This course provides students with hands-on experience and knowledge of the most prominent attack vectors. Students mimic the skills of advanced hackers finding and protecting network and system flaws. This course completes the preparation for students to take the CEPT (Certified Expert Penetration Tester) certification exam. Prior to starting the course, students are required to sign an agreement stating all knowledge learned in this course will not be used for illegal or malicious purposes.
Credits 3
Prerequisites
CIT243: IT: Advanced Ethical Hacking II or a CEH Certified Ethical Hacker Certification. Certifications must have been earned within the past 5 years.
Semester Offered
Spring

CIT248 : Switching, Routing & Wireless Essentials (Cisco 2)

This is the second course in the Cisco Certified Network Associate (CCNA) curriculum series. It focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLAN) and security concepts. In addition to learning key switching and routing concepts, students will be able to perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.
Credits 4
Prerequisite Courses
CIT187: Introduction to Networks (Cisco 1)
Semester Offered
Fall
Spring

CIT249 : Enterprise Networking, Security, and Automation (Cisco 3)

This third course in the Cisco Certified Network Associate (CCNA) curriculum describes architectures related to designing, securing, operating, and troubleshooting enterprise networks. Wide area network (WAN) and quality of service (QoS) used for secure remote access, software-defined networking, virtualization, and automation concepts are included. Students configure and troubleshoot networks, identify and protect against cybersecurity threats, use network management tools and learn software-defined networking, including controller-based architectures and application programming interfaces (APIs) for network automation.
Credits 4
Prerequisite Courses
CIT248: Switching, Routing & Wireless Essentials (Cisco 2)
Semester Offered
Fall
Spring

CIT250 (BIT250) : Database Design and Development

Students study and apply the functions of a database management system (DBMS), file systems, the relational model, query by example (QBE), introductory structured query language (SQL), entity relationships, normalization techniques, database design, and multi-user and network considerations. In addition, database administration, advanced database design, disaster recovery, and current trends in database technology are reviewed. Students develop advanced database applications using a Windows-based application such as Microsoft Access.
Credits 3
Prerequisite Courses
BST250: Database Applications
Semester Offered
Fall

CIT251 (BIT251) : SQL & SQL Server for Developers

Students learn the essential Structured Query Language (SQL) skills necessary to become a Database Administrator (DBA.) SQL Server and Management Studio are used to manipulate data, implement database designs, manage database security, and use database features including scripts, functions, and transactions.
Credits 3
Prerequisite Courses
BST250: Database Applications
Semester Offered
Spring

CIT252 : Enterprise Routing Protocols

This course covers layer 3 tecnologies, including IPv4/IPv6 routing, EIGRP, OSPF, and BGP. Students gain skills to configure and troubleshoot both interior gateway link state and distance vector routing protocols, and exterior gateway path vector routing protocols. Key concepts required to configure, troubleshoot and make routers secure through proper routing configurations are introduced. This material satisfies a portion of the implementing Cisco Enterprise Advanced Routing and Services (ENARSI) Cisco Certification Exam.
Credits 4
Prerequisite Courses
CIT249: Enterprise Networking, Security, and Automation (Cisco 3)
Semester Offered
Fall
Spring

CIT254 : Computer Forensics

This course focuses on the use of the most popular forensics tools and provides specific guidance on dealing with civil and criminal matters relating to the law and technology. Students learn how to manage a digital forensics operation in today's business environment, including data investigation, recovery, and analysis. Students install, administer, maintain, and troubleshoot using various forensic tools.
Credits 3
Prerequisites
CIT243: IT: Advanced Ethical Hacking II or the CEPT Certified Expert Penetration Tester certification. Certification must have been earned within the past 5 years.
Semester Offered
Spring

CIT260 (BIT260) : Information Technology Field Project

Students have a practical, hands-on experience developing a real-world computer application. This course must be taken in conjunction with an advanced-level IT course. 1 hour per week of consultation with the assigned faculty member. A minimum of 15 hours of independent work.
Credits 1-2
Prerequisites
Permission of IT Coordinator
Semester Offered
Varies
Notes
May be repeated once for credit.

CIT261 (BIT261) : Information Technology Cooperative Work Experience

The student works in an Information Technology (IT) environment for 150 hours to gain practical training as a capstone experience. This course may be repeated once for credit. Limited to students enrolled in an Information Technology program. The students should have already completed the first two semesters of the IT program's academic map.
Credits 3-6
Prerequisites
Requires completion of at least 15 credit hours of IT (BIT, GIT, or CIT) courses and permission of IT Coordinator.
Semester Offered
Fall
Spring
Summer
Notes
May be repeated once for credit; maximum of 6 credits.

CIT266 (BIT266) : Application Development for Mobile Devices

This course offers a practical introduction to the mobile device app development industry. Students learn about the operating systems of mobile devices, limitations and challenges of developing mobile applications and create and submit an app to the app marketplace.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores and CSC110: Computer Programming I: Java or CSC120: Computer Programming I: C++
Semester Offered
Spring

CIT284 (BIT284) : Javascript & JQuery Web Scripting

Building on HTML, DHTML, and CSS skills, students learn to use Javascript and JQuery to create dynamic web sites. XML, AJAX, JSON, and Blogger and API's for YouTube, Twitter, and Flickr are introduced.
Credits 3
Prerequisite Courses
CIT183 (GIT183): Web Site Design and Scripting
Semester Offered
Varies

CIT286 (BIT286) : PHP and MySQL for Web Development

Students build on JavaScript, programming, database, HTML, DHTML, and CSS skills. This course introduces the web developer to the PHP scripting language and the MySQL database system and enables students to plan and develop end-to-end, database-driven web sites and applications.
Credits 3
Prerequisite Courses
CIT183 (GIT183): Web Site Design and Scripting
BST250: Database Applications
Semester Offered
Varies

Computer Science

CSC105 : Computer Programming I: Python

In this introduction to the field of computer science, students use projects and teamwork to design, implement, and test programs in Python. Programming style, expression, and documentation are emphasized. Object-oriented programming methodology, graphical user interfaces, debugging techniques, string processing, and basic searching and sorting algorithms are covered. Python provides an introduction to programming for students in any academic discipline.
Credits 3
Prerequisites
None
Semester Offered
Spring

CSC110 : Computer Programming I: Java

In this introduction to the field of computer science, students use projects and teamwork to design, implement, and test programs in Java. Programming style, expression, and documentation are emphasized. Object-oriented programming methodology, graphical user interfaces, debugging techniques, string processing, and arrays are covered. Java provides an introduction to programming for students in any academic discipline.
Credits 3
Prerequisites
MAT035: Algebra for Non-STEM or satisfactory basic skills assessment score
Semester Offered
Fall
Spring

CSC120 : Computer Programming I: C++

Students use projects and teamwork to design, implement, and test programs in C++. Programming style, expression, and documentation are emphasized. Object-oriented programming methodology, graphical user interfaces, debugging techniques, pointers, simple recursion, and string processing are covered.
Credits 4
Prerequisites
MAT035: Algebra for Non-STEM or satisfactory basic skills assessment score and working knowledge of any programming language
Semester Offered
Fall

CSC125 : Procedural Programming

Students design programs in C using a procedural design paradigm that examines issues associated with low-level programming such as explicit memory management, efficiency, pointers, the compilation process, and debugging. C programs are run in a Unix/Linux environment.
Credits 4
Prerequisites
Any college-level programming course
Semester Offered
Fall

CSC130 : Computer Programming II: Java

Students use projects and teamwork to design, implement, and test large computer programs in Java, with emphasis on programming style, expression, and documentation. Object-oriented programming methodology, abstract data types, data structures, internal searching and sorting methods, exceptions, generics, multithreading, and simple recursion are covered. Students analyze the efficiency and compare times of recursive and non-recursive sorts and searches, as well as searches of graphs using stacks and queues.
Credits 4
Prerequisites
CSC110: Computer Programming I: Java or
CSC120: Computer Programming I: C++ or
CSC105: Computer Programming I: Python
Semester Offered
Fall
Spring

CSC210 : System Software & Assembly Language Programming

Students analyze the design and implementation of the components of software used to run a computer including assemblers, compilers, linkers, loaders, operating systems, debuggers, and macro processors. The general concepts of system software are related to the specific implementation of Intel assembly language (MASM) and Java on a Windows system. Students use hands-on projects and teamwork to design, implement, and test programs in Intel assembly language and to use assembly language procedures in a Java program. (This course does not satisfy the mathematics general education requirement.)
Credits 4
Prerequisite Courses
CSC130: Computer Programming II: Java
Semester Offered
Varies

CSC230 : Data Structures

Students use data structures and recursion in Java to solve complex problems. Abstract Data Types (ADTs) including lists, stacks, queues, tables, sets, maps, heaps, and trees are examined and implemented. Students analyze the theoretical and actual running times of the alternate ADT implementations as well as internal/external searching and sorting algorithms, graph algorithms, and hashing.
Credits 4
Prerequisite Courses
CSC130: Computer Programming II: Java
Semester Offered
Fall

CSC240 : Introduction to Computer Systems

Students investigate how computer systems execute programs, store information, and communicate in order to become more effective programmers in terms of performance, portability, and robustness. Topics covered include: machine-level code and its generation by optimizing compilers, performance evaluation and optimization, computer arithmetic, memory organization and management, networking technology and protocols, and supporting concurrent computation. 4 class hours.
Credits 4
Prerequisite Courses
CSC130: Computer Programming II: Java
Semester Offered
Varies

CSC250 : Computer Organizational & Architecture

Students acquire an understanding and appreciation of a computer system's functional components, their characteristics, performance, and interactions. Students evaluate computer architecture to develop programs that can achieve high performance through a programmer's awareness of parallelism and latency. In selecting a system to use, students analyze the tradeoff among various components, such as CPU clock speed, cycles per instruction, memory size, and average memory access time. Topics include digital logic, assembly language machine organization, and hardware-level C and assembly language programming.
Credits 3
Prerequisite Courses
CSC130: Computer Programming II: Java
Semester Offered
Varies

Construction Technology

CON100 : Quantitative Skills for Construction

This course will apply fundamental mathematical skills and critical thinking to solve basic construction problems. A review of numbers, fractions, ratios, angles and triangles, weights, measures and conversions, and formulas for calculating area and volume will be included. Problem solving will use cases that introduce concepts of the estimating process for selected parts of a construction project including lumber pricing, footings, foundations, girders, sill plates, bridging, floor joists, flooring, wall framing, and roofing.
Credits 2
Prerequisites
(MAT030MAT035) or satisfactory basic skolls
or assessment score
Semester Offered
Fall
Summer

CON121 : MA State Building Code – Residential

Students develop a working knowledge of the Massachusetts State Building Code for residential properties and learn the process of constructing a residential building from ground to finish with an emphasis on building code requirements. This course is helpful in obtaining information and skills necessary to pass the Massachusetts Restricted – One and Two Family Dwelling Construction Supervisors Exam.
Credits 3
Prerequisites
None
Semester Offered
Varies

CON130 : Computer Aided Drafting I

This is a first course in computer aided drafting with a focus on Autodesk's AutoCAD and Civil 3D software. Civil engineers are encouraged to have knowledge of this software. Students are introduced to the standard graphical means of communication between the civil engineer and the constructor. The emphasis is on developing drafting techniques using the computer as the drafting tool. Specific topics include 2-D drawing, multi-view drawing, orthographic views, dimensioning, sectional views, and graphic patterns.
Credits 3
Prerequisites
None
Semester Offered
Varies

CON135 : Computer Aided Drafting II

This is a second course in computer-aided drafting. A brief review of
CON130
is followed by advanced skill acquisition in land survey modeling, modeling existing ground using surfaces, designing in 2D using alignments, designing vertically using profiles, and basics of 3D design. Students hone their skills in using Autodesk's AutoCAD and Civil 3D software.
Credits 3
Prerequisite Courses
CON130: Computer Aided Drafting I
Semester Offered
Varies

CON200 : Architectural Drafting I

This course focuses on architectural drafting techniques utilizing Autodesk's AutoCAD and Civil 3D drafting software as the drafting tool. Students review and expand their knowledge of AutoCAD and Civil 3D drawing commands and techniques while learning basic through advanced drafting concepts. The production of a basic set of architectural drawings is completed throughout the semester.
Credits 3
Prerequisite Courses
CON130: Computer Aided Drafting I
Semester Offered
Varies

CON201 : Architectural Drafting II

This advanced course provides students with practical experience in preparing working drawings for building construction. The class utilizes concepts developed in
CON130
and
CON200
utilizing Autodesk's AutoCAD and Civil 3D drafting and documentation software. A complete set of residential working drawings are prepared over the course of the semester. A comprehensive exploration of the architectural process is communicated and advanced drafting and AutoCAD and Civil 3D skills are applied.
Credits 3
Prerequisite Courses
CON200: Architectural Drafting I
Semester Offered
Varies

Criminal Justice

CRJ100 : Introduction to Criminal Justice

This course is a study of the nature and history of criminal justice. Students are provided an overview of the three entities of criminal justice system: law enforcement, corrections, and the judicial system. Students examine and evaluate how each entity works separately as well as with each other. Measuring crime and analyzing the ethics of crime control allow students to determine the effectiveness of laws and policies in contemporary society.
Credits 3
Prerequisites
None
Semester Offered
Fall

CRJ103 : Criminal Law

This course is a study of the nature and extent of substantive law and the rules of criminal procedure, the historical and philosophical foundations of criminal law, highlighting the major concepts of crimes and penalties, and the overall legal system. It will include an emphasis on contemporary state and federal laws and the Constitution of the United States.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

CRJ105 : Criminology, Theory and Practice

This course provides a general overview of the major theories of crime and criminal behavior, as well as the scope and nature of the criminal justice system and the problem of crime.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

CRJ116 : Introduction to Corrections

This course is a general overview of corrections in the United States today, concentrating on the history, organization and administration of corrections, as well as sentencing, corrections law, career issues, tactical operations and the future of corrections.
Credits 3
Prerequisites
None
Semester Offered
Spring

CRJ117 : Correctional Law

This course is a survey of correctional law with emphasis on Federal and Massachusetts cases and regulation that govern the detention of prisoners, sentenced and un-sentenced. Emphasis will be placed on the balance between inmate's and detainee's rights versus the safety and security of the public. The relationship among local rules, Massachusetts Code of Regulation and Federal Regulations governing correctional facilities will be discussed.
Credits 3
Prerequisite Courses
CRJ116: Introduction to Corrections
Semester Offered
Spring

CRJ125 : Contemporary Policing

This course is a general overview of policing in the United States today, concentrating in history, organization – public and private – as well as personal issues, police operations, and critical and emerging issues.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

CRJ130 : Criminal Evidence

This course is designed to introduce the basic concepts of criminal evidence as applied in the criminal justice environment. It includes a description of the trial process and types of evidence. The course presents principles relating to the United States Constitution and those principles relating to the law enforcement professional as a witness.
Credits 3
Prerequisites
None
Semester Offered
Fall
Summer

CRJ135 : Terrorism

This course acquaints students with the concept of terrorism at both the international and domestic level, examining the history of terrorism, terrorism today, and terrorism in the future.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Spring
Summer

CRJ206 : Principles of Investigation I

This course examines the organization and functions of investigative agencies, preparation and presentation of accurate written and verbal reports, courtroom presentation of evidence, and elements of legal proof.
Credits 3
Prerequisites
All Level I Criminal Justice courses
Semester Offered
Fall

CRJ207 : Principles of Investigation II

This course is a continuation of CRJ206. It introduces the students to the collection, presentation, and analysis of physical evidence, and investigation of specific offenses.
Credits 3
Prerequisites
CRJ206: Principles of Investigation I and all Level I Criminal Justice courses
Semester Offered
Spring

CRJ210 : Ethical Issues in Criminal Justice

This course examines ethical principles as they apply to the many practical problems which confront criminal justice professionals in the performance of their duties and responsibilities. Wherever possible, concrete case studies will be used to illustrate ethical reasoning.
Credits 3
Prerequisites
All Level I Criminal Justice courses
Semester Offered
Fall

CRJ220 : Crisis Intervention for Criminal Justice Professionals

This course explores the relationship of criminal justice professionals and crisis intervention. Special emphasis will be placed upon the development and utilization of helping skills in dealing with crisis situations.
Credits 3
Prerequisite Courses
CRJ116: Introduction to Corrections
PSY101: General Psychology
Semester Offered
Fall

CRJ221 : Juvenile Justice

This course is designed to introduce students to the Juvenile Justice system, the processes and the law pertaining to the system by presenting a thorough examination of the social, historical, and legal context within which delinquency and Juvenile Justice practice occurs.
Credits 3
Prerequisites
All Level I Criminal Justice courses
Semester Offered
Spring

CRJ240 : Selected Issues in Criminal Justice

The course seeks to explore issues that are currently facing the criminal justice system. The current topic is Exploring Differences, Multiculturalism and Beyond.
Credits 3
Prerequisites
All Level I Criminal Justice courses
Semester Offered
Spring

CRJ261 : Criminal Justice Cooperative Work Experience

A supervised work/learning experience in a local criminal justice agency combined with a seminar component for student feedback and evaluation. The student must complete 150 hours of supervised work. Required for A.S. in Criminal Justice.
Credits 3
Prerequisites
All Level I Criminal Justice courses
Semester Offered
Fall
Spring
Summer

CRJ262 : Corrections Cooperative Work Experience

A supervised work/learning experience specifically in the field of corrections combined with a seminar component for student feedback and evaluation. The student must complete 150 hours of supervised work. All students must be able to pass successful CORI/SORI background checks and meet technical standards.
Credits 3
Prerequisites
Completion of all certificate course requirements
Semester Offered
Varies

Culinary

CUL150 : Fundamentals of Professional Cooking

This course is an introduction to the management of food preparations, sanitation, and costing. Principles of cookery and its relation to methods of preparations, nutrition, cost control, kitchen organization, food safety and sanitation, and management are emphasized. This course provides both classroom and lab-based instruction and serves as the foundation for future skill development. (3 credits classroom, 1 credit lab).
Credits 4
Prerequisites
None
Semester Offered
Fall
Spring

CUL180 : Baking I

An introduction to the principles of professional baking including: the chemistry of baking, terminology, scaling and measuring and equipment use. Students gain a detailed understanding of the components of various bread, cookie and pastry preparation techniques including baking of a variety of breads and pastries. Emphasis is on proper production methods, baking methods and final product presentation and display. Students will sample and critique their culinary work (1 classroom hour, 4 lab hours).
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

CUL210 : Dining Room Operations & Service

This course provides instruction in and practical application of the operation of a dining room with emphasis on quality guest service. Topics include "front of the house" organization, methods of table service, menu terminology, table arrangement, requirements for supplies and equipment, suggestive selling techniques, and revenue control and analysis. Human Resource trends from both the employer and employee perspective. Students will serve meals prepared in a restaurant setting during the course of the semester. (2 classroom hours, 4 lab hours).
Credits 4
Prerequisites
CUL150: Fundamentals of Professional Cooking or HRM101: Introduction to Hospitality Management
Semester Offered
Fall
Spring

CUL220 : Advanced Culinary Arts

A continuation of CUL210, this capstone course builds upon basic skills, introduces more advanced culinary skills, and stresses communication in an operating food production environment. Students are required to develop and execute menus and pricing, including menu specifications, purchasing, receiving and storage of foods, and analysis of business activity from a profit perspective. (2 classroom hours, 4 lab hours)
Credits 4
Prerequisites
HRM101: Introduction to Hospitality Management or CUL150: Fundamentals of Professional Cooking
Semester Offered
Fall
Spring
Notes
Limited to Culinary Arts Certificate students only.

Dance

DAN102 : Musical Theater Dance

This course is designed to develop students' musical theater dance skills. The class covers the basic steps, vocabulary, and variations of jazz, tap and contemporary choreography as they relate to musical theater. The course explores the influence of award winning choreographers. Students cultivate acting skills and character development as channeled through dance. Although singing is not taught, the instructor emphasizes the importance of vocal training to complement musical theater dance training.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall/odd

DAN120 : Modern Dance

This course provides students with a fundamental knowledge of modern dance techniques and composition. Participation in dance exercises, observation, and discussion of various modern dance styles enables students to develop a physical awareness and understanding of modern dance. Emphasis is placed on participation.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities & Fine Arts general education requirement. May be repeated once for credit.

Dental Hygiene

DEN101 : Oral Tissues I

In this course designed for first semester dental hygiene students, the student learns the basic anatomy of the teeth and dental nomenclature. This study is further developed by concentrating on functions and forms of teeth with emphasis on eruption dates of both primary and permanent dentitions and root morphology of permanent teeth. An introduction to general histology and embryology of the face and oral cavity completes the course.
Credits 2
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment scores and CHM109: Chemistry for the Health Sciences
Semester Offered
Fall

DEN102 : Oral Tissues II

In this course designed for second semester dental hygiene students, the student learns the basic histology of the teeth and supporting structures of the oral cavity. The second part of the course covers anatomy of the head and neck with emphasis on bones of the skull, muscles, nerves, and blood supply to the oral structures.
Credits 2
Prerequisite Courses
DEN101: Oral Tissues I
Semester Offered
Spring

DEN103 : Principles of Oral Radiology

This course provides the student with information concerning principles of x-radiation, components of the x-ray tube, equipment usage, safety and maintenance, parallel/bisecting-angle, special patient techniques, digital radiography/ film, radiographic interpretation, manual /automatic processing, and infection prevention. Lab experience includes: parallel and bisecting-angle technique, film/digital radiography, Panelipse, special patient techniques, automatic processing equipment, and radiographic interpretation.
Credits 3
Prerequisite Courses
CHM109: Chemistry for the Health Sciences
Semester Offered
Fall

DEN105 : Community Dental Health

Community Dental Health is the science and art of promoting oral health and preventing oral disease in a community setting. Through this course, the student will acquire the knowledge, attitudes, skills and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Students will be introduced to basic principles of research methodology and biostatistics, epidemiological indices, population needs, and community health planning methods for dental education of the public.
Credits 2
Prerequisite Courses
DEN123: Dental Hygiene II
DEN128: Clinical Dental Hygiene II
Semester Offered
Spring

DEN121 : Dental Hygiene I

This course introduces the profession of dental hygiene, the dental hygiene code of ethics, principles of infection and exposure prevention, and the CDC Bloodborne Pathogens Standard. The dental hygiene process of care with an emphasis on the assessment phase is presented. Oral hard and soft deposits are discussed with an introduction to safety and emergency procedures. Oral health education, oral physiotherapy techniques, oral hygiene indices are introduced. Extrinsic stain removal and fluoride theories are discussed.
Credits 2
Prerequisites
ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score and CHM109: Chemistry for the Health Sciences
Semester Offered
Fall

DEN123 : Dental Hygiene II

This course continues the study of the dental hygiene process of care begun in DEN121
. The dental hygiene diagnosis and treatment care plan are introduced as well as specific treatment modalities. Emphasis is placed on the dental hygiene care and management of patients at each life stage and the management of the medically compromised patient. Additionally, individuals with physical, sensory and mental disabilities are studied.
Credits 2
Prerequisite Courses
DEN121: Dental Hygiene I
Semester Offered
Spring

DEN126 : Clinical Dental Hygiene I

The principles, protocols and components of the dental hygiene process of care described in DEN121 are applied in a pre-clinical setting. Additionally, ergonomics, patient/operator positioning, extrinsic stain removal and instrumentation skills with assessment and debridement instruments are introduced and practiced on both typodonts and student partners. Instrument sharpening skills are developed.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Fall

DEN128 : Clinical Dental Hygiene II

Previously acquired knowledge, skills and values applicable to comprehensive dental hygiene care are reviewed. Components of the dental hygiene process of care presented in Dental Hygiene II are applied in a clinical setting. The primary focus of this course is for students to increase and refine their skills in the areas of assessment, dental hygiene diagnosis, care planning, implementation and evaluation while providing comprehensive care to patients of various population groups in a safe and ethical manner.
Credits 4
Prerequisite Courses
DEN121: Dental Hygiene I
DEN126: Clinical Dental Hygiene I
Semester Offered
Spring

DEN200 : Pharmacology for Dental Hygiene

This course addresses the basic principles of pharmacology and anesthesiology and applies this knowledge to the treatment of dental hygiene patients. The student applies the knowledge of drugs, their actions, and the use of the drugs used in dentistry and their impact on patients. The course content includes the physical and chemical properties, preparations, mode of administration, and effect on body systems, as well as reference to medical emergencies associated with dental treatment.
Credits 3
Prerequisite Courses
DEN121: Dental Hygiene I
Semester Offered
Spring

DEN206 : Oral Pathology

This course incorporates important aspects of general pathology and their relationship to the oral cavity. This course stresses comprehensive oral examination procedures, recognition of deviations from the normal and clinical aspects of pathological processes affecting the patient as a whole and the oral cavity.
Credits 2
Prerequisite Courses
DEN121: Dental Hygiene I
DEN126: Clinical Dental Hygiene I
Semester Offered
Spring

DEN209 : Dental Materials

A study of the science of dental materials including the physical, chemical, and biological properties, manipulation and care of materials used in the prevention and treatment of oral disease. The scientific and clinical properties of gypsum materials, impression materials, waxes, porcelain, dental abrasives, cements, resins, and metals used in dentistry are discussed in lecture and manipulated in laboratory sessions with special emphasis on the materials within the scope of the practice of Dental Hygiene. (2 class hours/3 laboratory hours)
Credits 3
Prerequisite Courses
DEN123: Dental Hygiene II
DEN128: Clinical Dental Hygiene II
Semester Offered
Fall

DEN212 : Periodontics

This course is an advanced study of the periodontium and its relationship to clinical practice. Incorporating current research, emphasis will be placed on the pathogenesis of periodontal disease, the relationship between periodontal health and systemic health, risk factors, methods of assessment, and current therapies for treatment and maintenance of the periodontal patient.
Credits 3
Prerequisite Courses
DEN123: Dental Hygiene II
DEN128: Clinical Dental Hygiene II
Semester Offered
Fall

DEN230 : Dental Hygiene III

This course emphasizes evidence based research and case based learning to integrate elements of theory, knowledge, and research into patient care. Students explore a deeper level of published research and complete a research project. Students apply accumulated knowledge to plan and manage care for a variety of patients utilizing risk assessment and the dental hygiene process of care. An exploration into dental specialty practices will be provided, focusing on the hygienist's role in each specialty.
Credits 2
Prerequisite Courses
DEN123: Dental Hygiene II
DEN128: Clinical Dental Hygiene II
Semester Offered
Fall

DEN232 : Dental Hygiene IV

In lecture, students will be introduced to areas of private practice: ethics, practice acts, national and regional licensure, professional organizations, practice management, recare management, and computer use. Discussions include resume writing, the job interview and the future of dental hygiene.
Credits 2
Prerequisite Courses
DEN230: Dental Hygiene III
Semester Offered
Spring

DEN236 : Clinical Dental Hygiene III

This course, designed for third semester dental hygiene students, consists of clinical sessions in which advanced clinical procedures and advanced radiographic procedures are integrated into the clinical experience. (196 clinic hours)
Credits 4
Prerequisite Courses
DEN123: Dental Hygiene II
DEN128: Clinical Dental Hygiene II
Semester Offered
Fall

DEN238 : Clinical Dental Hygiene IV

This course, designed for fourth semester dental hygiene students, consists of clinical sessions which provide further refinement of clinical skills emphasizing the role of expanded duties in therapy, prevention, and control of periodontal disease. (196 clinic hours)
Credits 4
Prerequisite Courses
DEN230: Dental Hygiene III
DEN236: Clinical Dental Hygiene III
Semester Offered
Spring

DEN239 : Pain Management in Dental Hygiene Practice

This course is intended to provide a comprehensive study of local dental anesthetics in the dental hygiene profession. Utilizing lecture and lab components, the student will learn to safely administer topical and local dental anesthetics. This course covers Massachusetts Rules and Regulations 234 CMR 3.09-3.14, and its requirements in the administration of local dental anesthetics.
Credits 3
Prerequisite Courses
DEN123: Dental Hygiene II
DEN128: Clinical Dental Hygiene II
DEN200: Pharmacology for Dental Hygiene
Semester Offered
Fall

Early Childhood Education

ECE100 : Introduction to Early Childhood Education

This course will explore the role of the early childhood teacher and his/her responsibilities: forming a professional attitude, relating effectively with others, and managing successfully within the pre-school environment in daily learning and social situations. It will include observations of children in a child care setting. (12 hours observation/field work per semester)
Credits 3
Prerequisites
None
Corequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment scores
Semester Offered
Fall
Spring

ECE105 : Introduction to Young Children with Special Needs (Birth–8 years)

This course will focus on children with special needs in early childhood settings. Based on a developmental perspective, course content includes the various areas of exceptionality in terms of causes, characteristics and general intervention, strategies for adapting the learning environment, modifying instruction and making curriculum accessible to all children through inclusion of those with special needs. Attention will be given to State and Federal Legislation, the referral process, community resources, and effective ways to work with families. (6 hours observation/field work)
Credits 3
Prerequisites
ECE100: Introduction to Early Childhood Education or PSY201: Child Psychology
Semester Offered
Fall
Spring

ECE110 : Child Growth and Development

This course examines child development from conception to age nine by considering the complex interaction between hereditary and environmental factors. Children's physical, social, emotional, and cognitive development are discussed, as well as the implications for developmentally appropriate practice. It includes the theories of Erikson, Piaget, and Vygotsky. Students are required to observe children in a child care setting. This course is restricted to applicants for State teacher certification of infants, toddlers, and/or preschool children.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Summer

ECE115 : Literacy and the Young Child

This course describes how children acquire language and literacy, and how teachers can design classrooms and experiences to promote oral and written language development. The course stresses planning for individual children, including children with special needs and English language learners, as well as understanding the importance of the child's family in language and literacy development. (6 hours observation/field work)
Credits 3
Prerequisites
None
Semester Offered
Varies

ECE200 : Teaching Infants and Toddlers

This course emphasizes the development needs of infants and toddlers. Special focus includes planning curriculum for the very young, working with parents, special development needs of infants and toddlers, and planning their environment. (6 hours observation/field work)
Credits 3
Prerequisites
ECE100: Introduction to Early Childhood Education or PSY201: Child Psychology
Semester Offered
Spring

ECE201 : Preschool Curriculum Planning

This course explores the curriculum planning for inclusive preschool settings, children ages 2.9–5 years. Participants develop a framework for planning, implementation, organization, and evaluation of activities in content areas such as art, math, science, music, language arts, and free play. The course emphasizes high-quality, developmentally appropriate practice, aligned with state and national standards and guidelines. (10 hours observation/field work)
Credits 3
Prerequisites
ECE100: Introduction to Early Childhood Education or PSY201: Child Psychology
Semester Offered
Fall
Spring

ECE202 : Advanced Curriculum Development: Creative Experiences for Early Childhood Education

Experiences at both the adult and child level designed to help students understand the creative process and appropriate ways of encouraging creativity in young children ages 2–7 in inclusive settings. Students are required to try out their ideas with children. Emphasis is on art, as well as science, math, language arts, music, movement, and dramatic play. The course also explores the influence of international models, such as Reggio Emilia. (6 hours observation/field work)
Credits 3
Prerequisite Courses
ECE201: Preschool Curriculum Planning
Semester Offered
Fall

ECE206 : Field Experience in Early Childhood Education

This course gives students the opportunity to complete supervised field hours in a licensed and approved early childhood education setting. The course emphasizes high-quality developmentally appropriate practice, aligned with state and national standards and guidelines, including the National Association for the Education of Young Children (NAEYC) Professional Development Standards. Students must submit a CORI application prior to beginning the lab hours. (20 hours observation/field work, 5 class hours)
Credits 1
Prerequisites
ECE100: Introduction to Early Childhood Education and ECE200: Teaching Infants and Toddlers or ECE201: Preschool Curriculum Planning
Semester Offered
Fall
Spring
Notes
May be repeated for a maximum of 3 credits.

ECE211 : Curriculum Strategies for Teaching Math & Science to Young Children

Explore strategies, activities, and materials for teaching math and science to children in inclusive preschool and kindergarten settings. The course focuses on state and national standards and guidelines, as well as the constructivist project approach to teaching science and math. (6 hours observation/field work)
Credits 3
Prerequisite Courses
PSY201: Child Psychology
Semester Offered
Varies

ECE221 : Classroom Management: Skills and Strategies for Early Childhood Teachers

This course explores classroom management strategies for inclusive toddler, preschool, and after-school settings; including creating a pro-social environment, resilience and risk factors, and using a positive, respectful approach to guiding children based on knowledge of child development. (6 hours observation/field work)
Credits 3
Prerequisites
PSY201: Child Psychology or ECE110: Child Growth and Development
Semester Offered
Fall

ECE230 : Practicum in Early Childhood Education Preschool

This course provides the student with the opportunity to work directly with infants, toddlers, or preschool children in an inclusive early childhood education program. Coursework includes 150 hours (12 hours/week minimum) working in a Massachusetts licensed or NAEYC accredited child care facility, as well as a weekly seminar class. The practicum meets state requirements for 9 months child care experience. (150 field work hours; 14 class hours)
Credits 6
Prerequisites
ECE105: Introduction to Young Children with Special Needs, ECE201: Preschool Curriculum Planning, PSY201: Child Psychology and (ECE200: Teaching Infants and Toddlers or ECE202: Advanced Curriculum Development: Creative Experiences for Early Childhood Education) and a minimum 2.0 GPA in ECE courses
Semester Offered
Fall
Spring

ECE242 : Selected Topics in Early Childhood Education

This course serves as a vehicle to either deepen students' knowledge of subjects addressed in Early Childhood Education introductory courses or explore issues outside the traditional curriculum.
Credits 1-3
Prerequisites
Any introductory-level social and/or behavioral science course
Semester Offered
Varies
Notes
1, 2, or 3 credits; may be repeated for credit; 3 credits maximum.

ECE290 : Administration of Early Childhood Programs

This course is designed to guide Early Childhood professionals in establishing or reinforcing existing programs for young children, to give a working knowledge of the concepts, ideas and methods necessary to administer these programs, including Mass. Dept. of Early Education and Care regulations, budgets, and other financial issues, legal issues, family communication, and staff issues (hiring, firing, supervision, turnover, training). Meets EEC requirements for Director I.
Credits 3
Prerequisites
ECE201: Preschool Curriculum Planning or ECE202: Advanced Curriculum Development: Creative Experiences for Early Childhood Education or ECE221: Classroom Management: Skills and Strategies for Early Childhood Teachers or ECE230: Practicum in Early Childhood Education Preschool or ECE291: Leadership and Management in Early Childhood Education
Semester Offered
Fall
Notes
Students should contact the Early Childhood Education Coordinator prior to registering for this course.

ECE291 : Leadership and Management in Early Childhood Education

This course explores administrative issues relating to leadership in Early Childhood Education: management styles, staff development and supervision including teacher training, staff collegiality, retention and evaluation, as well as collaboration with parents and community. This course meets Director II specifications EEC certification.
Credits 2
Prerequisites
ECE110: Child Growth and Development or PSY201: Child Psychology
Semester Offered
Spring

Economics

ECO101 : Macroeconomics

This course is an introduction to the principles of macroeconomics including current economic problems, national income, employment, prices, monetary and fiscal policy to stabilize the economy. Emphasis is given to economic growth and the international economy.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences or a Mathematics/Quantitative Reasoning general education requirement.

ECO102 : Microeconomics

This course covers principles of microeconomics including functioning of competitive and non-competitive markets, price and wage theory, labor and agricultural economics, income distribution, and comparative economic systems.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences or a Mathematics/Quantitative Reasoning general education requirement.

ECO110 : Money and Banking

This course introduces students to the role of money and banks in the financial system and broader economy. Students are also introduced to the way monetary policy is shaped and implemented through the evaluation of general business cycles and recent financial crises.
Credits 3
Prerequisites
None
Semester Offered
Fall

ECO155 : Emerging Market Economies

This interdisciplinary, hands-on course is designed to provide students with the understanding of the workings of the economy and the financial markets. It acquaints students with the tools and concepts of finance and macroeconomics and the ability to apply them to study the stock markets in an emerging economy.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

ECO157 : Global Economics

This course is designed to introduce students to contemporary global economic issues, as well as economic tools necessary to analyze them. Primary focus of the course addresses international trade while emphasizing the importance and practical applicability of related issues in international finance and international relations in day-to-day life.
Credits 3
Prerequisites
None
Semester Offered
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

ECO160 : Environmental and Natural Resources Economics

Environmental and Natural Resource Economics uses the basic tools of economic analysis to focus on issues pertaining to the natural environment and its resources. The topics covered include economic externalities, public goods, property rights, market failure, air and water pollution, solid waste management, sustainability concepts, the role of government, and benefit-cost analysis in social planning.
Credits 3
Prerequisites
None
Semester Offered
Fall

Education

EDU101 : Foundation of Education

This course examines the philosophical, sociocultural, historical, political, and developmental foundations of elementary education in the United States, as well as current issues and future trends. A 40- hour field-based experience in an elementary classroom (grade 1–6) is required. This course meets state Elementary Education Transfer Compact requirements. A CORI (Criminal Offender Record Information) check and fingerprinting are required. Students pay the fingerprinting fee. Students sign a mandatory Acknowledgement of Risk and Consent Form.
Credits 3
Prerequisites
None. Co-requisite: ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score
Semester Offered
Fall

Emergency Medical Services

EMS101 : Emergency Medical Technician: EMT

This course is designed to train participants to work with existing agencies that provide emergency medical services. Included in these services are first-aid procedures, operation of emergency equipment, and knowledge of communications systems associated with emergency and rescue operations. Students gain knowledge and skills relating to medical and emergency technology within laboratory and clinical settings. Students are eligible for state and national certification upon successful completion of course and state examination.
Credits 5
Prerequisites
None
Semester Offered
Fall
Spring

EMS203 : Advanced Pre-Hospital Training Program: Paramedic I

Covers the roles and responsibilities of the Emergency Medical Technician (EMT) and Paramedic, including history and physical assessment, pathophysiology, management of shock, cardiac, respiratory, neurological, and abdominal emergencies. Class includes an overview of emergency medical services communication systems. Students must be currently certified as an EMT. Laboratory experience will be interjected throughout the semester to practice and demonstrate comprehension of didactic material.
Credits 10
Prerequisites
Valid and current National Registry of Emergency Medical Technicians (NREMT) or Massachusetts (MA) EMT certification, ENL025: Reading & Writing Essentials and MAT025: Prealgebra or satisfactory basic skills assessment scores
Semester Offered
Fall

EMS204 : Advanced Pre-Hospital Training Program: Paramedic II

Students learn assessment and management of emergencies including obstetrics, gynecology, and trauma in pediatric, adolescent, adult, and geriatric populations. Laboratory experience is utilized to enhance didactic material.
Credits 10
Prerequisites
EMS203: Advanced Pre-Hospital Training Program: Paramedic I, valid and current National Registry of Emergency Medical Technicians (NREMT) or Massachusetts (MA) Emergency Medical Technician (EMT) certification
Semester Offered
Spring

EMS211 : Paramedic Clinical Experience

Clinical rotations provide opportunities for observation and practice of procedures, skills, and experiences. Skills and procedures in the clinical rotations are completed while working with preceptors in a variety of clinical settings including hospitals and other health care settings. The internship will be a minimum of 320 hours to a maximum of 400 hours to complete all required skills.
Credits 5
Prerequisites
EMS203: Advanced Pre-Hospital Training Program: Paramedic I, EMS204: Advanced Pre-Hospital Training Program: Paramedic II and a valid and current National Registry of Emergency Medical Technicians (NREMT) or Massachusetts (MA) Emergency Medical Technician (EMT) certification
Semester Offered
Varies

EMS221 : Paramedic Capstone Field Internship

Students participate in a 50-hour field observation and minimal skill field internship, followed by a 200 hour capstone internship. Field and capstone internship provide an integration of didactic, lab and clinical skills; the internship utilizes learned skills from Paramedic I, Paramedic II and Clinical Internship with principles of emergency care, in the “field”.
Credits 4
Prerequisites
EMS203: Advanced Pre-Hospital Training Program: Paramedic I, EMS204: Advanced Pre-Hospital Training Program: Paramedic II, EMS211: Paramedic Clinical Experience and a valid and current National Registry of EMT’s (NREMT) or Massachusetts (MA) Emergency Medical Technician (EMT) Certification
Semester Offered
Varies

Engineering

ENR101 : Introduction to Engineering and Advanced Manufacturing

Students are introduced to the world of engineering and manufacturing through activities that showcase how products are designed and built. Teams design, build, and test a weight-bearing structure, as-well-as reverse engineer a product to improve its design. Classroom and laboratory exercises are designed to expose the student to the different engineering and advanced manufacturing disciplines. Lab sessions provide hands-on exposure to the concepts discussed in the lecture sessions. This course does not require any prior engineering background.
Credits 4
Prerequisites
MAT035: Algebra for Non-STEM or MAT041: Elementary Algebra for STEM and ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores
Semester Offered
Fall
Notes
Satisfies a General Education elective.

ENR103 : Introduction to Robotics

Students work in teams to design, build, program, and test increasingly complex electro-mechanical robots. The course teaches how robots move (locomotion and kinematics), how they sense (perception), and how they reason about their environment (planning). Students are exposed to robotics related career options in the manufacturing, service, and medical industries. Labs consist of extensive hands-on use of autonomous and industrial collaborative robots. This course does not require any prior engineering background. (3 class hours/2 laboratory hours).

Credits 4

Prerequisites

MAT035: Algebra for Non-STEM or
MAT041: Elementary Algebra for STEM and
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Fall
Spring

Notes

Satisfies a General Education elective.

ENR105 : Circuit Theory & Analysis

This course begins a student's preparation for a career in electronic, renewable energy, and related fields; it is also well structured for those interested in just expanding their background into the world of electronics. The course focus is on electrical circuit theory as well as analog and digital signal processing. Laboratory experiments are used to reinforce basic concepts and develop laboratory skills, as well as to provide system-level understanding. This course does not require any prior engineering background.

Credits 4

Prerequisites

MAT035: Algebra for Non-STEM or
MAT041: Elementary Algebra for STEM and
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Varies

ENR106 : 3D Design & Analysis I

This introductory course explores careers in engineering, architecture, and design. Principles associated with 3D design, visualization, documentation, and product simulation are taught through hands-on use of Computer Aided Design (CAD) modeling software. In addition, student designed parts are fabricated using both additive (3D printing) and subtractive (CNC milling, laser cutting) techniques to enhance the understanding of the design to manufacturing process.

Credits 3

Prerequisites

MAT035: Algebra for Non-STEM or
MAT041: Elementary Algebra for STEM and
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Fall

Notes

Satisfies a Natural or Physical Science general education requirement.

ENR107 : 3D Design & Analysis II

This is the second of a two course 3D mechanical design series for students interested in careers as product engineers, architects, and designers using computer aided design (CAD) software. This course prepares students for the Certified SolidWorks Associate Exam (CSWA) and the Certified SolidWorks Professional Exam (CSWP). A research paper that addresses an advanced topic in 3D solid modeling is required.

Credits 3

Prerequisite Courses

ENR106: 3D Design & Analysis I

Semester Offered

Spring

ENR110 : Engineering and Scientific Computing

This course introduces students to the elements and practices of computer programming through the MATLAB computation and visualization environment. Assuming no prior background in computer programming, this course will enable one to write programs that solve problems involving the manipulation of numbers. Procedural and object-oriented programming techniques will be taught. Students will be required to complete numerous in-class examples and homework assignments. During the semester, other technical high-level programming languages (e.g., Python) will be introduced through lecture discussion.
Credits 3
Prerequisites
MAT035: Algebra for Non-STEM or
MAT041: Elementary Algebra for STEM and
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores. Students need to have a basic knowledge of the Windows operating system and file management.
Semester Offered
Varies

ENR121 : Smart Machines

Learn about exciting operations and assembly careers in modern manufacturing environments that use Industry 4.0 automation technologies. State of the art equipment as well as online virtual reality simulators are used to teach about factory floor automation equipment processes. The course prepares students for the Smart Automation Certification Alliance (SACA) C-101 and C-102 Associate Industry Certification exams.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores
Semester Offered
Fall
Spring

ENR125 : Smart Factories

Master the Industry 4.0 automation skills needed to have a rewarding career in modern manufacturing environments that use Industrial Internet of Things (IIoT) technologies for data analytics and process optimization. State of the art equipment as well as online virtual reality simulators are used to teach about factory IIoT, networking equipment, and related data analytics. The course prepares student for the Smart Automation Certification Alliance (SACA) C-104 IIoT, Networking and Data Analytics Industry Certification exam.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking
or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores
Semester Offered
Fall
Spring

ENR201 : Statics

Students analyze the structural integrity of mechanical devices such as frames, trusses, beams and cable. Using vector algebra and calculus, understand how Newton's Laws can address engineering static equilibrium problems and master free body diagram construction. Vectors, dot and cross product, moment of a force, reduction of loadings to an equivalent force, construction of free body diagrams, calculation of reaction forces and moments for structures, static equilibrium loadings are among the topics covered.
Credits 3
Prerequisite Courses
MAT240: Calculus I
Co-Requisite Courses
MAT250: Calculus II
Semester Offered
Varies

ENR202 : Dynamics

Learn about the branch of applied mathematics concerned with the study of forces and torques, and their effect on motion. The course focuses on kinematics, vector descriptions of a point, vector equations related to velocity and acceleration, Newton's Law for a particle, angular velocity and acceleration, moment of inertia of a rigid body, parallel axis theorem, work/energy for a particle and a rigid body, and conservation of momentum and angular momentum.
Credits 3
Prerequisite Courses
ENR201: Statics
MAT250: Calculus II
Semester Offered
Varies

ENR204 : Circuit Theory I

This is the first of two courses that begin a student's preparation for a career in electronics and related fields. The course is structured for those interested in expanding their background into the world of electronics. The course focus is on DC and transient electric circuit analysis, use of computer-based circuit simulation, and operational amplifier circuits. Laboratory experiments reinforce course concepts, develop laboratory and measurement skills, and provide system-level understanding.
Credits 4
Prerequisites
MAT250: Calculus II and ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores
Semester Offered
Fall

ENR205 : Circuit Theory II

This is the second of two courses that begin a student's preparation for a career in electronics and related fields. The course is structured for those interested in expanding their background into the world of electronics. The course focus is on AC and polyphase circuit analysis, Laplace and Fourier transforms, the s-Domain, and Bode diagrams.
Credits 4
Prerequisite Courses
ENR204: Circuit Theory I
Semester Offered
Spring

ENR206 : Quality Manufacturing

Quality manufacturing is about a philosophy and set of strategies for reducing waste as well as the time required to go from customer order to delivery of a product, with higher quality, less cost, space, and inventory. Learn the techniques for identifying and removing waste within the engineering and manufacturing process as well as methods for improving the "flow" or smoothness of work through a manufacturing environment. As waste is eliminated, quality improves while production time and cost are reduced.
Credits 3
Prerequisite Courses
ENR101: Introduction to Engineering and Advanced Manufacturing
Semester Offered
Varies

ENR207 : Materials Science

Materials science incorporates elements of physics, chemistry, and engineering and focuses on the structure, processing, and the characteristic limits of various materials. Study of materials science advances understanding of research areas such as nanotechnology, biomaterials, and metallurgy, forensic engineering and failure analysis. The course focuses on structure and characteristics of materials, material defects, testing and failure mechanisms of materials, applications of different materials, and the economic/ environmental impact of various materials.
Credits 3
Prerequisite Courses
CHM151: General Chemistry I
Semester Offered
Varies

ENR208 : Thermodynamics

Thermodynamics (a branch of physics) is a study of heat and temperature and their relation to energy and work. The laws of thermodynamics describe how fundamental physical quantities (temperature, energy, and entropy) behave under various circumstances. The course focuses on concepts of thermodynamics, the laws of thermodynamics, work, heat, energy, the Carnot Cycle, energy conservation, enthalpy, specific heat, efficiency, entropy, phase, phase change, heat engines, and heat transfer.
Credits 3
Prerequisite Courses
CHM151: General Chemistry I
MAT250: Calculus II
Semester Offered
Varies

ENR209 : Strength of Materials

The study of strength of materials shows the methods of calculating the stresses and strains in structural members such as beams, columns, and shafts. These methods predict the response of a structure when subjected to loading, as well as its susceptibility to various failure modes. The course focuses on types of stresses and strains, thermal effects on material strength, calculation of stresses and strains, normal stress in beams, shear/moment diagrams, and design of simple beams.
Credits 4
Prerequisite Courses
ENR201: Statics
Semester Offered
Varies

English

ENL025 : Reading & Writing Essentials

This course provides students with foundation reading and writing skills in preparation for college-level coursework. Students learn strategies for reading non-fiction material, write basic academic essays, and begin the process of documenting sources.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Summer

ENL100 : Reading and Reflection

In this course students read, discuss, interpret, and write reflectively about a novel or non-fiction book.
Credits 1
Prerequisites
ENL010 or Reading Comprehension Score of 50 or higher
Semester Offered
Varies
Notes
May be repeated for up to 3 credits.

ENL101 : English Composition I

ENL101 is an introductory college composition course required of all AA and AS-degree students and prerequisite to all other college-level English courses. It is designed to help students develop and express ideas clearly and effectively use language that meets the expectation of academic audiences through frequent writing and the study of rhetorical patterns of development. Students learn to write essays using a recognized scholarly documentation style.
Credits 3
Prerequisites
Satisfactory basic skills assessment scores or a 2.7 high school GPA; co-requisite ENL108 Critical Reading & Thinking; or any of the following ENL020: College Reading & Study Skills, ENL025: Reading & Writing Essentials, ENL050: Foundations in Writing, or ESL201: English for Speakers of Other Languages III: Advanced
Semester Offered
Fall
Spring
Summer
Notes
Satisfies English Composition/Writing general education requirement.

ENL102 : English Composition II

A continuation of English Composition I, English Composition II focuses on close reading, critical thinking, independent research, and synthesis of texts so that, across the curriculum, students can develop, defend, and effectively express ideas in academic discourse.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Fall
Spring
Summer
Notes
Satisfies either an English Composition/Writing or Humanities and Fine Arts general education requirement.

ENL108 : Critical Reading and Thinking

This course guides students enhance their comprehension of written, spoken, and visual information by improving their critical thinking abilities. Through practicing habits of mind to strengthen analytical and reasoning skills, students learn to form well-supported arguments, draw thoughtful conclusions, make responsible decisions, and transfer acquired skills to their academic, professional, and personal life.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities & Fine Arts general education requirement.

ENL110 : Introduction to Literature

This course is an introduction to reading and analyzing fiction, poetry, creative non-fiction, and drama. Students respond critically to readings of different historical and cultural contexts through class discussion and written, evidence-based literary arguments.
Credits 3
Prerequisites
Satisfactory basic skills assessment scores or a 2.7 high school GPA; co-requisite ENL108; or any of the following ENL020, ENL025, ENL050, or ESL201
Semester Offered
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ENL120 : Introduction to Children's Literature

Students survey works drawn from the rich variety of children's literature. They analyze selections from major genres, discuss historical and contemporary issues, and develop practical ways of involving children in literature.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ENL131 : Technical Writing

This course introduces students to technical and professional writing within a career setting. Students learn to write reports, instructions, summaries, e-mails, and memos using content and language appropriate to the reader. Students use technology tools to create document layout and design, and to report, interpret and organize statistical information and data.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Varies
Notes
Satisfies a Humanities & Fine Arts general education requirement.

ENL135 : The Short Story and Human Values

This course examines the ways in which short fiction reflects and shapes the human experience. Works examined feature a variety of cultural traditions, allowing students to consider which human values are universal and which may be culturally bound. Students examine the ways in which stories are used to preserve and challenge social institutions such as marriage/family, education, justice, and religion.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Spring
Notes
Satisfies a Humanities & Fine Arts general education requirement.

ENL150 : World Mythologies

Students study myths from the great cultures of the world. Through readings, discussions, research projects and presentations, students explore the universal values conveyed by these stories from different world cultures. Students discover the symbolism in the events and details of these stories, and they understand mythmaking as a primary human activity.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Spring
odd years
Notes
Satisfies a Humanities & Fine Arts general education requirement.

ENL161 : Journalism I

This course is designed to instruct the student in the collecting, writing, editing and publishing of news and feature articles in periodicals. Although weekly lecture and discussion periods will be mandatory, the emphasis in the course will be on writing news stories outside of regular class time. Each student in the course is expected to be involved in the student newspaper.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ENL163 : Journalism II

This course, a continuation of
ENL161
, puts the emphasis on an analysis of the elements of journalism and the writing of feature stories, interviews, human interest stories, and various other kinds of reporting. Students in this course learn to proofread, edit, and layout final copy for the
MainSheet
or other mass media.
Credits 3
Prerequisite Courses
ENL161: Journalism I
Semester Offered
Fall
Spring

ENL170 : Producing a Magazine of the Arts

This course is designed to help students sharpen their writing and editing skills as well as learn the nuts and bolts of the publishing process. In this course, students examine existing art publications and learn about arts publications from the twentieth and twenty-first centuries. This course allows students to collaborate on a practical, hands-on project resulting in a Student Media Board publication that will be circulated throughout the CCCC community and beyond.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ENL200 : Cape Cod Literature

A survey of four centuries of Cape Cod literature, including native American, journals and records of discovery and settlement, fishing and whaling literature, Cape women's literature, Thoreau's nature writing, and contemporary fiction, poetry, and essays. The course explores the Cape's rich literary heritage, how it reflects the region's history, culture, and environment, and examines the underlying theme of human and natural change. Field trips and journal keeping are integral to this course.
Credits 3
Prerequisites
ENL102: English Composition II or permission of instructor with submission of writing sample
Semester Offered
Varies

ENL201 : World Literature I: Early World Literature

Study the evolution of literature that has shaped world civilizations from the second millennium BCE through the mid-17th century. World Literature engages with literature from regions of the world other than Great Britain and the United States. Through texts, film screenings, and lectures, students will explore the narrative techniques of various forms of literature and learn how to connect modern works to their literary origins.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Varies
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ENL202 : World Literature II: Literature from the Enlightenment to the Present

Study literature that has shaped world civilizations from the Enlightenment to the present. World Literature engages with literature from regions of the world other than Great Britain and the United States. Through texts, film screenings, lectures, and class discussions, students will explore the narrative techniques of various forms of literature and learn how to connect modern works to their literary origins with an emphasis on making cross-cultural influences.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ENL203 : British Literature I: The Medieval Period Through the Enlightenment

Visit the days of clashing swords and gallant knights. Experience the wit of the Elizabethan era. Discover the heady days of the Enlightenment, during which everything came into question.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Varies
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ENL204 : British Literature II: From the Romantics to the Present Day

Learn about the romantics' love of nature, obsession with the macabre, and quest for individual genius. Discover how they inspired the Victorians, influenced the modernists, and remain a force to be reckoned with for British writers of diverse and dissenting voices today.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ENL205 : American Literature to 1890: The Emergence of American Literature

Learn how America's early writers--from a variety of perspectives--struggled to forge a distinctly American voice for a diverse, rowdy, and iconoclastic new nation.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Fall/even years
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ENL206 : American Literature since 1890: Defining the American Identity

Discover how innovation became the defining trait of American identity and literature. Explore how diverse and dissenting perspectives on modern and contemporary American life gave rise to American drama, fiction, and poetry.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Fall/odd years
Notes
Satisfies a Humanities and Fine Arts general education requirement.

ENL207 : Shakespeare

Students read and discuss representative works by Shakespeare, considering them for their literary value, their relevance to Elizabethan culture, and their expression of our common human experience.
Credits 3
Prerequisite Courses
ENL102: English Composition II
Semester Offered
Varies

ENL209 : Creative Writing

An advanced workshop for students interested in creative writing. Students explore writing techniques in genres such as fiction, nonfiction, poetry, drama, and the building of a creative imagination.
Credits 3
Prerequisite Courses
ENL102: English Composition II
Semester Offered
Fall
Spring
Notes
May be repeated once for credit. Satisfies a Humanities and Fine Arts general education requirement.

ENL213 : Poetry Writing

This poetry writing workshop class provides serious students the opportunity to write poetry of their own and explore poetry through reading others' work. Students will write, read, peer edit/ critique, present and listen to poetry.
Credits 3
Prerequisite Courses
ENL102: English Composition II
Semester Offered
Varies

ENL214 : The Contemporary Novel

This course introduces the student to the major characteristics of the novel in both form and content. Contemporary novels are examined as one index of cultural values. Students read, write about, and discuss a selection of novels written during the last fifty years.
Credits 3
Prerequisite Courses
ENL102: English Composition II
Semester Offered
Spring/odd

ENL217 : Exploring the World of Science Fiction

Exploring the World of Science Fiction is a course that provides students the opportunity to read, discuss, and write about the genre of science fiction in literature. Texts include short stories, poetry, novels, film, and nonfiction. Emphasis is given to reading and analysis of the genre of science fiction and its influence on society and literature.
Credits 3
Prerequisite Courses
ENL102: English Composition II
Semester Offered
Spring/even
Notes
Satisfies a Humanities & Fine Arts general education requirement.

ENL219 : Masters of Horror

Masters of Horror is a literature course that provides students the opportunity to read, discuss and write about the genre of horror in literature. Texts include short stories, poetry, novels, film, and nonfiction. Emphasis is given to reading and analysis of the genre of horror and its influence on society and literature.
Credits 3
Prerequisite Courses
ENL102: English Composition II
Semester Offered
Fall/even
Notes
Satisfies a Humanities & Fine Arts general education requirement.

ENL228 : Women Writers

This course examines traditions and themes especially important in the development of fiction, nonfiction, poetry, and drama written by women, such as "Women Alone," "Women and Sexuality," "Women and Work," "Women and War," "Women in Love." An initial overview describing the emergence of women as authors is provided to establish topical and historical contexts. Readings, drawn primarily from modern texts, offer a diverse range of authors, genres, styles, and cultures.
Credits 3
Prerequisite Courses
ENL102: English Composition II
Semester Offered
Varies
Notes
Satisfies a Humanities & Fine Arts general education requirement.

ENL290 : Selected Topics in Literature

Selected Topics in Literature provides students the opportunity to read, discuss and write about a literary specialty. Subjects may include African-American literature, Nobel Prize winning literature, a literary genre, a single author, or a single major work. The course will include intensive reading, analysis of the literature and its influence on society, consideration of criticism of this literature, historical study of the author or authors involved, and discussion of the cultural context of the literature. Specific content will depend on the particular subject chosen for study.
Credits 3
Prerequisite Courses
ENL102: English Composition II
Semester Offered
Varies
Notes
Satisfied a Humanities & Fine Arts general education requirement. May be repeated once for credit.

ENL291 : Selected Topics in Writing

Selected Topics in Writing provides students the opportunity to explore and practice extensive writing within a writing specialty. Topics may include, among others, writing about photography, writing feature stories, writing commentary and opinion, writing about sports, writing poetry, or writing for children. The course is writing intensive. Specific content will depend on the specialty chosen.
Credits 3
Prerequisite Courses
ENL102: English Composition II
Semester Offered
Varies
Notes
Satisfies a Humanities & Fine Arts general education requirement. May be repeated once for credit.

English for Speakers of Other Languages/English for Academic Purposes (ESOL/EAP)

ESL010 : English for Speakers of Other Languages I: Basic

ESL010 introduces the literate non-native speaker of English to the four skills, reading, writing, speaking and understanding spoken English, to develop a basic command of Standard American English.
Credits 4
Prerequisites
None
Semester Offered
Fall
Spring
Notes
4 non-degree credits

ESL100 : Academic Speaking and Listening for English Learners

This course is designed to help students who are learning English develop their listening and speaking skills for interactions in academic settings in an English-speaking college environment.
Credits 1
Prerequisites
a CPT ESL listening test score of or greater than 40 or ESL010: English for Speakers of Other Languages I: Basic or permission of the instructor
Semester Offered
Summer

ESL102 : English for Speakers of Other Languages II: Intermediate

This course is a continuation of ESL010 (ESL I) and provides the intermediate level non-native English speaker with instruction in reading, writing, speaking and understanding spoken English. Emphasis is placed on developing the ability to read and discuss standard college English works; ability to recognize and produce correct patterns in sentences and paragraphs; and the ability to combine paragraphs into correct and coherent compositions.
Credits 3
Prerequisites
ESL010: English for Speakers of Other Languages I: Basic or satisfactory basic skills assessment score
Semester Offered
Fall
Spring

ESL201 : English for Speakers of Other Languages III: Advanced

This course is a continuation of ESL102 (ESL II) and provides the advanced level non-native English speaker with instruction in reading, writing, and speaking, and understanding standard American English. Emphasis is placed on developing the ability to read and write essays from college-level English works; ability to produce short essays and coherent compositions; and the ability to discuss materials written at the college level.
Credits 3
Prerequisites
Grade of C or better in ESL102: English for Speakers of Other Languages II: Intermediate or satisfactory basic skills assessment score
Semester Offered
Fall
Spring

Entrepreneurship

ENT108 : Introduction to Entrepreneurship

This course provides an overview of the entrepreneurial process of creating businesses, non-profits and other new ventures. Students learn about the roles and attributes of successful entrepreneurs while undergoing a rigorous self-assessment process. Students interview a local entrepreneur, participate in case studies related to new ventures and have the opportunity to learn from others sharing their start up experiences, including ethical dilemmas and other obstacles they will face as entrepreneurs.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Summer

ENT109 : Business Plan Preparation

This course provides a step-by-step introduction to the process of creating a business plan for a new or existing venture. Students learn the importance of developing a business plan and how to conduct extensive primary and secondary research. Students will complete a first draft of an integrated organization, marketing and financial project using the leading business plan software.
Credits 3
Prerequisites
None
Semester Offered
Spring

Environmental Technology

ENV101 : Survey of Environmental Technology

A history of Environmental Technology is presented with emphasis on the current applications of the best available technology. The diverse environmental career opportunities are presented through field trips and guest speakers.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

ENV115 : Environmental Chemistry

Discussion and study of the relationship between chemistry and contemporary environmental topics, including energy and the environment, air, soil, oil, solid and water pollution, and agricultural chemistry.
Credits 3
Prerequisite Courses
CHM106: Survey of Chemistry
Semester Offered
Fall

ENV118 : Introduction to Environmental Science

A study of environmental interactions and the impact of humans on the environment. The use of natural resources, including land, air, water, mineral and biological resources, is examined. Local and global examples are presented to enable students to better understand and evaluate contemporary environmental problems and the application of science to their solution. The corresponding laboratory component provides students with the practical experience of measuring, recording and interpreting environmental data. Interdisciplinary knowledge is used to understand environmental problems. (3 class hours/2 laboratory hours)
Credits 4
Prerequisites
MAT011: Mathematical Reasoning and Problem Solving or MAT025: Prealgebra, or satisfactory basic skills assessment scores
Co-Requisite Courses
ENL101: English Composition I
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Natural or Physical Science general education requirement.

ENV120 : Introduction to Environmental Science (Lecture Only)

A study of environmental interactions and the impact of humans on the environment. The use of natural resources, including land, air, water, mineral and biological resources, is examined. Local and global examples are presented to enable students to better understand and evaluate contemporary environmental problems and the application of science to their solution. Interdisciplinary knowledge is used to understand environmental problems. (3 class hours).
Credits 3
Prerequisites
MAT020: Prealgebra or MAT025: Prealgebra or satisfactory basic skills assessment scores
Co-Requisite Courses
ENL101: English Composition I
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Natural or Physical Science general education requirement.

ENV121 : Introduction to Earth Science

This is a one-semester, liberal arts and sciences course with a laboratory, designed to introduce the concept that planet Earth represents a dynamic, integrated system. The nature and characteristics of the atmosphere, lithosphere, hydrosphere, and biosphere are considered. (3 class hours/2 laboratory hours)
Credits 4
Prerequisites
MAT035: Algebra for Non-STEM and ENL108: Critical Reading & Thinking or satisfactory basic skills assessment scores
Co-Requisite Courses
ENL101: English Composition I
Semester Offered
Fall
Spring
Notes
Satisfies a Natural or Physical Science general education requirement.

ENV125 : Coastal Ecology

This is an introduction to coastal marine habitats, their species, and their ecological relationships. Students develop an understanding of the diversity of living things along the Cape Cod shoreline. Students shall also examine the wide diversity of habitats and their differences on the Cape. This course includes extensive lab and field work.

Credits 3

Prerequisites

None

Semester Offered

Fall
Spring
Summer

Notes

Satisfies a Natural or Physical Science general education requirement.

ENV127 : Projects in Coastal Ecology

This is an advanced class focusing on field studies of coastal marine habitats and their species composition. Students are involved in extensive field and lab surveys of several sites on Cape Cod. They examine both the biological and physical features of the coastal marine environment. Students work in small teams collecting physical (slope, particle size) and chemical data (pH, salinity, nitrates), plant and animal surveys, and recording data to analyze in the classroom.

Credits 3

Prerequisite Courses

ENV118: Introduction to Environmental Science
ENV125: Coastal Ecology

Semester Offered

Fall

ENV128 : Fundamentals Of Oceanography

This course is a general introduction to the scientific study of the ocean environment including the physical, chemical, geological and biological properties of the sea. Some field trips may be required. This course is intended for non-science majors. (3 class hours/2 laboratory hours)

Credits 4

Prerequisites

MAT035: Algebra for Non-STEM, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score

Semester Offered

Fall
Spring
Summer

Notes

Satisfies a Natural or Physical Science general education requirement.

ENV135 : Coastal Zone Management Laws and Regulations

This introductory course will cover the issues and regulations related to the coastal environment and its resources. The course uses an interdisciplinary approach that combines the scientific issues with their economic and social impact. Topics covered include nitrogen loading, fisheries management, aquaculture, wastewater impact, marine sanctuaries, public access, renewable energy projects, coastal flooding and erosion, and sustainable development. Current research will be examined and several guest speakers will present.

Credits 3

Prerequisite Courses

ENV118: Introduction to Environmental Science
ENV125: Coastal Ecology

Semester Offered

Spring

ENV158 : Occupational Health and Safety (OSHA) through Hazardous Waste Management

This course covers issues involved in the determination, treatment and reduction of hazardous wastes and the federal regulations regarding handling of hazardous wastes, the risks to society from hazardous wastes, and treatment techniques employed to mitigate their effects. The techniques covered include thermal, physico-chemical, biological and landfill disposal as well as the ways and means of reducing the generation of hazardous wastes. 40-hour (OSHA) HAZWOPER certification is awarded upon successful completion of this course.

Credits 3

Prerequisites

None

Semester Offered

Spring

ENV163 : Geographic Information Systems (GIS) I

GIS I focuses on the designing and building of a map using a relational database. GIS is a computer science designed to capture, store, manipulate, analyze, manage, and present all types of spatial or geographical data, in the form of a map. In everyday use, it appears in forms such as Google Maps, GPS, weather forecasts, etc. Students are trained in using the computer programs ArcMap and ArcCatalog with an introduction to ArcGIS Online, in order to utilize spatial data to its fullest.

Credits 3

Prerequisites

MAT011: Mathematical Reasoning and Problem Solving or MAT025: Prealgebra, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Fall
Spring

ENV165 : Renewable Energy, Climate & Careers

The implications of the energy enterprise, from global to individual perspectives, are explored by investigating basic energy/electricity concepts and the effects of technologies, policies, markets, and behaviors on the Earth's climate system, the environment, and national and personal security. First principles and practical potentials of renewable energy sources and low-carbon technologies are examined, as are career pathways supporting sustainable energy solutions. Case studies and experiments reinforce basic concepts, develop analytical skills, and provide system-level understanding.

Credits 3

Prerequisites

MAT011: Mathematical Reasoning and Problem Solving or MAT025: Prealgebra, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Fall

Notes

Satisfies a Natural or Physical Science general education requirement.

ENV171 : Energy Efficiency & Conservation Methods

This course provides students with the information to identify and explain all of the energy efficiency/conservation methods available for energy use reduction. Energy-consuming facilities, both domestic and commercial, are analyzed by the students for energy efficiency opportunities. The students calculate energy savings and environmental impacts for most energy efficiency methods in order to identify and assess energy conservation opportunities. In addition, the students demonstrate the appropriate usage of energy monitoring and measuring equipment commonly used by energy specialists and energy auditors.

Credits 3

Prerequisites

MAT011: Mathematical Reasoning and Problem Solving or MAT025: Prealgebra, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Fall

ENV173 : Introduction to Solar Energy

Students in this course gain an understanding of our solar energy resource and how it can be utilized for a variety of energy demand applications in residential, commercial, and municipal buildings. The benefits and limitations of various solar energy technologies that are commonly used to produce heat, hot water, and electricity are examined. Students learn how to properly site, size, design, and specify solar hot water and solar electric systems. Students also learn how to perform an economic and environmental analysis of proposed systems.

Credits 3

Prerequisites

MAT011: Mathematical Reasoning and Problem Solving or MAT025: Prealgebra, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Spring

ENV177 : Introduction to Wind Energy

This course provides an in-depth introduction to wind power as a sustainable form of energy. It examines the history, current applications, and future of wind power. Students gain a basic understanding of the fundamental science behind harnessing useable energy from the wind. The course looks at the process for siting, developing, constructing, operating, and maintaining wind energy projects of different scales – from home and small commercial to municipal and utility scale.

Credits 3

Prerequisites

MAT011: Mathematical Reasoning and Problem Solving or MAT025: Prealgebra, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Spring

ENV201 : Environmental Instrumentation

This course exposes the student to a variety of analytical techniques and instruments utilized in environmental chemical analysis. It is designed to couple theory of equipment operation with a basic understanding of the chemical principles involved. The laboratory time is divided between practical hands-on bench work and field experiences. (1 class hour/4 laboratory hours)

Credits 4

Prerequisite Courses

ENV115: Environmental Chemistry

Semester Offered

Spring

ENV260 : Environmental Technology Internship/Cooperative Experience

This course involves a range of hours of monitored field experience that is consistent with the student's career goals. Students keep journals and write proscribed "analysis" papers as they progress during the course of the semester. Time commitment is based on the number of credits (70 hours per credit).

Credits 1-4

Prerequisites

permission of instructor

Semester Offered

Fall
Spring
Summer.

Experiential Learning

EXP101 : Experiential Learning Internship and Seminar

This course combines an internship experience, where students work in an industry/occupation of interest, with a seminar focusing on practices associated with successful job performance and career advancement. Students reflect upon their experience and examine their potential for career satisfaction and success through interest, skill, value and personality assessments. Students study workplace systems and gain an understanding of professional behaviors and communication practices. Students are responsible for securing placement; the Office of Career Services and Experiential Learning is available to assist with the process. Site placement typically requires 8–15 weeks of preparation; students should plan accordingly.

Credits 3-4

Prerequisites

ENL101: English Composition I and interview with instructor

Semester Offered

Fall
Spring
Summer

Notes

3 credits (100 hour internship) or 4 credits (150 hour internship)

Fire Science

FSC103 : Fire Fighting Tactics and Strategy

This course is concerned with basic fire fighting tactics and strategy; methods of attack; preplanning of fire problems including necessary equipment and manpower. Some fire problems will be presented for analysis and study, consistent with accepted practices from authoritative sources. The concepts of I.C.S. and R.I.C. will be discussed throughout the class.

Credits 3

Prerequisite Courses

FSC150: Principles of Emergency Services

Semester Offered

Varies

FSC105 : Hazardous Materials

This course reviews the fundamental physical and chemical principles which govern the behavior of Hazardous Materials. Specifically, the course deals with identifying hazardous materials and the hazards of solids, dusts, water reactive materials, liquids, gases, toxic materials, plastics, corrosives, oxidizing agents, explosives, radioactivity, LP gases, cryogenics, general hazards and electricity. Handling, transporting, storage and recommended fire fighting practices within extreme fire hazard areas are discussed. Laboratory demonstrations illustrate and supplement the class work.
Credits 3
Prerequisites
CHM106or CHM101 orCHM109
Semester Offered
Varies

FSC107 : Hydraulics for the Fire Service

This course is concerned with the fundamentals of hydraulics and fluid mechanics as they relate to the firefighter and individuals involved in Fire Protection. Subjects to be studied include: principles of fluid statics, fluid motion, water supply testing, fire pump operation and fire suppression systems.
Credits 3
Prerequisites
FSC150: Principles of Emergency Services and MAT030: Elementary Algebra or
MAT035: Algebra for Non-STEM or satisfactory basic skills assessment score
Semester Offered
Varies

FSC108 : Fire Investigation and Evidence

This course will cover the methods used in determining the causes and circumstances of fire. The collecting and preserving of evidence will be covered; also, the preparation of evidence for court.
Credits 3
Prerequisite Courses
FSC150: Principles of Emergency Services
Semester Offered
Varies

FSC110 : Fire Code and Ordinances

This course will review the codes which influence the field of fire prevention including the fire prevention regulations of the Commonwealth of Massachusetts (527 CMR). Also included will be Chapters 48, 143 and 148 of the General Laws of the Commonwealth as well as the Massachusetts Building Code, and the codes of the National Fire Protection Association.
Credits 3
Prerequisites
None
Semester Offered
Varies

FSC114 : Fire Company Management

A study of scope and functions of the fire company officer in the fire department. Topics discussed include: the role of the fire service, departmental procedures, administrative and management procedures, training, public relations, tactics and strategy, and fire prevention.
Credits 3
Prerequisite Courses
FSC150: Principles of Emergency Services
Semester Offered
Varies

FSC115 : Introduction to Technical Rescue

The student will receive instruction in the basic concepts of technical rescue. An explanation of related equipment, regulations and procedures to supervise and conduct technical rescue operations will be explained.
Credits 3
Prerequisites
None
Semester Offered
Varies

FSC120 : Introduction to Incident Management

This course introduces the philosophy of emergency scene management, the National Incident Management System (N.I.M.S.), planning and preparation in anticipation of a likely emergency, and management of specific types of emergency situations including a review of lessons learned from historical incidents. This course is intended to acquaint students with the basic management tools needed to operate as a command officer at the scene of an emergency or disaster.
Credits 3
Prerequisites
None
Semester Offered
Varies

FSC130 : Shipboard Firefighting

This course is designed to give the students an understanding of the maritime industry by providing information on maritime terminology, ship construction, firefighting shipboard fire protection systems, and shipboard firefighting. The course focuses on the necessary tactics and strategies needed to deal with a maritime fire as well as the various agencies that can provide assistance in dealing with a shipboard fire. Students will be given a tour of a ship, during which time the systems will be explained and the shipboard firefighting problems discussed.
Credits 3
Prerequisites
None
Semester Offered
Varies

FSC150 : Principles of Emergency Services

This course provides an overview of fire protection and emergency services; career opportunities in fire protection related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems, fire strategy, and tactics; and life safety initiatives.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Varies

FSC151 : Fire Prevention

This course provides fundamental knowledge relating to the field of the fire prevention. Topics include history and philosophy of fire prevention, organizations and operation of a fire prevention bureau, use and application of codes and standards, plan review, fire inspections, fire and life safety education, and fire investigation.
Credits 3
Co-Requisite Courses
FSC150: Principles of Emergency Services
Semester Offered
Varies

FSC152 : Fire Protection Systems

This course provides information relating to the features of design and operation of fire alarm systems, water based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.
Credits 3
Co-Requisite Courses
FSC150: Principles of Emergency Services
Semester Offered
Varies

FSC153 : Building Construction for the Fire Protection

This course provides the components of building construction related to fire fighters and life safety. The elements of construction design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.
Credits 3
Co-Requisite Courses
FSC150: Principles of Emergency Services
Semester Offered
Varies

FSC154 : Principles of Fire and Emergency Service Safety and Survival

This course introduces the basic principles and history related to the national firefighter life safety initiatives focusing on the need for cultural and behavioral change throughout the emergency services.
Credits 3
Prerequisite Courses
FSC150: Principles of Emergency Services
Semester Offered
Varies

FSC155 : Fire Behavior and Combustion

This course explores the theories and fundamentals of how and why fires start, spread and are controlled.
Credits 3
Co-Requisite Courses
FSC150: Principles of Emergency Services
Semester Offered
Varies

FSC200 : Special Topics in Fire Science

This course will serve to deepen student's knowledge of subjects in Fire Science introductory courses and explore timely issues outside the established curriculum.
Credits 1
Prerequisites
Any introductory level Fire Science course
Semester Offered
Varies
Notes
May be repeated for a maximum of 3 credits.

Fitness

FIT105 : Decision Making In Health

The course will examine information, concepts, and knowledge for influencing changes in health-related behavior so that the student may make decisions that will affect him/her personally throughout the life cycle. The course will include in-depth study and discussions in the areas of health as it affects people physiologically, psychologically and sociologically. It will assist the students in their beliefs, attitudes, and values toward their own personal health in a rapidly changing environment.
Credits 3
Prerequisites
None
Semester Offered
Varies

FIT117 : Personal Fitness

Students assess their current level of health-related fitness and develop a physiologically sound program of physical activity to meet their needs and interests. The course emphasizes the concept of physical fitness as a lifetime commitment and stresses the acquisition of specific knowledge, skills and motivation necessary to meet this commitment.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

FIT164 : Pilates Mat I

Pilates Mat I is designed to expose the student to the Pilates method of body conditioning with a unique system of stretching and strengthening exercises developed over 90 years ago by Joseph Pilates. Pilates strengthens and tones muscle, increases flexibility, and develops better posture. The student learns the basic beginning sequence of exercises and gains an understanding of muscle groups as they relate to Pilates.
Credits 1
Prerequisites
None
Semester Offered
Fall
Spring

FIT167 : Kripalu/Hatha Yoga I

A five-week course designed to expose the student to basic yoga philosophy, breathing exercises, simple postures and relaxation techniques. The student also learns about the major muscles and bones, as well as the circulatory and nervous system of the human body in relation to yoga.
Credits 1
Prerequisites
None
Semester Offered
Fall
Spring

FIT168 : Kripalu/Hatha Yoga II

A five-week course designed for the student who has completed
FIT167
. New postures will be introduced, and postures will be held for longer periods of time. Additional breathing techniques will be incorporated. Students will develop a deeper understanding of how the body functions, and how yoga affects these functions. Relaxation techniques will be further developed.
Credits 1
Prerequisite Courses
FIT167: Kripalu/Hatha Yoga I
Semester Offered
Fall
Spring

FIT169 : Pilates Mat II

An eight-week course designed for the student who has completed
FIT164
Pilates Mat I (FIT 164-40 or FIT 164-41). This course will offer the natural progression to the intermediate/advanced Pilates exercises. The student will continue to focus on the importance of the breath and core stabilization. Additional focuses will be several stretching techniques and knowledge of the muscle groups that help promote proper posture.
Credits 1
Prerequisite Courses
FIT164: Pilates Mat I
Semester Offered
Fall
Spring

French

FRN100 : Conversational French

This conversational French course is designed to introduce the non-native speaker of French to the four basic skills necessary to developing a working knowledge of French: understanding, speaking, reading, and writing. The emphasis is on speaking and understanding spoken French.
Credits 3
Prerequisites
Satisfactory basic skills assessment score or co-requisite ENL108: Critical Reading & Thinking
Semester Offered
Varies

FRN103 : Elementary French I

This is the first semester of a two-semester college elementary French sequence. It is for beginning students of French. The text and ancillary materials provide a thorough 4 skills approach: speaking, reading, writing, and understanding spoken French.
Credits 3
Prerequisites
None.
Semester Offered
Fall
Notes
Satisfies a Humanities and Fine Arts general education requirement.

FRN104 : Elementary French II

This is the second semester of a two semester College Elementary French sequence. It is for beginning students of French. The text and ancillary materials provide a thorough 4 skills approach: speaking, reading, writing, and understanding spoken French.
Credits 3
Prerequisites
FRN103: Elementary Frech I or permission of instructor
Semester Offered
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

FRN301 : Advanced French: Survey of French Literature I

This course is a survey of selected French literary works. These selections serve as a basis for classroom discussion and writing assignments. Conversation and composition polish and develop students' abilities in all four language skills: reading, writing, listening, and speaking.
Credits 3
Prerequisite Courses
Semester Offered
Fall

FRN302 : Advanced French: Survey of French Literature II

This course is a survey of selected contemporary French literary works. These selections serve as a basis for classroom discussion and writing assignments. Conversation and composition polish and develop students' abilities in all four language skills: reading, writing, listening, and speaking.
Credits 3
Prerequisite Courses
Semester Offered
Spring

Funeral Service

FSR128 : Social Foundations of Funeral Service

This course introduces the history and evolution of the art and science of funeral service in North America. Students explore the relationship of social, religious, and spiritual beliefs, traditions, to funeral service practices and legal and ethical responsibilities of funeral service professionals.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score
Semester Offered
Fall

FSR129 : Funeral Directing I

This course focuses on the role of funeral service professionals including legal procedures and practices related to notification of death, transfer and disposition of bodies, arrangement conferences, procedures for fraternal, military and celebrity funerals, pre-planned funerals, and post-arrangement follow-up. Students apply basic knowledge of a cross-section of religious, spiritual, and ethnic heritage practices to planning funeral services.
Credits 3
Prerequisite Courses
FSR128: Social Foundations of Funeral Service
Semester Offered
Spring

FSR130 : Fundamentals of Embalming

The course begins with an introduction to embalming, its terminology, history, and fundamentals. Covers an introduction to chemistry, its fundamental laws, formulas, and equations. After surveying the basics of inorganic and organic chemistry, the course moves to a discussion of biochemistry, where the essential characteristics of carbohydrates, lipids and proteins are presented. Special consideration is given here to the biochemistry of decomposition. Finally, representative chemicals used by the embalmer and their characteristics and functions are discussed with special emphasis on the chemistry of preservation, disinfection, and cosmetology. The course ends with medical terminology to prepare students for future courses and their career.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

FSR131 : Embalming I

This course introduces the history and scientific principles involved in the proper care of a dead human body and embalming procedures. Standard precautions to prevent exposure to biohazardous and chemical substances, public health standards, and provide the foundation of embalming practice. Students study standard operating procedures for instrumentation and equipment, case analysis, embalming site selection, [Chemical] Safety Data Sheet (SDS) maintenance and Occupational Safety and Health Administration (OSHA) regulations and implications for practitioner safety.
Credits 3
Prerequisite Courses
BIO105: Survey: Human Anatomy & Physiology
Semester Offered
Spring

FSR132 : Embalming Clinical

Students apply sanitary procedures, OSHA regulations, and Universal Precautions to the embalming process and maintenance of embalming preparation rooms. Students attend and document ten (10) embalming case reports at a funeral home approved by the instructor and program coordinator.
Credits 1
Prerequisite Courses
BIO105: Survey: Human Anatomy & Physiology
Co-Requisite Courses
FSR131: Embalming I
Semester Offered
Spring

FSR134 : Embalming Chemistry

Presents an introduction to general chemistry and biochemistry as applied to the embalming process. Essential characteristics of carbohydrates, lipids, and proteins are discussed. The biochemistry of decomposition and representative chemicals used by the embalmer and their characteristics and functions are discussed with special emphasis on the chemistry of preservation, disinfection and cosmetology.
Credits 3
Prerequisite Courses
FSR131: Embalming I
FSR132: Embalming Clinical
Semester Offered
Fall

FSR137 : Pathology for Funeral Service

This course introduces the history of pathology and the cellular and tissue changes which occur in disease. Emphasis is placed on the pathologies of the major body systems, using knowledge of anatomy and physiology. Emphasis is place on recognizing various diseases as cause(s) of death and implications for practitioners throughout the embalming process.
Credits 3
Prerequisites
None.
Co-Requisite Courses
BIO105: Survey: Human Anatomy & Physiology
Semester Offered
Spring

FSR140 : Funeral Directing II

This course, a continuation of
FSR129
, emphasizes student participation in the design and implementation of general practices in funeral directing with a focus on effective verbal and written communication skills, ethical practice, and compliance with the Federal Trade Commission Funeral Rule (the Rule). Students will explore unconventional options and use of technology in funeral design. Students must complete observations of Five (5) different arrangement conferences and funerals representing a variety of faith and spiritual traditions.
Credits 3
Prerequisite Courses
FSR129: Funeral Directing I
Semester Offered
Spring

FSR150 : Sanitary Sciences

This course examines the pathology of cellular and tissue changes which accompany fatal diseases of the major anatomical systems as well as the microbial (physiology and immunology) environments relative to the practice of Funeral Service. Emphasis is placed on safety protocols, sanitation, disinfection, public health and embalming practice. The development and use of personal, professional and community hygiene and sanitation are examined.
Credits 4
Prerequisite Courses
BIO105: Survey: Human Anatomy & Physiology
Semester Offered
every other Fall

FSR209 : Funeral Service Merchandizing & Management

This course introduces the student to merchandising as it applies to the funeral profession. The curriculum is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral related products. The second section examines specific areas of funeral service and management guidelines.
Credits 3
Prerequisite Courses
BUS100: Introduction to Business
FSR129: Funeral Directing I
FSR140: Funeral Directing II
Semester Offered
Spring

FSR232 : Embalming II

Students in this advanced course use case studies to explore methods of injection, embalming chemicals, aspiration, and cavity treatment to embalm the so-called "usual" case. Preparation of autopsied cases and more unusual and difficult cases (advanced decomposition, gangrene, mutilation, edema) are explored using case studies. Students apply concepts of contagion, infection, and radiation to procedures for handling and preparation of human remains affected by these conditions.
Credits 3
Prerequisite Courses
FSR131: Embalming I
FSR132: Embalming Clinical
Semester Offered
Fall

FSR239 : Restorative Art

This course introduces the basic principles, terminology, and techniques of restorative art. Students develop beginning skills in the areas of facial reconstruction and the use of common mortuary cosmetics. The course prepares students for reconstruction of areas of the body that have been distorted by traumatic injury or disease. (3 lecture hours and 2 laboratory hours/ week).
Credits 4
Prerequisite Courses
FSR232: Embalming II
Semester Offered
Spring

FSR294 : Regulatory Compliance for Funeral Service

This course explores principles and practices of United States juris prudence as applied to funeral service professional practice and business operations. Sources of law, legal status of the dead human body, duty of burial, right to control funeral arrangements, final disposition, liability for funeral expenses; torts involving the dead human body and the funeral director; wills, estate, and probate proceedings; cemeteries; state and federal laws and regulations pertaining to funeral service; and the legal duties of a licensed funeral director/embalmer are examined.
Credits 3
Prerequisite Courses
BUS120: Business Law I
FSR129: Funeral Directing I
Semester Offered
Spring

FSR298 : Board Certification and Competencies Skills

This pass/fail course is a review of the specific arts and sciences courses that will be tested on the National Board Examination (NBE). This course is designed to be completed during the final semester prior to graduation in order to review and reinforce the information covered in the entire Funeral Service Program curriculum.
Credits 2
Prerequisites
Completion of or concurrent enrollment in all courses comprising the National Board Examination (All courses in the curriculum except developmental courses), or permission of the Funeral Service Program Coordinator.
Semester Offered
Spring

General IT

BST250 : Database Applications
Students acquire an in-depth, hands-on understanding of a PC-based relational database. Using Microsoft Access, students create and edit tables, forms, and reports; sort, query and graph data; and attach, import and export data to/from other applications. Data normalization techniques are studied. Students, working individually and in teams, design and implement database applications. This course prepares students for the Microsoft Access User Specialist exam.
Credits 3
Prerequisites
BST108: Fire Management Basics or BST110: Computer Applications or equivalent skill level in Windows
Semester Offered
Fall
Spring

Geography

GEO104 : Geography: Culture and Environment
This course examines the differences and spatial interactions of various cultures, technologies, and regions. The economic and social possibilities of local, extra-local, and regional environments are viewed from the perspective of their resident human populations. The concept of a world region is introduced and used as framework by which to understand the contemporary issues associated with cultural geography. The basic concepts of cultural geography are introduced and the analytical tools of cultural geography are reviewed. The successful student is conversant with the basic tools and concepts of cultural geography, the analytical perspectives of the discipline, as well as the broad cultural patterns of the cultural regions of the world.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores
Semester Offered
Spring
Notes
Satisfies a Behavioral & Social Sciences general education requirement.

German

GER126 : Austria: Vienna & Salzburg
This one-week study tour emphasizes the history, art, and culture of Austria in the early 1900s. Students come to understand the political and artistic dynamics of a world caught between the traditions and power of an old empire and the beginnings of the industrial era, which brought forth a new generation of artists who celebrated life in the Jugendstil form of art and architecture. Students must participate in all study tour activities.
Credits 3
Prerequisites
None
Semester Offered
Varies

Health Sciences

HEA120 : Stress Management for Optimal Health
A comprehensive approach to the subject of stress and its effects on health and disease. Stress concepts are addressed within a holistic framework appreciating the physiological, psychological, emotional, social, and spiritual aspects of individuals. Common physical, intra-personal, interpersonal, environmental, and global stressors are assessed. Current stress interventions are introduced. Emphasis is on integrating knowledge from several disciplines to provide an informed scientific foundation for stress management.
Credits 3
Prerequisites
None. PSY101: General Psychology recommended
Semester Offered
Fall
Spring
Notes
Satisfies an Interdisciplinary Studies general education requirement.

HEA130 : Standard First Aid and Basic Life Support (Cardiopulmonary Resuscitation)
The course provides participants with a basic knowledge of First Aid skills for treatment of illness or injury, as well as instruction in Basic Life Support for the health care provider (CPR) according to the guidelines of the American Heart Association (AHA). Upon successful completion of the course, students receive AHA certification in both Standard First Aid and CPR.
Credits 1
Prerequisites
None
Semester Offered
Fall
Spring

HEA132 : Advanced First Aid & Emergency Care/Basic Life Support/First Responder

The course provides comprehensive and advanced coverage of first aid skills for treatment of illness or injury, as well as Basic Life Support/Healthcare Provider (BLS/HCP) for the professional rescuer. Upon successful completion of the course, the participants receive certification as a First Responder in accordance with Massachusetts General Law chapter 111: Section 201 and Basic Life Support for the Healthcare Provider in accordance with the standards established by the Committee on Cardiopulmonary Resuscitation and Emergency Cardiac Care of the American Heart Association.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring

HEA134 : Essential Skills for the Health Professional

In this introductory course, students explore basic concepts surrounding career opportunities in the health professions while learning about and understanding the basic skills required for entry into a health career. Understanding one's role in a health career, making effective decisions to manage a personal career plan, assessing personal qualifications, interests, knowledge, values and skills necessary to succeed in a health career are key to this course. The student develops essential work habits desired by employers in the health care field.
Credits 1
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment scores
Semester Offered
Fall
Spring

HEA200 : Pharmacology

This course addresses the interaction between substances used as drugs and human body systems. Knowledge of natural sciences, pharmacokinetics, and pharmacodynamics between chemical entities and receptors, and pharmacological concepts of administration, dosage and patient safety are stressed. Emphasis is placed upon mechanisms of action, side effects, and drug interactions.
Credits 3
Prerequisites
Accepted into the Nursing program. Co-requisites: NUR107 and BIO108 or permission of the instructor
Semester Offered
Fall
Spring
Summer

HEA201 : Nutrition

Principles of nutrition are discussed in detail and related to many different settings. Topics of discussion include: My Pyramid; nutritional labeling; the (6) nutrients and how each is ingested, digested, metabolized, and transported throughout the human body; nutritional counseling of many different types of patients, such as the cancer patient, geriatric patient, infant, child, and adolescent patient; and food safety. An introductory course for individuals interested in pursuing a Dietetics major.
Credits 3
Prerequisite Courses
BIO109: Survey of Biology
Semester Offered
Fall
Spring
Summer

HEA202 : Essentials of Pharmacology for Allied Health Professionals

This course provides instruction in concepts and application of pharmacological principles. Foci of the course will be on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems and medical and legal responsibilities of the allied health professional.
Credits 2
Prerequisite Courses
BIO105: Survey: Human Anatomy & Physiology
BST103: Medical Terminology
Semester Offered
Spring

HEA203 : Introduction to Allied Health Professionals

This course provides an overview of the U.S. healthcare system and the health workforce. Issues affecting healthcare delivery including social determinants of health, healthcare reform, and healthcare insurance will be studied. This course will go into the roles and educational requirements of dental hygienist, nurses, medical and nursing assistants, emergency medical technicians, paramedics, funeral services. The goal is to establish a solid foundation of professional characteristics, behaviors, values, skills, and knowledge in allied health professions.
Credits 3
Prerequisites
ENL101: English Composition I or equivalent
Semester Offered
Fall
Spring

History

HIS103 : U.S. History to 1865

This introductory survey of United States history from the European invasion of North America through the mid-19th Century period of the Civil War and Reconstruction addresses major social, cultural, political, and economic developments with emphasis on their relation to contemporary United States institutions and trends.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS104 : U.S. History since 1865

This introductory survey of United States history from Reconstruction to the present addresses major social, cultural, political, and economic developments with emphasis on their relation to contemporary United States institutions and trends.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS108 : The U.S. since 1945

This course is a contemporary history of the United States since World War II at home and abroad. It provides an in-depth investigation of the events, developments, personalities, and meanings of the changes of the past years.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS119 : World History to 1500 CE

This survey course explores the economic, political, cultural, and social developments in world history from the rise of civilization to 1500 Current Era (CE) in Asia, Africa, Europe, Oceania the Middle East and the Americas. The course highlights issues in geography, trade, religious and cultural movements, and social and political change that influenced the historical evolution of various world societies and their interrelationships within a global context.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS120 : World History from 1500 CE

This survey course explores the economic, political, cultural, and social developments in world history from 1500 Current Era (CE) to the present in Asia, Africa, Europe, Oceania the Middle East and the Americas. The course highlights issues in geography, trade, religious and cultural movements, and social and political change that influenced the historical evolution of various world societies and their interrelationships within a global context.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS160 : European History to 1600 CE

This course provides a general overview of major topics of European History from ancient times up to 1600 Current Era (CE). Students focus on cultural, religious, political, and economic developments that formed the basis of modern European culture and society and influenced the Americas and other regions.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment scores
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS162 : European History from 1600 CE

This course provides a general overview of European History from 1600 to the present. Students focus on cultural, religious, political, and economic developments that formed the basis of modern European culture and influenced the United States and other nations.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment scores
Semester Offered
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS170 : Study Abroad: History

This is a one-credit history course offered to study history where it happened. It is designed to increase understanding of key historic events but exploring the landscape against which they happened, following a planned itinerary while traveling with a local tour guide. The course is intended for any student curious about travel and history.
Credits 1
Prerequisites
None
Semester Offered
Spring

HIS201 : History of China

The course is a historical study of China's history and culture going back to the first Chinese dynasty through the Communist Revolution of 1949 and beyond. Students will examine the historical, economic, and social factors that developed Chinese civilization. The transformation of China from an Imperial State to a Communist Republic will be closely examined in order to gain a better appreciation of how contemporary Chinese view the world today, particularly the U.S. The course will also provide a foundation for the continued study of a broad range of Asian topics.
Credits 3
Prerequisites
ENL101: English Composition I and a 100-level history course
Semester Offered
Varies
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS206 : Ancient History

This survey course covers the development of the earliest civilizations of the Near East and Europe, including Mesopotamia, Egypt, Greece, and Rome, including their major historical periods: cultural contributions; and social, political, and economic organization.
Credits 3
Prerequisites
ENL101: English Composition I and a 100-level history course
Semester Offered
Fall
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS207 : Medieval History

Students survey of the elements of medieval history from the fall of the Roman Empire in the West to the coming of the Renaissance. This course emphasizes the development of the medieval church, the growth of feudalism and the origins of its decline, and the seminal ideas which continue to affect our civilization.
Credits 3
Prerequisites
ENL101: English Composition I and a 100-level history course
Semester Offered
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS215 : Women in United States History

This course is a survey of the roles and status of women in American society from colonial times to the present. The contributions of women to the development of the United States are examined with particular emphasis upon multiculturalism, legal status, economic opportunities, reproduction and family life.
Credits 3
Prerequisites
ENL101: English Composition I and a 100-level history course
Semester Offered
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS216 : History of Japan

The course is an historical study of Japan's history and culture from ancient times to the present. Students will examine the historical, economic, and social factors that developed Japanese civilization. The remarkable transformation of Japan from a feudal society led by an aristocratic class of samurai to a modern republic similar to modern 19th century Western nations will be closely analyzed. The course will also include close scrutiny of the events pushing Japan into WW II as well as Japan's dynamic post- WW II recovery, to include a significant economic boom. The course will provide a foundation for the continued study of Japan as well as a broad range of Asian topics.
Credits 3
Prerequisites
ENL101: English Composition I and a 100-level history course
Semester Offered
Varies
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS217 : The Civil War

This course addresses a crucial era in United States history: the Civil War. The class covers three major areas of historical inquiry: a) the events that led up to the war including sectionalism and slavery; b) the war itself including an overview of military events, the political and economic impact of war, and the social history of war; and c) Reconstruction, the process by which the nation sought to rebuild after the war.
Credits 3
Prerequisites
ENL101: English Composition I and a 100-level history course
Semester Offered
Fall
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS228 : Women in European History

This course explores women's real and perceived roles and status in society from Ancient Greece to modern times. The course focuses on women's roles in the development of European history. Students explore how history has impacted the lives of women of different social and cultural groups and how women have impacted history.
Credits 3
Prerequisites
ENL101: English Composition I and a 100-level history course
Semester Offered
Fall
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS241 : Selected Topics in History

This course serves as a vehicle to either deepen students' knowledge of subjects addressed in History introductory courses or explore issues outside the traditional curriculum.
Credits 3
Prerequisites
ENL101: English Composition I and a 100-level history course
Semester Offered
Varies
Notes
Satisfies a Behavioral and Social Sciences general education requirement. May be repeated once for credit.

HIS255 : History of Vietnam

The course is a historical study of Vietnam with a specific focus on the U.S. involvement there during the Vietnam War. Students will study Vietnam's history and culture going back to ancient times and develop an understanding of the significant impact that both had in the U.S. involvement there.
Credits 3
Prerequisites
ENL101: English Composition I and a 100-level history course
Semester Offered
Varies
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

HIS258 : African American History

This survey course addresses African Americans in United States history, thought, and culture from slavery to the present. Topics addressed include slavery and emancipation, civil rights, religion, arts and literature, and gender.
Credits 3
Prerequisites
ENL101: English Composition I and a 100-level history course
Semester Offered
Varies
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

Homeland Security

HSC101 : Introduction to Homeland Security

This course is a comparative examination of the relationship of the criminal justice system to business and industrial security, with a focus on the role private security plays in Homeland Security. The course closely examines the role of private security in protecting people and assets.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced satisfactory basis skills assessment score
Semester Offered
Fall

HSC103 : Management of Incidents

This course is a basic incident management course that could apply aspects of local and state governments, but concentrates on the law enforcement aspect. The course examines overall management techniques, coordination of rescue efforts, National Incident Management System (NIMS) and the Unified Command System.
Credits 3
Prerequisite Courses
HSC101: Introduction to Homeland Security
Semester Offered
Spring

HSC105 : Transportation and Infrastructure Security

This course is intended to acquaint students with the issues surrounding transportation security, which includes road and rail transportation, aviation and maritime security, and our nation's infrastructure. The course will also introduce students to potential solutions to the security issues inherent in the various forms of transportation.
Credits 3
Prerequisites
None
Semester Offered
Summer

Honors

HON200 : Honors Colloquium

Honors students experience an interdisciplinary, team-taught colloquium on a current global issue. Students refine their research, writing, critical thinking, and collaborative learning skills as they investigate the complete research projects integrating their findings and present results to an audience. Presentation of Honors research in the Honors Colloquium is required at both the local Honors Reception and at the Annual Undergraduate Research Conference at the Commonwealth Honors College in Amherst.
Credits 3
Prerequisites
ENL101: English Composition I and 3.20 GPA
Semester Offered
Varies
Notes
May be repeated once for credit.

Horticulture

HOR103 : Woody Plant Identification and Culture

The identification and culture of native and ornamental plants and shrubs are discussed. Plant requirements, characteristics and placement, as well as susceptibility to diseases and pests are reviewed. Methods of pruning, fertilizing and special needs are discussed.
Credits 3
Prerequisites
None
Semester Offered
Fall

HOR104 : Turf Management

An introduction to the establishment and maintenance of turf grass. Turf grass and weed identification, cultural practices and maintenance are included. Insect and disease life cycles and control are reviewed. Integrated pest management (IPM) is emphasized.
Credits 3
Prerequisites
None
Semester Offered
Fall

HOR105 : Equipment Maintenance and Operation

Introduction and training in the repair, maintenance and safe operation of golf course and landscaping equipment. Maintenance and trouble-shooting procedures of small and large gasoline and diesel engines and basic welding are emphasized. Students learn the techniques of mowing a golf green and are instructed in the operation of a front end loader tractor. Methods and maintenance of irrigation systems are also included.
Credits 3
Prerequisites
None
Semester Offered
Varies

HOR106 : Horticulture Practicum

Work in an area of horticulture in a business, government or non-profit organization for at least 150 hours to receive practical training in the horticulture field. Students have an opportunity to develop and pursue challenging work experiences which relate directly to their individual career plan. A minimum of 150 hours in horticulture-related employment and a bi-weekly meeting with the Horticulture Program Coordinator.
Credits 1
Prerequisites
Enrollment in an Horticulture certificate program.
Semester Offered
Fall
Spring
Summer
Notes
Pass-Fail

HOR107 : Floral Design

This course is an introduction to the identification, care, handling and designing of floral crops. It makes the student aware of the various business challenges of a retail florist operation and makes them capable of successfully dealing with those challenges. Emphasis is placed on preparing the student with the skills to work as a floral designer.
Credits 3
Prerequisites
None
Semester Offered
Varies

HOR201 : Herbaceous Plant Identification and Culture

The identification and culture of herbaceous annuals, perennials, groundcovers and vines are discussed. Students will review propagation, placement and pest vulnerability of herbaceous plants commonly used in the landscape.
Credits 3
Prerequisite Courses
BIO112: Plant and Soil Science
Semester Offered
Spring

HOR202 : Landscape Design and Construction

Introduction to landscape design including site analysis, estimation of costs of installation, selection of site furnishings, and construction of walks, steps and walls.
Credits 3
Prerequisite Courses
HOR103: Woody Plant Identification and Culture
Semester Offered
Spring

Hospitality Management

HRM101 : Introduction to Hospitality & Tourism Management

This course provides a comprehensive overview of the hospitality and tourism industry. Operations, management functions, career opportunities and emerging trends are explored. An overview of the various industry segments including lodging, food service, tourism, and event management are studied.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall

HRM111 : ServSafe Sanitation Certification

This course provides the future hospitality manager with certification in Applied Foodservice Sanitation from the National Institute for the foodservice industry. A state-mandated certificate is awarded at the successful completion of the National Foodservice exam.
Credits 1
Prerequisites
None
Semester Offered
Fall

HRM141 : Blue Economy: Hospitality and Tourism Speaker Series

Successful leaders in the hospitality, tourism, and recreation industry will share their experiences with industry related topics, career development, local workforce needs and forecasts during this five-week speaker series. Students will explore how the interdependence of the hospitality, tourism and recreation industry and the Blue Economy contribute to the economic growth and development in the Cape and Islands coastal region.
Credits 1
Prerequisites
None
Semester Offered
Spring
Notes
May be repeated once for credit; 2 credit maximum.

HRM145 : Technology Solutions for the Hospitality and Tourism Industry

This course provides students with an introduction and overview of strategies to utilize and incorporate technology in the hospitality and tourism industry. The competitive advantages of hospitality information systems are analyzed, including their role as a revenue source, management tool, and link to building business partnerships and improving guest satisfaction. This course prepares students to evaluate, implement, monitor, and purchase hospitality technology systems. Technology strategies for hotels, restaurants, destinations, meetings, and events are studied.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score and HRM101: Introduction to Hospitality Management
Semester Offered
Spring

HRM148 : Hotel Industry Foundations and Introduction to Analytics (HIFIA)

The HIFIA course introduces students to the terminology, formulas and metrics used by the lodging industry. Participants learn hotel and tourism basics and data analysis, as well as popular benchmarking and performance reports that are used by the industry. This course prepares students for the HIFIA certification exam offered in partnership with STR (Smith Travel Research), the global source for benchmarking and forecasting data.
Credits 1
Prerequisites
HRM101: Introduction to Hospitality & Tourism Management and MAT025: Prealgebra for satisfactory basic skills assessment score
Semester Offered
Spring

HRM204 : Food And Beverage Management

This course covers the essentials and current trends of food and beverage controls. An awareness of management objectives is developed through the examination of organizational structures of food service. Students study specific topics such as menu pricing, purchasing, production, service, safety and sanitation, human resources, and financial management (break-even-analysis, and cost-volume-profit theory). Emphasis is placed on forecasting and achieving profitability.
Credits 3
Prerequisites
MAT025: Prealgebra and ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Spring

HRM215 : Lodging Operations and Management

This course is designed to introduce the operational aspects of hotels, resorts, and specialty lodging. Current trends of the lodging industry, hotel organization, reservations, registration guest services and communications, hotel security, front office accounting, housekeeping, night audit, sales, marketing, revenue management, and human resources management are examined.

Credits 3

Prerequisite Courses

HRM101: Introduction to Hospitality & Tourism Management

Semester Offered

Varies

HRM216 : Event Planning and Meeting Management

This course offers an introduction to the researching, planning, coordinating, marketing, management, implementation, and evaluation of special events. Through the study of relevant communication and management theory, as well as practical hands on experience, students will learn about the wide range of components that go into the execution of events of all sizes. Specific areas of study include food and beverage service, laws and permits, security, advertising and promotion, and logistics. Students may not earn credit for COM216.

Credits 3

Prerequisites

HRM101: Introduction to Hospitality & Tourism Management or CUL150: Fundamentals of Professional Cooking or COM103: Human Communication

Semester Offered

Spring odd years

Notes

Satisfies a General Education Elective.

HRM230 : Hospitality and Tourism Marketing and Sales

This course focuses on increasing revenue and market share for hospitality industry segments including lodging, foodservice, tourism, and event venues. Marketing and sales concepts are applied to the hospitality and tourism industries with an emphasis on competitive and brand analysis, segmentation, revenue management, customer relationship management, customer loyalty, traditional and contemporary promotional strategies, and sales. Students learn how to develop a strategic marketing plan integrating key elements of market segmentation, targeting, and branding.

Credits 3

Prerequisites

HRM101: Introduction to Hospitality Management and ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score

Semester Offered

Spring

HRM250 : Special Events & Operations Management

As the capstone course for HRM students, the focal point of this course is the planning, organizing and execution of special events that include a theme, specialized menu, entertainment, dining room decorations, and uniforms reflected in the actualities of the hospitality industry. Beyond food purchasing, production and services, students will be responsible for revenue control and analysis. Group work, as a class and in individual specialized groups, emphasizes completing assigned tasks. Students will serve meals prepared in a restaurant setting during the course of the semester. (2 class hours/2 laboratory hours) Limited to HRM students.

Credits 3

Prerequisites

CUL150: Fundamentals of Professional Cooking or HRM140: Introduction to Hospitality Management

Semester Offered

Spring

HRM260 : Hospitality and Tourism Management Cooperative Work Experience

The student works in the hospitality/tourism environment for 150 hours to gain practical training as a capstone experience. This course may be repeated once for credit. Limited to students enrolled in a Hospitality/Tourism certificate or the A.S. Business Administration: Hospitality and Tourism Management concentration degree. Student should have already completed at least 9 credits of CUL/HRM courses.

Credits 3-6

Prerequisites

Requires completion of at least 9 credit hours of HRM/CUL courses and permission of the Hospitality and Tourism Management program coordinator.

Semester Offered

Fall
Spring
Summer

Human Services

HUS101 : Introduction to Human Services

This course gives an overview of the variety of human service career paths and theoretical approaches used in the field. History and current trends are examined as well as working with culturally diverse populations. Students are provided with a sampling of the skills, ethical values, and helping process used in the field. This course provides training for students to recognize the mental impact of the social and economic environment on clients.

Credits 3

Prerequisites

None

Semester Offered

Fall
Spring

Notes

Satisfies a Behavioral and Social Sciences general education requirement.

HUS104 : Introduction to Alcohol & Substance Abuse

Introduction to Alcohol and Substance Abuse explores the causes and consequences of addiction as it relates to all aspects of society. This course briefly discusses the impact on the healthcare system, family system, and legal system. Historical implications and response to changes over time are reviewed. Topics regarding intervention, treatment, education, and prevention are discussed. Competencies and requirements for licensure in Massachusetts are explained. Addiction issues related to diverse populations are presented.

Credits 3

Prerequisites

ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Fall
Spring

HUS109 : Social Work Case Management

The course introduces students to the myriad functions of a case manager; including strength-based assessment, planning, coordination, monitoring, and evaluating the human service needs of clients and client system (family members, friends, other service providers) within a variety of social service and health care systems. Students will also learn, through case studies and assignments how to plan, advocate for and monitor services on behalf of diverse populations thus limiting fragmentation of service delivery and mental health care.

Credits 3

Prerequisites

ENL101: English Composition I or equivalent

Semester Offered

Fall

Notes

Satisfies a Behavioral and Social Sciences general education requirement.

HUS209 : Human Services Practicum

The course establishes learning opportunities in the field of human services. Based on National Community Support Skill Standards students are required to spend 150 clinical hours in a human services agency. In addition, students participate in a weekly class to process clinical experiences; expand skills, including sensitivity, empathy, confrontation and problem-solving. The course also addresses goal setting, case management and client assessment. CORI/SORI required. By permission of Human Services Coordinator

Credits 4

Prerequisites

Permission of Human Services Coordinator; PSY101: General Psychology, HUS101: Introduction to Human Services, and ENL101: English Composition I

Co-Requisite Courses

HUS104: Introduction to Alcohol & Substance Abuse

Semester Offered

Fall
Spring

HUS229 : Introduction to Social Welfare

This course includes an analysis of the conceptions of social work, social welfare and social service delivery systems from both historical and contemporary perspectives. This course includes critical examination of the social justice mandate as well as issues of cultural diversity that effect and inform the practice of social work. Social work is presented as a profession that integrates science, clinical awareness and human understanding in practice intervention, policy development and research. Contemporary issues and problems in various fields of social work practice are explored with particular emphasis on the role of the generalist social work practitioner.

Credits 3

Prerequisites

HUS101: Introduction to Human Services and PSY101: General Psychology or SOC106: Principles of Sociology

Semester Offered

Varies

HUS230 : Mental Health, Substance Abuse & Families

Mental Health, Substance Abuse, and Families reviews assessment, intervention, and treatment in dual diagnosis families, from a systems model. Topics include needs, concerns, and resistance in individual members and the family as a whole. Discussions revolve around the dynamics of codependency; a comparison of approaches to family recovery; treatment techniques appropriate to the different phases of family recovery; and strategies to help prevent family relapse.

Credits 3

Prerequisites

HUS101: Introduction to Human Services and PSY101: General Psychology or SOC106: Principles of Sociology

Co-Requisite Courses

HUS229: Introduction to Social Welfare

Semester Offered

Spring

HUS231 : Treatment Modalities in Human Services

This course introduces the most commonly used and widely accepted treatment and relapse prevention methods in the mental health and alcohol/substance abuse field. The class explores the role of the social service worker and treatment modalities utilized in the school, prison, outpatient, inpatient, and day treatment areas as they apply to the different special populations. The populations discussed include children, adults, elderly, dual diagnosis, incarcerated, and addiction. Service learning is used for experiential learning.

Credits 3

Prerequisite Courses

PSY101: General Psychology
HUS101: Introduction to Human Services

Co-Requisite Courses

HUS229: Introduction to Social Welfare

Semester Offered

Spring
Fall

HUS233 : Addictions Practicum

This course establishes learning opportunities in the field of addictions. Students spend 150 hours throughout the semester in a human services addictions agency to apply the knowledge, values, concepts, and skills of the addiction profession. Students participate in a weekly class to process clinical experiences and focus on skill building in treatment planning, counseling, client engagement strategies, client education, consultation with other professionals and documentation. One hundred (150) hours in a clinical setting are required. CORI/SORI required.
Credits 4
Prerequisites
By permission of Human Services Coordinator and HUS209: Human Services Practicum
Co-Requisite Courses
HUS229: Introduction to Social Welfare
PSY209: Group Dynamics in Human Services
Semester Offered
Varies

HUS270 : Social Work: Diversity, Cultural Competence & Social Justice

This course introduces the student to the life-long learning process of developing culturally competent social work/human services practice and addresses issues of power and privilege. Working with diverse groups that include; ethnicity, race, gender, sexual orientation, citizenship status, gender identity, socio-economic level, age, and faith will be explored. Emphasis will be placed on developing skills for culturally competent practice through self-reflection, experiential learning, and critical analysis of privilege and social inequalities.
Credits 3
Prerequisites
ENL101: English Composition I and PSY101: General Psychology or SOC106: Principles of Sociology or HUS101: Introduction to Human Services
Semester Offered
Spring
Notes
Satisfies a Behavioral or Social Science general education requirement.

Humanities

HUM102 : Humanities: Perception through Arts

This course is an introduction to humanistic studies; it examines works of the human spirit (in music, painting, philosophy, sculpture, architecture, drama, poetry) which have influenced our civilization and who we are as individuals.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

Interdisciplinary Studies

COL101 : The College Experience

This theme-based seminar is designed to help students develop the skills and confidence necessary to succeed in college, the world of work, and life. In this course, students will examine theories and practices associated with academic success. Areas of study include education and career planning, study skills, effective communication, critical and creative thinking, information literacy, personal management, development of community and awareness of diversity, technology, and leadership. Modeled on the "workshop format" in which students learn by doing, students will be actively engaged in group activities and team projects.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a General Education elective.

Italian

ITL122 : Immersion Study in Italian Language/ Civilization

Students study Italian language and civilization in an Italian speaking country. Forty hours of traditional class work is supplemented by cultural activities and field trips.
Credits 3
Prerequisites
None
Semester Offered
Varies

Marketing

MKT201 : Marketing

This course focuses on the basic principles, problems, and practices in marketing. Students learn marketing strategies, design of marketing mixes, and market planning in a changing environment.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment
Semester Offered
Fall
Spring
Summer

Mathematics

Department of Mathematics, Shelley Devine, Administrative Assistant
Office Science & Engineering 102
Phone 774.330.4363
E-mail sdevine@capecod.edu

Mary E. Sullivan, Chairperson
Office Science & Engineering 119
Phone 774.330.4260
E-mail msulli01@capecod.edu

DAT101 : Introduction to Data Science

This course introduces students to the field of data science and equips them with some of its basic principles and tools as well as its general mindset. Students learn concepts, techniques, and tools they need to deal with various facets of data science practice, including data collection, exploratory data analysis, predictive modeling, and effective communication. The course uses a statistical computing language such as R.
Credits 3
Prerequisites
MAT150: Elementary Statistics or instructor permission
Semester Offered
Fall

DAT201 : Data Visualization

This course covers the principles and best practices of data visualization. Students learn how to select appropriate chart types, design effective data visualizations, and communicate insights. Students also learn to use popular data visualization tools such as Tableau.
Credits 3
Prerequisites
None.
Semester Offered
Spring

MAT011 : Mathematical Reasoning and Problem Solving

This course provides a comprehensive introduction to the mathematical skills needed for the support course in Elementary Statistics or in Quantitative Reasoning. With an emphasis on vocabulary, notation, problem solving, and study skills, the course covers signed number arithmetic, integer exponents, square roots, scientific notation, percent, proportional reasoning, algebraic expressions, linear equations and inequalities, functions, tables and graphs, the equation of a line, and the slope and intercept(s) of a line.
Credits 5
Prerequisites
Satisfactory basic skills assessment score.
Semester Offered
Fall
Spring

MAT013 : Support Topics for Quantitative Reasoning

This course is designed to pair with a college-level Quantitative Reasoning class. It provides a review of the prerequisite mathematical skills needed in Quantitative Reasoning. Students receive targeted support with arithmetic and algebra topics using a "just-in-time" approach. This course also reinforces topics covered in the paired Quantitative Reasoning course. 2 non-degree credits.

Prerequisites

MAT011: Mathematical Reasoning and Problem Solving satisfactory basic skills assessment score

Semester Offered

Fall
Spring
Summer

MAT015 : Support Topics for Elementary Statistics

This course is designed to pair with a college-level Statistics class. It provides a review of the prerequisite mathematical skills needed in Statistics. Students receive targeted support with arithmetic and algebra topics using a "just-in-time" approach. This course also reinforces topics covered in the paired Statistics course. 2 non-degree credits.

Prerequisites

MAT011: Mathematical Reasoning and Problem Solving satisfactory basic skills assessment score

Semester Offered

Fall
Spring
Summer

MAT025 : Pre-Algebra

A fundamental course in prerequisite algebraic topics designed to help prepare students for the study of introductory algebra and its applications. Topics include: introduction to, operation with, and application of whole numbers, integers, fractions, and decimals; exponentiation, rooting, order of operations, ratios, rates, proportions, unit conversions, percents and their applications; an introduction to algebraic expressions and equations, applications of algebraic expressions and equations, geometry, and measurement. (5 contact hours)

Credits 3

Prerequisites

None.

Semester Offered

Fall
Spring
Summer

MAT035 : Algebra for Non-STEM

An algebra course designed to prepare students for college-level non-STEM math courses, address the quantitative needs of other disciplines, and develop quantitative reasoning skills for citizenship and workplace. Concepts are introduced through meaningful applications and in-class activities. Topics include proportional reasoning, scientific notation, creating and interpreting tables and graphs, solving linear and quadratic equations algebraically, solving systems of linear equations, linear and non-linear functions, and creating mathematical models of real-world problems using technology. (5 contact hours)

Credits 3

Prerequisites

MAT025: Prealgebra or satisfactory basic skills assessment score

Semester Offered

Fall
Spring
Summer

MAT041 : Elementary Algebra for STEM

This course introduces the basic concepts in algebra necessary for students who plan to take intermediate algebra for STEM (Science, Technology, Engineering, and Mathematics). Topics include: properties and operations on real numbers, linear equations, interval notations, inequalities, absolute value, graphing, function notations, linear systems, exponents, polynomials, factoring and word problem analysis. (4 contact hours)

Credits 3

Prerequisites

MAT025: Prealgebra or satisfactory basic skills assessment score

Semester Offered

Fall
Spring
Summer

MAT045 : Intermediate Algebra for STEM

This developmental course prepares students for College Algebra, which is essential to the Natural Sciences, Technology, Engineering, and Mathematics curriculum. Topics include: graphing, polynomials, factoring, rational expressions, rational exponents, quadratic equations, variation, conic sections, functions, and logarithms. Development of problem solving skills is emphasized throughout the course. (5 contact hours)

Credits 3

Prerequisites

MAT041: Elementary Algebra for STEM or satisfactory basic skills assessment score

Semester Offered

Fall
Spring
Summer

MAT120 : Mathematics for Elementary & Early Childhood Educators I

This course is designed for students planning to teach Elementary and/or Early Childhood Education. Students develop an understanding of the mathematical content of numbers and operations at the deep level required for successful elementary school teaching in ways that are meaningful to pre-service elementary and early childhood educators. Topics include: critical thinking skills; sets and operations on sets; the whole number system and its operations; place value and arithmetic models; mental math; algorithms; pre-algebra; factors, divisibility, prime numbers, elementary number theory, and their applications; the integers and its operations; clock arithmetic; fractions and rational numbers; decimals and the real number system; ratios, rates, and proportions; and percents.

Credits 3

Prerequisites

MAT035: Algebra for Non-STEM or MAT045: Intermediate Algebra for STEM or satisfactory basic skills assessment score and ECE100: Introduction to Early Childhood Education or EDU101: Foundation of Education

Semester Offered

Fall

MAT121 : Mathematics for Elementary & Early Childhood Educators II

This course is designed for students planning to teach Elementary and/or Early Childhood Education. Students develop an understanding of the mathematical content of geometry, measurement, statistics, and probability at the deep level required for successful early childhood and elementary school teaching in ways that are meaningful to pre-service elementary and early childhood educators. Topics include: Two- and three-dimensional Geometry; Measurement; Data Analysis; Single Variable Statistics; Probability.

Credits 3

Prerequisite Courses

MAT120: Mathematics for Elementary & Early Childhood Educators I

Semester Offered

Spring

Notes

Satisfies a Mathematics/Quantitative Reasoning general education requirement.

MAT130 : Quantitative Reasoning

This course explores connections between mathematics and various aspects of modern life. Topics in this course include logic, unit analysis, percentages, personal finance, statistics, probability, linear and exponential growth, mathematical modeling, and geometry.

Credits 3

Prerequisites

MAT035: Algebra for Non-STEM or MAT045: Intermediate Algebra for STEM or satisfactory basic skills assessment score

Semester Offered

Fall
Spring

Notes

Satisfies a Mathematics & Quantitative Reasoning general education requirement.

MAT150 : Elementary Statistics

Students are introduced to descriptive and inferential statistics focusing on conceptual understanding and statistical literacy. Topics include: techniques for organizing and presenting data, measures of central tendency and dispersion, probability, discrete and continuous probability distributions, sampling distributions, estimation, one- sample hypothesis tests, and correlation and regression.

Credits 3

Prerequisites

MAT035: Algebra for Non-STEM or MAT045: Intermediate Algebra for STEM and ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score

Semester Offered

Fall
Spring
Summer

Notes

Satisfies a Mathematics/Quantitative Reasoning general education requirement.

MAT165 : Finite Mathematics

An introduction to selected applications of mathematics in business, management, social sciences, and economics. Topics include: descriptive statistics, graphing of functions, simple and compound interest, functions and their applications, probability and elements of mathematical modeling using first and second degree polynomials. The course is designed for students in career programs. (4 contact hours)
Credits 3
Prerequisites
MAT035: Algebra for Non-STEM or
MAT045: Intermediate Algebra for STEM or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Notes
Satisfies a Mathematics/Quantitative Reasoning general education requirement.

MAT175 : College Algebra

This is an entry-level mathematics course for students interested in a STEM track. Topics include: domain and range, piecewise functions, complex numbers, quadratic inequalities, graphs of polynomial and rational functions, fundamental theorem of algebra, transformations of graphs, inverse functions, solving exponential and logarithmic equations, Gaussian elimination, and translations of conics. Critical thinking and problem solving skills are emphasized throughout the course. This course prepares students for Precalculus with Trigonometry or Applied Calculus. (5 contact hours)
Credits 4
Prerequisites
MAT045: Intermediate Algebra for STEM or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Mathematics/Quantitative Reasoning general education requirement.

MAT180 : Applied Calculus

This course is designed for students planning to apply mathematics to management and social science topics. Topics include a review of polynomial, exponential, and logarithmic functions and their application to business, an introduction to limits, continuity and the derivative, and applications of the derivative.
Credits 3
Prerequisites
A grade of C- or higher in MAT175: College Algebra or satisfactory basic skills assessment score
Semester Offered
Fall
Spring

MAT195 : Precalculus with Trigonometry

Targeting students in Mathematics, Engineering, and Physical Sciences, this course provides the foundation necessary for a rigorous study of calculus. It covers non-linear inequalities, functions, and graphs. The primary focus is on polynomial, rational, exponential, logarithmic, and trigonometric functions. Applications are also discussed extensively. Additional topics may include analytic geometry with an emphasis on the conic sections, Gibbs notation vector algebra, polar coordinates, sequences, series, and mathematical induction. (5 contact hours)
Credits 4
Prerequisites
C- or higher in MAT175: College Algebra or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer

MAT220 : Discrete Mathematics & Introduction to Proofs

This introductory course is designed for prospective mathematics and computer science majors. It covers basic techniques of mathematical proof and reasoning, with an emphasis on discrete structures as well as concepts widely used in computing. Topics include set theory, functions, relations, proposition logic, methods of proof, mathematical induction, recursion, and Boolean algebra. Additional topics in discrete mathematics will be selected from number theory, combinatorics, graph theory, and finite state automata.
Credits 4
Prerequisites
C- or higher in MAT180: Applied Calculus or MAT195: Precalculus with Trigonometry or satisfactory basic skills assessment score
Semester Offered
Spring
Notes
Satisfies a Mathematics/Quantitative Reasoning general education requirement.

MAT240 : Calculus I

This calculus course is designed for engineering, natural sciences, computer science, and mathematics majors. Topics include limits, continuity, derivatives, integrals, the fundamental theorem, applications on curve sketching, optimization, areas and volumes, differentiation and integration (up to substitution) involving trigonometric, inverse trigonometric, logarithmic, and exponential functions.
Credits 4
Prerequisites
A grade of C- or higher in MAT195: Precalculus with Trigonometry or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Mathematics/Quantitative Reasoning general education requirement.

MAT245 : Linear Algebra

A first course in the study and analysis of linear systems and their applications in mathematics, engineering, computer science, business, economics, and other fields involving large multi-variate models of real world phenomena. Topics include: matrices, determinants, vectors in 2-dimensional space and 3-dimensional space, vector spaces, independence, basis, rank, linear transformations with matrix representation, eigenvalues and eigenvectors, applications to differential equations.
Credits 3
Prerequisites
A grade of C- or higher in MAT240: Calculus I or MAT180: Applied Calculus
Semester Offered
Fall

MAT250 : Calculus II

Continuation of MAT240 Calculus I. Topics include calculus of exponential, logarithmic, and trigonometric functions; techniques of integration, moments and centroids; indeterminate forms and improper integrals; Taylor's formula; and infinite series.
Credits 4
Prerequisites
C- or higher in MAT240: Calculus I
Semester Offered
Fall
Spring
Summer

MAT260 : Calculus III

The sequel to MAT250. Topics include parametric equations and polar coordinates, vector-valued functions, partial differentiation, multiple integrals, and topics from vector calculus and from differential equations.
Credits 4
Prerequisites
Prerequisite: C- or higher in MAT250: Calculus II
Semester Offered
Fall
Spring

MAT270 : Differential Equations

This introductory course in ordinary differential equations is designed for students majoring in mathematics, natural sciences, or engineering. Topics include first order differential equations, linear second order differential equations, Laplace transforms, and planar systems. Emphases are given to analytic methods, existence and uniqueness of solutions, and modeling.
Credits 3
Prerequisites
A grade of C- or higher in MAT250: Calculus II
Semester Offered
Spring

Medical Assisting

MAC101 : Fundamentals of Medical Assisting

This introductory course for the medical assisting certificate is designed to bring together a learning community of students to explore the role of the professional medical assistant, the health care team, the history of the profession, credentialing requirements. They will learn to obtain patient histories, vital signs, principles of infection control, etc. Prior to admission to this course the student must attend an information session within one calendar year of admission to the program.
Credits 3
Prerequisite Courses
BST103: Medical Terminology
BIO105: Survey: Human Anatomy & Physiology
Semester Offered
Fall

MAC204 : Medical Assisting Clinical Procedures and Clinical Practicum

This seven-credit course is designed to teach basic medical assisting clinical skills and provide practical experience in a clinical setting to complement the clinical and office skills required by the credentialing agency (Commission for Accreditation of Allied Health Education Programs- CAAHEP). The course is divided into lecture, laboratory practice, clinical practicum, and seminar.
Credits 7
Prerequisites
A grade of C or higher in MAC101: Fundamentals of Medical Assisting, BST103: Medical Terminology and BIO105: Survey of Biology
Co-Requisite Courses
MAC205: The Administrative Medical Assistant
Semester Offered
Spring

MAC205 : The Administrative Medical Assistant

This course prepares students to perform the administrative functions of a medical assistant. Course topics include the following: an overview of the healthcare industry, client/patient relations and communication, health information management, medical practice management, and professional workplace behavior. Students acquire skills in a medical office software package, meet CAAHEP/MAERB required administrative competencies, and explore ethical/legal issues in modern medicine.
Credits 3
Prerequisites
Enrollment in the Medical Assisting Program and MAC101: Fundamentals of Medical Assisting
Co-Requisite Courses
MAC204: Medical Assisting Clinical Procedures and Clinical Practicum
Semester Offered
Spring

Medical Interpreter

MIN101 : Medical Interpreter I

This introductory course, designed for individuals who are bilingual in English and Spanish or English and Portuguese, focuses on the basic competency skills necessary to work as a trained medical interpreter. The course adheres to the Standards of Practice for medical interpreters as established by the National Council on Interpreting in Healthcare. Students may repeat this course to be qualified in another language if desired.
Credits 3
Prerequisites
Satisfactory basic skills assessment score or ESL201: English for Speakers of Other Languages III: Advanced and target language assessment conducted in the first class session
Semester Offered
Varies

MIN102 : Medical Interpreter II

This course is designed for individuals who are bilingual in English and Spanish or English and Portuguese continuing the study of medical interpreter practice and for experienced medical interpreters. The focus is on necessary advanced competency skills, written translation, and vocabulary. Students may repeat this course to be qualified in another language if desired.
Credits 3
Prerequisites
BST103: Medical Terminology and MIN101: Medical Interpreter I with a grade of C or higher
Semester Offered
Varies

MIN200 : Medical Interpreter Practicum

This course, designed for individuals who are bilingual in English and Spanish or English and Portuguese, will focus on skills acquired during coursework in Medical Interpreter I and Medical Interpreter II. The course adheres to the Standards of Practice for medical interpreters as established by the National Council on Interpreting in Healthcare. Students will complete 150 hours of supervised medical interpreter activity in a community healthcare organization*. Students may repeat this course to be qualified in another language if desired.
Credits 3
Prerequisite Courses
MIN102: Medical Interpreter II
Co-Requisite Courses
BIO105: Survey: Human Anatomy & Physiology
Semester Offered
Varies
Notes
*Please see the CORI/SORI policy

Music

MUS100 : Music Appreciation

A survey of development of music from the Renaissance to the present including jazz and the contemporary scene. Emphasis on basic musical materials and principles of design. For students not planning to major in music; no previous musical training required.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

MUS101 : Music Theory I

This course examines the fundamental materials including pitch, rhythm, tonal systems, ear training, and basic harmony for those wishing to learn or to improve music reading skills. Students practice in performance and composition for instruments and voice.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Notes
Satisfies a Humanities & Fine Arts general education requirement.

MUS102 : Music History I

This course is a detailed study of styles and forms of music from ancient cultures to eighteenth-century classicism. Major compositions, personalities, styles, and forms are explored through structured listening, analysis, and reading assignments.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall/even
Notes
Satisfies a Humanities & Fine Arts general education requirement.

MUS103 : Music History II

This course is a detailed study of styles and forms of music from the eighteenth-century to the present. Major compositions, personalities, styles, and forms are explored through structured listening, analysis, and reading assignments.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Spring/odd
Notes
Satisfies a Humanities & Fine Arts general education requirement.

MUS105 : Introduction to Music Production and Recording Technology

An introduction to basic practices in computer-based recording, editing, mixing, and producing digital music. Students learn how to use Digital Audio Workstation (DAW) software and related hardware to create original music. Readings and discussions on the principles of acoustics, psychoacoustics, and digital audio serve as a foundation to the technical skills students will acquire. Students work on practical applications of audio and musical concepts and techniques.
Credits 3
Prerequisites
None
Semester Offered
Fall

MUS116 : History of Rock Music

This course explores the origins, characteristics and stylistic development of rock music. The emphasis is on the artists, songwriters, and producers who have created the most famous hits and long term trends.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

MUS120 : Applied Music

Students receive private instruction in vocal or instrumental music, appropriate to the level of the student. (15 one-half hour tutorial lessons) There will be an Applied Music charge. Students enrolling in MUS120 must contact the department to be assigned to an instructor.
Credits 1
Prerequisites
None
Semester Offered
Fall
Spring
Summer
Notes
May be repeated; 6 credit maximum.

MUS121 : Advanced Applied Music

This course provides private instruction in vocal or instrumental music appropriate to the level of the student. (15 one-hour tutorial lessons) There is an Applied Music charge.
Credits 2
Prerequisites
None
Semester Offered
Fall
Spring
Summer
Notes
May be repeated; 6 credit maximum.

MUS122 : Beginning Guitar

Students study, rehearse, and perform music in a small group setting. Emphasis is placed on learning to read standard musical notation, with attention also given to chords. Performances on campus and in the immediate community are part of class activities. Students are expected to provide their own guitar.
Credits 1
Prerequisites
None
Semester Offered
Spring (Quick Term 1)

MUS123 : Jazz Combo

Students rehearse and perform jazz in a variety of styles which may include: blues, Dixieland, swing, bebop, Latin, and rock. Performances on campus and in the immediate community are part of Jazz Combo activities. Students are expected to be able to read standard music notation. (Three class hours per week plus one dress rehearsal and one performance near the end of the semester.)
Credits 1
Prerequisites
MUS101: Music Theory I or ability to read from standard musical notation
Semester Offered
Fall
Spring
Notes
May be repeated; 6 credit maximum.

MUS124 : Guitar II

This continuation of Beginning Guitar course involves study, rehearsal, and performance of music in a class of up to 12 guitars. Emphasis is placed on expanding the students' abilities to read and perform from standard musical notation in treble clef and chord symbols. Repertoire varies from one semester to the next. Performances on campus and in the immediate community are part of class activities. Students are expected to provide their own instrument.
Credits 1
Prerequisites
MUS122: Beginning Guitar or permission of the instructor
Semester Offered
Spring (Quick Term 2)
Notes
May be repeated up to a maximum of 6 credits.

MUS126 : Beginning Piano

Students study, rehearse and perform keyboard music in a class setting. Emphasis is placed on learning to read standard musical notation in bass and treble clefs. Performances on campus and in the immediate community are part of class activities.
Credits 1
Prerequisites
None
Semester Offered
Fall (Quick Term 1)

MUS127 : Piano II

This is a continuation of the
MUS126
Beginning Piano. Students study, rehearse and perform keyboard music in a class setting. The emphasis is placed on expanding the students' ability to read and perform from standard musical notation in treble and bass clefs. Performances on campus and in the immediate community are part of class activities.
Credits 1
Prerequisite Courses
MUS126: Beginning Piano
Semester Offered
Fall (Quick Term 2)
Notes
May be repeated to a maximum of 6 credits.

MUS202 : Music Theory II

This course expands on the content covered in
MUS101
. Students explore complex triads and seventh chords, the logic behind chord progressions, part-writing techniques for both vocal and instrumental arrangements, and melodic embellishing tones. Students' ear training expands to include diatonic chord progressions and descending intervals within the octave.
Credits 3
Prerequisite Courses
MUS101: Music Theory I
Semester Offered
Spring
Notes
Satisfies a Humanities & Fine Arts general education requirement.

Nursing

NUR101 : Dosage Calculations

This course examines the methods of dosage calculation required for safe administration of medications to children and adults. Interpretation of medical orders and systems of measurement are included. Introduces dimensional analysis to convert and calculate dosages of oral, parenteral, and intravenous medications.
Credits 1
Prerequisites
Admission to the Nursing Program, MAT035: Algebra for Non-STEM or satisfactory basic skills assessment score
Co-Requisite Courses
NUR107: Fundamentals of Nursing
Semester Offered
Fall
Summer

NUR107 : Fundamentals of Nursing

Introduction to concepts of health, the individual, and nursing. Principles of the natural, behavioral and social sciences are applied to nursing. Nursing process is used to meet the basic human needs of the young, middle and older adult in health and illness. Health assessment, interpersonal and psychomotor nursing skills will be addressed in the classroom and practiced in the campus laboratory and community health agencies with faculty guidance.
Credits 8
Prerequisites
Admission to the Nursing Program. Current Basic Life Support (BLS) certification in cardio-pulmonary resuscitation (CPR) for Health Care Providers. BIO109: Survey of Biology, BIO251: Human Anatomy & Physiology I, BIO252: Human Anatomy & Physiology II, ENL101: English Composition I, ENL102: English Composition II, PSY101: General Psychology
Co-Requisite Courses
NUR101: Dosage Calculations

NUR108 : Nursing across the Lifespan

Basic concepts of human development, human behavior and scientific principles are applied to the care of the childbearing family, children and adults with health problems. The cycle from infancy to the older adult is integrated with emphasis on developmental stressors and the role of family and community. This course builds upon and expands basic concepts of health assessment, interpersonal and psychomotor nursing skills. Nursing process is applied to the childbearing family, the child from infancy to adolescence and the young, middle and older adult. Nursing care of patients with selected health problems related to nutrition/fluid balance and activity/exercise is integrated. Nursing care of the preoperative patient is included. Correlated clinical laboratory experiences with faculty guidance are required. (4 class hours/12 laboratory hours)
Credits 8
Prerequisites
Current Basic Life Support (BLS) for Health Care Providers, NUR101: Dosage Calculations and NUR107: Fundamentals of Nursing
Corequisites
*PSY233: Developmental Psychology: The Life Span
Semester Offered
Spring
Notes
*Highly recommended this course be taken before admission to the Nursing Program

NUR133 : Health Assessment for Nursing

This course prepares the student for advanced placement in NUR204 of the Nursing Program, by introducing concepts of professional nursing practice and building upon basic concepts of human development/behavior and scientific principles. Correlated Nursing lab experiences with faculty guidance are required.

Credits 3

Prerequisites

Current Basic Life Support (BLS) certification in cardio-pulmonary resuscitation (CPR) for Health Care Providers.
Admission to the Nursing Program
Successful completion of the following courses: ENL101: English Composition I, PSY101: General Psychology, BIO251: Human Anatomy & Physiology I, BIO252: Human Anatomy & Physiology II, PSY233: Developmental Psychology, ENL102: English Composition II

Co-Requisite Courses

NUR101: Dosage Calculations

Semester Offered

Summer

NUR134 : Licensed Practical Nurse in Transition Seminar

This course prepares the student for advanced placement in NUR204 of the Nursing Program, by introducing concepts of professional nursing practice and building upon basic concepts of human development/behavior and scientific principles. This is a Pass/Fail course.

Credits 1

Prerequisites

Current licensure as a Licensed Practical Nurse
Current Basic Life Support (BLS) certification in cardio-pulmonary resuscitation (CPR) for Health Care Providers.
Admission to the Nursing Program
Successful completion of the following courses: ENL101: English Composition I, PSY101: General Psychology, BIO251: Human Anatomy & Physiology I, BIO252: Human Anatomy & Physiology II, PSY233: Developmental Psychology, ENL102: English Composition II

Co-Requisite Courses

NUR101: Dosage Calculations

Semester Offered

Summer

NUR201 : Physical and Mental Health I

(NUR201 is replaced with NUR204 eff. Fall 2022) This course focuses on the patient/client across the life span with acute major health problems. The curriculum builds upon knowledge of scientific principles and utilization of critical thinking. Nursing process, interpersonal communication, stress adaptation, cultural competence and environmental influences are integrated. The structured acute care setting and the on-campus nursing laboratory are primarily utilized for application of nursing knowledge and development of clinical skills. Campus laboratory experiences are assigned in addition to class and clinical schedule. (6 class hours/12 laboratory hours)

Credits 10

Prerequisites

NUR108 or NUR132 and current Basic Life Support (BLS) certification in cardio-pulmonary resuscitation (CPR) for Health Care Providers.

Semester Offered

Fall

NUR202 : Physical and Mental Health II

This course is the continued study of patient/client needs within an integrated framework. Focus is on the patient/client across the life span with chronic health problems. Emphasis is on the areas of rehabilitation, gerontology, mental health and community. Psychiatric, rehabilitation, medical-surgical and community-based agencies are utilized for application of nursing knowledge and clinical skills. Campus laboratory experiences are assigned in addition to class and clinical schedule. (4 class hours/12 laboratory hours)

Credits 8

Prerequisites

Current Basic Life Support (BLS) for Health Care Providers, NUR204: Physical & Mental Health I, *HEA200: Pharmacology and **BIO281: Microbiology

Co-Requisite Courses

NUR203: Foundations of the Profession

Semester Offered

Spring

Notes

*Highly recommended these courses are taken before admission to the Nursing Program
**Science courses required for the ASN degree must be completed within five years of application to the program.

NUR203 : Foundations of the Profession

This course analyzes the practice of nursing in contemporary society. Historical perspectives and current issues and trends are studied. Accountability, legal responsibilities of licensure, the ethical issues arising in the present health care systems, and leadership and management in nursing are major units of study. Political, economic, social, and cultural influences in nursing practice are considered. Including topics related to the NCLEX test plan for clinical judgment and critical thinking.
Credits 3
Prerequisites
NUR204: Physical & Mental Health I
*HEA200: Pharmacology
* **BIO281: Microbiology
Co-Requisite Courses
NUR202: Physical and Mental Health II
Semester Offered
Spring
Notes
*Highly recommended these courses are taken before admission to the Nursing Program
**Science courses required for the ASN degree must be completed within five years of application to the program.

NUR204 : Physical and Mental Health I

This course focuses on the patient/client across the life span with acute major health problems. The curriculum builds upon knowledge of scientific principles and utilization of critical thinking. Nursing process, interpersonal communication, stress adaptation, cultural competence and environmental influences are integrated. The structured acute care setting and the on-campus nursing laboratory are primarily utilized for application of nursing knowledge and development of clinical skills. Campus laboratory experiences are assigned in addition to class and clinical schedule. (6 class hours/12 laboratory hours)
Credits 9
Prerequisites
Current Basic Life Support (BLS) certification, NUR108: Nursing Across the Lifespan or NUR133: Health Assessment for Nurses (LPNs admitted to NUR204), and PSY233: Developmental Psychology: The Life Span
Corequisites
*HEA200: Pharmacology
**BIO281: Microbiology
Semester Offered
Fall
Notes
*Highly recommended these courses are taken before admission to the Nursing Program
**Science courses required for the ASN degree must be completed within five years of application to the program.

Nursing Assistant

CNA117 : Tri-Level Nursing Assistant/Home Health Aide

This 140 hour course, 75 hours classroom and lab and 65 hours of supervised clinical practice, teaches basic nursing skills and beginning interpersonal relationship techniques to entry-level students in the classroom and clinical area. The curriculum is divided into three levels of care: long term, home health and acute. Applicants must attend an information session prior to admission.
Credits 6
Prerequisites
None
Semester Offered
Fall
Spring

Paralegal

LGS130 : Introduction to Substantive Law

This course is an introduction to the basic concepts of law and the judicial system. Students obtain an overview of criminal law, torts, property, contracts, wills, trusts, and employment law. Particular attention is given to general skills required of paralegals.
Credits 3
Prerequisites
None
Semester Offered
Fall

LGS131 : Family Law

The law of marriage, divorce, annulment, legal separation, pre-marital agreements, cohabitation, child support, alimony, and adoption are studied, as well as their implementing procedures.
Credits 3
Prerequisite Courses
LGS130: Introduction to Substantive Law
Semester Offered
Fall (even years)

LGS132 : Law Office Management

Students learn to work in a law office environment and receive hands-on training in billing, basic bookkeeping, form preparation and library maintenance. Legal ethics, attorney/client relationships, and the paralegal's role in maintaining files, libraries and client confidentiality are stressed.
Credits 1
Prerequisite Courses
LGS130: Introduction to Substantive Law
Semester Offered
Spring

LGS133 : Legal Research and Writing

This course is an introduction to the methods and materials employed in legal research and the writing of legal memoranda and briefs. Emphasis is placed on how and where to locate the law and how to present the law that is found in those sources. Many different strategies of research are explored including computer resources and online database research.

Credits 3

Prerequisites

LGS130: Introduction to Substantive Law and ENL101: English Composition II and two of the following: (LGS131: Family Law, LGS134: Real Estate, Mortgages and Landlord-Tenant Law, LGS135: Civil Litigation, LGS136: Estate Planning, Wills, Trusts and Probate Procedures, LGS137: Contracts, Business Organizations and Transactions)

Semester Offered

Spring

LGS134 : Real Estate, Mortgages and Landlord-Tenant Law

This course is a study of the law of real property with special emphasis on both substantive law and practical considerations including drafting of real estate contracts and documents, title examinations, and an understanding of the mortgage lending field. Particular attention is given to the skills needed by paralegals including closing documents.

Credits 3

Prerequisite Courses

LGS130: Introduction to Substantive Law

Semester Offered

Spring (odd years)

LGS135 : Civil Litigation

This course covers basic steps in lawsuits from the initial interview through the appellate process. Students learn how to prepare complaints, answers, motions, discovery and study in-depth the different phases of a civil trial.

Credits 3

Prerequisite Courses

LGS130: Introduction to Substantive Law

Semester Offered

Fall

LGS136 : Estate Planning, Wills, Trusts and Probate Procedures

This course covers the procedure, techniques and the substantive law in the planning of estates from simple wills to more complicated trusts. Students also learn to administer the estate of the deceased and will study the tax consequences involved.

Credits 3

Prerequisite Courses

LGS130: Introduction to Substantive Law

Semester Offered

Spring (even years)

LGS137 : Contracts, Business Organizations and Transactions

Students are introduced to the Law of Contracts with an emphasis on understanding the interrelationships among concepts and the tools required in drafting good solid contracts. Students learn how to choose and organize the different types of business organizations such as sole proprietorships, partnership, limited liability entities, and corporations.

Credits 3

Prerequisite Courses

LGS130: Introduction to Substantive Law

Semester Offered

Fall (odd years)

LGS138 : Criminal Law and Procedure

This course is a study of criminal law and procedure with special emphasis on both substantive and procedural criminal law and constitutional issues. Students learn to draft motions, and other documents necessary for criminal defense and prosecution, prepare affidavits, briefs, and discovery. Particular attention is given to the skills needed by paralegals to assist attorneys and other legal professionals.

Credits 3

Prerequisite Courses

LGS130: Introduction to Substantive Law

Semester Offered

Fall

LGS238 : Internships Paralegal Studies

Students spend the semester (180 hours, at least 12 hours per week) working in a paralegal setting, either in a private law firm or for a government or non-profit agency such as the Sheriff's department, District Attorney's office, court, or Legal Aid office. Participation in this course is subject to availability of placements, application and acceptance into the course.

Credits 3

Prerequisites

LGS130: Introduction to Substantive Law, LGS133: Legal Research and Writing, LGS135: Civil Litigation and (LGS131: Family Law or LGS134: Real Estate, Mortgages and Landlord-Tenant Law or LGS136:Estate Planning, Wills, Trusts and Probate Procedures or LGS137: Contracts, Business Organizations and Transactions) The fourth prerequisite must reflect the type of legal practice in which the student interns. A 3.0 grade point average is required.

Semester Offered

Fall
Spring

Philosophy

PHI130 : Introduction To Philosophy

This course introduces the student to the primary branches and subsequent problems, questions, and schools of thought identified within western philosophy. Students are exposed to a number of influential philosophers and learn how to evaluate and identify inductive and deductive claims regarding philosophical arguments. There are focused emphasis on historical development and evolution of ideas over time.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

PHI131 : Logic

This course is an introduction to the principles of logic. Students are exposed to the formal techniques of evaluating arguments within both inductive and deductive systems. Although there is some coverage of informal logic, the thrust of the course focuses on formal logic.
Credits 3
Prerequisite Courses
ENL101: English Composition I
Semester Offered
Varies
Notes
Satisfies a Humanities & Fine Arts (or) Behavioral or Social Science general education requirement.

PHI160 : Three Great Thinkers

Students in this course will engage in a critical examination of a number of contemporary seminal ideas central to the human experience of both Eastern and Western thinkers. Students will study the writings of three major thinkers in the history of ideas. The three will be announced before pre-registration each semester and will vary from semester to semester, so the course will never be the same. Students will explore the ideas in the course for internal consistency and for the historical contexts in which they arose, as well as the actual consequences those ideas have had in human affairs.
Credits 3
Prerequisites
ENL101: English Composition I and a previous philosophy course
Semester Offered
Varies
Notes
Satisfies a Humanities & Fine Arts (or) Behavioral or Social Science general education requirement. May be repeated once.

PHI201 : Existentialism

This course provides students with an introduction to the philosophy of existentialism. There is a profound focus on the themes of existentialism including questions pertaining to the meaning and purpose of human existence and being in the world. Additionally, this course emphasizes historical and current societal issues and how social and cultural norms contribute to the philosophical movement known as existentialism.
Credits 3
Prerequisites
ENL101: English Composition I and PHI130: Introduction to Philosophy or PHI131: Logic
Semester Offered
Spring
Notes
Satisfies a Humanities & Fine Arts (or) Behavioral or Social Science general education requirement.

PHI210 : Ethics

Ethics is a branch of philosophy that investigates human morality. This course provides an examination of the major ethical theories of western philosophy. The early part of the course focuses on Metaethics. The body of the course involves an examination of the moral arguments within both consequentialist and non-consequentialist theories.
Credits 3
Prerequisites
PHI130: Introduction to Philosophy or PHI131: Logic
Semester Offered
Fall
Notes
Satisfies a Humanities & Fine Arts (or) Behavioral or Social Science general education requirement.

PHI241 : Selected Topics in Philosophy

This course will serve as a vehicle to either deepen students' knowledge of subjects addressed in Philosophy introductory courses or explore issues outside the traditional curriculum.
Credits 3
Prerequisites
Any introductory level Philosophy course
Semester Offered
Varies
Notes
May be repeated once for credit.

Phlebotomy

DTC102 : EKG Technician

This 30-hour course prepares the student to function as an EKG technician and assist with Holter monitoring and stress testing. Upon completion, the student will be eligible to take the national certification exam for EKG technicians.
Credits 2
Prerequisites
None.
Semester Offered
Fall
Spring

DTC104 : Fundamentals of Phlebotomy

This course is a combination of lecture and lab which presents the theory, application and procedures of phlebotomy skills. The student will obtain knowledge of specific anatomy, safety, quality control, Point of Care Testing, and processing of specimens. Applicants must attend an information session and advising session prior to admission.
Credits 6
Prerequisites
None
Semester Offered
Fall
Spring

DTC204 : Phlebotomy Practicum

A course combined with completion of DTC104 prepares the student to function as a phlebotomist and meets the eligibility criteria of the American Society of Clinical Pathologists (ASCP) for certification. This course is a combination of 120 hours of internship with 3 hours scheduled on-campus seminars.
Credits 2
Prerequisites
DTC104: Fundamentals of Phlebotomy with passing grade of 75% or better, successful demonstration of skill proficiency and recommendation of faculty
Semester Offered
Fall
Spring

Physics

PHY106 : Survey Of Physics

Classical and modern physics presented conceptually and experimentally for students desiring a one-semester introduction to physics. The class emphasizes verbal and conceptual understanding of the way the world works using as little mathematics as possible. This course is appropriate for non-science majors and as a preparation for PHY211. (3 class hours/2 laboratory hours)
Credits 4
Prerequisites
MAT035: Algebra for Non-STEM, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores
Semester Offered
Varies
Notes
Satisfies a Natural or Physical Science general education requirement.

PHY151 : Physics I

First semester of a two-semester introduction to college physics without calculus. This course covers mechanics (kinematics, dynamics and statics), relativity and some heat. The course is appropriate for any student interested in science and particularly appropriate for health sciences and pre-professional students. (3 class hours/2 laboratory hours)
Credits 4
Prerequisites
MAT035: Algebra for Non-STEM, ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores
Semester Offered
Fall
Summer
Notes
Satisfies a Natural or Physical Science general education requirement.

PHY152 : Physics II

Second semester of a two-semester introduction to college physics without calculus. This course covers vibrations and waves; electricity and magnetism; light and optics, and some modern physics. The course is appropriate for non-science majors who are interested in science. (3 class hours/2 laboratory hours)
Credits 4
Prerequisites
A grade of C or better in PHY151: Physics I
Semester Offered
Spring
Notes
Satisfies a Natural or Physical Science general education requirement.

PHY199 : Special Laboratory in the Physical Sciences

A laboratory portion of existing physical science courses that provides a laboratory experience for only those students who are transferring in credits for physical sciences courses that do not match the traditional four-credit format (3 credits lecture, 1 credit laboratory). The laboratory selected must closely match the transferred physical science course, and must have the explicit approval of both the laboratory instructor and the Dean of Science, Technology, Mathematics, and Business. Only if seating is available will students be allowed to register for the appropriate laboratory section during the ADD period. Students who transfer in more than one physical science course may register twice (but, not for the same laboratory experience) for PHY199. Students with laboratory deficiencies in physical sciences courses taken at CCCC will not be allowed to register for PHY199, since the physical sciences courses are designed and taught such that the laboratory and lecture are non-separable.
Credits 1
Prerequisites
Completion of the non-lab portion of a transferred physical sciences course and permission of the Academic Dean.
Semester Offered
Varies

PHY211 : University Physics I

First semester of a two-semester introduction to university physics. This course covers mechanics (kinematics, dynamics and statics), relativity and some heat. The course is appropriate for math, science, and engineering students. Calculus will be used. Previous experience in physics (such as PHY106) is strongly recommended. Students must have taken or be currently enrolled in MAT240, Calculus I. (3 lecture hours/2 laboratory hours/1 recitation hour)
Credits 4
Prerequisite Courses
MAT195: Precalculus with Trigonometry
Co-Requisite Courses
ENL101: English Composition I
MAT240: Calculus I
Semester Offered
Varies
Notes
Satisfies a Natural or Physical Science general education requirement.

PHY212 : University Physics II

Second semester of a two-semester introduction to university physics using calculus. This course covers vibrations and waves; electricity and magnetism; optics; and a brief introduction to modern physics. The course is appropriate for math, science, and engineering students. Calculus will be used throughout the course. Students must have taken or be currently enrolled in MAT250, Calculus II. (3 lecture hours/2 laboratory hours/1 recitation hour)
Credits 4
Prerequisites
A grade of C or better in PHY211: University Physics I
Semester Offered
Varies
Notes
Satisfies a Natural or Physical Science general education requirement.

Political Science

GOV101 : Comparative Politics

This course is designed as an introduction to the basic concepts and themes in comparative politics. Using a case studies approach, the course compares and contrasts states according to political ideology, process, socialization, historical evolution, public policy, state institutions, and governmental systems.
Credits 3
Prerequisites
None
Semester Offered
Fall
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

GOV102 : International Relations

This course features an historical examination of the fundamentals of international relations in theory and practice. Topics pertaining to developed and developing nations, security, power, science and technology, and international organizations are discussed with emphasis on the 20th and 21st centuries.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

GOV110 : The American Presidency

This course explores the responsibilities, staff, functions, and limitations of the modern American presidency. While the course covers the origins of the presidency, the reading and lecture material focuses on the modern American presidency in the post-1932 period. This course explores the cultural, social, and economic changes that have wrought political changes in the meaning and role of the presidency.
Credits 3
Prerequisites
None
Semester Offered
Fall

GOV111 : American Government

This course provides an introductory examination of the federal government. Emphasis is placed upon the political system in both principle and practice, the structure of our government, and public safety.
Credits 3
Prerequisites
None
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

GOV241 : Selected Topics in Government

This course serves as a vehicle to either deepen students' knowledge of subjects addressed in Government introductory courses or explore issues outside the traditional curriculum.
Credits 3
Prerequisites
Any introductory level Government course
Semester Offered
Varies
Notes
May be repeated once for credit

Portuguese

PRT100 : Conversational Brazilian Portuguese

This basic conversational Brazilian Portuguese course is designed to introduce the non-native speaker of Portuguese to the four basic skills necessary to develop a working knowledge of Portuguese: understanding, speaking, reading, and writing.
Credits 3
Prerequisites
ENL108: Critical Reading & Thinking or satisfactory basic skills assessment score
Semester Offered
Fall
Spring

PRT125 : Conversational Brazilian Portuguese II

This basic conversational Brazilian Portuguese II course is designed to provide continued practice and mastery for the non-native speaker of Portuguese in the four basic skills necessary to develop a working knowledge of Portuguese: understanding, speaking, reading, and writing.
Credits 3
Prerequisite Courses
PRT100: Conversational Brazilian Portuguese
Semester Offered
Fall
Spring

Psychology

PSY100 : Psychology of Career Development

This course introduces students to the lifelong career development process. Career development theories are explored. Students gain self-knowledge through assessment of interests, abilities, values and personality. Influences on career aspirations are explored. Interpretations of success are examined. Students identify and investigate potential career options. Information is analyzed and decision making skills are employed to develop career goals and action plans. Students are introduced to the benefits of networks, mentors, and role models. Students develop job search materials including a resume and cover letter. Students gain familiarity with the process and skills for employment interviewing.
Credits 1
Prerequisites
None
Semester Offered
Fall
Spring

PSY101 : General Psychology

Introduction to the major concepts and principles underlying human behavior and mental processes. Topics include personality theory, development, learning and thought, brain and nervous system, sensation and perception, motivation and emotion, stress and physical health, abnormal psychology, psychotherapy, and social psychology.

Credits 3

Prerequisites

None; Co-requisite: ENL108: Critical Reading & Thinking or ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment scores

Semester Offered

Fall
Spring
Summer

Notes

Satisfies a Behavioral and Social Sciences general education requirement.

PSY201 : Child Psychology

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

Credits 3

Prerequisite Courses

PSY101: General Psychology

Semester Offered

Fall
Spring
Summer

Notes

Satisfies a Behavioral and Social Sciences general education requirement.

PSY202 : Adolescent Psychology

Physical, emotional, intellectual, and social development of the human being during adolescence. Suggested for students planning to major in psychology, education, social work, or related areas.

Credits 3

Prerequisite Courses

PSY101: General Psychology

Semester Offered

Fall
Spring

Notes

Satisfies a Behavioral and Social Sciences general education requirement.

PSY205 : Adult Psychology

This course will focus on the normative physical, cognitive, social and emotional changes throughout the adult years with consideration of the sociocultural contexts that shape what it means to be an adult. Particular attention will be given to the influences of gender, class, race, sexual orientation, and changing trends.

Credits 3

Prerequisite Courses

PSY101: General Psychology

Semester Offered

Fall

Notes

Satisfies a Behavioral & Social Science general education requirement.

PSY207 : Abnormal Psychology

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

Credits 3

Prerequisite Courses

PSY101: General Psychology

Semester Offered

Fall
Spring
Summer

Notes

Satisfies a Behavioral and Social Sciences general education requirement.

PSY208 : Principles of Counseling & Crisis Intervention

Analysis of a variety of life crises, methods of effecting intervention, and procedures for establishing a counseling relationship when appropriate. Designed to introduce those now in, or preparing for, the helping professions or related paraprofessional positions, to the principles of effective crisis intervention and counseling.

Credits 3

Prerequisite Courses

PSY101: General Psychology

Semester Offered

Fall
Spring

Notes

Satisfies a Behavioral and Social Sciences general education requirement.

PSY209 : Group Dynamics in Human Services

This course explores the various stages of therapeutic groups, including group development. Emphasis is on basic group theory, process, and effective practice skills. Students are acquainted with task-oriented and treatment-oriented groups in a broad range of settings. This course may incorporate experiential learning where students learn about group processes via group exercises in class. Service Learning may be required.

Credits 3

Prerequisites

PSY101: General Psychology or SOC106: Principles of Sociology

Semester Offered

Fall
Spring

PSY210 : Psychology of Grief

This course focuses on the grief process as a fundamental dimension of human experience. Topics include current theories, psychological, social, and cultural factors at the end of life, various ways loss is processed, factors that promote resilience in the face of loss, and factors contributing to serious psychological and medical outcomes. The course explores the role of the funerary ceremony in facilitating the early phase of acute grief.

Credits 3

Prerequisite Courses

PSY101: General Psychology

Semester Offered

Fall

Notes

Satisfies a Behavioral or Social Science general education requirement.

PSY212 : Human Sexuality

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

Credits 3

Prerequisite Courses

PSY101: General Psychology

Semester Offered

Fall
Spring
Summer.

Notes

Satisfies a Behavioral and Social Sciences general education requirement.

PSY214 : Research Methods in Psychology

In this course, students will learn how to develop research questions, review existing literature (online databases and physical locations), design studies (both qualitative and quantitative), select samples from populations, formulate a hypothesis, operationalize variables, ensure the validity and reliability of an experiment, analyze and interpret data, summarize findings using the APA format, explore and critique research in peer-reviewed journals and in popular media, understand the importance of ethics in research and how scientific findings influence public policy.

Credits 3

Prerequisites

PSY101: General Psychology and MAT025: Prealgebra or MAT011: Mathematical Reasoning and Problem Solving or satisfactory basic skills assessment score

Semester Offered

Fall
Spring

PSY219 : Psychology Of Women

This course is designed for both females and males wishing a broader understanding of the physiological, psychological, and sociological determinants of female growth and development. It concentrates on developmental issues and contemporary role expectations, conflicts, and the status of women within a culturally defined role throughout the life cycle.

Credits 3

Prerequisite Courses

PSY101: General Psychology

Semester Offered

Varies

Notes

Satisfies a Behavioral and Social Sciences general education requirement.

PSY225 : Social Psychology

In an ever-changing global society, the individual is both influenced by the groups they encounter and conversely they influence those same groups. Social Psychology addresses human interaction and its consequences. Topics include conformity, aggression, motivation, group organization, social influences on perception, cognitive processes, and culture's impact on social behavior, addressing issues of tolerance within an increasingly diverse society. Emphasis is on the application of concepts.
Credits 3
Prerequisites
PSY101: General Psychology or SOC106: Principles of Sociology
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

PSY233 : Developmental Psychology: The Life Span

This course provides a survey of the physical, cognitive, sexual, social and moral issues relevant to human development across the life span.
Credits 3
Prerequisite Courses
PSY101: General Psychology
ENL101: English Composition I
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

PSY235 : Cognitive Psychology

This course defines and explains the major concepts and principles underlying Cognitive Psychology. Topics include the human information processing system, perception and attention, short-term memory, different aspects of long term memory, judgments, reasoning and problem solving.
Credits 3
Prerequisite Courses
PSY101: General Psychology
Semester Offered
Fall
Spring
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

PSY241 : Selected Topics in Psychology

This course serves as a vehicle to either deepen student's knowledge of subjects addressed in Psychology introductory courses or explore issues outside the traditional curriculum.
Credits 3
Prerequisite Courses
PSY101: General Psychology
Semester Offered
Varies
Notes
Satisfies a Behavioral and Social Sciences general education requirement. May be repeated once for credit.

Science

Contact the Science Department

Shelley Devine, Administrative Assistant
Office SE 102
Phone 774.330.4363

E-mail sdevine@capecod.edu

BIO110 : Understanding Biotechnology

This lecture-only course presents information on the growing field of biotechnology, which is the utilization of biological systems to create products. Topics discussed include basic cell structure and function; introductions to DNA and RNA; techniques, applications, and regulation of biotechnology; and current events. Bioethics and the impact of biotechnology on society are also discussed. (3 class hours)
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials and MAT010: Fundamentals of Arithmetic or satisfactory basic skills assessment score or instructor approval
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Natural or Physical Science general education requirement.

BIO206 : Techniques in Biotechnology

This lab-intensive course offers an introduction to the principles and methods of analytical techniques found in a typical biotechnology research environment. Topics include isolation and purification of biomolecules such as proteins, enzymes, and nucleic acids. Laboratory experiments involve molecular cloning, microbial propagation, chromatography, electrophoresis, blotting techniques, volumetrics, and spectrophotometric analysis with a focus on proper scientific record keeping. (1 class hour/6 lab hours)
Credits 4 **Lab Hours** 6 **Lecture Hours** 1
Prerequisites
A grade of C or better in BIO151: General Biology I and CHM151: General Chemistry I
Semester Offered
Summer

SCI100 : Study Abroad: Ecotourism

Students study on-site biodiversity and ecotourism. The course is designed to explore the various ecosystems, flora and fauna, and cultural sites of a region following a planned itinerary. The course is intended for any student curious about travel, biodiversity, and scientific exploration.
Credits 1
Prerequisites
None
Semester Offered
Fall
Spring

SCI150 : Scientific Writing & Presentation

This course develops technical writing and presentation skills of students pursuing STEM careers. The course components are organized around: collection, evaluation, and organization of information from reliable sources; making critical summaries; writing a scientific/technical report in a recognized format (APA, MLA, IEEE, etc.); making oral and slide presentations with multimedia and poster presentations. Grammar, spelling, proofreading, and effective writing and presentation skills are emphasized.
Credits 3
Prerequisites
C- or higher in ENL101: English Composition I
Semester Offered
Spring
Notes
Satisfies an Interdisciplinary Studies General Education Elective.

SCI261 : Cooperative Work Experience in the Natural Sciences

This course provides students the opportunity to participate in a laboratory or field project in the natural sciences, under the supervision of a mentor. The course provides the student with the opportunity to apply the principles learned in the classroom to a practical real-world project. The project may be performed on campus, or at an off-campus location. The project outline needs to be approved by the department. Time commitment is based on the number of credits, approximately 70 hours per credit.
Credits 1-4
Prerequisites
Two 4-credit science with labs courses with a grade of C or higher and approval of the department
Semester Offered
Varies

Service Learning

SLR101 : Service Learning Option

This course is a fourth-credit option which may be added as an additional "lab" to an existing course. Students conduct a minimum of 50 hours of community service. Students interested in this course must first enroll in and have the permission of the instructor of an anchor three or four credit course. This additional course requires a contract between the student and faculty member. All contracts are submitted to the College Service Learning coordinator for approval.
Credits 1
Corequisites
Enrollment in a college-level credit course and permission of both instructor and Service Learning coordinator
Semester Offered
Fall
Spring
Summer
Notes
May be repeated for a maximum of 3 credits.

Social Sciences/Behavioral Sciences and Human Services

ETH110 : Introduction to American Indian Studies

This class examines the politics, cultures, histories, representation, and study of the Native peoples of North America, with a primary focus on the United States and local tribal communities. Although broad in cultural and geographic scope, the course does not attempt to summarize the diverse cultures of the several hundred Native groups of the continent. Instead, we focus on several key issues in the lives of, and scholarship about, American Indian/Native American/First Nations/Indigenous peoples in North America.
Credits 3
Prerequisites
None
Semester Offered
Fall
Notes
Satisfies a Behavioral or Social Science general education requirement.

Sociology

SOC106 : Principles of Sociology

An introduction to basic social concepts, theoretical perspectives and research methods. Topics include societies, cultures, social organization, social inequalities, social institutions, group behavior and the impact of globalization, population growth, and new technologies upon individuals and societies.
Credits 3
Prerequisites
None
Corequisites
ENL108: Critical Reading & Thinking or
ESL201: English for Speakers of Other Languages III: Advanced or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

SOC209 : Sociology of Race & Ethnicity

This course focuses on the study of racial and ethnic relationships; analyzes the structures and circumstances which promote political, economic, and cultural domination; the role of racist ideology; the pervasive nature of prejudice and discrimination; survival and resistance strategies of the dominated.
Credits 3
Prerequisite Courses
SOC106: Principles of Sociology
Semester Offered
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

SOC210 : Marriage & Family: Sociology of Family Interaction and Organization

Study of the social aspects of family life and the impact of society upon families. Topics include historical forms of family life, varieties of contemporary families, the effects of changing cultural values and economic forces upon the daily life and stability of families, gender, the social psychology of love and romance, sex, parenting, and divorce. The course also covers family policy issues.
Credits 3
Prerequisite Courses
SOC106: Principles of Sociology
Semester Offered
Fall
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

SOC215 : Social Problems

A survey of the nature and range of social problems, the global and societal conditions which give rise to them, and the methods by which societies attempt to cope with them.
Credits 3
Prerequisite Courses
SOC106: Principles of Sociology
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Behavioral and Social Sciences general education requirement.

SOC220 : Sociology Of Health And Health Care

This course examines the socio-cultural aspects of health, illness and health care. Topics include development of scientific medicine, social epidemiology; definition of health and illness; social and cultural dimensions of disease and the illness experience; ethical issues in health care and health care reform. Effects of social stratification on access to health care, health professionals; the politics and economics of health care for selected diseases, such as breast cancer and HIV, are explored.
Credits 3
Prerequisites
SOC106: Principles of Sociology or PSY101: General Psychology or BIO105: Survey of Human Anatomy & Physiology
Semester Offered
Varies

SOC241 : Selected Topics in Sociology

This course will serve as a vehicle to either deepen students' knowledge of subjects addressed in Sociology introductory courses or explore issues outside the traditional curriculum.
Credits 3
Prerequisites
Any introductory level Sociology or Anthropology course
Semester Offered
Fall
Spring
Notes
May be repeated once for credit.

Spanish

SPN100 : Conversational Spanish

This basic conversational Spanish course is designed to introduce the non-native speaker of Spanish to the four basic skills necessary to developing a working knowledge of Spanish: understanding, speaking, reading, and writing. The emphasis is on speaking and understanding spoken Spanish.
Credits 3
Prerequisites
Satisfactory basic skills assessment score or co-requisite ENL108: Critical Reading & Thinking
Semester Offered
Fall
Spring
Summer

SPN106 : Elementary Spanish I

This is the first semester of a two-semester college elementary Spanish sequence. It is for beginning students of Spanish. The text and ancillary materials provide a thorough four- skills approach: speaking, reading, writing, and understanding spoken Spanish.
Credits 3
Prerequisites
None.
Semester Offered
Fall
Notes
Satisfies a Humanities and Fine Arts general education requirement.

SPN107 : Elementary Spanish II

This is the second semester of a two-semester college Elementary Spanish sequence. It is for beginning students of Spanish. The text and ancillary materials provide a thorough four-skills approach: speaking, reading, writing, and understanding spoken Spanish.
Credits 3
Prerequisite Courses
SPN106: Elementary Spanish I
Semester Offered
Spring
Notes
Satisfies a Humanities and Fine Arts general education requirement.

SPN123 : Immersion Study in Spanish Language/ Civilization

Students study Spanish language and civilization in a Spanish speaking country. Traditional class work is supplemented by cultural activities and fieldtrips.
Credits 3
Prerequisites
None
Semester Offered
Varies

SPN128 : Onsite Spanish Culture

A ten-day study tour in a Spanish speaking country. Visits could include Spain, Puerto Rico, Costa Rica, Ecuador, Cuba, etc.
Credits 3
Prerequisites
One semester of college Spanish with a grade of C or better
Semester Offered
Varies

SPN301 : Advanced Spanish I

This course is a survey of selected Spanish literary works. These selections serve as a basis for classroom discussion and writing assignments. Conversation and composition polish and develop students' abilities in all four language skills.
Credits 3
Prerequisite Courses
Semester Offered
Fall

Theater and Dance

THR101 : Introduction To Theater

Students learn about theater history and development from an artistic, social, cultural, and experiential perspective. Students learn about trends, movements, genres, eras and the administrative and physical structure of theater.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Notes
Satisfies a Humanities and Fine Arts general education requirement.

THR102 : Page To Stage: Planning Play Productions

Students consider the life cycle of a play from the page to the stage. Students read several plays from the viewpoint of the director, designers and other collaborating artists.
Credits 3
Prerequisites
None
Semester Offered
Spring/odd

THR103 : Acting I

Students learn basic acting concepts, character development, script analysis and improvisation to develop confidence and skill when performing before an audience of their peers. Through observation, practice and analysis and interpretation of scripted materials, a variety of tools and techniques for effective performance are applied to acting exercises, scenes and monologues.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a Humanities & Fine Arts general education requirement.

THR106 : Theater History

This course covers the origins and development of theater as an art form from a historic, literary, social, cultural and artistic perspective. This course allows for in-depth study of the artists, playwrights and designers who have shaped the development of theater as an art form and how they have been affected by events and trends in history.
Credits 3
Prerequisites
ENL025: Reading & Writing Essentials or satisfactory basic skills assessment score
Semester Offered
Spring
Notes
Satisfies a Humanities & Fine Arts general education requirement.

THR113 : Rehearsal & Performance

Rehearsal and Performance is a cross-disciplinary course where students learn the process of planning, preparing and presenting a live theatrical performance. Students employ diverse skills as members of the creative team, as performers and/or as run crew members in a college theatrical production.
Credits 3
Prerequisites
None
Semester Offered
Fall
Notes
Satisfies a Humanities & Fine Arts general education requirement. May be repeated once for credit.

THR120 : Stagecraft & Theater Technologies

Students explore various aspects of technical theater production through research, observation and practice. Students develop skills in the design, planning, engineering, construction, and manipulation of a variety of theatrical technologies, including scenery, color mixing and paint application techniques, hanging, installation and focusing of theatrical lighting instruments, and operation of industry standard lighting, sound and video projection mapping systems for production purposes. Students gain practical experience by supporting the department's theatrical productions.

Credits 3

Prerequisites

ENL025: Reading & Writing Essentials and MAT025: Prealgebra or satisfactory basic skills assessment scores

Semester Offered

Fall

Notes

May be repeated once for credit; 6 credit maximum.

THR203 : Acting II

This course builds on skills developed in a beginning acting class to include more advanced work in character development. Students are introduced to advanced level work on text analysis, character motivation and physical acting.

Credits 3

Prerequisite Courses

THR103: Acting I

Semester Offered

Spring

THR210 : Audition and Portfolio

This is a course linking the work of the performance classroom with the professional performing arts scene. Students develop audition pieces and learn auditioning techniques. Cold reading technique, monologue preparation as well as the actor's interview also are covered. Students develop resumes and choose a headshot. They attend regional auditions and engage in the process of finding work in the performing arts beyond the college setting.

Credits 1-3

Prerequisites

THR203: Acting II or demonstrate equivalent knowledge

Semester Offered

Fall

Spring

THR262 : Cooperative Work Experience

Students work in an approved organizational setting 50 hours per credit up to 150 hours to receive practical training and experience related to the student's academic program.

Credits 1-3

Prerequisites

THR101: Introduction to Theater and 3 additional credits in theater or DAN102: Musical Theater Dance and approval of the department.

Semester Offered

Varies

Tutorial Practicum

ETU100 : Peer Tutorial Practicum (Language and Literature)

This is a training course for peer tutors. Through readings, journal responses, discussions, and practical experience, the course introduces students to the theories used in writing center work as well as the practical application of those theories. Tutors peer-critique, self-monitor, and tutor. The main objective is for students to become effective peer tutors and better writers.

Credits 1-3

Prerequisites

Faculty recommendation and a grade of B+ or higher in a composition course

Semester Offered

Varies

ETU101 : Reading Tutorial Practicum

In this two-semester course, students participate in a comprehensive training experience designed to thoroughly familiarize them with the tutoring process by means of videotape viewing, readings, discussion, and supervised practicum in the local elementary schools.

Credits 1-3

Prerequisites

Faculty recommendation and successful CORI/SORI clearance

Semester Offered

Fall-Spring

Notes

Contact Hours: For one credit (15 hrs): 6 classroom hours, 9 tutoring hours. For two credits (30 hrs): 6 classroom hours, 24 tutoring hours. For three credits (45 hrs): 6 classroom hours, 39 tutoring hours. Once a student has completed the six classroom hours of instruction in one semester, subsequent enrollment in the Reading Tutorial Practicum consists of 15, 30, or 45 supervised tutorial hours with no further formal classroom hours necessary. Students may receive work-study money if they qualify.