

# 2012-13 Tompkins Cortland Community College Course Descriptions



Current course descriptions are available online through the TC3 Catalog.  
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TC3 Online Catalog. All online catalogs, both current and archived, access only  
current course descriptions.

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## **ACAD100 Introduction to the College Experience**

Promotes students' personal adjustment and academic success in their first college semester. Topics include adjusting to college, developing essential learning and time management strategies, and learning about college resources. This course is appropriate for new college students in all programs. Because of the similarity of the course content, students may not receive credit for both ACAD 100 and ACAD 150 toward their degree. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **ACAD150 College Success Seminar**

Promotes students' personal adjustment and academic success in their first college semester. Topics include adjusting to college, learning about college resources, learning about career exploration resources, understanding college degree programs, learning and studying in college, managing time and keeping organized in college, setting goals and making decisions in college, managing stress and money in college, and handling diverse relationships. This course is appropriate for new college students in all programs. Because of the similarity of the course content, students may not receive credit for both ACAD 100 and ACAD 150 toward degree requirements. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ACAD175 Academic Success-Continuing Students**

Intended for returning students who want to develop new or additional strategies for academic success. Students will identify personal strengths and understand how to use those strengths for academic success. They will learn about available resources, essential skills, and behavior for academic success. Each student will develop a personal success plan. Enrollment is limited to students who have failed to meet academic standards for one or more semesters or who have failed to successfully complete required developmental courses. Grading is Pass/Fail. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **ACCT101 Principles of Accounting I**

Introduces basic accounting concepts and principles for the sole proprietorship with an emphasis on the accounting cycle, and the preparation of financial statements along with their supporting schedules. Emphasis is also placed on the use of special journals, subsidiary ledgers, and valuation accounts. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and RDNG 116 if required by placement testing. 4 Cr. (4 Lec.) Fall and spring semesters.

## **ACCT102 Principles of Accounting II**

This course is a continuation of ACCT 101, with emphasis on applications of accounting principles to partnerships and corporations. Topics will include accounting for the formation and operation of both types of business organizations. Cost and Managerial Accounting also are introduced. Prerequisites: ACCT 101; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Fall and spring semesters.

## **ACCT120**

### **Accounting on Microcomputers**

Provides a realistic approach to computerized accounting applications. The course integrates six of the major accounting systems commonly found in computerized accounting environments: General Ledger, Accounts Receivable, Accounts Payable, Financial Statement Analysis, Depreciation, and Payroll. CAPS 111, CAPS 121, CAPS 131, or higher is recommended. Prerequisites: ACCT 101; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ACCT203**

### **Intermediate Accounting I**

Intermediate Accounting I is a continuation of the study of financial accounting begun in the Principles of Accounting courses. Topics include objectives and environment of financial accounting, review of the accounting process, form and content of financial statements, time value of money, valuation of cash, marketable securities, accounts receivable, inventories, and plant assets, exchanges of assets, non-current assets, and statements of cash flow. Professional opinions of the A.I.C.P.A. and the F.A.S.B. are included. Prerequisites: ACCT 102; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Fall semester.

## **ACCT204**

### **Intermediate Accounting II**

This course is a continuation of the study of financial accounting begun in the Principles of Accounting and Intermediate Accounting I courses. Topics include liabilities, stockholder's equities, leases, pensions, investments, price level changes, and disclosure in financial reporting. Professional opinions of the A.I.C.P.A. and the F.A.S.B. are included. Prerequisites: ACCT 203; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Spring semester.

## **ACCT205**

### **Cost Accounting**

Cost Accounting is a study of the principles of accounting for the cost of materials, labor and overhead in job order, and process cost systems. Included are an introduction to standard costs and analysis of variances, analysis of cost information, and preparation of cost statements for administration and control purposes. Prerequisites: ACCT 102; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Spring semester.

## **ACCT207**

### **Income Taxation**

This is an analysis of basic income tax principles as they affect individuals, and the application of the tax concepts of gross income, adjusted gross income, taxable income, exemptions, deductions, and credits as interpreted under the Internal Revenue code and regulations. Prerequisites: ACCT 101; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 095 and RDNG 116 if required by placement testing. 4 Cr. (4 Lec.) Fall and spring semesters.

## **ANTH201**

### **Introduction to Anthropology**

Anthropology is a discipline that studies every phase of human existence, from the genesis of humans and their physical and cultural evolution, to the study of modern human life ways and sociocultural orientations across the globe. This course is designed to broaden the student's worldview of people living in both past and present cultures. The student will be introduced to the four basic fields of anthropology: Biological (physical) Anthropology, Archaeology, Sociocultural Anthropology (ethnography), and Linguistic Anthropology. A fifth subfield of Applied Anthropology may also be explored. This course will offer the student insights into the prehistory and history of human development and the methods anthropologists use to study the human past, present, and future. ANTH 201 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ANTH202**

### **Cultural Anthropology**

Cultural Anthropology focuses on understanding current living human cultures, and the beliefs and practices that make social life possible. Special attention is given to cultural areas, including family and kinship structure, economic organization, gender roles, enculturation, spirituality and religion, human rights and stratification, cultural change and globalization. Methods and techniques such as field studies and cross-cultural comparisons used by anthropologists to examine cultures are analyzed and applied. The issues of ethnocentrism and cultural relativism are addressed through cross-cultural perspectives. Students also research and conduct a culture study. ANTH 202 fulfills the SUNY General Education Other World Civilizations or the Social Sciences requirement.

An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ANTH202H** **Cultural Anthropology - Honors**

Cultural Anthropology focuses on understanding current living human cultures, and the beliefs and practices that make social life possible. Special attention is given to cultural areas, including family and kinship structure, economic organization, gender roles, enculturation, spirituality and religion, human rights and stratification, cultural change and globalization. Methods and techniques such as field studies and cross-cultural comparisons used by anthropologists to examine cultures are analyzed and applied. The issues of ethnocentrism and cultural relativism are addressed through cross-cultural perspectives. Students also research and conduct a culture study. ANTH 202 fulfills the SUNY General Education Other World Civilizations or the Social Sciences requirement. An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ANTH220** **Development Anthropology in a Globalizing World** **Cross-listed as SOCI220**

This course prepares students for citizenship in a global society by focusing on the challenges of development and its impact on micro cultures. How can local people's views and skills be brought to the center of development and how do western and indigenous views differ? Students are introduced to the history and theories of development anthropology and sociology, with special attention given to recent case studies. Examination of the role of applied anthropologists and sociologists are considered, including ethics, research tools, people centered appropriate technology, environmental and cultural sustainability, and the participatory model of development. Prerequisites: ANTH 202; prior completion or concurrent enrollment in ENGL 101; MATH 090 and RDNG 116 if required by placement testing; or instructor's permission. 3 Cr. (3 Lec.) Fall semester.

## **ANTH260** **Culture Survey for Study Abroad** **Cross-listed as IED 260**

Provides a full cultural immersion experience via a short term study abroad trip to a non-U.S. culture, such as Guatemala, Nicaragua, Ecuador, etc. Students are guided to practice cultural relativism using a holistic approach thereby broadening their global perspective. They practice hands-on ethnographic research methods such as interviewing, observing, and reflective journal writing. Cultural focus areas that are examined include indigenous lifestyles, health care, family structure, gender roles, religion, human rights, and globalization. Pre and post-trip work is required. Students meet during the semester preceding the trip. ANTH/IED 260 fulfills the SUNY General Education Other World Civilizations requirement. Significant additional costs. Scholarships available. Corequisites: Designed as part of a six credit Learning Community, the course can be offered with courses such as BIOL 116, HSTY260, HLTH 216, ENGL 250, ENGL 149 Transformative Travel Writing, etc. An interview and permission of instructor(s) are required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ANTH 201 or ANTH 202, and language speaking skills of destination country are recommended. 3 Cr. (1 Lec., 6 Lab.) Occasionally.

## **ANTH274** **Archaeology Field School-Cayuga Nation**

This course provides a full immersion field experience in archaeology through a five week archaeological excavation. Students learn archaeological field techniques, including excavation, mapping, collection of special samples (pollen, C-14, flotation, etc.), and documentation. They learn how archaeology serves as dialogue for contemporary political issues and a complement for cultural revitalization. Readings, native and non-native guest speakers, and field trips supplement the fieldwork. The course promotes a new vision of archaeology - one that is a positive force for Native Americans. Furthermore, it promotes protection and stewardship of key archaeological sites in the Cayuga heartland. The course meets Monday - Friday (9:00 a.m.- 5:00 p.m.) for five weeks. Students must be able to do physical work handling a shovel or trowel in hot weather and be able to walk for 20 minutes. Prerequisites: Completion of ANTH 201 or ANTH 202 is strongly recommended; permission of the instructor; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 6 Cr. (2 Lec., 12 Lab.) Summer semester.

## **ANTH290** **Social Science Capstone Course** **Cross-listed as HSTY 290 or PSYC 290 or SOCI 290.**

Provides students with an opportunity to draw on a variety of disciplines, perspectives and methods from the social sciences in application to a specific research problem of local and/or global importance. A relevant theme, chosen each semester by the social sciences faculty, provides the focus for the course. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the program. Students will conduct both primary and secondary research. Prerequisites: RDNG 116 if required by placement testing; MATH 095 if required by placement testing; ENGL 101; C or better grade in PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ANTH295 Global Seminar**

*Cross-listed as ENVS 295.*

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **ANTH295H Global Seminar-Honors**

*Cross-listed as ENVS 295H.*

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **ART 101 History and Appreciation of Art I**

A survey of representative works of art through the ages encouraging increased aesthetic perception and deepened awareness of universal human experience. Studying the arts of our ancestors helps us to understand ourselves and circumstances of our situation. The analysis of architecture, sculpture, and painting during the highlights of the golden ages of western art history from the Paleolithic Period through the Proto-Renaissance are covered. Although art of the Western world are emphasized, art objects from the non-European world are explored. Examination of the art from these cultures offers a valuable perspective and promotes understanding of the life-ways and contributions of these unique societies. ART 101 fulfills the SUNY General Education requirement in The Arts or Western Civilization. Prerequisites: ENGL 100; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **ART 102 History and Appreciation of Art II**

Students are introduced to the development of the visual arts from the Renaissance to modern times. Discussion of styles and the function of art, along with the social and cultural contexts in which artists have worked are emphasized. Time is spent analyzing works of art in order to gain maximum insight into their meanings and merits, along with the pleasure they bring. Although emphasis is placed on Western European art, class sessions are also dedicated to exploring art from the non-European world. Close examinations of the art from diverse cultures help us to understand that culture. Cultures such as Japanese, African and Native American have had significant impact on the art of 20th century Europe and the United States. ART 102 fulfills the SUNY General Education requirement in the Arts. Prerequisites: ENGL 100; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **ART 104 History of Photography and Video**

Students examine the creative works and evolving technologies that contributed to the development and popularization of photography and video. The use of these mediums in a social context, as an art form, as a method of communication, for advertising, and for entertainment will be explored. Students will increase their knowledge and appreciation of the seminal works in each medium. The time period covered is mid-19th century to the present. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ART 106 Introduction to Photojournalism**

This introductory-level photography course emphasizes photojournalism and the digital workflow. Students explore the full potential of the digital camera, and master a variety of techniques in Adobe Photoshop. Photojournalistic concerns, such as people pictures and action photography, writing effective captions, writing copy, editing, and layout are covered, along with historical and contemporary approaches to photojournalism. While students are encouraged to use their personal digital still camera (provided that it has an adjustable aperture and shutter speeds), a limited number of cameras will be available for class use. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 109 Graphic Design**

An introduction to the graphic design profession that provides a foundation of design concepts and processes to produce artwork. Students are exposed to the history of graphic design and perception principles used for effective communication. ART 109 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **ART 110 Design I**

Introduces the basic visual vocabulary of two-dimensional design and provides a variety of experiences addressing the creative application of design concepts. Projects, lectures, and critiques address the development of visual and aesthetic judgment. Critiques and discussions also provide the opportunity to analyze and verbally communicate the visual experience. ART 110 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 111 Photography I**

Photography I provides students with the skills needed to accurately expose and develop film and make black and white prints in a traditional darkroom. Students utilize these skills to explore the creative and expressive applications of photography. Topics include craftsmanship, visual composition, communication of ideas, proper use of equipment, and an overview of photographic history. Note: An adjustable 35mm camera is required. A limited number of cameras are available on a rental basis from the college bookstore. ART 111 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 112 Photography II**

A continuation of the study of black and white photography as a technical craft and an expressive artistic medium. Topics include an overview of photographic history, the work of contemporary photographers, use of studio electronic flash, introduction to large format cameras, use of fiber paper, and the production of student portfolios. Emphasis is on the development of personal vision and the exploration of the creative applications of photography. Note: An adjustable 35mm camera is required. A limited number of cameras are available on a rental basis from the college bookstore. Prerequisites: ART 111; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 114 Design II**

Focuses on three-dimensional design and the application of advanced color theory. Topics include color organizational systems, visual and perceptual forces of color, creating and fabricating in three dimensions, creative problem solving, and development of technical and conceptual skills. Critiques and discussions of student projects provide an opportunity to analyze and communicate the visual experience. Prerequisites: ART 110 or ART 117; prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **ART 115 Painting I**

Painting I provides an introduction to the methods and techniques of various painting media. Principles of color, form, and composition are studied with an emphasis on experimentation. ART 115 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 117 Visual Design for Electronic Media**

Basic visual vocabulary of two-dimensional design for the electronic environment is introduced. The course provides experience in applying design concepts on the computer. Topics include principles of design, composition, color systems, and the basics of using type. Prerequisites: MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 120 Drawing I**

Drawing I focuses on the process and function of drawing, and developing the powers of observation in art. This includes the study of how materials and technique affect drawing, the role of perception and observation in drawing, and the analysis of basic design elements and principles. Students draw from observation in order to understand the role of perception in creating illusion. Time is spent analyzing master drawings for information on materials, composition, art elements, and principles and functions of drawing. Students participate in weekly critiques of their drawings. In addition to basic linear perspective, problems of drawing still life and landscape objects are explored. ART 120 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 122 Drawing II**

By focusing on the human figure, Drawing II provides a continued study of how we see and analyze form. Students work from the live model, a traditional method of attaining basic mastery in drawing. Artistic drawing skills are developed through the exploration of line, value, gesture, basic anatomy and composition. Slide presentations, lectures, and group critiques aim to broaden the student's knowledge of drawing in general, and drawing as it relates to the human figure. Prerequisites: ART 120; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **ART 130 Ceramics**

This course provides an introduction to clay as a material that serves both expressive and functional purposes. Topics include various hand building techniques, use of the potter's wheel, the glazing and firing of projects, and an overview of the history of ceramics. ART 130 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 180 Typography**

Typography is a thorough study of type, its origins, and its practical and aesthetic functions within the context of effective visual communication. This course provides an examination of current trends and their effects on current design. Prerequisites: ART 109; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **ART 200 Illustration**

An overview of the theory and practice of illustration. Students create illustrations in a variety of media and formats. A history of illustration and current applications are discussed. Prerequisites: ART 110; ART 120; MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **ART 212 Digital Photography**

This course emphasizes the production of creative photography in a digital environment. Topics include use of a digital camera, image manipulation using Adobe Photoshop, scanning, and digital printing. The works of digital photographers are studied in the context of contemporary photography. Students are required to have an adjustable digital camera with manually adjustable aperture and shutter speed settings. Please check with the instructor for more information on recommended cameras. A limited number of digital cameras are available to rent. Prerequisites: ART 111; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 213 Dynamic Media I**

This course explores the use of digital media to make compelling, low bandwidth interactive and time-based projects for distribution via electronic media. The preparation and optimization of digital images for dynamic media are thoroughly explored; but the emphasis of this class is on creating art as an experience. Tutorials on specific software and hardware are an important part of the course, but much of the class time is spent working on three major assignments: a Web page Interactive Narrative, a collection of interactive linking panoramas, and a Flash Animation. All projects must be designed for Internet delivery and each student makes a CD containing the three assignments. Prerequisites: ART 117; ART 212 or ART 270; ENGL 100; MATH 090 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 214 Dynamic Media II**

This course continues to develop skills acquired in Dynamic Media I and focuses on projects using Flash and DVD authoring. Students explore more advanced animation, sound and video topics in Flash, and investigate interface design in a DVD authoring environment. They create a self-directed final project. Prerequisites: ART 117; ART 213; ENGL 100; MATH 090 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 222 Advanced Digital Photography**

This course builds on the basic digital photography skills introduced in ART 212 Digital Photography I. A series of creative visual assignments, presentations, and independent projects encourage students to develop aesthetic and conceptual thinking, become acquainted with contemporary photographers, evolve their own individual photographic styles, and build technical expertise. Advanced digital capture, editing, and output are studied, including digital SLR camera technique, file management, RAW workflow, color management and ICC profiles, and digital printing on different media types. Prerequisites: ART 111; ART 212; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ART 233 Animation**

This course covers the principles and techniques of animation, including storyboarding, story development, and character creation. Students integrate discussions of animation with projects which include flip books, Claymation, stop motion, time lapse photography, kinetic typography and rotoscoping. Students are expected to write storyboards and work in collaboration on in-class projects. Students create a self-directed final animation that comprises half of the course grade. Prerequisites: ART 110 or ART 111 or ART 117 or ART 120; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **ART 254 Advanced Interactive Media Authoring**

Students create a virtual interactive place. Emphasis is on the aesthetic consideration of creating 3D environments using images, sounds and interactivity, including streaming audio and video, and motion graphics. Prerequisites: ART 214; ENGL 100; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **ART 260 Portfolio Preparation-Graphic Design**

ART 260 is intended for Graphic Design majors in their third semester of study. Topics include selecting works for the portfolio, options for portfolio systems, and creating a portable document file portfolio. Resume and cover letter skills also covered. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing; open to Graphic Design majors who have completed two semesters of program courses; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (1 Lec.) Fall semester.

## **ART 261 Portfolio Preparation-New Media**

ART 261 is intended for New Media program majors in their third semester of study. The course helps students understand and meet transfer requirements, and create a visual portfolio. Topics include researching transfer schools, selecting works for the portfolio, considering different portfolio delivery and presentation methods, writing artist statements, writing resumes, interviewing skills, and creating finished portfolios that meet the requirements of the targeted institutions. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing; open to New Media majors who have completed two semesters of program courses; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (1 Lec.) Fall semester.

## **ART 262 Portfolio Preparation-Photography**

ART 262 is intended for Photography program majors in their third semester of study. This course helps students understand and meet transfer requirements, and create a visual portfolio. Topics include researching transfer schools, selecting works for the portfolio, considering different portfolio delivery and presentation methods, writing artist statements, writing resumes, interviewing skills, and creating finished portfolios that meet the requirements of the targeted institutions. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing; open to Photography majors who have completed two semesters of program courses; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (1 Lec.) Fall semester.

## **ART 270 Computer Graphics I**

This course provides an introduction to computer graphics. The student learns to apply design and graphic solutions to the computer, and masters at least two software applications. Imaging in color and manipulating digitized images are covered. Prerequisites: ART 109; ART 180; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **ART 271 Computer Graphics II**

This course provides advanced instruction in computer graphics. Advanced color capabilities, typesetting, and object-oriented graphics are covered. Projects emphasize effective visual solutions through the use of electronic design. Prerequisites: ART 109; ART 180; ART 270; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **ASTR101 Introductory Astronomy**

A general study of the fundamental principles of astronomy. The course concerns motions of the earth, members of the solar system, stars, and the universe. ASTR 101 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 090 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BIOL100 Human Biology**

Relates biological principles to important issues in human biology. Students learn basics of human biology (anatomy, physiology, life cycle, genetics, nutrition, fitness, disease and ecology). Selected problems, potentials, and breakthroughs in personal health, medical and genetic technology, and environmental sustainability are discussed. BIOL 100 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **BIOL101 Principles of Biology I**

BIOL 101 is the first course of a two-semester sequence presenting an overview of major biological principles. Course topics include chemistry as it relates to organisms, cell morphology and physiology, and genetics. The course is intended for students who do not plan to transfer to an upper level major in science, environmental science, medicine, or a science-related field. Nursing students may take BIOL 101 and CHEM 101 to meet their program requirements. Substantial outside preparation for lectures and laboratories is required. BIOL 101 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **BIOL102 Principles of Biology II**

BIOL 102 is the second course of a two-semester sequence presenting an overview of major biological principles. It is appropriate for students who are not planning to transfer to an upper level major in science, environmental science, medicine, or a science-related field. Major topics will include evolution, biodiversity, animal form and function, and ecology. Prior completion of BIOL 101 is not required. Substantial outside preparation for lectures and laboratories is required. BIOL 102 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 102 and BIOL 105 toward their degree. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **BIOL104 General Biology I**

This is the first semester of an introductory level biology sequence designed for students who plan to transfer to an upper level program in science, environmental science, medicine, or a science-related field. Students who are interested in a rigorous study of biology may also enroll. Topics include basic chemistry and biochemistry, cell morphology, physiology and energetics; and classical and molecular genetics. Laboratories are strongly quantitative. Substantial outside preparation for lectures and laboratories is required. BIOL 104 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree. Prerequisites: High School biology and chemistry with minimum Regents exam grades of 80% within the past five years or BIOL 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

## **BIOL105 General Biology II**

The second semester of an introductory biology sequence for students who plan to transfer to an upper level program in science, environmental science, medicine, or a science-related field. Students who have a strong interest in a rigorous study of biology may also enroll. Topics include evolution, biodiversity, botany, and ecology. Substantial outside preparation for lectures and laboratories is required. BIOL 105 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 102 and BIOL 105 toward their degree. Prerequisites: BIOL 101 with a minimum grade of B and permission of instructor, or BIOL 104; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

## **BIOL112 Essentials of Medical Microbiology**

Provides a general overview of medical microbiology, including morphology, physiology, genetics and structure, and function of microorganisms. Epidemiology, host/microbe interaction and control, and infectious diseases are emphasized. Emerging infectious diseases and bioterrorism are addressed. Microbiology laboratory experiences are integrated throughout the course. Substantial outside preparation for lectures and laboratories is required. Prerequisites: Recent (within the last 5 years) high school Regents biology and chemistry with a C or better grade, or completion of BIOL 104, or BIOL 101 and CHEM 101; prior completion or concurrent enrollment in MATH 095, RDNG 116, and ENGL 100 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **BIOL114 Essentials of Nutrition**

An integration of basic nutritional science, diet and clinical nutrition. Basic concepts in chemistry, biochemistry and physiology are included, as well as diet assessment of the normal individual. A variety of consumer topics are considered. BIOL 114 fulfills the SUNY General Education Natural Sciences requirement, but is not a laboratory science course. Prerequisites: MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BIOL115 Field Natural History**

An introduction to the study of local biodiversity. Emphasis is placed upon identification of organisms in the field and development of an understanding of their ecological relationships. Most class meetings will be at off-campus field sites. Students are responsible for their own transportation to off-campus sites. Substantial outside preparation for the laboratories may be required. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **BIOL116 Tropical Field Natural History**

This is a laboratory biology course for a general audience interested in learning more about the natural history of tropical ecosystems. Emphasis will be placed on identifying organisms in the field, critically observing the natural environment in its complexity, understanding basic ecological principles, and performing basic ecological research in tropical locations. Instructional modes include lectures, discussion, field experiences, and readings. This course fulfills a four-credit laboratory science requirement. BIOL 116 fulfills the SUNY General Education requirement in Natural Sciences. Significant additional costs. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100; and instructor permission. 4 Cr. (2 Lec., 6 Lab.) Spring semesters.

## **BIOL125 Biology and Earth Science for Teachers**

*Cross-listed as GEOL 125.*

The course is designed for students intending to pursue a degree program in childhood/early childhood education. Basic concepts of earth science and biology are covered. The course focuses on the development of conceptual models which are useful in teaching these concepts at the elementary level. BIOL/GEOL 125 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

## **BIOL131**

### **Princ of Human Anatomy & Physiolo I**

This is the first course of an introductory two-course sequence in human anatomy and physiology. Students are introduced to the basic organization of the human body, basic biochemistry involved in physiological interactions, basics of tissue organization, and histology. In addition, the course surveys the integumentary, skeletal, muscular and nervous systems of the human body. BIOL 131 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: Recent (within the last five years) NYS Regents exam in biology and chemistry (passed with an 80% grade or better) or BIOL 104 or CHEM 101 and BIOL 101. Prior completion or concurrent enrollment in MATH 095, RDNG 116, and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

## **BIOL132**

### **Princ of Human Anatomy & Physiolo II**

The second course of a two-semester introductory sequence in human anatomy and physiology. Topics covered include the endocrine, cardiovascular, lymphatic, respiratory, digestive, and urogenital systems. Prerequisites: BIOL 131; prior completion or concurrent enrollment in MATH 095; RDNG 116, and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

## **BIOL201**

### **Human Anatomy and Physiology I**

The first course of a two-semester introductory level sequence in human anatomy and physiology intended for students pursuing a career in fields such as medicine, chiropractic, physical therapy, physical education, or recreation. Topics considered are body plan and organization, biochemical organization and function of cells, metabolism, homeostasis, tissues, skeletal and muscular systems, and the nervous system. Dissection of the cat supplements the laboratory materials. Substantial outside preparation for lectures and laboratories is required. Prerequisites: BIOL 104, or BIOL 101 and 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

## **BIOL202**

### **Human Anatomy and Physiology II**

The second course of a two-semester introductory level sequence in human anatomy and physiology intended for students pursuing a career in fields such as medicine, chiropractic, physical therapy, physical education, or recreation. Topics considered are the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, and early development. Dissection of the cat supplements the laboratory materials. Substantial outside preparation for lectures and laboratories is required. Prerequisites: BIOL 201; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

## **BIOL205**

### **General Genetics**

Intended for students pursuing careers in the biological or health sciences. Fundamental principles in Mendelian genetics, chromosomal function, structure, and expression are covered. Current topics including population genetics, mutation and evolution, cancer, and application of molecular genetics in the biomedical sciences are discussed. Computer access is required for bioinformatic activities. Corequisite: BIOL 206. Prerequisites: BIOL 104 or equivalent; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **BIOL206**

### **Molecular Genetic Techniques**

This laboratory module provides hands-on experience with modern molecular techniques employed in today's society. The project requires recloning a gene from a prokaryotic expression vector into an eukaryotic vector and demonstrating expression in vitro. The course is designed for the Biotechnology program, but is also applicable to biological, natural, forensic, and agricultural science majors who want to augment their skill set and/or retrain for job advancement in their field. Prerequisites: Previous laboratory course; BIOL 101 or BIOL 104 or work-related experience; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (3 Lab.) Fall semester.

## **BIOL211**

### **Ecology**

An introduction to the ecology of plants and animals, including consideration of population dynamics, community structure and function, energy flow and nutrient cycling, physiological and behavioral ecology, and biogeography. Human impacts on natural ecosystems are considered. Off-campus field trips beyond scheduled lab periods may be included. Prerequisites: BIOL 102 or BIOL 105; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; MATH 095 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

## **BIOL216 General Microbiology**

Intended for students pursuing advanced studies in the biological science and health fields, and for individuals with a serious interest in the microbial world. Fundamental concepts and principles of microbiology, their application to the health sciences, and the relationship between microbes and our society are covered. Current topics of discussion include infectious disease and immunity, STDs, bioterrorism, and environmental issues. Substantial outside preparation for inquiry-based laboratories is required. Prerequisites: BIOL 101 and 102, or BIOL 104; MATH 095 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

## **BIOL220 Cell Biology**

Intended for students pursuing careers in the biological or health sciences. The fundamental structure and function of the eukaryotic cell, from proteins to DNA, to signal transduction, and development of cancer are covered. Students present topics of discussion related to advances in cell biology as they are applied to medicine (stem cells) and industry (cloning). Corequisite: BIOL 221. Prerequisites: BIOL 104 or equivalent; RDNG 116 and MATH 095 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **BIOL221 Cell Culture Techniques**

Required in the Biotechnology degree and certificate programs, this laboratory module, a co-requisite to BIOL 220 - Cell Biology, provides hands-on experience with current techniques to isolate and analyze proteins in the research or diagnostic lab. Primary cell cultures and immortalized cell lines are established. The course is applicable to biological, natural, forensic, and agricultural science majors who want to augment their skill set and/or retrain for job advancement in their field. Prerequisites: Previous laboratory course; BIOL 101 and 102, or BIOL 104, or related work experience; RDNG 116 and MATH 095 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (3 Lab.) Fall semester.

## **BIOT101 Introduction to Biotechnology**

A required first semester survey course in the Biotechnology A.S. degree program. It also is appropriate for any student who wants to learn about the biotechnology field, and explore career opportunities relevant to his/her major. Guest lecturers from appropriate fields address issues related to intellectual property rights, bioentrepreneurial endeavors, biomanufacturing, and bioethics. In addition, ethics, quality control, and regulations are covered. The student project requires developing ideas into a biotechnology company. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 and ENGL 100 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **BIOT295 Biotechnology Seminar**

Designed as a capstone event for the second-year student completing requirements for an A.S. degree or certificate in Biotechnology. The course is also appropriate for natural, forensic, and agricultural science majors who wish to perform independent research. The experience provides the opportunity for the student to assimilate the knowledge and understanding gained from his/her program, and to demonstrate his/her mastery of the subject area. Each student will select a topic, research and assemble background information, delineate current issues, and present his/her findings and conclusions to the seminar. Prerequisites: RDNG 116 and MATH 095 if required by placement testing; ENGL 101; two 200 level BIOL (201, 202, 205, 206, 211, 216, or 220/221) courses; permission of the instructor. 2 Cr. (2 Lec.) Spring semester.

## **BUAD103**

### **Entrepreneurship I**

Designed to provide a basic foundation of entrepreneurship, the course presents a general overview of what it takes to create a new small business by establishing a sustainable competitive advantage. Topics include the various forms of business ownership, the need for social responsibility and ethics, how to purchase and operate a new business, the human resources skills needed, an awareness of legal issues involved in starting a business, and how to market the business to acquire loyal, long-term customers. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **BUAD104 Business Mathematics**

Designed to develop a thorough understanding and mastery of the arithmetic processes of business, with an emphasis on the application of principles to typical business problems. Topics include percents, solving for unknowns, discounts, markups and markdowns, payroll, simple and compound interest, credit cards, home ownership, depreciation, inventory, stocks, bonds, and mutual funds. Prerequisites: C or better grade in MATH 090 or appropriate assessment test score; RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BUAD106 Foundations of Business**

Designed to present an overview of the field of business. Business concepts including the economy, competition, management, and labor relations, are introduced through lecture and discussion. The course also explores business areas such as banking, insurance, and the securities market. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BUAD109 Personal Money Management**

This course addresses finance at a personal and practical level. Students examine current economic conditions focusing on how they can impact their personal economic situations. Ethics, personal management of cash, debt, credit, investments, insurance, and home buying are examined. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BUAD108 Sales and Sales Management**

Presents an overview of the key elements involved in selling and sales management in order to develop students' understanding of the critical role the sales process plays in the success of any enterprise. Topics include career opportunities, prospecting, presenting, handling buyer concerns, closing, obtaining referrals, telemarketing, and addressing legal and ethical concerns. In addition, major functions in sales management, i.e., hiring/firing, motivating, team building, setting quotas, compensating, and territory management are addressed. Prerequisites: ENGL 100; MATH 095 if require by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **BUAD111 International Business**

Introduces students to the international perspective necessary for businesses to succeed in world markets. Topics related to international business include management, marketing, finance, strategic decision-making, laws and regulations, and the cultural aspects of international business. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BUAD201 Business Law I**

Covers the basic origins, structure, procedures and terminology of the American legal system and the foundation of law. This course enables students to understand legal aspects of common business activities. Students become aware of potentially serious legal situations, and learn legal language to facilitate discussion of legal issues. They also learn how and when to contact an attorney, and study specific rules and regulations of laws that govern the court system, e.g., crimes, torts, property (real and personal), and contracts. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BUAD202 Business Law II**

This course continues the study of American business law begun in BUAD 201 - Business Law I. Students develop an understanding of legal aspects of sales, security devices, commercial paper, corporations, partnerships, and estates. The purpose of the course is to enable the understanding of the legal aspects of common business activities, improve awareness of potentially serious legal situations, learn legal language to facilitate discussion of legal issues, learn how and when to contact an attorney, and learn specific rules and regulations of laws governing the UCC and other legal aspects of business activity. Prerequisites: BUAD 201; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **BUAD203 Business Communications**

Introduces fundamental concepts and techniques of effective communications in business with emphasis on writing business letters, memoranda, and reports. Consideration is given to collecting data and organizing materials for the presentation of a business report. The importance of the psychological approach to modern business communications is stressed. Prerequisites: ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BUAD204 Principles of Marketing**

Introduces students to the basic principles of marketing as they relate to modern day business. The course is centered on the four Ps: product, place, promotion, and price. Case problems and current marketing situations are utilized in discussing the marketing concepts. In addition, projects are assigned to allow the student to explore various marketing situations. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 and ENGL 100 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BUAD207 Entrepreneurship II**

Building upon the information learned in Entrepreneurship I, the course presents an overview of the key elements needed to successfully create and manage a small business. Business concepts including the economy, accounting, finance, management, and marketing will be covered through lecture, class discussions, and case studies. Prerequisites: BUAD 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **BUAD208 Principles of Management**

Focuses on contemporary management techniques with a minimal amount of time devoted to the personnel function. The course introduces students to the basic managerial functions of planning, organizing, staffing, directing, and controlling. Class time is also devoted to total quality management and computer use in management. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BUAD211 Marketing Applications**

Building on the concepts and methodology developed in BUAD 204, Principles of Marketing, this course requires students to apply applications to case studies and marketing simulations. Topics include developing and implementing marketing strategies, conducting marketing audits, and working to connect the marketing management function with strategic planning. Prerequisites: BUAD 204; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **BUAD212 Quality Customer Service**

This course focuses on the essential role of providing customer value in today's service economy. Key elements of customer-focused management are examined, including understanding customer expectations, developing a service strategy, training and empowering employees to provide superior service, and designing customer-friendly systems. Personal customer service skills are also developed. This is a multi-disciplinary course drawing on principles of marketing, human resource management, and communication. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BUAD213 Advertising**

This course provides a basic introduction to advertising procedures and management. The management and creative side of advertising are studied, along with social issues, ethics, regulation, and responsibility. Prerequisites: BUAD 204; ENGL 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **BUAD215 International Marketing**

Introduces students to the basic theories, principles, and practices of international marketing. The course will examine the cultural, geographic, economic, and political differences among international markets, and the impact of these differences on marketing practices in individual countries. Prerequisites: BUAD 111; BUAD 204; ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **BUAD217**

### **Fundamentals of Exporting**

This course will introduce students to the basic principles, practices, and issues related to exporting from the United States to various markets throughout the world. The practical aspects and concerns of exporting confronting businesses on a regular basis are emphasized. Prerequisites: BUAD 111; ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **BUAD219**

### **Human Resource Management**

This course is an introduction to the field of human resource management in the public and private sectors. The functions of recruitment, selection, testing, employee development, individual and group behavior, motivation, morale, communication, management and labor relations, and remuneration are explored. International issues and current legislation are also discussed. Prerequisites: BUAD 106; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **BUAD220**

### **Principles of Bank Operations**

The course is a study of the economic importance of banks. Topics include the receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationship with depositors, the savings and time deposit functions, management of bank funds, loans and investments, general bank accounting, account analysis and service charge, internal controls, trust services, and safe deposit services. Prerequisites: MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Occasionally.

## **BUAD222**

### **Money and Banking**

This is a study of financial institutions. Topics include the characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates and liquidity, Federal Reserve policies and operations in the money market, Treasury operations in the money market, money and incomes, money and the price level, and international finance. Prerequisites: MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **BUAD261**

### **Walt Disney World College Program**

Through employment, classes, and self-directed studies at Walt Disney World in Orlando, Florida, students enhance their understanding of leadership, teamwork, communication, and diversity as they experience the day-to-day workings of a Fortune 100 company. An integral part of the program is the opportunity to meet and live with people from all over the world. Participants are selected by Disney representatives. Open to students of all majors. For more information go to [www.wdwcollegeprogram.com](http://www.wdwcollegeprogram.com). Prerequisites: At least 12 college credits completed before applying (not including high school concurrent enrollment credit); minimum GPA of 2.0; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; instructor permission. Additional requirements may apply for international students. 3-15 Cr. Fall and spring semesters.

## **BUAD264**

### **Entrepreneurial Internship**

Designed to provide a capstone field work experience, entrepreneurship majors work closely with the instructor to identify and apply for an internship with a local business. The internship, consisting of 90 hours of work at the business, is intended to help students further develop their understanding of how to operate a successful small business in an area they are most passionate about. Fifteen hours of class meetings will complement the field work experience. Prerequisites: Prior completion or concurrent enrollment in all required business-related courses; ENGL 101; RDNG 116 if required by placement testing; instructor permission. 3 Cr. (1 Lec., 6 Lab.) Spring semester.

## **BUAD290**

### **Applied Management Seminar**

The goal of this capstone course is to provide management students with the personal, interpersonal and group skills necessary to reduce the gap between good management ideas and accepted management practice. Some activities will include studying general principles and concepts, analyzing common problems through case studies, and management decision making through a comprehensive computer simulation. Prerequisites: BUAD 204; BUAD 208; ENGL 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **CAPS100**

### **Keyboarding for Computers**

Covers the touch-typing system of inputting the alphabet, numbers, and symbols with speed and accuracy. Basic machine operation of the microcomputer is covered. Students may not receive credit for both OFFC 101 and CAPS 100 toward their degree program. Prerequisite: prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS101**

### **Introduction to Computers**

An introduction to the use and workings of a Windows Desktop environment. Topics include navigation, organization of the desktop, key aspects of the operating system, storage of data, and file structure. Basic components and operation of the computer are covered. Prerequisite: prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS105**

### **Word for Personal Use**

Microsoft Word is used to create personal and school-related documents. The focus is on acquainting new users with basic operation of the microcomputer, introductory text editing commands, tabs, spell checking, columns, basic business letter style, headers/footers, report styles, and tables. Students may not receive credit for both CAPS 105 and CAPS 111 toward their degree program. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 2 Cr. (2 Lec., 2 Lab. for 10 weeks) Fall and spring semesters.

## **CAPS111**

### **Introduction to Word Processing**

An introduction to the operation and uses of a word-processing program that covers topics related to the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in Word. Topics include inserting and modifying text, creating and modifying paragraphs, formatting documents, managing documents, working with graphics, and workgroup collaboration. Students taking this course in an online format should have access to a computer with Word. Students may not receive credit for both CAPS 105 and CAPS 111 toward their degree program. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing; familiarity working in a Microsoft Windows environment is recommended. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS113**

### **Advanced Word Processing**

Advanced topics in Microsoft Word that meet the objectives for the Microsoft Office User Specialist (MOUS) Expert Exam in Word. Topics include customizing paragraphs, formatting documents, creating and modifying forms using various form controls, customizing tables, creating and modifying graphics, customizing word, workgroup collaboration, and using mail merge. Prerequisites: CAPS 111; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS121**

### **Introduction to Spreadsheets**

An introduction to the operation and uses of a spreadsheet program. Topics covered parallel the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in Excel and include working with cells and cell data, managing workbooks, formatting and printing worksheets, modifying workbooks, creating and revising formulas, creating and modifying graphics, and workgroup collaboration. Students taking this course in an online format should have access to a computer with Excel. Prerequisites: Familiarity working in a Microsoft Windows environment is recommended; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and ENGL 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS123**

### **Advanced Spreadsheets**

Advanced topics in Microsoft Excel that fulfill most of the objectives for the Microsoft Office User Specialist (MOUS) Expert Exam in Excel. Topics include importing and exporting data, managing workbooks, formatting numbers, working with ranges, customizing excel, auditing worksheets, summarizing data, analyzing data (Pivot Tables, Goal Seek, and Solver); and workgroup collaboration. Students taking this course in an online format should have access to a computer with Excel. Prerequisites: CAPS 121; RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS131 Introduction to Databases**

An introduction to the operation and uses of a database management program. The student will learn how to create and manipulate a simple relational database using Access. Topics include creating and modifying tables, addition of and modification of data in tables, using queries to view data in one or more tables, use of forms to view and update tables, and creation of simple reports including mailing labels. Students taking this course in an online format must have access to a computer with Microsoft Access. Prerequisites: Familiarity working in a Microsoft Windows environment is recommended; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS133 Advanced Databases**

This course focuses on advanced concepts and techniques in the use of a relational database management program. Students will learn how to establish relationships and manipulate data in multiple tables using Access. Topics include enforcing referential integrity, linking multiple tables in queries, using forms with sub-forms, generating reports with grouping and sub-reports, using calculated controls in forms and reports, and creating switchboards. Students taking this course in an online format must have access to a computer with Microsoft Office. Prerequisites: CAPS 131; prior completion or concurrent enrollment in MATH 095, RDNG 116, and ENGL 100 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS141 Presentation Software**

An introduction to the operation and uses of presentation software. Topics parallel the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in PowerPoint and include creation of a presentation, insertion and modification of text, insertion and modification of visual elements, modification of presentation formats, customizing slide formats, printing presentations, working with data from other sources, management and delivery of presentations, and workgroup collaboration. Students taking this course in an online format should have access to a computer with PowerPoint. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; familiarity working in a Microsoft Windows environment is recommended. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS152 Web Page Design**

*Cross-listed as WD 152.*

An introduction to the development of web pages for the Internet. Topics include XHTML tags, including links, graphics, backgrounds, and colors. Prerequisites: One CAPS, CIS or CSCI course; prior completion or concurrent enrollment in ENGL 099, MATH 095, and RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS153 Advanced Web Page Design**

*Cross-listed as WD 153.*

This course is designed for the student who can build basic web pages, but would like to incorporate more advanced features into the site. Topics include document types (Strict, Transitional, and Frameset), CSS (Cascading Style Sheets), internet graphics developments, advanced metatags. Prerequisites: WD/CAPS 152; prior completion or concurrent enrollment in ENGL 099, MATH 095, and RDNG 116 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Spring semester.

## **CAPS154 JavaScript**

*Cross-listed as WD 154.*

This course is designed for the student who is experienced with HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets), and would like to learn how to use the JavaScript programming language to add dynamic interactivity and other advanced features to his/her web pages, and to enhance his/her ability to create practical and compelling web sites. Prerequisites: WD/CAPS 153; prior completion or concurrent enrollment in ENGL 099, MATH 095, and RDNG 116 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **CAPS155** **Extensible Markup Languages**

*Cross-listed as WD 155.*

Designed for the student who is experienced with HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets), and would like to learn how to use XML (Extensible Markup Language) for advanced web site design. Students are introduced to SSI (Server Side Includes). Prerequisites: WD/CAPS 153; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 095 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Spring semester.

## **CAPS256** **Web Design Solutions**

*Cross-listed as WD 256.*

This course provides an opportunity for students with advanced web-design skills to further strengthen and apply their web proficiencies in an independent, self-directed and integrated environment. Following an independent study format, students may, with prior instructor approval, choose a topic from any field of web design, implementation, and problem resolution. Prerequisites: WD/CAPS 153; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (9 Lab. for 5 weeks) Spring semester.

## **CDSC101** **Introduction to Chemical Dependency Counseling**

This course is designed to provide an introduction to clinical interviewing and counseling in alcoholism and substance abuse. Students explore and practice basic and essential dimensions of interviewing techniques, methodology, and applications. They gain insight into theoretical, practical, and ethical issues associated with chemical dependency counseling. Guidelines associated with core skills of the helping relationship and confidentiality are explored. Prerequisites: PSYC 103; HLTH 207 or HLTH 208; prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semesters.

## **CDSC200** **Chemical Dependency Field Work I**

This course is the first of two semesters of field placement and practicum for the Chemical Dependency Counseling degree and certificate programs. Students enter the field placement as interns and are subject to all legal, ethical, and professional standards required of the designated agency staff. A minimum of 120 hours of work experience and 15 hours of lecture must be completed per semester. Students review fundamental principles of theory in practicum and have an opportunity to discuss varying topics related to the field work experiences. Prerequisites: Instructor permission is required; CDSC 101; ENGL 101; HLTH 207 or HLTH 208; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 4 Cr. (1 Lec., 9 Lab.) Fall semester.

## **CDSC201** **Chemical Dependency Counseling Theory**

This is the second theory course in the Chemical Dependency degree and certificate programs that is designed to prepare the student for the second required field work course. An in-depth analysis of the basis and application of chemical dependency counseling theory is provided. A specific focus is placed upon alcohol and drug abuse, dependency and methodologies of intervention, prevention, and relapse. Students gain insight into practical and ethical issues associated with diverse theories as they apply theories to practical cases and engage in exercises which simulate the therapeutic environment. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **CDSC220** **Chemical Dependency Field Work II**

The second of two semesters of field placement and practicum required in the Chemical Dependency Counseling degree and certificate programs. Students enter the field placement as interns and are subject to all legal, ethical, and professional standards required by the designated agency staff. A minimum of 120 hours of work experience and 15 hours of lecture must be completed. Students review fundamental principles of theory in practicum and have an opportunity to discuss varying topics related to the field work experiences. Prerequisites: Instructor permission is required; CDSC 200; CDSC 201; ENGL 101; HLTH 207 and HTHLH 208; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 4 Cr. (1 Lec., 9 Lab.) Spring semester.

## **CDSC225** **Family Counseling & Chemical Dependency**

This course is designed to examine the interaction between chemically addicted individuals and family members or significant others. A variety of theoretical perspectives are reviewed, with an emphasis on family systems theory. Techniques for assessment, treatment and referral are discussed. Resources for working with families are explored to assist in the recovery process. Prerequisites: CDSC 201; ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **CFOR110 Security System Design & Analysis**

This course provides an overview of computer security issues, problems and solutions. Topics include encryption, cryptography, firewalls and intrusion detection. Privacy and confidentiality issues, as well as computer use policies, are discussed. Prerequisites: CIS 108 or CSCI 160; MATH 095 and RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **CFOR210 Computer Forensics**

This course provides information related to the major types of computer crimes being committed today. Topics covered include hacker motivations, identification of victims, methods of gaining access, and execution of attacks. Research and study of well-known cases are covered. Prerequisites: CFOR 110; prior completion or concurrent enrollment in CIS 132; MATH 095 and RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **CFOR220 Intrusion Detection**

This course introduces students to the various methods used to detect intrusion of computer systems. The importance of setting up detection measures, monitoring strategies, techniques, and types of responses are covered. Prerequisites: CFOR 110; MATH 095 and RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **CFOR230 Search & Seizure-Legal & Privacy Issues**

Introduces students to the processes involved in seizing computer equipment and data, and searching them for evidence. Legal aspects of search and seizure are covered. Topics include guidelines for preparing search warrants and proper handling of evidence. Prerequisites: CFOR 210; CFOR 220; MATH 095 and RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **CFOR240 Economic Crime Investigation**

Allows students to apply the methods learned in the previous Computer Forensics courses to white collar crime. Actual case studies are used. Hands-on experiences allows students to investigate, evaluate, and capture evidence. Prerequisites: CFOR 210; CFOR 220; MATH 095 and RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **CHEM101 Principles of Chemistry I**

This is a study of the basic principles of chemistry including measurement, atomic structure, bonding, mole concept, stoichiometry, and chemical formulas and equations. It is intended for students who have not had a chemistry course. Quantitative laboratory experiments are performed utilizing fundamental principles studied in the course. Substantial outside preparation for the laboratories is required. CHEM 101 fulfills the SUNY General Education Natural Sciences requirement. A student may only apply credit earned in CHEM 101 or CHEM 107 toward degree requirements. Prerequisites: MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Fall and spring semesters.

## **CHEM102 Principles of Chemistry II**

This course is a continuation of CHEM 101 including studies of liquids, solids, chemical equilibrium, electrochemistry, aqueous solutions, gases, organic chemistry, acids and bases. Substantial outside preparation for the laboratories is required. A student may only apply credit earned in CHEM 102 or CHEM 108 toward degree requirements. Prerequisites: CHEM 101; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Spring semesters.

## **CHEM107 General Chemistry I**

This is a more thorough study of basic principles than CHEM 101. Topics include atoms, molecules, ions, chemical formulas, equations, stoichiometry, gases, electronic structure of atoms, periodic table, bonding, physical properties, and phase changes. Laboratory experiments relate to the lecture topics, and most are of a quantitative nature. Substantial outside preparation for the laboratories is required. CHEM 107 fulfills the SUNY General Education Natural Sciences requirement. A student may only apply credit earned in CHEM 101 or CHEM 107 toward degree requirements. Prerequisites: MATH 100 and college prep chemistry with a minimum NYS Regents Exam grade of 80%; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Fall semester.

## **CHEM108 General Chemistry II**

This course is a more thorough study of basic principles than CHEM 102. Topics covered include solutions, chemical equilibrium, acids and bases, electrochemistry, organic chemistry, thermodynamics, nuclear reactions, and radiation. Laboratory experiments relate to the lecture topics, and are of a quantitative nature. Substantial outside preparation for the laboratories is required. A student may only apply credit earned in CHEM 102 or CHEM 108 toward degree requirements. Prerequisites: CHEM 107; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Fall and spring semesters.

## **CHEM205 Organic Chemistry I**

This course is designed to give students a basic background in organic chemistry. The following topics are covered: bonding and atomic theory, nomenclature, stereochemistry, functional groups, aromaticity, cycloalkane, types of reactions, mechanisms, and spectrometry. Emphasis is placed on the chemistry of alkanes, alkenes, alkynes, alkyl halides, and simple aromatics. Lab exercises include the synthesis, isolation, purification, and identification of organic compounds. Prerequisites: CHEM 102 or CHEM 108; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

## **CHEM206 Organic Chemistry II**

Designed to develop and build upon the basic background in organic chemistry learned in CHEM 205. Topics include general chemical organic reaction types and mechanisms, synthesis and reactions of alcohols, amino compounds, and carbonyl compounds such as aldehydes, ketones, carboxylic acids, and beta (B) diketo compounds, heterocyclic aromatic compounds, and various biological compounds. Emphasis is placed on reaction mechanisms, and a survey of biological macromolecules. Prerequisites: CHEM 205; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

## **CHIN101 Mandarin Chinese I**

This course is designed to develop beginning level speaking, listening, reading, and writing skills in Mandarin Chinese. Cultural aspects of the Chinese-speaking world are covered. Speaking and understanding colloquial Chinese are emphasized. Substantial outside preparation and lab work are required. CHIN 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in RDNG 116 and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Fall semester.

## **CHIN102 Mandarin Chinese II**

Building on the skills and knowledge of speaking, listening, reading, and writing mastered in CHIN 101, students continue to learn the essentials of Chinese grammar and vocabulary needed for effective communication in everyday situations. Speaking and understanding colloquial Chinese are emphasized. Substantial outside preparation and lab work are required. CHIN 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: CHIN 101; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **CIS 108**

### **Intro to Computer Information Systems**

This is an introduction to computer technology and computer programming designed for Computer Information Systems students. Students are introduced to important hardware/software terminology used in the industry, and to problem solving and programming using a current programming language, such as Visual Basic. Topics include structured program design, algorithm development, testing and debugging, and program documentation. Students may not apply credit for both CIS 108 and CSCI 160 toward degree requirements. Prerequisites: MATH 095 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **CIS 132**

### **Network Design**

Covers design, installation, and maintenance of local area networks. Topics include installation of hardware and network software, installation of application software, system configuration, hardware and software testing, setting up directories, user accounts, and user access rights. Discussion of different network topologies, medium, and software are also included. Prerequisites: CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **CIS 213**

### **Programming in C++**

An introduction to the C++ programming language using structured programming and Object Oriented Programming techniques. Students learn basic program structure, data types, control structures, pointers, arrays, strings, and are introduced to classes and objects. Emphasis is on writing structured programs to solve business-oriented problems. Prerequisites: C or better grade in CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **CIS 214**

### **Systems Analysis and Design**

An introduction to the concepts of systems development. Emphasis is placed on taking a structured approach to analyzing existing business-oriented systems, and designing solutions to problems with those systems. Students work in a team environment to solve specific problems and present solutions to the class. Prerequisites: CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **CIS 215**

### **Operating Systems**

An introduction to computer operating systems. Operating system theory and a comparison of major operating systems in use are discussed, along with the technical and operational trade-offs among them. Prerequisites: CIS 132; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **CIS 220**

### **Database Concepts**

Design and implementation of databases using common DBMS packages. The role of databases in business is discussed, with an emphasis on databases in microcomputers, database design, including definition of requirements, data modeling, normalization techniques, and implementation. Prerequisites: CAPS 133; CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **CIS 223**

### **Programming in C++ Advanced Topics**

This course is an advanced study of the C++ programming language, focusing on the object-oriented aspects of the language. Topics include classes and objects, inheritance, composition, overloading, and data abstraction. Prerequisites: C or better grade in CIS 213; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **CIS 225 JAVA**

This course is an in-depth study of the JAVA programming language, designed for students who have programming experience. Prerequisites: C or better grade in CIS 213; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **CIS 227 Web Programming & Design**

Focuses on the fundamentals of web programming and the development of web-based applications. Client and server-side programming are discussed. Topics include advanced web page development, including Active Server Pages, CGI/Perl, database-driven content, and scripting languages. Prerequisites: CAPS 152; CIS 220; CIS 213 or CSCI 165; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **CIS 230 Computer Information Systems Internship**

Students work in local CIS settings performing tasks including: programming in high-level languages, evaluation or use of software packages, analysis of problem situations, design of databases, training of users, hardware upgrades and installation, network support, and writing supporting documentation. Pass/Fail grading. Prerequisites: CAPS 123; CAPS 133; CIS 132; CIS 214; CIS 220; CIS 223; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (1 Lec., 8 Lab.) Spring semester.

## **COMM100 Creating Online Media**

This course introduces students to the fundamentals of producing online media. The creation and positioning of web sites is examined, as well as the creation of interactive web site content. Journalism skills and writing for online media are emphasized, along with design for digital media. Other topics covered include legal and ethical problems emerging in online media and media convergence. Prerequisites: MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **COMM101 Mass Media**

A critical issues survey course of national mass media that focuses on media literacy. The historical development, economic structure, organization, function, and effects of mass media in society today are emphasized. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **COMM110 Aesthetics/Techniques Video & Film Editing**

This course provides students with an increased capacity to articulate concepts and ideas pertaining to production situations using visual media. Commonly used compositional structures are analyzed through classical films, works of art, and contemporary photojournalism. Other visual elements discussed include body language, as well as gender and cultural considerations. Students look at the artistic and aesthetic principles of editing pictures and sound. The course combines theory, history, and practice to help students understand the storytelling choices they face in film and video editing. Prerequisite: Prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **COMM111 Foundations of Digital Editing**

Designed for new media and communications majors, this is a basic, practical, hands-on introduction to the concepts of digital media editing. Students learn the theoretical knowledge of basic production, along with the tactile and artistic skills needed to design and produce simple edited material. Fundamental manipulation of moving and still graphics, as well as digital sound files are covered. Students use digital programs such as Adobe Premiere, Adobe Photoshop, and Adobe Audition. Prerequisite: Prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **COMM112 Foundations of Motion Graphics**

This is a basic, practical, hands-on introduction to the concepts of creating motion graphics for students in the broadcast production, communication and media arts, digital cinema, and new media programs. Students learn the theoretical knowledge of basic production, along with the tactile and artistic skills to design and produce layered motion graphics and special effects for insertion in digital video projects. Prerequisite: Prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **COMM115 Introduction to Digital Video**

Designed for new media and photography majors, this is a basic, practical, hands-on introduction to the professional creation of video material for digital presentation. Students learn the theoretical knowledge of basic production along with the tactile and artistic skills to design and produce basic video material. Composition, lighting, sound techniques, and artistic arrangement in video productions are covered. Digital equipment, including camera and non-linear editing systems, are used. Because of the similarity in course content, students completing this course cannot also receive credit for COMM 140 or COMM 240. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **COMM120 Broadcast Operations**

This course provides hands-on experience in the operation of radio and television equipment. In the radio portion of the course (first six weeks) students are trained to operate a broadcast audio board, edit audio tape, and speak into a microphone. In the television portion of the course (last nine weeks) students are trained to operate studio cameras, audio boards, video switcher, and to direct a simple television program with a student crew. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **COMM140 Introduction to Field Production**

A basic, practical, hands-on introduction to the professional creation of video & digital film materials for broadcast and other media video presentations. Students are introduced to basic camera and editing techniques; learn the theoretical knowledge of basic production; and develop the tactile skills needed to design and produce basic digital film/video material. Camera techniques, composition, lighting, sound techniques, and artistic arrangement in video productions are emphasized. Students, working as part of a professional production team, write scripts, prepare written plans, and make business-like presentations. Because of the similarity in course content, students may only receive credit for COMM 140 or COMM 115. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **COMM145 DVD Authoring**

DVD Authoring is a comprehensive introduction to making DVDs and bringing titles to the market. Students bring video clips to class and learn how to place and store them on a DVD. Students should have basic knowledge and experience with computers and software applications. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Occasionally.

## **COMM160 Broadcast Journalism**

This is an intensive seminar on broadcast news gathering with practical emphasis on news writing and reporting for radio and television. Topics include ENG (electronic news gathering) and broadcast news style and theory. Prerequisites: COMM 120; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **COMM170 Broadcast Copywriting**

This is a second-level writing course intended to teach students to write creative radio and television commercials. Correct grammar, structure, and style are important factors in student success. In-class writing assignments are a significant part of the learning experience. Those, as well as homework assignments, are read aloud in class and critiqued on the spot. Prerequisites: ENGL 101; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **COMM210 Production and Direction**

An introduction to the directing language and techniques from the viewpoint of the director of both broadcast and sitcom television. Students explore the different production dynamics between broadcast format and sitcom television/film style. Major objectives are to develop a basic competence in the fundamentals of studio directing, to introduce the creative dimensions of the television medium of human communication, and to develop skills working as a production team. Students will learn to work with performers, production crew and scripts. Substantial outside preparation for the laboratories will be required. Open to Broadcast Production, Communication and Media Arts, Creative Writing, and Digital Cinema program majors. Prerequisites: COMM 120 or COMM 140; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **COMM220 Radio Production**

This course focuses on the techniques of radio production with emphasis on the use of equipment in the broadcast situation, as well as the general operation of a radio station. Announcing, editing, mixing, and remote production are covered. Substantial outside preparation is required. Prerequisites: COMM 120; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **COMM225 Communication Law/Ethics**

The course introduces students to communication law, with an emphasis on First Amendment issues, libel, privacy, confidentiality, access to information, etc. The ethics section is designed to help students to think critically, solve problems, and understand the consequences of what they will be doing in the "working world". Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **COMM230 Broadcast Communication Skills**

The course is designed to teach students how to deal with the responsibilities of an on-air broadcast position. Special attention is paid to individual voice training, as well as the elimination of regional accents and speech patterns. The ultimate goal of the course is to help students become effective communicators. Reading aloud, ad-libbing from copy, interview content and techniques are integral parts of the course. Prerequisites: COMM 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **COMM235 Multi-Track Recording**

Students are trained in multi-track recording techniques used by professionals in the broadcast industry. They are exposed to the specialized practices involved in the production of commercial jingles, music beds and narrative programs, SFX, and mix to film/video. Course activities include participation in analog and digital editing, voice-over, multi-track production recording, and final production for broadcast and digital production. Students work on professional, "industry-standard" editing programs. Advanced sound production techniques and special effects used in audio art post-production are emphasized. The class meets off campus in Ithaca. Additional fee required. Prerequisites: COMM 220; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **COMM240 Non Fiction & Fiction Field Production**

An intermediate-level fiction/non-fiction production course that emphasizes the production skills, storytelling concepts, and the legal and ethical framework for successful documentary and short story productions. Also covered are different stylistic approaches to the genre and concepts related to the video maker's "voice" within his or her work. The aesthetic focus is on creative authorship, personal vision, and the exploration of strategies and methods for transforming vision into reality. The technical focus is on increasing sophistication and skill within specific areas of field production: sound recording, camera work, lighting, production planning, and computer-based nonlinear editing systems. Short projects are completed. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; COMM 111; COMM 140; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **COMM245**

### **Professional Video Ed & Post Production**

This course, designed for students with video editing experience, focuses on advanced techniques to help streamline system, media, and project management. The theory and practice of editing through overall projects, and post-production collaboration are emphasized. Specific topics discussed and demonstrated include the principles, terms, and concepts of random access digital editing, along with storytelling, emotion, pacing, openings, and intercutting. Screenings, class exercises and individual projects are integral parts of the course. AVID and Final Cut editing systems will be introduced. Prerequisites: COMM 110; COMM 111; COMM 112; COMM 140; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **COMM250**

### **Sports Field Production**

Students are introduced to the fast-paced, high-pressure field of court and field-side sports production. The focus of the course is not so much on the production tools (i.e., digital and analog equipment and technology), but on what to do with them. Students learn how to use cameras, switchers, and post-production techniques to structure pictures and sound for maximum communication effectiveness. They handle every aspect of behind-the-scenes television sports remote production including planning, producing, executing, and editing home games at the college. Students are expected to produce a weekly sports show that airs on cable television. Prerequisites: COMM 120; COMM 140; prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 099 if required by placement testing. 3 Cr. (1 Lec., 4 Lab.) Occasionally.

## **COMM262**

### **Portfolio Preparation-Communication**

Intended for Broadcast Production, Communication and Media Arts, and Digital Cinema program majors in their second year of study, students explore transfer options and/or potential employers/clients and create a visual/audio portfolio. Topics include researching transfer schools and/or employment opportunities, selecting works for the portfolio, considering different portfolio delivery and presentation methods, writing mission statements and resumes, interviewing skills, and creating a finished portfolio that meets the requirements of the targeted transfer institutions or employers. Prerequisites: Broadcast Production or Communication and Media Arts or Digital Cinema major who has completed two semesters of program courses; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (1 Lec.) Fall and spring semesters.

## **COMM265**

### **Communication & Media Arts Internship**

This course provides an opportunity for Broadcast Production, Communication & Media Arts, and Digital Cinema program majors to gain work experience in a media outlet. Prior to enrollment, a student must have completed 12 credits of Communication (COMM) coursework with C or better grades, and meet other requirements. Prerequisites: 2.0 or higher cumulative GPA; ENGL 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; permission of Communications & Media Arts program chair. 3 Cr. (9 Lab.) Occasionally.

## **COMM285**

### **Radio News Production**

This is a second year radio course designed to help students build on the writing skills learned in COMM 160 Broadcast Journalism. Students have the opportunity to take the next step in the news process by applying the written material and news gathering skills they have learned to produce radio and online content. This content includes, but is not limited to, hourly newscasts, radio news magazine, long-format programming, remote reporting, emergency, and large-event coverage. Students will be expected to produce content under real and simulated pressure. This is the radio version of COMM 295 Television News Production and Origination. Prerequisites: ENGL 101; COMM 120; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 5 Cr. (2 Lec., 6 Lab.) Fall semester.

## **COMM290**

### **Television News Production**

This is an advanced production course that covers studio news operations. The class functions as a working news crew with attendance and class participation critical for each student's success. Prerequisites: COMM 120; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **COMM295 TV Production/Origination**

The theories and principles of producing regularly scheduled television newscasts and news programs are covered in this advanced course. Students gain practical experience in news production and talent roles. Serious study, criticism, and evaluation of broadcast journalism in its varied and changing forms are emphasized. Prerequisites: COMM 101; COMM 140; ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 5 Cr. (2 Lec., 6 Lab.) Spring semester.

## **COMM298 Cinema Capstone**

*Cross-listed as ENGL 298.*

Students apply what they have learned in the Digital Cinema program courses as they work together to produce a short form, narrative, digital film. The course emphasizes collaboration and cinematic storytelling and aesthetics throughout the preproduction, production, and postproduction stages. Topics include script development, business and legal concerns, budgeting and scheduling, casting, directing, art and sound design, and cinematography. Hands-on participation gives students experience with the technical aspects of preproduction (editing, titles, and effects, score, and sound). In addition, students learn about project promotion as they explore transmedia approaches, enter targeted film festivals, and identify appropriate distribution choices. Prerequisite: COMM 240; prior completion or concurrent enrollment in ENGL 101; ENGL 135; MATH 095 and RDNG 116 if required by placement testing. Restricted to Digital Cinema majors. 3 Cr. (3 Lec.) Spring semester.

## **CONT107 Construction Materials**

This is a first semester course designed primarily for Construction Technology students. It is intended to develop familiarity with and an understanding of the properties of basic construction materials including concrete, steel, wood, aggregates and masonry and to explore environmental regulations, alternative construction methods and sustainability in the construction industry. Course content will be presented through lecture class discussion, demonstrations, and field trips. Prerequisites: MATH 095; ENGL 099; prior completion or concurrent enrollment in RDNG 116 if required by placement. 3 Cr. (3 Lec.) Fall semester.

## **CONT115 Construction Estimating and Planning**

This is a study of construction cost estimating and planning, consisting of quantity take-off, material and labor costs and project planning. Emphasis is placed on interpreting architectural and engineering plans and specifications. Prerequisites: CONT 107; DRAF 117; MATH 095 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (1 Lec., 2 Lab.) Spring semester.

## **CONT202 Surveying**

This course, intended principally for construction technologists, focuses on surveying theory, use of instruments, and computation methods with emphasis on construction applications. Instruction includes both lectures and field practice. Prerequisites: MATH 122; RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **CONT208 Construction Management and Regulation**

This course covers "Basic Management" used in the construction industry including construction economics (CPM scheduling, estimating the use and legal implications of basic construction, and incorporating environmental and land use regulations and building codes into the construction management process. Prerequisites: CONT 107; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **CONT210 Structural Design**

An analysis of forces on static, rigid bodies, and an introduction to strength of materials and structural design. Topics include vector analysis, equilibrium, moments, centriods, moments of inertia, internal reactions, stress and strain, and design of beams and columns. Prerequisites: MATH 122; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 4 Cr. (3 Lec., 2 Lab.) Spring semester.

## **CONT216 Materials Testing**

This is a fourth-semester course designed for Construction Technology students. Laboratory procedures pertaining to a variety of construction materials are discussed, followed by performance of those tests. Students prepare complete, formal reports of each exercise to professional standards. Course content is presented through lecture, class discussion, and demonstrations. Students perform lab exercises either individually or in groups. Prerequisites: CONT 107; ENGL 103; MATH 122; PHSC 104; RDNG 116 if required by placement testing. 2 Cr. (1 Lec., 2 Lab.) Spring semester.

## **CRJU104 Introduction to Corrections**

*Cross-listed as HUMS 104.*

This course focuses on the components and programs that constitute the correctional system within the United States. Major topics include origins and history of correctional philosophies, rationales, practices, programs, and institutions; administration and management of correctional facilities and programs; constitutional requirements and requirements in the operations of corrections; legal rights of inmates; incarceration of special-needs offenders; supervision of offenders who are not incarcerated; and the future of punishment and corrections. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

## **CRJU105 Introduction to Criminal Justice**

This is an introductory study of the agencies and processes involved in the criminal justice system. Topics include the roles of the executive, legislative, and judicial branches of government, law enforcement agencies, prosecutors, adult and juvenile courts, the various components of corrections, and causes of crime. Roles and problems of criminal justice in a democratic society are analyzed, and emphasis is placed on the relationships among the major components of the system. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **CRJU110 Police Patrol Operations**

The course examines the design and implementation of police patrol operations, functions, duties, policies and procedures, and associated problems. Police discretion, use of force, liability, ethics, and landmark court cases are analyzed and applied. Contemporary cases and historic events are examined in conjunction with their roles and illustrations of police patrol methods and issues. Evolving changes within patrol operations, such as community policing, cultural diversity, and problem-solving policing are also studied. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semesters.

## **CRJU205 Concepts of Criminal Law**

Criminal law is analyzed with an emphasis on the statutory classifications of crime, the elements necessary to establish a crime and criminal intent, and the rights and duties of officers and citizens. Students read and analyze court cases which examine the penal statutes. Prerequisites: C or better grade in CRJU 105; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **CRJU210 Introduction to Criminal Investigation**

Basic principles of criminal investigation are examined. These principles include security, preservation and recording of crime scenes, crime scene search, collection, preservation and security of physical evidence, preliminary and secondary investigation processes, scientific aids to investigations such as DNA, crime causation and modus operandi, causes of death and death scene analysis, sources of information, including informants, interviews and interrogations, note taking and report writing, and case preparation. Prerequisites: C or better grade in CRJU 105; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **CRJU212 Community Corrections**

*Cross-listed as HUMS 212.*

This course examines the variety of programs and services developed and used by community corrections. Major topics include probation, intermediate corrections, parole, criminal sentencing structures and processes, management of community corrections organizations, supervising a differentiated offender population, practitioners within community corrections, and juvenile community corrections programs. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **CRJU215**

### **Legal Aspects of Evidence**

*Cross-listed as PARA 216.*

The origin, development, philosophy and constitutional basis of evidence to be used in criminal trials are examined. The course emphasizes constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and case studies. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; C or better grade in CRJU 105 or PARA 101 or PARC 101; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **CRJU230**

### **Criminal Justice Internship**

This course is an opportunity for criminal justice majors to gain work experience in a criminal justice, human service, or community-based social service agency. A student may participate in the criminal justice internship after completing 12 semester hours of criminal justice courses and meeting other requirements. However, placements are prioritized and first offered to criminal justice majors in their final semesters. Before registering for the course, students must contact the criminal justice program chair. Eligibility criteria include an overall minimum GPA of 2.5 and a valid New York State driver's license. In addition, students must undergo legal history/court record background checks by host agencies. Convictions of certain crimes and other violations of the law may preclude participation. Prerequisites: C or better grade in CRJU 105, CRJU 210, and SOCI 207; instructor permission; ENGL 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (9 Lab.) Fall and spring semesters.

## **CSCI160**

### **Introduction to Computer Programming**

This course introduces computer programming in a Windows environment to solve problems and process information. Topics include algorithms, decisions, repetition, files, arrays, procedures and graphic interface design using Visual Basic. Students may not apply credit for both CIS 108 and CSCI 160 toward degree requirements. Prerequisites: Prior completion or concurrent enrollment in MATH 122 or MATH 132, or three years of NYS Regents Mathematics; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **CSCI165**

### **Computing Fundamentals I**

An introductory computer science course covering problem-solving, algorithm development, and object oriented design in JAVA. Specific topics include control structures, methods, top-down design, arrays, classes, and Graphic User Interfaces. Applications are from a variety of areas. Prerequisites: CSCI 160 or CIS 108; MATH 132 or three years of NYS Regents Mathematics; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **CSCI205**

### **Computing Fundamentals II**

This is a second course in computer science covering algorithms, data structures, and object-oriented design. Topics include built-in data structures, user defined data structures such as stacks, queues, linked lists and trees, recursion, sorts, searches, and efficiency considerations. Data encapsulation is emphasized. The programming environment is JAVA. Prerequisites: CSCI 165; prior completion or concurrent enrollment in MATH 135, or equivalent; RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **CSCI210**

### **Assembly Language and Computer Systems**

Develops basic concepts of computer systems and introduces the subject of computer architecture. Assembly language programming is covered in considerable detail. Other topics include machine language, addressing techniques, subroutines and control linkage, and macros. Prerequisites: CSCI 205 or ability to program in higher language; MATH 135 or higher; RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **CSS 112**

### **Hardware Repair and Maintenance**

This course prepares students for building, upgrading, maintaining, and repairing personal computers and peripherals. Students acquire an awareness of service shop practice, shop safety, and business practice. They learn through hands-on practice with hand tools and test equipment. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 095 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **CSS 212 Help Desk and User Support**

This course covers user support, help desk management, and troubleshooting techniques. The Help Desk and User Support Specialist will provide technical support to other employees, vendors and business customers for computers (hardware), applications (software), and peripherals. These technical support personnel investigate, analyze, troubleshoot, and document both first level and second level (complex) problems. Students use established process and procedures including documenting and tracking trouble tickets using database systems. Prerequisites: CSS 112; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **CSS 240 Computer Support Specialist Internship**

Provides a 14-week supervised work experience in the field of computer support. Students work in local computer support settings where they perform duties such as installation and upgrades of various hardware peripherals, detection and diagnosis of hardware and software problems, and repair of hardware devices. Pass/Fail grading. Prerequisites: CSS major and completion of all required CAPS, CIS, and CSS courses; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (1 Lec., 8 Lab.) Spring semester.

## **DRAF107 Engineering Graphics**

This course introduces students to the graphical "language of the engineer," and is designed for students planning to enter an engineering-related field. Students explore graphical communication through freehand sketching and 3-D modeling using SolidWorks. The course emphasizes drafting standards in the creation of multi-view and pictorial drawings, and incorporates dimensioning and tolerances. Prerequisites: MATH 095 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (1 Lec., 3 Lab.) Fall semester.

## **DRAF117 Architectural Drafting I**

The first of a two course sequence intended to introduce and develop proficiency in basic drafting techniques used in building and construction drawing. In addition, related light construction principles are introduced. Using AutoCad, the student creates building plans, sections and details. Note: The course no longer includes any manual instrument drawing and it is not an architectural "design" course. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 3 Lab.) Fall semester.

## **DRAF118 Architectural Drafting-II**

This course is a continuation of DRAF 117. New material to be explored includes electrical, plumbing and HVAC systems, building code requirements, site considerations, and basic concepts of residential planning, and alternate energy systems. Using techniques developed in various software programs, students develop site and system plans, research alternative energy and new technologies in the construction industry, and develop and demonstrate team work and presentation skills. Prerequisites: DRAF 117 or equivalent; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 3 Lab.) Spring semester.

## **DRAF120 Introduction to Computer Aided Drafting**

This is an elective course that provides an introduction to the use of computer application software when creating engineering drawings. The course is project oriented with all drawings produced using computer aided design (CAD) software. Note: While the course is open to any student with an appropriate background in drafting fundamentals, students who have completed DRAF 107 or DRAF 117 may not use credit earned for DRAF 120 toward degree requirements. Prerequisites: Basic drafting skills in multi-view drawing and dimensions; MATH 095 if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 2 Cr. (1 Lec., 3 Lab.) Occasionally.

## **ECHD110 Children and the Arts**

This course is a study of the creative arts processes in visual art, drama, literature, music, and movement for students preparing to work with young children. Opportunities are given to identify and develop programs, lessons and activities to meet young children's needs in the area of creative arts. The value of the arts in early childhood, both as an important end and as tools for success in other areas is discussed (NAEYC). Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ECHD125 Intro to Early Childhood Education**

*Cross-listed as HUMS 125.*

This course focuses on the functioning of the total child, stressing the importance of early childhood education in a diverse society. Emphasis is placed upon the need to understand child growth and development, developmentally appropriate practices, positive guidance, and the importance of working with families. The students use observational worksheets in natural settings. Educational philosophy, legislation, public policy concerning the young child, and an overview of child care services are also discussed. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ECHD206 Infant/Toddler Environments & Curriculum**

Focuses on the education and care of infants and toddlers. The course examines the principles of planning a developmentally appropriate, safe, and healthy environment for children younger than three years old, and takes an in-depth look at the impact of cultures on the learning environment. The relationship between the infant/toddler learning environment and the curriculum is thoroughly investigated. The intent of the course is to develop a curriculum for infants and toddlers, that evolves around care-giving tasks and play (with the resulting adult-child interactions) that create meaningful growth-producing learning experiences for young children. Students spend 45 hours throughout the semester in an infant/toddler field placement. Prerequisites: ECHD/HUMS 125, or a course in infant/toddler development; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec., 1 Lab.) Fall and spring semesters.

## **ECHD225 Early Childhood Curriculum Development**

*Cross-listed as HUMS 225.*

Introduces and examines recent research in the field of early childhood development and uses it to develop curriculum for young children. Emergent, developmentally appropriate, anti-bias, and creative curriculum are discussed and integrated. Students demonstrate situations and analyze possible effects of methods discussed in class. Readings on methods and materials in the early childhood classroom are required. Prerequisites: ECHD/HUMS 125; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ECHD 110 recommended. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ECHD226 Plan/Manage DayCare Ctrs & Nursery School**

*Cross-listed as HUMS 226.*

Designed for students considering careers in the early childhood network. Topics include administration, finances, budgeting, space and equipment, staffing patterns, safety, children's programs, community relations, and food management in early childhood settings. Parent involvement in early childhood programs is also examined. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

## **ECHD240 Tech for Observing & Rec Young Child Dev**

Designed to acquaint early childhood students with the observation techniques they need to become thoroughly familiar with how children grow and develop. The observation techniques are a skeleton on which the students build knowledge of child development and behavior. Students also learn the goals, benefits and uses of assessment. Each week students review child development principles and use one special observation technique to study these principles. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ECHD242 Guided Field Work - Early Childhood Educ**

This course is designed to provide early childhood students with an advanced hands-on experience in an early childhood setting. Students have an opportunity to develop their abilities to understand and relate to young children in a group setting. They participate in classroom planning and work as a member of an early childhood learning team. Each student works with an experienced early childhood professional as his/her supervising teacher for a minimum of 112 hours during the semester. Students are also required to attend three-hour bi-weekly seminars, during which they will be able to integrate their experiences with theory and research. Corequisite: ECHD 240. Prerequisites: ECHD 110; ECHD/HUMS 125; ECHD/HUMS 225; ENGL 101; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 4 Cr. (1.5 Lec., 8 Lab.) Fall and spring semesters.

## **ECON101**

### **Introduction to Economics**

This course is an introduction to macro and microeconomic theory emphasizing economic concepts and principles as tools in clarifying some of the major issues facing contemporary society, e.g., inflation, unemployment, international trade, health care, and the environment. ECON 101 fulfills the SUNY General Education Social Sciences requirement. A student who completes ECON 120 and/or ECON 121 may not use credit earned in this course toward degree requirements. Prerequisites: MATH 095 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ECON120**

### **Principles of Microeconomics**

An analytical introduction to the processes by which economic resources are allocated and income is distributed. Concepts addressed include scarcity and opportunity cost, utility, supply and demand, elasticity, production costs, pricing under perfect and imperfect competition, the role of government, and the theory of international trade and finance. This course is designed to serve the needs of students intending to transfer to a four-year institution. ECON 120 fulfills the SUNY General Education Social Sciences requirement. A student who completes this course may not also count credit earned in ECON 101 toward degree requirements. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ECON121**

### **Principles of Macroeconomics**

An analytical introduction to alternative macroeconomic theories of national output and income determination. Topics include the business cycle, unemployment, inflation, national income accounting, fiscal policy, deficits and debt, monetary policy, the Federal Reserve system, supply-side policy, theory and reality. This course is expressly designed to serve the needs of students intending to transfer to a four-year institution. ECON 121 fulfills the SUNY General Education Social Sciences requirement. A student who completes this course may not also count credit earned in ECON 101 toward degree requirements. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **EDUC201**

### **Introduction to the Teaching Profession**

This course is designed to provide potential teachers with the opportunity to look closely at teaching as a profession. Students examine their individual motives for entering the field, and they gain first-hand knowledge through a 30-hour field experience in a K-12 classroom. Emphasis is placed on examining significant issues and trends in American education. The course explores the role of the family, the community, and society in the general process of education. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; one of the following: HSTY 201, HSTY 202, POSC 103, PSYC 103, or SOCI 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **EDUC295**

### **Foundations of Education**

Cross-listed as SOCI 295.

This course is designed to introduce students to the historical, sociological, and philosophical foundations of education. Students explore the philosophical aims and historical development of education; the relationship between education, society, and culture; the relationship between social stratification (e.g., race, gender, class, sexual orientation), and educational opportunities and outcomes; and the relationship between the state, public policy, and educational reform. In addition, students develop a personal philosophy of teaching that connects theory and practice, and addresses diversity and social justice. Prerequisites: ENGL 101; SOCI 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **ELEC121**

### **Digital Electronics I**

An introduction to digital electronics. Basic digital concepts such as binary arithmetic and Boolean algebra are introduced and combinational logic circuits are analyzed and discussed. Combinational logic is then used to analyze MSI ICs like arithmetic, parity, and code conversion circuits. Prerequisites: Prior completion or concurrent enrollment in ENGL 099, MATH 100, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **ELEC126**

### **Basic Electricity**

This course provides an understanding of the principles of electricity as a foundation for further study in electronics or power. Direct current (DC) circuits containing voltage and current sources, resistors, capacitors, and inductors are analyzed. A graphing calculator (TI 86 or equivalent) is required. Prerequisites: Prior completion or concurrent enrollment in MATH 100 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

## **ELEC127**

### **Circuit Analysis**

This course is designed to extend the topics covered in ELEC 126 (Basic Electricity) to AC circuits. Phasor mathematics and complex number algebra are used to apply techniques such as series/parallel analysis, nodal and mesh methods, superposition, and network theorems to AC circuits. Transformers, resonance, AC power, and delta-wye circuits are also covered. A graphing calculator (TI 86 or equivalent) is required. Prerequisites: ELEC 126; MATH 122 or MATH 132; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

## **ELEC130**

### **Electronic Devices and Circuits**

An introduction to analog electronic circuit elements and their operating characteristics. Components used are bipolar transistors, FETs, diodes, thyristors and opto-devices. Coverage includes the operating characteristics and design of power supplies, zener regulators, clipper/clamper circuits, small and large signal amplifiers, and lag/lead frequency response circuits. Prerequisites: ELEC 126; MATH 122; RDNG 099 if required by placement testing; and prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

## **ELEC207**

### **Fabrication Techniques**

This course is designed to teach and practice the basic procedures and skills required for circuit and chassis layout, design, and manufacture. Topics include soldering characteristics and methods, component packaging and mounting techniques, electronic tools, printed circuit-board characteristics and design, wire wrapping, wire harness, PCB manufacture, chassis layout and manufacture, and PCB repair techniques for thru-hole and SMD components. Prerequisites: ELEC 130; DRAF 107; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (1 Lec., 2 Lab.) Fall semester.

## **ELEC222**

### **Digital Electronics II**

A continuation of the fundamental concepts discussed in ELEC 121, addressing specific digital technologies such as flip-flops, counters, registers, oscillators, analog converter ICs, memories, and programmable logic devices. Sequential logic, trouble-shooting, and timing analysis are covered in detail. Prerequisites: ELEC 121; ELEC 130; MATH 122; and prior completion or concurrent enrollment in ENGL 101; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

## **ELEC223**

### **Microcontroller Fundamentals**

Complete coverage of microcontroller assembly language instruction set, including hardware interfacing. All logical operations and the software required for input/output to MSI ICs are included. Other topics include microcontroller architecture, address decoding, memory ICs, keyboard and display scanning, interrupts, breakpoints, software control of peripherals, and troubleshooting strategy. Prerequisites: CSCI 160; ELEC 222; MATH 122 or MATH 132; and prior completion or concurrent enrollment in ENGL 101; and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

## **ELEC233**

### **Linear Integrated Circuits**

An introduction to comparator and operational amplifier IC applications used in modern electronic circuitry. Topics include inverting and noninverting amplifiers, signal generators, opamp specifications, frequency considerations, precision rectifiers, and active filters. Prerequisites: ELEC 130; MATH 122; prior completion or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

## **ELEC240**

### **Computer Applications for Data Acquisition**

An introduction to the latest software and computer hardware in the modern electronic and computer fields. The goal of this fourth-semester course is to give the students the up-to-date skills needed to gain immediate employment in this rapidly changing area. This goal is accomplished by gaining proficiency in writing original programs to interface to electronic instruments for data acquisition and control. Students will also learn to use several different software applications for acquiring, analyzing, and graphing data, as well as controlling industrial processes using FPGA's, PLC's, Lab View, and Robotics. Prerequisites: CSCI 160; ELEC 222 or ENSC 203; ELEC 233 or ENSC 203; MATH 135; prior completion or concurrent enrollment in ENGL 101; and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

## **EMT 220**

### **Basic Emergency Medical Technician - D**

This course is designed to prepare students for New York State certification. Students successfully completing this course are able to take the New York State basic EMT practical skills exam. Passing the skills exam makes the student eligible to take the New York State written certification examination. Upon completion, students will be skilled in basic life support, assessment and management of trauma, as well as medical, environmental, and obstetrical emergencies. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 116 if required by placement testing. 10 Cr. (9 Lec., 2 Lab.) Fall semester through March of the following spring semester.

## **EMT 225**

### **EMT - Intermediate**

Designed to prepare the student in emergency care at the intermediate level for New York State Emergency Medical Technician exam. This course is for professional rescuers. There is a heavy focus on competency in trauma evaluation, rapid field assessment, and intervention. Competency based skills in this course concentrate on advanced airway management, intravenous infusions, and the use of the defibrillator. The intermediate emergency medical technician will be able to provide pre-hospital care to the acutely ill or injured. Prerequisites: Basic EMT-D NYS certification; MATH 095 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 8 Cr. (2 Lec., 10 Lab.) Fall semester.

## **EMT 226**

### **EMT - Critical Care**

This course uses instructional scenarios in skill labs throughout the course to integrate didactic learning and psychomotor skills development in emergency patient management. In addition, 300-plus hours of supervised hospital and field (ambulance) clinical are required for competency in managing patient care situations. Upon passing this course, the student will be eligible to take the NYS skill and written exam at the EMT critical care level. Prerequisites: Prior completion or concurrent enrollment in EMT 225; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 095 and RDNG 116 if required by placement testing. 8 Cr. (2 Lec., 10 Lab.) Spring semester.

## **ENGL099**

### **Basic Writing Skills**

This course helps students develop essential writing skills. Work with paragraph development, grammatical correctness, and the essentials of punctuation forms the core of the course. Introductory activity on the development of a five-paragraph essay is included. Students must receive at least a "C" grade to pass and to take additional English courses. This course is not intended for non-native speakers of English who have yet to complete ESL classes. This is a noncredit course that may not be applied toward any degree or certificate program, but it may be counted toward a full-time load for financial aid purposes. Prerequisites: Appropriate assessment score; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters.

## **ENGL100**

### **Academic Writing I**

This is the first of a two-course sequence of academic writing. Students learn how to write a variety of essays, usually in response to readings. They review grammar and basic writing skills, learn an effective writing process, begin to engage and respond to academic texts, and are introduced to research and documentation of sources appropriate for introductory-level college essays. Special sections may center on a theme. Students must earn a grade of C or better to take the second course in the sequence, ENGL101. Prerequisites: C or better grade in ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL101 Academic Writing II**

This course develops and refines student writing in an academic context. Students engage and respond to challenging texts as they develop critical thinking skills. They learn to support their ideas with credible, authoritative information from academic sources and to recognize audience, purpose, and bias. Special sections may center on a theme. ENGL 101 fulfills the SUNY General Education Basic Communication requirement. An honors section is offered. Prerequisites: C or better grade in ENGL 100 or appropriate assessment; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL101H Academic Writing II-Honors**

This course develops and refines student writing in an academic context. Students engage and respond to challenging texts as they develop critical thinking skills. They learn to support their ideas with credible, authoritative information from academic sources and to recognize audience, purpose, and bias. Special sections may center on a theme. ENGL 101 fulfills the SUNY General Education Basic Communication requirement. Prerequisites: C or better grade in ENGL 100 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL102 Approaches to Literature**

Provides a comprehensive introduction to the major aspects of literature. Extensive writing, using various rhetorical modes, helps students appreciate and understand fiction, drama, and poetry as forms of literary expression. ENGL 102 fulfills the SUNY General Education Humanities requirement. An honors section is offered. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL102H Approaches to Literature-Honors**

Provides a comprehensive introduction to the major aspects of literature. Extensive writing, using various rhetorical modes, helps students develop an appreciation and an understanding of fiction, drama, and poetry as forms of literary expression. ENGL 102H fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL103 Report Writing**

Report Writing incorporates discussion, analysis and design of the principal types of formal and informal reports including incident, field trip, investigation, evaluation, feasibility, instructions, and description. Students are introduced to the basics of report writing style. A review of fundamentals of grammar and usage needed for clear, concise reports, as well as the mechanics of writing are included. ENGL 103 fulfills the SUNY General Education Basic Communication requirement. Prerequisites: ENGL 101; prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL105 Beginning Acting**

Provides students with the opportunity to experience the various techniques involved in acting, such as use of body, voice, movement, and character development. Application and use of make-up are discussed and included in acting assignments. Activities include improvisation, scenarios, and workshops. Emphasis is on participation and in-class exercises. Substantial outside preparation in the form of extra rehearsal hours is required. ENGL 105 fulfills the SUNY General Education the Arts requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **ENGL 108 Performance Poetry and The Spoken Word**

Students will learn techniques for presenting, reciting, and performing original work, with an emphasis on poetry. In class, students will examine various poetry performances while developing their own poetic voice and performance piece. The course will also require students to attend as well as participate in a minimum of one literary reading. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Spring semester.

## **ENGL135**

### **Writing Workshop - Short Narrative Film**

This course explores techniques used to write screenplays for short films. Topics covered include story concept, structure, theme, setting, character, and dialogue. Visual writing is emphasized. Alternative structures for new media stories are discussed. Students complete an original screenplay for a short film (under 30 minutes). Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **ENGL200**

### **Screenwriting**

This course introduces students to the fundamentals of developing and writing screenplays for film and television. Story analysis, concept development, the writing process, and script format are emphasized. Other topics include networking, marketing, and screenwriting resources. ENGL 200 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL201**

### **Fundamentals of Speech**

Fundamentals of Speech is designed to aid in developing effective oral communication techniques. The course consists of the study of the principles and the methods of public address, the preparation and delivery of speeches, and the analysis of student and outside speakers. Extemporaneous speaking and the development of organization in speech composition are stressed. Prerequisites: ENGL 100; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL204**

### **Fundamentals of Interpersonal Communicate**

This course is an introduction to the basic principles of interpersonal communication. Theoretical perspectives are presented and integrated with practical applications. The focus is on developing skills that contribute to effective interpersonal communication. Topic areas include relational development, self-awareness, interpersonal perception, language, listening, assertiveness, social roles, and conflict management. Emphasis is placed on class participation. Prerequisites: ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL205**

### **American Literature I**

This course examines the foundation and development of the literature of the United States from the Colonial period through Transcendentalism. Students develop their abilities to analyze, interpret, and use effective research and writing processes to produce papers that examine the major themes, historical perspective, significant form, style and the artistic convention of literary works from this period. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **ENGL206**

### **American Literature II**

This course traces the traditions and innovations in American literature from the time of Mark Twain to the present day. Class sessions are divided into three modules that reflect the three genres of literature covered: the novel, poetry, and drama. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **ENGL208**

### **Intro to Native American Literature**

Exposes students to the body of English-language literature arising from the native cultures indigenous to the contiguous United States. Works studied range in time from before the Revolutionary War to the present; range in origin from the Iroquois/Creek confederacies of the East to the Athabascan cultures of the West; range in genre from oral literature to the novel; and range in form from text to film. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **ENGL215**

### **Short Fiction**

This course focuses on a critical discussion of short stories, covering a broad range of forms and techniques. American, British, and Continental authors of short fiction are studied. Particular attention is given to the works of twentieth century authors. Emphasis is placed on class participation. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **ENGL216**

### **Advanced Screenwriting**

This course explores the use of traditional three-act narrative structure and alternative narrative structures in the feature-length screenplay through close analysis of appropriate texts and films. The course emphasizes creative problem solving, organizational strategies, and story development. In addition, students examine screenplay format, treatments, query letters, pitching, and resources. For the major course project, students write a feature-length screenplay. Prerequisites: ENGL 200; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL218**

### **Smart TV**

*Cross-listed as SOCI 218.*

The social sciences study relationships between individual perceptions and behaviors and social and historical contexts. The humanities study the multiple ways that humans create and express meaning. This cross-disciplinary course uses a critically acclaimed television series as text to explore the complexity and representation of human experience through the twin lenses of the humanities and social sciences. Prerequisite: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **ENGL220**

### **Literature for Children**

Literature for Children presents a study of the poetry and prose available for children from preschool through junior high school. Students examine the characteristics of children's books including picture, folk, fantasy, biography, historical fiction, information books, contemporary realistic fiction, and poetry. Topics include evaluation of children's books, principles of book selection, illustrations in books, cultural diversity in children's literature, and motivating children's responses to books. Prerequisites: ENGL 102; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL225**

### **World Literature I**

Covers reading and analysis of master works of world literature from the Greeks and the Hebrews through the time of the Renaissance. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **ENGL226**

### **World Literature II**

An analytical overview of the master works of world literature from the Age of Reason to the present. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **ENGL227**

### **Creative Writing Workshop**

Incorporates experiments in imaginative expressions in short fiction and poetry, and strategies and techniques for writing and editing. In addition to class discussion, workshops, and personal conferences with the instructor, the course includes intensive reading of significant modern writers. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENGL229**

### **Introduction to Poetry**

This course is a study of theme, form, and imagery in lyric and narrative poetry. Prerequisites: ENGL 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **ENGL233**

### **Film Analysis**

We study some of the most beautiful and powerful American films made to date. Students watch and analyze films, and learn to look deeper and deeper into the ways in which film techniques work together with narrative to create the layers of meaning that contribute to film's power as a medium. This course primarily surveys films from the American Film Institute's top 100 lists. ENGL 233 fulfills the SUNY General Education requirement in Humanities. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **ENGL235H Studies in Leadership-Honors**

This honors seminar is an investigation of leadership, as it has been perceived over several millennia. Class discussions focus on imaginative literature, non-fiction prose, and contemporary media that present the leader in action and the challenges, methods, and essential elements of leadership. Significant outside reading is required. Prerequisites: B or better grade in ENGL 101, and 3.5 GPA or membership in the Honors program. 3 Cr. (3 Lec.) Occasionally.

## **ENGL237 Journalism**

This course introduces students to current theory and practice with an emphasis on the development of writing competencies in the major journalistic modes. Objectivity, fairness, balance, ethics, and publication law are discussed. Writing assignments include news, sports, profiles, features, and editorials. Prerequisites: ENGL 101; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **ENGL239 Newspaper Editing**

This course stresses the roles and expertise of both copy editor and news editor. Topics include history, law and ethics of the press, editing for style, grammar, objectivity, fairness and balance, composing headlines, page make-up, and the organization of the small newspaper. Prerequisites: ENGL 237; MATH 090; RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **ENGL245 Survey of British Literature I**

A survey of the major British literary works from the Anglo-Saxon era to the beginning of English romanticism. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **ENGL246 Survey of British Literature II**

The continuation of ENGL 245 including selected works of major British authors from the Romantic period to the present. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **ENGL247 Beat Movement in American Literature**

An analytical examination of the literature, the history, the social implications and philosophical perspectives of the Beat Movement in American literature. Students read, analyze, assess, and write about a body of literature that contributed to, and exemplifies new configurations and radical inventions, and interventions that have shaped American literature. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **ENGL248 Contemporary Women Writers**

*Cross-listed as WGST 248.*

Provides an overview of trends and themes in contemporary literature written by women. Through a broad spectrum of readings, students analyze the impact of gender on literature, recognize the diversity of women's experience as expressed in literature, and review the impact of feminist criticism on contemporary literary theory. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **ENGL250 Field Studies In Literature**

This travel course introduces students to the literature of a country/region selected by the instructor. Students travel to the selected country/region as a group and gain an understanding of that country's/region's literary tradition and history through a tour designed to highlight places and things of particular literary significance. Some elementary language skills may be recommended as needed. Significant additional costs. Prerequisites: ENGL 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall semester.

## **ENGL255 Writing the Dramatic Television Series**

This course explores the process of researching and writing episodes for the dramatic television series. After close analysis of appropriate texts and series episodes, students develop and write a spec teleplay for a current television drama. Prerequisites: ENGL 200; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **ENGL256 Playwriting**

Students focus on critical elements of playwriting, and write a short play of at least 20 pages, which then is refined, edited, and work-shopped. Various techniques are used, including reading of dramatic texts, improvisation, scenarios, and group exploration. Emphasis is on class participation and in-class exercises. Outside work includes seeing two professional plays and writing short papers based on critical elements therein. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **ENGL257 Directing**

Students learn the fundamental staging techniques for bringing dramatic texts to life on stage, focusing on techniques for effectively communicating the text to an audience. Students create prompt books that outline the critical information contained in dramatic texts. They also create scenes from improvisation exercises, and direct short scenes. A short paper based on an outside professional theatrical production is written. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **ENGL260 Creative Writing Portfolio**

Students develop writing portfolios that meet the requirements of targeted transfer colleges and employers. They select and revise their writing with instructor guidance. Additional topics include cover letters, resumes, application essays, personal statements, and interviewing skills. Prerequisite: Prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

## **ENGL261 Visiting Writer Series Workshop**

This course gives participants the opportunity to hear from and interact with at least three distinguished writers of prose, poetry, screenplays or teleplays. Visiting writers read from their work and discuss their writing process. Students write short response papers and participate in creative writing workshop exercises. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 1 Cr. (1 Lec.) Fall semester.

## **ENGL262 Writing Workshop - Poetry**

In this workshop students write and share poems. Voice, form, rhythm, imagery, figures of speech, symbolism, and other elements of poetry are emphasized. Peer work is critiqued and revised in a workshop environment. In addition, students read and discuss the work of selected poets. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Spring semester.

## **ENGL271 Writing Internship**

This course allows students the opportunity to include an internship in their studies and to integrate classroom learning with practice before beginning their writing careers. The program chair maintains an approved list of appropriate internship sites allowing students to participate in work environments where writing-oriented tasks such as writing, editing, proofing, and production are part of the student's workload. It is anticipated that students will gain not only invaluable practical experience, but also have the opportunity to complete work product suitable for inclusion in a portfolio. Prerequisites: ENGL 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 1-3 Cr. (3-9 Lab.) Fall and spring semesters.

## **ENGL274 Marketing the Screenplay**

Examines approaches screenwriters use to get their work read by the film industry. Major topics include networking, querying, and pitching. Students develop an understanding of how agencies, management companies, production companies, studios, entertainment attorneys, and writer unions interact. Writers' groups, conferences, film festivals, fellowships and competitions, and other resources are discussed. Legal concerns including copyright and wga registration, release forms, and option contracts are explored. Treatments, loglines, query letters, cover letters, and other tools are developed. Prerequisites: ENGL 102; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Occasionally.

## **ENGL275**

### **Getting Published - Prose & Poetry**

This course examines the approaches writers use to get their work read and published by writing markets, including literary presses, book publishers, magazines, and online publications. Major topics include researching and targeting appropriate markets and developing letters of inquiry, book proposals, and other tools. Literary agents, writers' groups, conferences, fellowships and competitions, and writers' guides are discussed. Basic legal concerns, such as contracts and copyright issues, are introduced. Prerequisites: ENGL 102; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Occasionally.

## **ENGL285H**

### **Classic Epic in Translation-Honors**

*Cross-listed as HUMN 285H.*

This course introduces the classical epics: the Iliad, Odyssey, and Aeneid. These great poems provide important views of ancient Greek and Roman culture, mythology, and civilization. Their influence ranges over thousands of years, from ancient epic and tragedy to a variety of modern and contemporary arts. As pillars in the western canon of great books, they remain a focus of literary theory and criticism today. Students in this course are required to participate in research and discussion. Open to students in the honors program or by instructor permission. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **ENGL298**

### **Cinema Capstone**

*Cross-listed as COMM 298.*

Students apply what they have learned in the Digital Cinema program courses as they work together to produce a short form, narrative, digital film. The course emphasizes collaboration and cinematic storytelling and aesthetics throughout the preproduction, production, and postproduction stages. Topics include script development, business and legal concerns, budgeting and scheduling, casting, directing, art and sound design, and cinematography. Hands-on participation gives students experience with the technical aspects of preproduction (editing, titles and effects, score, and sound). In addition, students learn about project promotion as they explore transmedia approaches, enter targeted film festivals, and identify appropriate distribution choices. Prerequisite: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing; COMM 240; prior completion or concurrent enrollment in ENGL 101; ENGL 135. Restricted to Digital Cinema majors. 3 Cr. (3 Lec.) Spring semester.

## **ENSC137**

### **Introduction to Engineering**

Students will be introduced to the study and practice of engineering with emphasis on the design process. Prerequisites: MATH 201; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in both PHSC 211 and ENGL 101. 1 Cr. (2 Lab.) Spring semester.

## **ENSC203**

### **Electrical Science**

DC and AC circuits are analyzed using standard network theorems, differential equations, and phasor operations. The laboratory exercises include work with basic components and with diodes, operational amplifiers, transistors and digital logic gates. Prerequisites: MATH 206; PHSC 212; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

## **ENSC204**

### **Mechanics of Materials**

The analysis of stress, strain, bending, torsion and deformation of materials used in engineered components such as beams, shafts, columns, and pressure vessels. Prerequisites: MATH 202; PHSC 211; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **ENSC209**

### **Engineering Mechanics: Statics**

A study of classical static mechanics, including three dimensional vector resolution, equilibrium and freebody diagrams, centroids, friction, and moments of inertia. Prerequisites: MATH 202; PHSC 211; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **ENSC212 Dynamics**

A study of the kinematics and kinetics of particles and planar rigid bodies. Topics include equations of motion, velocity and acceleration, inertia, work and energy, and impulse and momentum. Prerequisites: ENSC 209; MATH 203; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **ENVS101 Biological Resource Conservation**

Explores the biological dimensions of natural-resource management issues. Included are discussions of population dynamics, human health and toxicology, wildlife biology and management, food production, pest control, and maintenance of biodiversity. Both local and global issues are addressed. Intended for all students, regardless of major field of study. ENVS 101 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENVS102 Technology and the Environment**

Examines the technological aspects of resource problems. Topics include air and water pollution, traditional and alternative energy sources, climate change, and management of non-renewable resources. Technical and economic constraints are considered, along with alternatives for future development. Local and global issues are addressed. Intended for all students, regardless of major field of study. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Spring semester.

## **ENVS105 Environmental Ethics**

At heart, all environmental controversies are composed of ethical dilemmas. For example, how much value should be placed on endangered species? What is the equitable way to control greenhouse gas emissions? What moral obligations do we have to non-human animals? This humanities course will function as a framework for analyzing the belief systems that underlie environmental controversies and discussing application of ethical theories to environmental decisions. Ultimately it will ask the student to articulate their own ethical approach to the natural world. Local and global issues are addressed. Intended for all students, regardless of major field of study. The course may be used for a liberal arts, humanities, or unrestricted elective requirement. It will not satisfy a science elective requirement. ENVS 105 fulfills the SUNY General Education Humanities requirement. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **ENVS107 Economy, Society & Environment**

*Cross-listed as POSC 107.*

This course is a survey of environmental problems taken from an economic standpoint. It will analyze political and economic strategies for formulating sustainable resource management. Potential topics include renewable energy, resource scarcity, ecosystem goods and services, international trade, and globalization. ENVS 107 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: RDNG 116 and MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Spring semester.

## **ENVS295 Global Seminar**

*Cross-listed as ANTH 295.*

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **ENVS295H Global Seminar-Honor**

*Cross-listed as ANTH 295H.*

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **ESL 090B** **English as a Second Language - B**

This course is a continuation of ESL 090A. It is designed for non-native speakers of English who have acquired some proficiency in conversational English. The course helps students develop their English language skills so that they are able to get along in typical situations encountered when living in an English-speaking world. Substantial outside preparation and lab work are required. This course is only offered when special intensive English language programs are offered at TC3 or at our partner institutions abroad. Prerequisite: Completion of ESL 090A with a C or better grade. 4 Equiv. Cr. (4 Lec.) Occasionally.

## **ESL 095A** **English as a Second Language - A**

This course is designed for non-native speakers of English who have some proficiency in conversational English. Students in this course gain proficiency in conversational listening, speaking, reading and writing, with particular emphasis on speaking fluently and correctly. In addition, students are introduced to limited and adapted academic English. Substantial outside preparation and lab work are required. This course is only offered when special intensive English language programs are offered at TC3 or at our partner institutions abroad. Prerequisites: Appropriate assessment test score or completion of ESL 090B with a C or better grade; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 4 Equiv. Cr. (4 Lec.) Occasionally.

## **ESL 095B** **English as a Second Language - B**

This is a continuation of ESL 095A that is designed for non-native speakers of English who have some proficiency in conversational English. Students continue to gain proficiency in conversational listening, speaking, reading and writing, with particular emphasis on speaking fluently and correctly. In addition, students are introduced to limited and adapted academic English. Substantial outside preparation and lab work are required. Students will need to pass a speaking test at the end of this course in order to continue in the ESL program at TC3. This course is only offered when special intensive English language programs are offered at TC3 or at our partner institutions abroad. Prerequisites: Completion of ESL 095A with a C or better grade; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 4 Equiv. Cr. (4 Lec.) Occasionally.

## **ESL 101** **English as a Second Language I**

This course is designed for non-native speakers of English who have good conversational English skills and wish to begin developing academic English language skills. Students in the course will work on improving listening, speaking, reading and writing skills using college level materials. They will begin to develop the language skills needed to undertake an academic program at an American college or university. Particular emphasis is placed on being able to write with good control of basic grammar. Substantial outside preparation and lab or online work are required. Students will need to pass a writing test at the end of this course in order to continue in their course work at TC3. Prerequisites: Completion of ESL 095B with a C or better grade, or appropriate score on the placement test; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 if required by placement testing. 8 Cr. (8 Lec.) Fall and spring semesters.

## **ESL 103** **English as a Second Language II**

This course is designed for non-native speakers of English who have excellent conversational skills in English, but who need to improve their academic English skills before entering a full program of study at a college or university. Students develop their skills in listening, speaking, reading, and writing skills using college level materials. Particular emphasis is placed on being able to complete basic academic writing such as the essays in different rhetorical modes. Substantial outside preparation and lab or online work are required. Prerequisites: ENGL 099; appropriate assessment test score or completion of ESL 101 with a grade of C or better; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 8 Cr. (8 Lec.) Fall and spring semesters.

## **ESL 105** **Conversation Connection**

Supplementing the academic ESL courses, non-native English students learn about pronunciation issues and practice real-world language functions. Students analyze conventions of daily, informal speech in American culture, compare American conventions to those of their culture, and obtain significant practice in using those American conventions. The course is graded Pass/Fail. Prerequisites: Concurrent enrollment in ESL 095 or ESL 101 or ESL 103; prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Spring semester.

## **FITN101 Swimming I**

Designed for students with little or no swimming ability. Students learn fundamental skills such as bobbing, prone and back glides, the front, back, and elementary backstroke, changing direction, treading water, jumping and diving into deep water. Special emphasis is placed on helping non-swimmers overcome fear of the water. Red Cross certification available. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN102 Swimming II**

The objective of this course is refinement of basic strokes (front crawl, back crawl, elementary backstroke, breaststroke, and sidestroke) in order to swim with more ease, efficiency, and power. New skills that are introduced include the butterfly stroke, open and flip turns, feet-first, tuck and pike surface dives, and springboard diving. Endurance will be improved by the completion of the course. Red Cross certification available. Prerequisite: FITN 101 or equivalent skill level. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN104 Racquetball, Handball & Squash**

This course introduces students to three parallel games with an emphasis on learning through activity. The course is designed to explore and develop the similarities of the three games. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN106 Modern Dance**

This is a diversified study of the fundamentals of modern dance, and a combination of dance movement, theory, and imagination. Other styles of dance may be introduced. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN108 Adult Recreation and Fitness**

This course operates on an independent study basis and follows the physical fitness guidelines established by the President's Council on Physical Fitness. It is designed for the student who already incorporates physical exercise into his/her daily routine. Students are required to actively participate in an approved exercise mode (physical activity), and to document the frequency and intensity of their activity. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN109 Skiing and Snowboarding**

Covers skiing and snowboarding instruction for all levels from the beginner to the advanced. Classes are held at Greek Peak. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

## **FITN112 Water Safety Instruction**

This course is designed to train instructor candidates to teach the Infant and Preschool Aquatics Program, the seven levels of a Learn to Swim Program, Community Water Safety, and Water Safety Instructor Aide courses. It also teaches instructor candidates how to use course materials, conduct training sessions, evaluate student progress, and prepare and submit records and reports. Red Cross certification available. Prerequisites: FITN 102 or Red Cross level 5 or 6 skills with permission of the instructor; 16 years of age or older, and successful completion of a pretest; prior completion or concurrent enrollment in ENGL 099 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **FITN116 Tennis I**

Designed to teach the fundamentals of tennis, specifically to new tennis players. Instruction includes supervised practice sessions and informal competition among participants. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN117 Tennis II**

This course is designed to be a follow-up to FITN 116 - Tennis I. Students with basic tennis skills will increase their tactical knowledge and refine their skills in order to participate at a higher more competitive level. Prerequisites: FITN 116; prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Summer semester.

## **FITN118 Aerobic Dance**

Aerobic dance is a series of routines consisting of dance steps and calisthenics done to current music. The pace may be vigorous and the result should be an increase in flexibility and overall cardiovascular conditioning. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN119 Fly Fishing**

This course is intended to introduce students to the sport and the literature of fly fishing, with special emphasis upon stream fishing for trout and salmon. Topics covered will include tackle selection, casting techniques, knot tying, applied entomology, conservation, and safety a stream. Weather permitting, field trips will be a part of the instructional program. Letter grade or P/F option is available. Hip boots or waders and a valid New York State fishing license are required. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

## **FITN120 Archery I**

Students learn the basics of archery with an emphasis on the seven steps of archery, scoring, and the history of archery. Safety will be a major emphasis at all times. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN121 Archery II**

A continuation of FITN 120 - Archery I, the course provides opportunities for students to increase his/her tactical knowledge and refine their skills. Advanced sighting techniques (bow sights) and long-range shooting are emphasized. Class bows provided. Additional fee required. Prerequisites: FITN 120; prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN130 Varsity Athletics I**

Provides academic credit to first-year varsity athletes who successfully complete course requirements and a sport season. Students involved in formal athletic programs are exposed to a myriad of learning experiences in the classroom, during practice sessions and contests. The state of one's health/fitness, social process issues, and mechanical principles are typically addressed in successful sport environments. Prerequisites: Verification of eligibility to participate in a varsity sport activity; prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN140 Coed Sports**

This course is designed to expose students to a variety of sports and activities using campus and community resources. Activities will be experienced at the introductory level. Students with no previous experience in these activities are encouraged to enroll. A medical clearance for physical activity is strongly recommended. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN141 Coed Basketball**

Designed to provide a learning experience in the sport of basketball, all aspects of the game will be introduced and supervised. Previous experience with team sport activities is desirable, but not required. A medical clearance for physical activity is strongly recommended. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN142 Coed Sports After Fifty**

This course is designed to provide opportunities for students (fifty years of age and older) to play a variety of coed sports and activities. Activities are experienced at the introductory level. Students with no previous experience in these activities are encouraged to enroll. A medical clearance for physical activity is strongly recommended. Additional fee required. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN143 Coed Lacrosse**

Designed to provide a learning experience in the sport of lacrosse, all aspects of the game are introduced and supervised. Previous experience with team sport activities is desirable, but not required. A medical clearance for physical activity is strongly recommended. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN145 Coed Soccer**

Designed to provide a learning experience in the sport of soccer, all aspects of the game are introduced and supervised. Previous experience with team sport activities is desirable, but not required. A medical clearance for physical activity is strongly recommended. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN147 Coed Softball**

Designed to provide a learning experience in the sport of softball, all aspects of the game are introduced and supervised. Previous experience with team sport activities is desirable, but not required. A medical clearance for physical activity is strongly recommended. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN149 Coed Volleyball**

Designed to provide a learning experience in the sport of volleyball, all aspects of the game are introduced and supervised. Previous experience with team sport activities is desirable, but not required. A medical clearance for physical activity is strongly recommended. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN151 Coed Golf**

Students taking this course will learn and practice the fundamentals of golf. Students with no previous experience in these activities are encouraged to enroll. A medical clearance for physical activity is strongly recommended. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN160 Backpacking**

Cross-listed as RECR 160.

Covers the fundamentals of backpacking as a lifetime leisure activity including backpacking specific techniques, skills, information and a practical experience. Includes a mandatory weekend backpacking trip. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN161 Mountain Biking**

Cross-listed as RECR 161.

Provides students with the opportunity to learn the fundamentals of mountain biking as a lifetime leisure activity. Topics include mountain biking specific techniques, skills, information, and a practical experience. Each student must have a mountain bike and helmet. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN162 Sailing**

Cross-listed as RECR 162.

Provides students with the opportunity to learn basic sailing skills related to the sport of recreation sailing. Boat handling in all kinds of weather, proper trim of sails, docking, anchoring, instrument reading, and man-overboard procedures are covered. Each student participates in all crew positions; helmsman, mid-deck, main trim, and genoa trim. In order to take the course, the student must demonstrate that he/she can (1) swim 25 yards, (2) enter deep water and stay afloat for 5 minutes, (3) be able to don a PFD in deep water and stay afloat in clothes unassisted for 3 minutes, and (4) be able to handle ropes and lift at least 25-pound items. A medical clearance for physical activity is strongly recommended. Additional fee required. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

## **FITN163 Teambldg & Group Initiative Activities**

*Cross-listed as RECR 163.*

Provides students with the opportunity to learn the fundamentals of low level teambuilding and group initiative activities. Emphasis is placed on leading activities for various groups, applying lessons to a real-life context, and analyzing activities to meet the needs of various groups. Students become prepared to lead teambuilding and group initiative activities for people in an outdoor recreation/education or fitness recreation setting. A teambuilding trip experience is included. This is a hands-on active class and all students are encouraged to participate regardless of any disability. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

## **FITN164 Snowshoeing**

*Cross-listed as RECR 164.*

Covers the fundamentals of snowshoeing as a lifetime leisure activity including snowshoeing specific techniques, skills, information, and a practical experience. The majority of the class is spent outside snowshoeing in the local weather. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN165 Canoeing**

*Cross-listed as RECR 165.*

This course is designed to teach the basic skills needed to handle canoes. Topics studied include organization of trips, self-rescue, paddling skills, and survival techniques. As much time as possible is spent on the water starting with basic flat-water skills and progressing to moving water. Canoes and PFDs are provided. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

## **FITN180 Introduction to Tango**

This course focuses on social dancing and includes some elements of choreography, stage, and improvisational skills. Students are able to improve their connection, balance, coordination, and improvisational skills. Elements of Vals and Milonga are introduced. 1 Cr. (2 Lab.) Occasionally.

## **FITN203 Bowling**

Students taking this course learn the basics of bowling, including, but not limited to the techniques of bowling, rules of the game, scoring, history of bowling, and governing organizations. The class meets each week at a local bowling facility. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab. for 5 weeks) Fall and spring semesters.

## **FITN204 Karate I**

An introduction to the physical and spiritual aspects of traditional Japanese karate that teaches basic karate skills, individual kata (form), and two-person practices, as well as breathing and relaxation techniques. The emphasis of the training is on mutual respect, physical fitness, and self-empowerment. The course also incorporates practices of qigong (Chinese energy practice) to improve health and well-being. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN205 Karate II**

A continuation of FITN 204. Students successfully completing the course will be at a level equivalent to orange belt (advanced beginner). Different kata (pre-arranged forms) are studied. Prerequisite: FITN 204. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN208 Weight Control**

This course focuses on basic principles of weight loss through diet and exercise. Each student designs a weight management program to meet individual goals. Theory and physical exercise are the primary focus. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN213 Self Defense**

An introductory level course in practical self defense designed for women and men. Students learn practical and effective basic defensive techniques as well as responses to a multitude of situations. They also learn how to improve awareness and to recognize a threat. No previous experience or training is required. Each class has a lecture and skill development component. Prerequisites: Prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN215 Aerobic Conditioning**

This course provides opportunities for aerobic conditioning and strength training. Students have unlimited access to the college fitness center, without charge. Each student is provided with an individual exercise performance chart, a personal fitness testing data record sheet, and is guided into a comprehensive exercise routine. The course combines group lectures, use of the fitness center, optional use of the pool, and an outdoor walk/jogging trail. The fitness center has adaptive equipment. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN216 Lifeguard Training**

Lifeguard Training prepares individuals to assume more effectively the duties and responsibilities of lifeguards. It covers equipment-based rescues, spinal injury management, post-rescue care and many other topics based on up-to-date principles of aquatic safety. First aid and professional rescuer level CPR training are also included. The Waterfront Life Guarding module covers skills and knowledge needed at the waterfront. Red Cross certification available. Prerequisites: FITN 102 or Red Cross level 5 or 6 skills with permission of the instructor; 15 yrs. of age or older, and successful completion of a pretest; prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 2 Cr. (1 Lec., 2 Lab.) Spring semester.

## **FITN221 Snow Sports Instructor's Course**

This course is an introduction to teaching skiing and snowboarding professionally. A certified member of the Professional Ski Instructors of America Association at Greek Peak Snow Sports School, in Virgil, N.Y. teaches the course. Snow sport school policies and procedures and progressions in learning and teaching skiing and snowboarding skills are covered. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semesters.

## **FITN230 Varsity Athletics II**

This course provides academic credit to second year varsity athletes who successfully complete course requirements and a sport season. Students involved in formal athletic programs are exposed to a myriad of learning experiences in the classroom, during practice sessions and contests. The state of one's health/fitness, social process issues, and mechanical principles are typically addressed in successful sport environments. Prerequisites: Verification of eligibility to participate in a varsity sport activity; prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **FITN240 Sports Officiating**

Prepares students for sports officiating in soccer, volleyball, basketball, or lacrosse. Emphasis is placed on the rules, proper positioning, officiating mechanics, and etiquette. The course includes philosophy, theory, physical, and mental training. It provides an opportunity for those interested in becoming involved professionally in officiating New York State sport contests and pursuing sport specific officials' certification(s). Successful completion of the course prepares students for sport officiating examinations in New York State. A required practicum of understudy assignments makes up 25 percent of the grade. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **FITN276 Outdoor Recreation Field Adventure**

*Cross-listed as RECR276*

Students learn basic outdoor recreation pursuit skills in the classroom and practice those skills in an extended (week-long) experiential field experience. Basic knowledge for outdoor and adventure recreation activities that take place in the United States are covered. Depending on the trip route, students could participate in activities not limited to: backpacking, canoeing, hiking, mountain climbing, white water rafting, and primitive camping. Additional fee required. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; instructor permission. 3 Cr. (1 Lec., 6 Lab.) Occasionally.

## **FREN101 Beginning French I**

This course is designed to develop beginning level speaking, listening, reading, and writing skills in French and covers cultural information about the French-speaking world. Course emphasis is on speaking and understanding colloquial French. Substantial outside preparation and lab work are required. FREN 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **FREN102 Beginning French II**

This course is designed to develop high-beginning to low-intermediate level speaking, listening, reading, and writing skills in French. Cultural information about the French-speaking world is discussed. Course emphasis is on speaking and understanding colloquial French. Substantial outside preparation and lab work are required. FREN 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: FREN 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Spring semester.

## **FREN201 Intermediate French I**

This course is designed to develop solid intermediate level speaking, listening, reading, and writing skills in French and covers cultural information about the French-speaking world. Course emphasis is on speaking and understanding colloquial French, but also includes an introduction to French literature and some expository writing. Substantial outside preparation and lab work are required. FREN 201 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: FREN 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Occasionally.

## **FREN202 Intermediate French II**

This course is designed to develop solid intermediate level speaking, listening, reading, and writing skills in French and covers cultural information about the French-speaking world. Course emphasis is on speaking and understanding colloquial French, but also includes an introduction to French literature and some expository writing. Substantial outside preparation and lab work are required. FREN 202 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: FREN 201; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Occasionally.

## **FSS 110 Freshman Seminar-General Interest**

Intended for the first semester, this course will allow students to engage in an exploration of issues related to college success including engaging themselves in the college community, understanding diversity and relationship dimensions, understanding college resources, policies and procedures, and acquiring a self understanding of one's own strengths and intelligences and how these can be applied to academic goals, wellness issues, and issues related to future academic plans both within TC3 as well as after earning an associate degree. Because of the similarity of the course content, students may not receive credit toward their degree for ACAD 100, ACAD 150 or any other FSS course taken in combination with this course. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **FSS 115 Freshman Seminar-General Interest**

Intended for the first semester, this course will allow students to engage in an in-depth exploration of issues related to college success including engaging themselves in the college community, understanding diversity and relationship dimensions, understanding college resources, policies and procedures, and acquiring a self understanding of one's own strengths and intelligences and how these can be applied to academic goals, wellness issues, and issues related to future academic plans both within TC3 as well following earning a degree at TC3. Because of the similarity of the course content, students may not receive credit toward their degree for ACAD 100, ACAD 150 or any other FSS course taken in combination with this course. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **FSS 118 Freshman Seminar-Nursing Interest**

Intended primarily for first semester college students with a particular interest in nursing, students will engage in an exploration of issues related to college success and will gain an understanding of the requirements for admissions to the nursing program. This course will assist students in engaging themselves in the college community; understanding diversity and relationship dimensions; and understanding college resources, policies, and procedures. It will also assist students in acquiring a self-understanding of one's own strengths and intelligences and how these can be applied to academic goals, wellness issues, and issues related to future academic plans, both within TC3 as well as following a degree at TC3. Students wishing to enroll after their first semester must request permission of the instructor. Because of the similarity of the course content, students may not receive credit toward their degree for ACAD 100, ACAD 150, or any other FSS course taken in combination with this course. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **FSS 120 Freshman Seminar-Nursing Interest**

Intended primarily for first semester college students with a particular interest in nursing, students will engage in an in-depth exploration of issues related to college success, and will gain an understanding of the requirements for admissions to the nursing program. This course will assist students in engaging themselves in the college community, understanding diversity and relationship dimensions, understanding college resources, policies and procedures, and acquiring a self understanding of ones own strengths and intelligences and how these can be applied to academic goals, wellness issues, and issues related to future academic plans both within TC3 as well following a degree at TC3. Students wishing to enroll after their first semester must request permission of the Freshman Success Coordinator or the Student Success Coordinator. Because of the similarity of the course content, students may not receive credit toward their degree for ACAD 100, ACAD 150 or any other FSS course taken in combination with this course. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **FSS 131 Self and World**

This is a required first semester course for students in the Exploratory Studies Sequence of the Liberal Arts-General Studies Program. It is designed to introduce students to the intellectual, social, and practical aspects of college life. Working within a diverse community of learners, students will explore how their lives shape and are shaped by the complex world in which they live, and they will extend their understanding of their roles within it. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **FSS 132 Freshman Seminar- Environmental Studies**

This is a required first semester course for students in the Environmental Science A.S. degree program. Students are introduced to the broad scope of Environmental Studies as an academic discipline, career options in this field, and transfer opportunities in both the natural and social sciences. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

## **FSS 137 Freshman Seminar-New Media**

Designed to enhance the college experience for first-year matriculated students. The Freshman Seminar employs an interactive design and a variety of instructional modalities (e.g., discussion, lecture, research, multi-media) to enhance student development in three areas vital to student success: study skills, program development, and career/transfer awareness. Students may not apply credit for more than one Freshman Seminar and may not apply credit for both ACAD 150 and a Freshman Seminar toward their degree. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **FSS 160 Freshman Seminar-Comm and Media Arts**

Designed to enhance the college experience for first-year matriculated students. The Freshman Seminar employs an interactive design and a variety of instructional modalities (e.g., discussion, lecture, research, multi-media) to enhance student development in three areas vital to student success: study skills, program development, and career/transfer awareness. Students may not apply credit for more than one Freshman Seminar and may not apply credit for both ACAD 150 and a Freshman Seminar toward their degree. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **FSS 175 Freshman Seminar – Sport Management**

This is a required first semester course for students in the Sport Management A.S. degree program. Students are introduced to the study of Sport Management as an academic discipline, career options in this field, and transfer opportunities. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

## **GEOG120 World Regional Geography**

This course analyzes human settlement and modification of the Earth's major regions. It uses a social science perspective to review key aspects of our on-going economic, historical and cultural development in a comparative context. GEOG 120 fulfills the SUNY General Education requirement in Social Sciences. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; or instructor's permission. 3 Cr. (3 Lec.) Fall semester.

## **GEOL101 Introductory Geology**

This is an introductory course in physical geology. Topics include structure of the earth, rocks and minerals, weathering and erosion, glaciation, plate tectonics, earthquakes, mountain building, igneous activity, geologic time, and local geology. Laboratories include the study of rocks, minerals, fossils, and topographic maps. Substantial outside preparation for the laboratories is required. GEOL 101 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 095 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **GEOL125 Biology and Earth Science for Teachers**

*Cross-listed as BIOL 125.*

The course is designed for students intending to pursue a degree program in childhood/early childhood education. Basic concepts of earth science and biology are covered. The course focuses on the development of conceptual models which are useful in teaching these concepts at the elementary level. BIOL/GEOL 125 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

## **GERM101 Beginning German I**

This course is designed to develop beginning level speaking, listening, reading, and writing skills in German. Cultural information about the German-speaking world is presented. Course emphasis is on speaking and understanding colloquial German. Substantial outside preparation and lab work are required. GERM 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or current enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **GERM102 Beginning German II**

This course is a continuation of GERM 101. Students are required to write short compositions and discuss required reading assignments in German. Substantial outside preparation is required. GERM 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: GERM 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Occasionally.

## **HLTH101 Care of the Dying: Practical & Moral Issues**

In this course the issues concerning death and the process of dying are explored. The emphasis is on examining ways of improving how we care for those who are dying. The psychosocial and physical problems encountered in life limiting illness, the hospice approach to these problems, and how culture affects dying are discussed. Students explore their own feelings about death and caring for the dying. Prerequisites: Prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. 1 Cr. (2 Lec. for 7.5 weeks) Occasionally.

## **HLTH104 Medical Terminology**

*Cross-listed as NURS 104.*

Using a body systems approach, students enrich their understanding of basic medical terminology by learning to break words into functional parts based on their Greek and Latin meanings. Topics include anatomic terms, all major body systems and pathology terminology. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HLTH126 Health and Fitness**

Students closely examine the elements of health and health-related components of physical fitness in this introductory course. Planning and participating in an interesting successful exercise and nutrition program is a fundamental aspect of this course. Successfully preventing, responding to injury/illness, and increasing or maintaining a productive level of energy are all issues which, when managed properly, contribute to an improved quality of life. Additional topics addressed include finding meaningful work, enjoying leisure activities, growing older successfully, and improving and protecting the environment. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **HLTH135 Therapeutic Touch: Massage Techniques**

Also cross-listed as NURS 135.

This course covers massage techniques to address common and specific health concerns such as pain management, fluid retention, skin integrity, self esteem, depression, and anxiety. Student should be familiar with the concept of homeostasis as it pertains to health care issues. The class is open to health care professionals and students in the allied health care field. A general knowledge of anatomy and physiology, basic psychology and listening skills is required. Class hours are divided; on campus, online discussion, and clinical hours both on campus and at health care sites where students use massage techniques on clients. Prerequisites: Prior completion or concurrent enrollment in BIOL 131 or BIOL 201, and ENGL 100; MATH 095 and RDNG 116 if required by placement testing. 2 Cr. (1.5 Lec., 0.5 Lab.) Fall semester.

## **HLTH205 First Aid and Safety Education**

This is a study of the typical injuries, illnesses, and emergency situations received in workplace, recreation, home and community, as well as the corresponding first aid skills needed to manage those emergencies until Emergency Medical Services (EMS) personnel arrive. This course emphasizes ways to prevent such scenarios and helps students confront their fears of stepping forward to provide assistance. The corresponding American Red Cross certificate(s) in CPR and First Aid are given upon satisfactory completion of the requirements. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HLTH206 Personal Health**

Isolates some of the most perplexing health-related problems, and provides opinions, data, and facts to help students make decisions to optimize their personal health. Topics include promoting health behavior change, psychosocial health, managing stress, violence and abuse, human sexuality, nutrition, weight management, personal fitness, addictions and addictive behavior, alcohol, tobacco and caffeine, illicit drugs, cardiovascular disease, cancer, infectious diseases, sexually transmitted infections, noninfectious conditions, healthy aging, environmental health, consumerism and complementary and alternative medicine. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HLTH207 Drug Studies**

This course deals with current problems, views, and attitudes concerning psychoactive drugs and their usage. Students explore the effects of drugs on human physiology and interpersonal functioning. They are encouraged to consider their own relationship with chemicals and to evaluate information related to specific subject matter. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HLTH208 Alcohol and Alcoholism**

A study of the drug alcohol and the disease alcoholism. All facets of the subject are discussed, including the sociological, psychological, and physiological. Experts who represent various areas, such as the medical profession, the law, rehabilitation, counseling, and psychiatry are called upon to share their knowledge and expertise with the class. An honest and practical look is taken at a drug affecting most of us in some way. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HLTH210 Consumer Health Issues**

This course offers students the opportunity to explore health care delivery systems, and the roles of caregivers from historical, ethical, political, social, and global perspectives. As a result of this exploration, students will become better-informed health consumers, and will be able to make more sound and responsible decisions to obtain and/or to provide improved health and health care for themselves and their families. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HLTH215 World Health Problems**

The major causes of morbidity and mortality around the world are discussed and analyzed. Topics discussed in a seminar format include water availability and quality, human waste disposal, malnutrition, AIDS, and other diseases. The health problems of developed countries are compared and contrasted with those of developing countries, along with the methodologies used by national and international agencies to solve them. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **HLTH216 International Health On-Site Study Abroad**

A service learning study abroad experience, coupled with ANTH/IED 260 Culture Survey for Study Abroad, this is an exploration of international health issues on site in a developing country. Students participate in health care clinics and other practice settings. Pre- and post-trip meetings and assignments are required. Significant additional costs. Prerequisites: ENGL 100; MATH 090 and RDNG 116 if required by placement testing; concurrent enrollment in ANTH/IED 260; instructor permission. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods.

## **HLTH241 Pharmacology for Nurses & Allied Health Pr**

*Cross-listed as NURS 241.*

This is a comprehensive pharmacology course that includes the basic principles of pharmacology and the major classes of drugs. Legal and ethical foundations for safe drug administration as well as theories of drug action, physiologic processes mediating drug action, variables affecting drug action, and unusual and adverse responses to drug therapy are considered. Drug profiles are presented and include therapeutic drug action, side effects as well as client and family teaching. Nursing implications and application of nursing process are included for nurses who enroll in the course. Prerequisites: NURS 110; NURS 120; BIOL 131 or BIOL 201; BIOL 132 or BIOL 202; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HRMG100 Introduction to Hospitality Industry**

A study of the growth and development of the hospitality industry, its present status, and future trends, including an introduction to the various areas of specialization. Areas covered include hotels, restaurants, resorts, wineries, casinos, and travel and tourism. Personal and professional qualifications for different career options will be discussed. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; MATH 090; and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **HRMG101 Food Service & Preparation I**

Basic procedures and techniques for large quantity food preparation and service are covered. The study of sanitation, safety, equipment operation, food purchasing and preparation techniques, and table service are covered. Special projects in menu planning, purchasing, preparation, and services are required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **HRMG102 Food Service and Preparation II**

This course involves practical application of elements of Food Service and Preparation I. Students work either in a commercial or institutional food service operation on a weekly basis. A weekly debriefing/discussion of the students' work experience is included. Prerequisites: HRMG 101; ENGL 100; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (1 Lec., 8 Lab.) Spring semester.

## **HRMG103 Rooms Division Management**

This course is a study of the procedures, analysis, and management of front office, housekeeping, engineering, and security. Through property management system simulation training, property tours, and lecture, students will gain an understanding of the various areas of the rooms division within a hotel. Other hotel departments will be introduced to explain departmental relationships. Prerequisites: ENGL 100; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and semesters.

## **HRMG105 Food Sanitation & Safety**

The basics of sanitation and management of food safety in the hospitality industries are the foundation of this training course. Students are prepared for industry certification testing which is required and monitored by the NYS Health Department to assure adherence to good sanitation and food handling practices. If the final exam is passed with a 75% grade or better, certification is awarded by the National Restaurant Association. Additional fee is required. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **HRMG107 Safe Alcohol Handling**

The principles of responsible alcohol transactions, which include understanding alcohol laws, evaluating intoxication levels, dealing with difficult situations, and checking identification, are covered. Students prepare for industry certification testing. If the final exam is passed with a 75% grade or better, certification is awarded by the National Restaurant Association. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **HRMG201 Hospitality Law**

This course is a study of laws and regulations pertaining to hotel, restaurant, travel, and casino industries. The focus is on risk management, precautions, documentation procedures, and preventative methods necessary to avoid, or at least minimize, legal action. The course covers areas such as food and beverage service and safety responsibilities, contracts, employment and labor issues, civil rights, negligence, the innkeeper's duties, corporate and franchise laws, and product liability. Emphasis is placed on analyzing legal cases related to the hospitality industry so that future managers understand their legal rights and responsibilities. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **HRMG205 Hospitality Marketing**

This course is a study of hospitality marketing for hotels, food service, travel/tourism, special events, and destination operations. Development of a strategic marketing plan, market research and analysis, buyer behavior, market segmentation, competition analysis, e-commerce business, publicity and promotion, and business feasibility are discussed. Various career and entrepreneurial opportunities in hospitality marketing and management are introduced. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **HRMG206 Food and Labor Cost Control**

A study of the impact effective control systems have on handling food, beverage, labor and assets. Cash procedures and handling of sales revenue are addressed. The student learns that checkpoints must be established for purchasing, receiving, storage, and disposal of product. Employee training and counseling are also addressed. Prerequisite: Prior completion or concurrent enrollment in MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **HRMG213 Hospitality Internship**

Through employment, mentorship and self-directed studies at a hospitality related organization, Hotel Restaurant and Management majors enhance their understanding of leadership, teamwork, communication, necessary industry skills, and diversity. Each student must complete (three credits), before graduation, a minimum of 150 hours (10 hours per week for 15 weeks) of acceptable and appropriate employment at an approved organization. Six credits may be earned by completing a work experience minimum of 270 hours (18 hours per week for 15 weeks). Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; approval by faculty advisor and Hotel and Restaurant Management Program Chair. 3 Cr. (9 Lab.) Fall, spring, and summer semesters.

## **HRMG216 Hospitality Internship**

Through employment, mentorship and self-directed studies at a hospitality related organization. Hotel Restaurant and Management majors enhance their understanding of leadership, teamwork, communication, necessary industry skills, and diversity. Each student must complete (three credits), before graduation, a minimum of 150 hours (10 hours per week for 15 weeks) of acceptable and appropriate employment at an approved organization. Six credits may be earned by completing a work experience minimum of 270 hours (18 hours per week for 15 weeks). Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; approval by faculty advisor and Hotel and Restaurant Management Program Chair. 6 Cr. (18 Lab.) Fall, spring, and summer semesters.

## **HRMG218 International Hospitality Experience –Study Abroad**

Through a unique study abroad partnership, students will be immersed in classes and other self-directed studies with a world class international hospitality partner. Students will build on the fundamental skills learned in course. An integral part of this program is the opportunity for students to meet and live with people from all over the world and study hospitality principles in a country other than their own. Prerequisites: ENGL100; HRMG 100; HRMG 101 or WINE 120; MATH 090 if required by placement testing. Based on the location of the experience, basic proficiency in a foreign language may be required. Minimum of 7 college credits must be completed at TC3 before applying for the experience (not including high school dual credit); minimum GPA of 2.5; instructor permission. Additional requirements may apply for students who are not US citizens. 3-15 Cr. (15 Weeks) Fall, spring, and summer semesters.

## **HRMG220 International Culture & Cuisine – Study Abroad**

This course offers exposure and historical insight to cuisines of the world. The particular aspects of regional ingredients and traditional cooking techniques are discovered for the beginning culinary professional. The course is a full cultural immersion in a distinct international culinary facility and country. Significant additional cost. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; HRMG 101; HRMG 105 or HRMG 107; if required by placement testing prior completion or concurrent enrollment in ENGL 101; and instructor permission. 3 Cr. (9 Lab.) Spring semester.

## **HSTY101 Development of the Western Tradition I**

This course surveys the major historical developments of western civilization from the pre-historic era to 1650. Special emphasis is placed on reading, interpreting, and discussing primary sources so students can comprehend the practice of historical research. HSTY 101 fulfills the SUNY General Education Western Civilization requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HSTY101H Development of Western Traditions I-Honors**

This course surveys the major historical developments of western civilization from the pre-historic era to 1650. Special emphasis is placed on reading, interpreting, and discussing primary sources so students can comprehend the practice of historical research. HSTY 101H fulfills the SUNY General Education Western Civilization requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **HSTY102**

### **Development of Western Tradition II**

This course surveys the major historical developments of western civilization from 1650 to the present. Special emphasis is placed on reading, interpreting, and discussing primary sources so students can comprehend the practice of historical research. HSTY 102 fulfills the SUNY General Education Western Civilization requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HSTY102H**

### **Development of West Trad II--Honors**

This course surveys the major historical developments of western civilization, from 1650 to the present. Special emphasis is placed on reading, interpreting, and discussing primary sources so students can comprehend the practice of historical research. HSTY 102H fulfills the SUNY General Education Western Civilization requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **HSTY110**

### **World History to 1500**

This course surveys the major developments in World Civilizations before 1500 and uses a chronological, regional, and intercultural approach. Students study social, political, religious, and economic changes that have created the complex modern world. Focus is given to areas of Europe, the Americas, Africa, the Middle East, and Asia. HSTY 110 fulfills the SUNY General Education Other World Civilizations requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **HSTY111**

### **World History Since 1500**

This course surveys the major developments in world civilizations since 1500 and uses a chronological and regional approach. Students study social, political, religious and economic changes that have created the complex modern world. Focus is given to areas of the Caribbean Basin, South America, Africa, the Middle East, Asia, and Australasia. HSTY 111 fulfills the SUNY General Education Other World Civilizations requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HSTY201**

### **American History to 1877**

This is a study of the American people from the point of European contact to the end of the Reconstruction period. Selected issues emphasized include the impact of European intervention on Native American civilizations, the development of the American republic, westward expansion, immigration, economic and religious ideals, the institution of slavery, sectionalism, early social reform movements including women's rights and abolition, and the war between the states. HSTY 201 fulfills the SUNY General Education American History requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HSTY201H**

### **American History to 1877--Honors**

This is a study of the American people from the point of European contact to the end of the Reconstruction period. Selected issues emphasized include the impact of European intervention on Native American civilizations, the development of the American republic, westward expansion, immigration, economic and religious ideals, the institution of slavery, sectionalism, early social reform movements including women's rights and abolition, and the war between the states. HSTY 201H fulfills the SUNY General Education American History requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **HSTY202**

### **American History Since 1877**

This course analyzes problems faced by the American people since the end of Reconstruction. Issues include the effects of industrialization, social, economic and political reform, imperialism, immigration, urbanization, populism, progressivism, the transformation from isolationism to a position of world power, the New Deal, World War I, World War II, the Cold War, revival of feminism and racism. HSTY 202 fulfills the SUNY General Education American History requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HSTY202H**

### **American History Since 1877--Honors**

This course analyzes problems faced by the American people since the end of Reconstruction. These problems include the effects of industrialization, social, economic and political reform, imperialism, immigration, urbanization, populism, progressivism, the transformation from isolationism to a position of world power, the New Deal, World War I, World War II, the Cold War, revival of feminism and racism. HSTY 202H fulfills the SUNY General Education American History requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **HSTY203**

### **History of Tompkins County to 1865**

Students explore the founding, settlement, and growth of Tompkins County to 1865. In the process, they examine three key questions: Who were the first peoples of Tompkins County? How has environment and geography influenced the county's history? What role did Tompkins county play in the abolitionist movement and Civil War? Learning resources include the archival and artifact collection at the History Center in Tompkins County. Prerequisites: ENGL 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **HSTY215**

### **History of Latin America**

This course surveys the historical development of Latin America from 1450 to the present. One emphasis will be on the distinct role the United States has played in regional developments. Special attention is placed on reading, interpreting, and discussing primary source documents so students can comprehend the practice of historical research. HSTY 215 fulfills the SUNY GEN ED Other World Civilizations requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 101, RDNG 116, and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **HSTY225**

### **African American History**

This course is an introduction to African American history from the colonial era until Reconstruction. While tracing the major events that shaped America's history, the course focuses on the experience of African peoples using primary sources, audio and video presentations, class discussions, and lectures. Some major topics include geography and culture of Africa, transatlantic slave trade, systems of chattel slavery, and the roles of African Americans in religion, politics, culture, revolution, and the Civil War in America. Note: For students scoring above 84 on the N.Y. State Regents U.S. History & Government Exam, HSTY 225 fulfills the SUNY General Education American History requirement. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **HSTY230**

### **History of Ireland-Study Abroad**

*Cross-listed as POSC 230.*

The focus of this travel course is the history, culture, and politics of Ireland. Students travel to Ireland as a group, and learn about the role of Ireland in world history. Films, discussions with local people, and visits to museums, cultural, historical, political and religious sites are integral parts of the course. Significant additional costs. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; instructor permission; RDNG 116 if required by placement testing. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods.

## **HSTY233**

### **Women in U.S. History**

*Cross-listed as WGST 233.*

This course emphasizes the experiences of women from a variety of cultures within the U.S. from colonial times to the present. Among the topics discussed are women's familial roles, the changing nature of household work, racial and ethnic differences in women's experiences, the women's rights movement, employment of women outside the home, and contemporary feminism. Note: For students scoring above 84 on the N.Y. State Regents U.S. History & Government Exam, this course fulfills the SUNY General Education American History requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **HSTY235 Medieval Europe 500-1500**

This course surveys the major developments in Western European history in the era from the collapse of Rome until the age of Columbus. Special emphasis will be on the tangled relationship between church and state, the evolving lives of common people, and the development of law and government systems. Prerequisites: ENGL 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **HSTY252 Native Am History: Colonial Policies**

A consideration of the development and maintenance of colonial policies toward Native Americans from the point of European contact to the War of 1812. The political, social, economic, and religious changes that resulted from national claims by the Spanish, Dutch, French, and British are examined. The course also examines how non-native peoples represented Native Americans and how these images (and misrepresentations) changed over time. Native American art and literature are introduced. HSTY 252 fulfills the SUNY General Education Other World Civilizations requirement. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **HSTY255 Labor History**

This course focuses on the individual and collective experience of workers from European colonization to the early twentieth century. Students are introduced to some of the major events in the history of the American working class through readings, lecture, online sources, videos and discussions. The course explores the construction of class and class-consciousness; studies changes in union philosophies and activities; and begins to understand the historical forces that helped shape the contemporary workplace. Material unfolds conceptually as the course considers how and why the workforce has changed over time. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **HSTY260 Topics in Modern Latin America**

*Cross-listed as POSC 260.*

This travel course introduces students to the modern history and politics of one Latin American nation. Instructors select a nation to survey, for example Guatemala, Mexico, or The Dominican Republic, etc. Students travel to the designated country as a group, and gain practical experience in the modern historical, political, social, economic, and religious climate by touring in both urban and rural areas. HSTY/POSC 260 fulfills the SUNY General Education Other World Civilizations requirement. Elementary Spanish skills highly recommended. Significant additional costs. Prerequisites: ENGL 100; instructor permission; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods.

## **HSTY290 Social Science Capstone Course**

*Cross-listed as ANTH 290 or PSYC 290 or SOCI 290.*

Provides students with an opportunity to draw on a variety of disciplines, perspectives and methods from the social sciences in application to a specific research problem of local and/or global importance. A relevant theme, chosen each semester by the social sciences faculty, provides the focus for the course. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the program. Students will conduct both primary and secondary research. Prerequisites: RDNG 116 if required by placement testing; MATH 095 if required by placement testing; ENGL 101; C or better grade in PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HUMN232 Introduction to World Religions**

An introduction to several of the world religious traditions including Buddhism, Hinduism, Chinese religions, African tribal religions, Judaism, Christianity, and Islam. Students will learn about the key doctrines, beliefs, and practices of seven major religious world views. Although the course provides only a foundation for understanding different world religions, students will be given the opportunity to study one religious tradition in more depth. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **HUMN285H** **Classic Epic in Translation-Honors**

*Cross-listed as ENGL 285H.*

This course introduces the classical epics: the Iliad, Odyssey, and Aeneid. These great poems provide important views of ancient Greek and Roman culture, mythology, and civilization. Their influence ranges over thousands of years, from ancient epic and tragedy to a variety of modern and contemporary arts. As pillars in the western canon of great books, they remain a focus of literary theory and criticism today. Students in this course are required to participate in research and discussion. Open to students in the honors program or by instructor permission. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **HUMS104** **Introduction to Corrections**

*Cross-listed as CRJU 104.*

This course focuses on the components and programs that constitute the correctional system within the United States. Major topics include origins and history of correctional philosophies, rationales, practices, programs, and institutions; administration and management of correctional facilities and programs; constitutional requirements and requirements in the operations of corrections; legal rights of inmates; incarceration of special-needs offenders; supervision of offenders who are not incarcerated; and the future of punishment and corrections. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

## **HUMS105** **Introduction to Human Services**

The purpose of this course is to identify agencies in the community that provide human services. Emphasis is placed on examination of the particular mission, objectives, organization, staffing patterns, and funding of such agencies. The interaction of various roles of the human service network is also examined. The course is intended for human service students, as well as for interested community members. The instructional modes include lecture, seminar, agency visits and presentations. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HUMS110** **The Helping Relationship**

A study of the fundamental nature of the helping relationship, with emphasis on essential personal characteristics, knowledge acquisition, and skill development. Opportunities are provided to develop helping techniques such as interviewing, effective communication, assessing needs, establishing goals, and evaluating outcomes. The advantages and limitations of each technique are considered. Student self-evaluation of needs, abilities, and personal values are ongoing components of the course. The course is intended for human service students, as well as for interested community members. Prerequisites: C or better grade in HUMS 105; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HUMS111** **Introduction to Gerontology**

This course presents an introductory level, interdisciplinary approach to the study of aging in American society. Sociological, biological, psychological, and demographic perspectives on the aging process are considered. The course provides an overview of theory, research, and applied aspects of aging. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **HUMS114** **The Process of Group Communication**

This course examines group process and its relationship to service organizations. Students study norms, roles, group rules, power, and leadership of small groups. Students experience and evaluate new techniques and methods of working with small groups in a human service setting. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

## **HUMS125** **Intro to Early Childhood Education**

*Cross-listed as ECHD 125.*

This course focuses on the functioning of the total child, stressing the importance of early childhood education in a diverse society. Emphasis is placed upon the need to understand child growth and development, developmentally appropriate practices, positive guidance, and the importance of working with families. The students use observational worksheets in natural settings. Educational philosophy, legislation, public policy concerning the young child, and an overview of child care services are also discussed.

Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HUMS128** **The Family: Strength-Based Intervention**

A systems model is used to assess families' strengths and weaknesses in reference to meeting basic human needs of each member. Understanding the family in the social environment, emphasizing the strengths, resources, and unused opportunities of each family member, and identifying interventions available to the human services worker are studied. Priority is given to the study of the challenges most frequently encountered by families. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **HUMS206** **Juvenile Delinquency**

*Cross-listed as SOCI 206.*

Attention is directed to an analysis of the demography of delinquency and gangs, the selective characteristics of delinquents and gangs, the societal processes related to their causes, theories concerning causes and prevention, and the evaluation of empirical studies and programs provided by youth agencies and the juvenile justice system. Students research and analyze landmark cases of the U.S. Supreme Court. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **HUMS212** **Community Corrections**

*Cross-listed as CRJU 212.*

This course examines the variety of programs and services developed and used by community corrections. Major topics include probation, intermediate corrections, parole, criminal sentencing structures and processes, management of community corrections organizations, supervising a differentiated offender population, practitioners within community corrections, and juvenile community corrections programs. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **HUMS218** **Home & Comm Services for Older Persons**

This study applies human service skills and resources, as well as knowledge of problems and needs of older persons, to an investigation of the delivery of helping services. Topics include home care, health and nutrition aid, recreation, social support, work opportunities, and provisions for institutional care, which are suitable for the physical, social psychological, and economic needs of individual clients. Prerequisites: ENGL 101; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **HUMS225** **Early Childhood Curriculum Development**

*Cross-listed as ECHD 225.*

Introduces and examines recent research in the field of early childhood development and uses it to develop curriculum for young children. Emergent, developmentally appropriate, anti-bias, and creative curriculum are discussed and integrated. Students demonstrate situations and analyze possible effects of methods discussed in class. Readings on methods and materials in the early childhood classroom are required. Prerequisites: ECHD/HUMS 125; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ECHD 110 recommended. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HUMS226** **Plan/Manage Day Care Centers & Nursery Sch**

*Cross-listed as ECHD 226.*

Designed for students considering careers in the early childhood network. Topics include administration, finances, budgeting, space and equipment, staffing patterns, safety, children's programs, community relations, and food management in early childhood settings. Parent involvement in early childhood programs is also examined. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

## **HUMS229** **Applied Methods in Human Services**

This course covers the practical applications and applied methods of the various helping theories in human services.

Opportunities are provided for trying out a variety of helping methods. Videotapes and case studies are used extensively.

Prerequisites: C or better grade in ENGL 101; HUMS 105; HUMS 110; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **HUMS230** **Human Service Internship**

The internship experience provides an opportunity for students to spend 16 hours per week in direct service within social and educational agencies in the community. The 224 hours of fieldwork are completed during the spring semester and provide a forum to practice and develop helping skills expected of beginning professionals in human services. Prerequisites: ENGL 101; HUMS 105; HUMS 110; HUMS 229; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing. 6 Cr. (1 Lec., 15 Lab.) Fall and spring semesters.

## **IED 160** **International Education**

The course facilitates student registration in study abroad programs and courses offered by other colleges at various international locations. Upon completion of the international experience, students will receive academic credit for a variety of liberal arts and sciences and business courses. Student must receive approval from an academic advisor and must be in good academic standing. Significant additional costs. 3 - 15 Cr. (9 -45 Lab). Occasionally.

## **IED 260** **Culture Survey for Study Abroad**

*Cross-listed as ANTH 260.*

Provides a full cultural immersion experience via a short term study abroad trip to a non-U.S. culture, such as Guatemala, Nicaragua, Ecuador, etc. Students are guided to practice cultural relativism using a holistic approach thereby broadening their global perspective. They practice hands-on ethnographic research methods such as interviewing, observing, and reflective journal writing. Cultural focus areas that are examined include indigenous lifestyles, health care, family structure, gender roles, religion, human rights, and globalization. Pre and post-trip work is required. Students meet during the semester preceding the trip. ANTH/IED 260 fulfills the SUNY General Education Other World Civilizations requirement. Significant additional costs. Scholarships available. Corerequisites: Designed as part of a six credit Learning Community, the course can be offered with courses such as BIOL 116, HSTY260, HLTH 216, ENGL 250, ENGL 149 Transformative Travel Writing, etc. An interview and permission of instructor(s) are required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ANTH 201 or ANTH 202, and basic Spanish speaking skills are recommended, but not required. 3 Cr. (1 Lec., 6 Lab.) Occasionally.

## **IRM 101** **Research Strategies**

How do you go about researching an information problem? This course goes beyond basic database and Internet searching to identify the experts, agencies, foundations and organizations who generate information. Search tools are reviewed, but the emphasis is on evaluation and critical reading of sources. Some class time is devoted to discussion of critical issues involving the role of information in society such as privacy, civil liberties, free speech and disinformation. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 1 Cr. (0.5 Lec., 0.5 Lab.) Fall semester.

## **ITAL101**

### **Italian I**

This course is designed to develop beginning level speaking, listening, reading, and writing skills in Italian. Cultural information about the Italian-speaking world is covered. Course emphasis is on speaking and understanding colloquial Italian. Substantial outside preparation and lab work are required. ITAL 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **ITAL102**

### **Italian II**

Building on the skills and knowledge acquired in Italian I, students continue developing listening comprehension, speaking, reading, and writing skills in Italian. By the end of the course students will be able to express themselves in Italian using past, conditional, future, and subjective tenses, both orally and in writing. Outside language lab work required. ITAL 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: ITAL 101; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **MATH090**

### **Developmental Mathematics**

This course is designed for students who need to review certain mathematical skills in fractions, decimals, and percents. It is intended to help those who have not had experiences in math for a number of years, and to improve the skills of those who have had difficulty mastering these topics. A basic calculator with percent and square root keys is required. A C or better grade is required to pass the course and to take additional mathematics courses. This is a noncredit course, which may not be applied toward any degree or certificate program. It may be counted toward a full-time load for financial aid purposes. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters.

## **MATH095**

### **Beginning Algebra**

This is a beginning algebra course intended for students who have never had algebra or had it many years ago. Topics include operations of the integers, linear equations with applications, exponents, operations with polynomials, factoring, and graphing linear equations. A C or better grade is required to pass the course, and to take additional algebra based mathematics courses. A scientific calculator is recommended. This is a noncredit course, which may not be applied toward any degree or certificate program. It may be counted toward a full-time load for financial aid purposes. Prerequisites: C or better grade in MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters.

## **MATH100**

### **Intermediate Algebra**

This is an intermediate level algebra course intended for students who have previously taken a beginning algebra course. Topics include operations with polynomials, exponents, rational expressions, linear, quadratic, and rational equations, linear inequalities in one and two variables, systems of equations, and linear coordinate algebra. This course can be used to satisfy a math requirement at this college. It may not transfer to other institutions. Prerequisites: C or better grade in MATH 095 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **MATH109**

### **Statistical Literacy**

This course is a study of selected topics from basic probability and statistics, including equally likely outcomes, conditional probability, mutually exclusive events, independent events, multiplication rule, mean, median, mode, standard deviation, normal curve, margin of error, and expected value. It is intended as a math elective for students without a background in algebra and is not a substitute for a standard statistics course. Students are required to have a calculator capable of computing mean and standard deviation, TI-34II recommended. Cooperative work is encouraged. Math 109 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 090 if required by placement testing; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **MATH110** **Topics in Mathematics**

This course is designed to cover several non-algebraic topics. Topics may include patterns in our number system such as Pascal's triangle and its use in probability, sets and set operations, Venn diagrams, Cartesian products, logic including the study of truth tables and the nature of proofs, clock arithmetic and numeration systems, particularly base 2, 5, and 16, and an introduction to geometry. These topics are studied in order to provide students with a broad general overview of some areas of interest and utility in mathematics. Prerequisites: C or better grade in MATH 090 if required by placement testing; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. ( 3 Lec.) Fall and spring semesters.

## **MATH113** **Mathematics for Elem School Teachers I**

This is the first in a two-semester course sequence for students who intend to become elementary school teachers, or for students in the Early Childhood program. It is designed to provide an understanding of the various mathematical concepts presented in elementary schools. There is an emphasis on problem solving, communicating using mathematical language and theory, rational numbers and decimals. Prerequisites: C or better grade in MATH 095 if required by placement testing; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **MATH115** **Mathematics for Elementary Sch Teach II**

This is the second in a two-semester course sequence for students who intend to become elementary school teachers, or for students in the Early Childhood program. The course is designed to provide an understanding of the various mathematical concepts presented in elementary school. There is an emphasis on problem solving. Communicating using mathematical language and notation is stressed. Topics include probability and statistics, geometry, concepts of measurement, tessellations, congruence and constructions. MATH 115, together with MATH 113, fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 113 or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **MATH122** **Technical Mathematics**

Designed specifically to meet the needs of students in technology programs, this course is a study of fundamental algebraic operations, linear equations, functions, applied geometry, trigonometry, and vector analysis. MATH 122 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 100 or appropriate qualifying test score; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **MATH132** **College Algebra and Trigonometry**

This course covers fundamental algebra and trigonometry between elementary algebra and pre-calculus. Topics include polynomial and rational expressions, graphing, functions, first and second-degree equations, polynomials and rational equations, absolute value, transformations, complex numbers, and right triangles and functional trigonometry. A specified model of graphing calculator is recommended. MATH 132 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 100 or appropriate qualifying test score; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **MATH135** **Precalculus Mathematics**

Provides the algebraic foundation, from a function standpoint, for a standard calculus course. Topics include inverse functions and their graphs; exponential and logarithmic functions with applications; trigonometry with applications, vectors, and conic sections. A TI-83 graphing calculator is recommended. MATH 135 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 122 or MATH 132, or appropriate qualifying test score; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **MATH181** **Discrete Mathematics**

This is an introductory course intended primarily for students in the computer science or the Liberal Arts Adolescence Teacher Education concentration in mathematics, but it could serve as a liberal arts math elective for any student. Topics include set theory, logic, methods of proof, counting methods, graph theory, and trees. Prerequisites: C or better grade in MATH 122 or MATH 132 or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Spring semesters.

## **MATH200 Statistics**

A study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods of presentation of data, measures of central tendency and dispersion, sampling techniques, elementary probability, hypothesis testing, confidence intervals on both one and two populations, and linear regression and correlation. Use of the binomial, the normal, the student's T, and the chi-square distributions are covered. A TI-83, TI-83 plus, or TI-84 graphing calculator is required. MATH 200 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 100 or equivalent; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **MATH201 Calculus I**

This is a first course in calculus for all disciplines. Topics include limits, continuity, derivatives of algebraic and trigonometric functions, antiderivatives, and the definite integral. Applications including curve sketching, optimization problems, related rates, area under and between curves, and volumes of revolution. A graphing calculator is recommended. MATH 201 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 135 or appropriate qualifying test score; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Fall and spring semesters.

## **MATH202 Calculus II**

The course is a continuation of Calculus I. Topics includes differentiation and integration of elementary functions, parametric equations, polar coordinates, arc length, curvature, L'Hopital's Rule, and improper integrals. Series are not included. Use of a graphing calculator is required. The course is intended for students in the Computer Science, Engineering Science, Liberal Arts-Adolescence Teacher Education: Mathematics and Physics concentrations, and the Liberal Arts-Math/Science A.S. degree programs. Prerequisites: C or better grade in MATH 201 or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Fall and spring semesters.

## **MATH203 Calculus III**

A continuation of Calculus II, this course is intended for students in the Computer Science, Engineering Science, Liberal Arts - Adolescence Teacher Education: Mathematics and Physics concentrations, and the Liberal Arts-Math/Science A.S. degree programs. Topics include vectors, lines and planes in space, partial derivatives, directional derivatives, multiple integrals, line integrals, infinite sequences and series, Bessel functions, introduction to matrices and determinants, and polar form of complex numbers. Students are expected to have a calculator capable of matrix computations. Prerequisites: C or better grade in MATH 202 or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Fall semester.

## **MATH206 Differential Equations**

An introduction to solution methods for ordinary differential equations and partial differential equations. Topics include separable equations, exact equations, linear equations, numerical approximations, reduction of order, undetermined coefficients, Cauchy-Euler equations, variation of parameters, power series solutions, Laplace transforms, unit step function, Dirac delta, and introduction to partial differential equations. Applications discussed include orthogonal trajectories, growth and decay, springs, beams, heat flow, and the wave equation. Prerequisites: C or better grade in MATH 203, or B or better grade in MATH 202, or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Spring semester.

## **MATH208 Linear Algebra**

This course covers topics that involve emphasis on algebra, geometry, pre-calculus, and calculus skills. Topics include systems of linear equations, matrices and matrix operations, Euclidean n-space, vectors (algebraically and geometrically), linear transformations, vector spaces, eigenvalues, and eigenvectors. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 201. 4 Cr. (4 Lec.) Fall semester.

## **METR101 Introductory Meteorology**

A study of the weather around us. Topics include the structure of the atmosphere, heat balance of the earth, air masses, circulations, fronts, cyclones, severe weather, and climate and its change. The laboratory will emphasize mathematical calculations for atmospheric physics and processes, gathering meteorological data, analysis of weather systems, and short-term weather forecasting. METR 101 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: College level math skills, MATH 100 or equivalent; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

## **MUSI101 Music Appreciation**

This course is designed to help students develop their understanding of music as a language of human expression. The melodic, rhythmic, harmonic form, and historical significance of selected pieces are examined. Students are introduced to a wide variety of music from primitive to modern times and develop the skill to recognize patterns, forms, and styles found in music. MUSI 101 fulfills the SUNY General Education requirement in the Arts. Prerequisite: RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **MUSI103 College Community Chorus**

Basics of harmony and musical dynamics are covered in this introduction to choral singing. Public performance is required. This course may be taken more than once. Prerequisite: RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **MUSI108 Music Theory I**

This course is a basic introduction to music fundamentals. Students learn notation, rhythmic patterns, melodic pattern, and harmonic progressions. Analysis of musical textures and forms, ear training, and sight reading are included. Prerequisite: RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **MUSI109 Music Theory II**

A study of fundamental chords structures, the ways in which they are formed, and the ways they work. This material should be of use to musicians as they improvise all styles of existing music. Prerequisites: MUSI 108; RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **MUSI115 Small Ensemble-Recorder**

This course helps students develop the skill of playing in a group. Students learn by performing a variety of music from all parts of the world. The course is open to students with some experience playing the recorder or other instrument. It may be taken more than once. Familiarity with basic melody and rhythmic notation. Prerequisite: RDNG 099 if required by placement testing.

## **MUSI117 Applied Music-Piano**

Provides individual one-half hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **MUSI118 Applied Music-Guitar**

Provides individual one-half hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **MUSI120 Applied Music-Voice**

Provides individual one-half hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **MUSI127 Applied Music-Piano**

Provides individual one-hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 2 Cr. (2 Lec.) Fall and spring semesters.

## **MUSI128 Applied Music--Guitar**

Provides individual one-hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 2 Cr. (2 Lec.) Fall and spring semesters.

## **MUSI130 Applied Music--Voice**

Provides individual one-hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 2 Cr. (2 Lec.) Fall and spring semesters.

## **NURS102 NYS Coalition PN to RN Transition**

Designed to validate prior learning and to update/enhance the student's knowledge, this course facilitates transition from the role of practical nurse to that of a student preparing for the role of registered nurse. Nursing process is used as the framework for critical thinking and problem solving. In addition to the regular admissions requirements, individuals holding a LPN current registration in a United States jurisdiction must successfully complete this course before they will be considered for second year status in the Nursing A.A.S. degree program. Grading is Pass/Fail. Prerequisites: ENGL 101; MATH 095 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Offered exclusively in an online format. Spring semester.

## **NURS104 Medical Terminology**

*Cross-listed as HLTH 104.*

Using a body systems approach, students enrich their understanding of basic medical terminology by learning to break words into functional parts based on their Greek and Latin meanings. Topics include anatomic terms, all major body systems and pathology terminology. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **NURS105 Nursing Communication in Health Care Practice**

This course is designed for the nursing student who has been identified by self and/or by nursing faculty to need additional communication skills to increase success in the nursing program. This course furthers the student's fluency in English while familiarizing her/him with the language of science and health. During the first two weeks of class, the student is assessed for individual needs in the areas of written and spoken communication used in health care. Faculty in nursing and ESL decide the major focus for the individual student. Medical terminology, the culture of nursing and health care practice settings in the United States, writing and speaking skills needed by the nurse and non-verbal communication behaviors in the U.S. culture are covered. Specific skills emphasized include communication with clients, relaying information to other health care professionals, and expectations of language skills in testing including the NCLEX-RN. Prerequisites: Concurrent enrollment in NURS 110; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (1 Lec.) Fall semester.

## **NURS110**

### **Fundamentals of Nursing**

The nursing curriculum, which is based on developing critical thinking skills and habits of mind, and attaining clinical judgment, is introduced, as are the professional and legislative standards that govern nursing practice, including the NYS Nurse Practice Act, HIPAA, and principles of safety and infection control. Students explore and apply basic concepts and skills of evidence-based nursing practice. Emphasis is placed on learning caring behaviors and therapeutic communication, with a focus on health assessment using Gordon's functional health patterns; particular emphasis is given to the coping/stress, self perception/self-concept, sleep/rest, health perception/health management, values/beliefs, and roles/relationships patterns. All levels of prevention are introduced, with a focus on primary prevention activities aimed at healthy individuals across the lifespan. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program and must enroll in lecture, laboratory, and field sections of the course. Requires basic computer skills, including keyboarding, word processing, email and internet use, and use of ANGEL, a course management system. Prerequisites: Prior completion or concurrent enrollment in BIOL 131 and ENGL 101; C or better grade in MATH 095 and RDNG 116 if required by placement testing. 7 cr. (4 Lec., 9 Lab.) Fall semester.

## **NURS120**

### **Critical Thinking Medic Surgical Nursing**

Utilizing and building upon previously-learned critical thinking skills and habits of mind, nursing concepts, and clinical skills, the student learns to apply nursing process, caring behaviors, and therapeutic communication to the care of clients in acute-care settings, particularly those with alterations in Gordon's functional health patterns of activity/exercise and nutrition/metabolism. The student applies clinical judgment to providing evidence-based nursing care, with emphasis on clients' learning needs for self care and other aspects of secondary prevention. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program to enroll in this course. Course requires basic computer skills, including keyboarding, word processing, email and internet use, and use of ANGEL, a course management system. Prerequisites: NURS 110; ENGL 101; C or better grade in BIOL 131; prior completion or concurrent enrollment in BIOL 132. 9 cr. (4 Lec., 15 Lab.) Spring semester.

## **NURS135**

### **Therapeutic Touch: Massage Techniques**

Also cross-listed as HLTH 135.

This course covers massage techniques to address common and specific health concerns such as pain management, fluid retention, skin integrity, self esteem, depression, and anxiety. Student should be familiar with the concept of homeostasis as it pertains to health care issues. The class is open to health care professionals and students in the allied health care field. A general knowledge of anatomy and physiology, basic psychology and listening skills is required. Class hours are divided; on campus, online discussion, and clinical hours both on campus and at health care sites where students use massage techniques on clients. Prerequisites: Prior completion or concurrent enrollment in BIOL 131 or BIOL 201, and ENGL 100; MATH 095 and RDNG 116 if required by placement testing. 2 Cr. (1.5 Lec., 0.5 Lab.) Fall semester.

## **NURS208**

### **Art & Sci of Nursing Across the Lifespan**

Utilizing and building upon previously-learned critical thinking skills and habits of mind, nursing concepts, and clinical skills, the student learns to apply nursing process, caring behaviors, and therapeutic communication to the care of clients across a variety of settings, particularly those with alterations in Gordon's functional health patterns of sexuality/reproduction, cognition/perception, and elimination. The student applies clinical judgment to providing evidence-based nursing care, with emphasis on factors that create uniqueness in client situations, including family, culture, and psychosocial and physiologic life-span challenges, as well as tertiary prevention. Consideration is also given to legal and ethical issues in nursing, including NYS Mandated Reporter Child Abuse training. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program to enroll in this course. Course requires basic computer skills, including keyboarding, word processing, email and internet use, and use of ANGEL, a course management system. Prerequisites: All courses required in the first two semesters of the nursing program; C or better grade in BIOL 131 and BIOL 132. 10 cr. (6 Lec., 12 lab.) Fall semester.

## **NURS208H**

### **The Art and Science of Nursing Across the Lifespan**

Utilizing and building upon previously-learned critical thinking skills and habits of mind, nursing concepts, and clinical skills, the student learns to apply nursing process, caring behaviors, and therapeutic communication to the care of clients across a variety of settings, particularly those with alterations in Gordon's functional health patterns of sexuality/reproduction, cognition/perception, and elimination. The student applies clinical judgment to providing evidence-based nursing care, with emphasis on factors that create uniqueness in client situations, including family, culture, and psychosocial and physiologic life-span challenges, as well as tertiary prevention. Consideration is also given to legal and ethical issues in nursing, including NYS Mandated Reporter Child

Abuse training. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program to enroll in this course. Course requires basic computer skills, including keyboarding, word processing, email and internet use, and use of ANGEL. Prerequisites: All courses required in the first 2 semesters of the nursing program; RDNG 116 if required by placement testing. 10 Cr. (6 Lec., 4 Lab.) Fall semester.

## **NURS225** **Prof Practices & Complex Nursing Care**

The student uses and incorporates all previously-learned critical thinking skills and habits of mind, all Gordon's functional health patterns, concepts of primary, secondary and tertiary prevention, therapeutic communication, and care skills to plan and implement evidence-based care for clients with complex health problems, including clients with chronic and multi-system health issues, across a variety of settings. Emphasis is placed on professional issues and the transition from student to RN role. The student examines and applies leadership and client care management concepts and skills. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program to enroll in this course. Course requires basic computer skills, including keyboarding, word processing, email and internet use, and use of ANGEL, a course management system. An honors section is offered. Prerequisite: All courses required in the first three semesters of the nursing program; prior completion or concurrent enrollment in BIOL 112 and NURS 241. 10 cr. (6 Lec., 12 Lab.) Spring semester.

## **NURS225H** **Professional Practice and Complex Nursing Care**

The student uses and incorporates all previously-learned critical thinking skills and habits of mind, all Gordon's functional health patterns, concepts of primary, secondary and tertiary prevention, therapeutic communication, and care skills to plan and implement evidence-based care for clients with complex health problems, including clients with chronic and multi-system health issues, across a variety of settings. Emphasis is placed on professional issues and the transition from student to RN role. The student examines and applies leadership and client care management concepts and skills. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program to enroll in this course. Course requires basic computer skills, including keyboarding, word processing, email and internet use, and use of ANGEL. Prerequisite: All courses required in the first 3 semesters of the nursing program; prior completion or concurrent enrollment in BIOL 112 and NURS 241; RDNG 116 if required by placement testing. 10 Cr. (6 Lec., 4 Lab.) Spring semester.

## **NURS232** **Nursing Internship**

This internship is a cooperative education experience for Nursing students who have completed the first year of academic course work and clinical experiences. Students have the opportunity to use previously learned nursing knowledge and skills in the work setting of Cayuga Medical Center, Cortland Regional Medical Center, and area health care agencies. In addition to completion of the prerequisites, students must have a minimum 2.5 GPA, complete interviews and necessary forms with Nursing faculty and appropriate agency personnel. Additional requirements may apply, including preparation for the internship. Students have the option to enroll in a two or three credit internship. A minimum of 100 hours (2 credits), or 150 hours (3 credits) of acceptable and appropriate employment at an approved organization must be completed. Prerequisites: NURS 110; NURS 120; BIOL 131; BIOL 132; RDNG 116 if required by placement testing. 2 Cr. (6 Lab.) Fall and spring semesters.

## **NURS233** **Nursing Internship**

This internship is a cooperative education experience for Nursing students who have completed the first year of academic course work and clinical experiences. Students have the opportunity to use previously learned nursing knowledge and skills in the work setting of Cayuga Medical Center, Cortland Regional Medical Center, and area health care agencies. In addition to completion of the prerequisites, students must have a minimum 2.5 GPA, complete interviews and necessary forms with Nursing faculty and appropriate agency personnel. Additional requirements may apply, including preparation for the internship. Students have the option to enroll in a two or three credit internship. A minimum of 100 hours (2 credits), or 150 hours (3 credits) of acceptable and appropriate employment at an approved organization must be completed. Prerequisites: NURS 110; NURS 120; BIOL 131; BIOL 132; RDNG 116 if required by placement testing. 3 Cr. (9 Lab.) Fall and spring semesters.

## **NURS241 Pharmacology for Nurses & Allied Health Professionals**

*Cross-listed as HLTH 241.*

This is a comprehensive pharmacology course that includes the basic principles of pharmacology and the major classes of drugs. Legal and ethical foundations for safe drug administration as well as theories of drug action, physiologic processes mediating drug action, variables affecting drug action, and unusual and adverse responses to drug therapy are considered. Drug profiles are presented and include therapeutic drug action, side effects as well as client and family teaching. Nursing implications and application of nursing process are included for nurses who enroll in the course. Prerequisites: NURS 110; NURS 120; BIOL 131 or BIOL 201; BIOL 132 or BIOL 202; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **OFFC101 College Keyboarding & Document Processing**

Basic keyboarding skills are developed, with emphasis on correct touch-typing techniques for tabulation, rough drafts, letters and envelopes, memos, tables, and business reports. The goal is development of speed and accuracy on straight copy material with a minimum speed requirement of 34 words per minute for three minutes with a maximum of five errors. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 3 Lab.) Fall and spring semesters.

## **OFFC110 WP for Computers Using Microsoft Word**

Students are prepared in using the most advanced word processing software available using a Windows environment. Students learn and practice the major functions of the program. Lecture hours are spent introducing the lessons and discussing various problems that may arise during practice. Discussion of format, layout, and other topics that relate to machine operations are covered. Applications designed for reinforcement are completed during lab hours. Throughout the semester, unit tests are given which require students to apply the skills they have acquired. Prerequisites: OFFC 101; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

## **OFFC203 Administrative/Automated Office Procedure**

Basic office/computer skills common to most office situations are covered. Students learn about the techniques and principles of electronic/manual filing. Skills such as handling the telephone, electronic messaging, mailing, assisting/coordinating office meetings and conferences are developed through classroom exercises and discussions. Time management techniques, both in personal life as well as in business careers, are discussed, along with those qualities and skills necessary for promotion to positions of management and supervision. Strong emphasis is placed on proper office dress and grooming, and those attitudes and qualities essential to success in the business world. Interviewing skills and resume writing are emphasized. Prerequisites: ENGL 101; OFFC 101; RDNG 116 if required by placement testing. 4 Cr. (4 Lec.) Fall semester.

## **OFFC211 Intermediate College Keyboarding & Document Processing**

This course is designed for students who can type, but who need additional instruction in production typing of letters, memos, various projects, business reports, and tabulated documents that are likely to be encountered in the average business office. Advanced skills using Word are required in order to complete projects that call for desktop publishing, tables command using spreadsheet formulas, the use of macros and styles, and sort and select, as well as charts. The typing speed required in this course ranges from 45-60 words per minute with an accuracy range of zero to five errors on five-minute timed writings. Students pursuing an associate degree in Office Management and Administration must earn a C or better grade in order to fulfill degree requirements, and to advance to the third program course in keyboarding. Prerequisites: OFFC 101; MATH 095 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in OFFC 110. 3 Cr. (2 Lec., 3 Lab.) Fall semester.

## **OFFC221 Advanced College Keyboarding & Document Processing**

As the capstone experience for the Office Management and Administration degree program, the goal of this course is to advance students' ability to handle keyboarding and document processing in a variety of offices, such as sales, research, medical, legal, and engineering. Students learn how to type complicated tables and statistical reports, design newsletters, design and prepare their own letterhead and business forms. They are required to compose letters and memos with a minimal amount of instruction. All work is done using Word. Students are expected to know how to use the advanced features of Word, spreadsheet tables, sort and select, snaking/side-by-side columns, styles, macros, fonts, graphics/draw, and be able to apply them when designing various documents. Prerequisites: OFFC 110; OFFC 211; ENGL 101; MATH 095 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 3 Lab.) Fall and spring semesters.

## **OFFC230**

### **Office Management & Administration Internship**

The internship is an opportunity for students to gain work experience directly related to the field of office management/administration. Students spend eight hours per week in an office either on campus or in an area business. This experience allows them to apply the skills and knowledge gained in Office Management/Administration courses. In the classroom part of the course, students develop a resume, analyze their personality and work habits, strengthen weak areas of personality and work habits, study job-seeking strategies, learn how to negotiate salaries, and learn techniques on interviewing. Mock interviews are given. The classroom portion of the course is analyzed and evaluated through the completion of a portfolio that students develop as the semester progresses. At the end of the course, students submit a report evaluating their experience in the internship office. Prerequisites: OFFC 101; OFFC 110; OFFC 203; OFFC 211; ENGL 101; CAPS 121; CAPS 131; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in CAPS 123 and CAPS 141. 3 Cr. (1 Lec., 8 Lab.) Fall and spring semesters.

## **PARA101**

### **Introduction to Paralegalism**

An examination of the role of paralegals in the legal system, with a particular emphasis on the New York State court system. Topics studied include an overview of the court system and administrative agencies, legal terminology, law office management, and ethical and professional practice standards. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARA130**

### **Legal Research and Drafting**

Students develop an understanding of legal research and legal writing. Topics include statutes, case law, drafting and writing process, types of documents, and types and use of research tools, including online legal research, the Internet, and CD-ROM products. In particular, the student gains familiarity with a law library and researching a topic from general topic to specific case. Although this course is intended to be a general course, the primary focus is on New York and federal law. However, after successful completion of the course, students have the tools necessary for legal research of all types, in any jurisdiction. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; C or better grade in PARA 101; RDNG 116 if required by placement testing; concurrent enrollment in PARA 101 is permissible with instructor permission. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARA205**

### **Litigation/Civil Procedure**

The objective of this course is to develop students' understanding of the basic concepts, rules and principles (as well as some of the basic practical applications) forming the foundation of civil procedure and practice. Topics include courts, statutes of limitation, jurisdiction, venue, parties, pleading, motions, judgments, discovery, pretrial incidents, enforcement of judgments, special proceedings and other civil topics. The primary focus is on the laws of the State of New York, which apply generally to other states; the secondary focus is on federal rules. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARA210**

### **Real Estate/Property Law**

Students develop an understanding of real estate and property law in general and with respect to the paralegal's function. Topics include terminology, contracts, title to property, deeds, estates in land, foreclosure, mortgages, landlord-tenant, tax issues, ethics, and real estate closings. In particular, students become familiar with deeds, abstracts, survey maps, and closing statements. The primary focus is on the laws of New York with comparisons to the laws of other jurisdictions. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARA213**

### **Constitutional Law**

Cross-listed as POSC 213.

This course is a survey of issues involving U.S. Constitutional Law, including the particulars and history of the Constitution and its amendments, Supreme Court decisions over the past 210 years, the relationships among political institutions, civil rights and liberties, commerce and property rights, and criminal justice and rights. Information is presented from legal and historical perspectives. A student successfully completing this course acquires some proficiency with the scholarly study of law and its application. BUAD 201 or CRJU 105 or PARA 101 or POSC 103 are recommended. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **PARA215 Family Law/Domestic Relations**

Designed for upper level paralegal majors, students acquire an understanding of the basic concepts, rules and principles, as well as some of the basic practical applications that form the foundation of family and domestic relations law. Topics include terminology, courts, matrimonial, divorce, property distribution, child custody and visitation, child and spousal support, child protection, adoption, paternity, domestic violence, juvenile delinquency, and other relevant topics. In particular, students become familiar with common pleadings and documents a paralegal may assist in preparing. They acquire an understanding of relevant laws, especially the New York Family Court Act and New York Domestic Relations Law. In addition, students develop their understanding of courts and procedures, and work to strengthen their research, writing, and drafting skills. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARA216 Legal Aspects of Evidence**

*Cross-listed as CRJU 215.*

The origin, development, philosophy and constitutional basis of evidence to be used in criminal trials are examined. The course emphasizes constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and case studies. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; C or better grade in CRJU 105 or PARA 101 or PARC 101; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **PARA220 Wills, Trusts, Estate Planning**

The drafting of wills and trusts and the administration of estates are a unique combination of art and science. Artistically speaking, the creative use of legal technology and techniques provides a vehicle for a client to literally speak from the grave and dictate control over his or her assets after death. At the same time, the detailed practice and procedural requirements of state and federal statutes give a scientific atmosphere in which the estate practitioner must operate. In this course, paralegal majors become familiar with both aspects of this subject in order that they will be able to competently assist the attorney in the practice of Trust and Estate Law. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARA225 Criminal Law and Procedure**

This course introduces the paralegal student to topics, issues, and procedures that a paralegal deals with working in a criminal law environment. The emphasis is on specific pragmatic tasks that a paralegal would likely be engaged in while working for a criminal defense law office, a district attorney's office, in a court, or other similar employment. Some general, philosophical and historical material is considered with a particular focus on legal research, drafting of pleadings, and other related documents, and trial preparation and conduct. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.) Fall semester.

## **PARA226 Bankruptcy, Collections and Foreclosure**

In this course, upper-level paralegal students develop an understanding of bankruptcy, foreclosure, and collection law. Topics covered are terminology, fact and case analysis, pleadings and documents, procedures and remedies in foreclosures, collections, bankruptcy, bankruptcy petition and plan preparation, debtor and creditor rights and remedies, consumer protection, ethics, and policy considerations in the development of statutory and decisional law on these topics. Students become familiar with the common forms and pleadings used. Although the course is general, the primary focus is on the applicable New York and federal laws and practices. Students acquire an understanding of the similarities and differences in federal bankruptcy practice in New York and other jurisdictions. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.) Spring semester.

## **PARA230 Paralegal Internship**

This course, to be taken concurrently with PARA 231 Paralegal Seminar, is a capstone course for all paralegal students. The internship is a first step toward obtaining employment as it gives the student some marketable work experience. Students in the final semester of the paralegal program apply what they have learned in paralegal courses, and learn how a paralegal functions at work. Each student completes 150 hours of field work in a legal environment under the supervision of an attorney. Each student is required to keep a weekly journal of activities and submit a final written paper on the internship experience. A student with comparable prior law office experience may apply to receive credit for that experience. If approved the student will need to take

PARA 231 Paralegal Seminar only. Co-requisite: PARA 231. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in PARA 130, PARA 205, PARA 210, PARA 215, PARA 220 and BUAD 201; overall grade point average of 2.0; instructor permission. Up to two prerequisite courses may be taken concurrently. 2 Cr. (6 Lab.) Fall and spring semesters.

## **PARA231 Paralegal Seminar**

This is the final semester capstone course for all paralegal majors. Students apply what they have learned in paralegal courses, and learn how a paralegal functions at work. Taken concurrently with PARA 230 Paralegal Internship, legal ethics (both attorney and paralegal), law-office management skills (including a technological update and specific computer applications), interviewing, and job placement skills are covered. Discussion topics involve the full range of work in a law office, with an emphasis on the tasks each student is engaged in while completing the internship. Ethical consideration will be a key part. Co-requisite: PARA 230. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in PARA 130, PARA 210, PARA 215, PARA 220, and BUAD 201; overall grade point average of 2.0, and instructor permission. Up to two prerequisite courses may be taken concurrently. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARC101 Introduction to Paralegalism**

An examination of the role of paralegals in the legal system, with a particular emphasis on the New York State court system. Topics studied include an overview of the court system and administrative agencies, legal terminology, law office management, and ethical and professional practice standards. Prerequisite: Paralegal Studies certificate major. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARC130 Legal Research and Drafting**

Students develop an understanding of legal research and legal writing. Topics include statutes, case law, drafting and writing process, types of documents, and types and use of research tools, including online legal research, the Internet, and CD-ROM products. In particular, the student gains familiarity with a law library and researching a topic from general topic to specific case. Although this course is intended to be a general course, the primary focus will be on New York and federal law. However, after successful completion of the course, students will have the tools necessary for legal research of all types, in any jurisdiction. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARC205 Litigation/Civil Procedure**

The objective of this course is to develop students' understanding of the basic concepts, rules and principles (as well as some of the basic practical applications) forming the foundation of civil procedure and practice. Topics include courts, statutes of limitation, jurisdiction, venue, parties, pleading, motions, judgments, discovery, pretrial incidents, enforcement of judgments, special proceedings and other civil topics. The primary focus is on the laws of the State of New York, which apply generally to other states; the secondary focus is on federal rules. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, and BUAD 201. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARC210 Real Estate/Property Law**

Students develop an understanding of real estate and property law in general and with respect to the paralegal's function. Topics include terminology, contracts, title to property, deeds, estates in land, foreclosure, mortgages, landlord-tenant, tax issues, ethics, and real estate closings. In particular, students become familiar with deeds, abstracts, survey maps, and closing statements. The primary focus is on the laws of New York with comparisons to the laws of other jurisdictions. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, or BUAD 201. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARC213 Constitutional Law**

This course is a survey of issues involving U.S. Constitutional Law, including the particulars and history of the Constitution and its amendments, Supreme Court decisions over the past 210 years, the relationships among political institutions, civil rights and liberties, commerce and property rights, and criminal justice and rights. Information will be presented from a legal perspective, as well as a historical perspective. A student successfully completing this course will acquire some proficiency with the scholarly study of law and its application. BUAD 201, CRJU 105, PARC 101, or POSC 103 are recommended. Prerequisite: Paralegal Studies certificate major; ENGL101; RDNG116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **PARC215 Family Law/Domestic Relations**

Designed for upper level paralegal majors, students acquire an understanding of the basic concepts, rules and principles, as well as some of the basic practical applications that form the foundation of family and domestic relations law. Topics include terminology, courts, matrimonial, divorce, property distribution, child custody and visitation, child and spousal support, child protection, adoption, paternity, domestic violence, juvenile delinquency, and other relevant topics. In particular, students become familiar with common pleadings and documents a paralegal may assist in preparing. They acquire an understanding of relevant laws, especially the New York Family Court Act and New York Domestic Relations Law. In addition, students develop their understanding of courts and procedures, and work to strengthen their research, writing, and drafting skills. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, and BUAD 201. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARC216 Legal Aspects of Evidence**

The origin, development, philosophy and constitutional basis of evidence to be used in criminal trials are examined. The course emphasizes constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights and case studies. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101. 3 Cr. (3 Lec.) Spring semester.

## **PARC220 Wills, Trusts, Estate Planning**

The drafting of wills and trusts and the administration of estates are a unique combination of art and science. Artistically speaking, the creative use of legal technology and techniques provides a vehicle for a client to literally speak from the grave and dictate control over his or her assets after death. At the same time, the detailed practice and procedural requirements of state and federal statutes give a scientific atmosphere in which the estate practitioner must operate. In this course, paralegal majors become familiar with both aspects of this subject in order that they will be able to competently assist the attorney in the practice of Trust and Estate Law. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, and BUAD 201. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PARC225 Criminal Law and Procedure**

This course introduces the paralegal student to topics, issues and procedures that a paralegal deals with working in a criminal law environment. The emphasis is on specific pragmatic tasks that a paralegal would likely be engaged in while working for a criminal defense law office, a district attorney's office, in a court, or other similar employment. Some general, philosophical and historical material is considered with a particular focus on legal research, drafting of pleadings, and other related documents, and trial preparation and conduct. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, and BUAD 201. 3 Cr. (3 Lec.) Fall semester.

## **PARC226 Bankruptcy, Collections and Foreclosure**

In this course, upper-level paralegal students develop an understanding of bankruptcy, foreclosure, and collection law. Topics covered are terminology, fact and case analysis, pleadings and documents, procedures and remedies in foreclosures, collections, bankruptcy, bankruptcy petition and plan preparation, debtor and creditor rights and remedies, consumer protection, ethics, and policy considerations in the development of statutory and decisional law on these topics. Students become familiar with the common forms and pleadings used. Although the course will be general, the primary focus will be on the applicable New York and federal laws and practices. Students will acquire an understanding of the similarities and differences in federal bankruptcy practice in New York and other jurisdictions. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, and BUAD 201. 3 Cr. (3 Lec.) Spring semester.

## **PARC230 Paralegal Internship**

This course, to be taken concurrently with PARC 231 Paralegal Seminar, is a capstone course. The internship is a first step toward obtaining employment as it gives the student some marketable work experience. Students in the final semester of the paralegal program apply what they have learned in paralegal courses, and learn how a paralegal functions at work. Each student completes 150 hours of field work in a legal environment under the supervision of an attorney. Each student is required to keep a weekly journal of activities and submit a final written paper on the internship experience. A student with comparable prior law office experience may apply to receive credit for that experience. If approved, the student will need to take PARC 231 Paralegal Seminar only. Co-requisite: PARC 231. Prerequisites: Paralegal Studies certificate major; C or better grade in PARC 130, BUAD 201, PARC 205, PARC 210, PARC 215, and PARC 220, and instructor permission. Up to three prerequisite courses may be taken concurrently. 2 Cr. (6 Lab.) Fall and spring semesters.

## **PARC231 Paralegal Seminar**

This is the final semester capstone course for all paralegal studies certificate majors. Students apply what they have learned in paralegal courses, and learn how a paralegal functions at work. Taken concurrently with PARC 230 Paralegal Internship, legal ethics (both attorney and paralegal), law-office management skills (including a technological update and specific computer applications), interviewing, and job placement skills are covered. Discussion topics involve the full range of work in a law office, with an emphasis on the tasks each student is engaged in while completing the internship. Ethical consideration will be a key part. Co-requisite: PARC 230. Prerequisites: Paralegal Studies certificate major; C or better grade in PARC 130, BUAD 201, PARC 205, PARC 210, PARC 215, and PARC 220, and instructor permission. Up to three prerequisite courses may be taken concurrently. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PHIL101 Introduction to Philosophy**

A study of the historical positions of both ancient and modern philosophers, with respect to the basic philosophical problems of knowledge, reality, matter, soul, mind, and God. PHIL 101 fulfills the SUNY General Education Humanities requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PHIL201 Contemporary Moral Issues**

An examination of a range of contemporary moral problems and moral theories. Problems for discussion may include patriotism and cosmopolitanism, the rights of the strong and the weak, the moral status of talent and ambition, issues of moral responsibility in light of deterministic theories of brain function, and the relevance of selfhood and sentience for moral dignity. PHIL 201 fulfills the SUNY General Education Humanities requirement. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PHSC104 General Physics I**

This is the first half of a two-course sequence. Topics include motion, statics, dynamics, conservation of energy and momentum, rotation, waves, thermodynamics, fluids, vibrations, and sound. In the laboratory sessions, error analysis and graphical analysis are emphasized. The course is intended for those with an interest in physics and without a background in calculus. A scientific calculator is required. PHSC 104 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 122 or MATH 132, or 3 years of high school Regents Mathematics; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Fall and spring semesters.

## **PHSC105 General Physics II**

This is the second half of a two-course sequence. Topics include electricity, magnetism, electromagnetic induction, optics, relativity, quantum physics, atomic, nuclear and elementary particle theories. In the laboratory sessions, error analysis and graphical analysis are emphasized. The course is intended for those with an interest in physics and without a background in calculus. A scientific calculator is required. Prerequisites: PHSC 104; MATH 122 or MATH 132, or 3 years of High School Regents Mathematics; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Fall and spring semesters.

## **PHSC211 Physics I (Mechanics and Heat)**

This is the first semester of an integrated three-semester sequence. Topics include motion, static and dynamic systems, conservation of energy and momentum, rotation, elasticity, harmonic motion, fluid mechanics, heat, heat transfer, and thermodynamics. The laboratory will emphasize techniques of error analysis and graphical analysis. PHSC 211 fulfills the SUNY General Education Natural Sciences requirement. PHSC 104 or NYS Regents Physics strongly recommended. A scientific calculator is required. Prerequisites: MATH 201; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 2 Lab.) Spring semester.

## **PHSC212 Physics II (Electricity & Magnetism)**

This second semester of a three-semester calculus-based physics course. Topics include electrostatic fields, electric potential, resistance, capacitance, inductance, current, dc electrical circuits, magnetic fields and forces, electromagnetic induction, ac circuits, and Maxwell's equations. A calculator capable of solving systems of linear equations is required. Prerequisites: PHSC 211; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 203. 4 Cr. (3 Lec., 2 Lab.) Fall semester.

## **PHSC213 Physics III (Waves, Optics & Modern Phys)**

This is the third semester of a three-semester calculus-based physics course. Topics include wave motion, sound, electromagnetic waves, relativity, geometrical and wave optics, polarization, duality of waves and particles, atomic theory, quantum mechanics, and nuclear and particle physics. A calculator capable of solving systems of linear equations is required. Prerequisites: PHSC 212; MATH 203; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 2 Lab.) Spring semester.

## **POSC103 American National Government**

An examination of the essentials of the American constitutional system, the function of political parties, the concept of the federal system, the role of administrative agencies, the methods by which foreign affairs are conducted, and the manners in which conflicting ideals are resolved in a democratic system. POSC 103 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **POSC104 American State & Local Government**

This course is designed to study the forms, function, and services of state governments and representative local governments. The dynamics of state and local governments are also considered. POSC 104 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **POSC107 Economy, Society & Environment**

*Cross-listed as ENV5 107.*

This course is a survey of environmental problems taken from an economic standpoint. It will analyze political and economic strategies for formulating sustainable resource management. Potential topics include renewable energy, resource scarcity, ecosystem goods and services, international trade, and globalization. ENV5 107 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: RDNG 116 and MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Spring semester.

## **POSC112 Public Administration**

An introductory level course on public administration in the American context. Students study the development and application of basic principles and concepts underlying how public policies are designed, implemented, and evaluated by federal, state and local bureaucracies in a democratic political system. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **POSC213 Constitutional Law**

*Cross-listed as PARA 213.*

This course is a survey of issues involving U.S. Constitutional Law, including the particulars and history of the Constitution and its amendments, Supreme Court decisions over the past 210 years, the relationships among political institutions, civil rights and liberties, commerce and property rights, and criminal justice and rights. Information is presented from legal and historical perspectives. A student successfully completing this course acquires some proficiency with the scholarly study of law and its application. BUAD 201 or CRJU 105 or PARA 101 or POSC 103 are recommended. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **POSC225 Comparative International Politics**

This course introduces students to various nation-states of the world and compares governmental development, political history and institutional functions in the contemporary era. Using a wide sample of nation-states it analyzes aspects of international relations, competing domestic political institutions, and the history of internal political processes that have generated cohesion and/or conflict. Prerequisites: ENGL 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **POSC230 History of Ireland**

*Cross-listed as HSTY 230.*

The focus of this travel course is the history, culture, and politics of Ireland. Students travel to Ireland as a group, and learn about the role of Ireland in world history. Films, discussions with local people, and visits to museums, cultural, historical, political and religious sites are integral parts of the course. Significant additional costs. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; instructor permission; RDNG 116 if required by placement testing. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods.

## **POSC260 Topics in Modern Latin America**

*Cross-listed as HSTY 260.*

This travel course introduces students to the modern history and politics of one Latin American nation. Instructors select a nation to survey, for example Guatemala, Mexico, or The Dominican Republic, etc. Students travel to the designated country as a group, and gain practical experience in the modern historical, political, social, economic, and religious climate by touring in both urban and rural areas. HSTY/POSC 260 fulfills the SUNY General Education Other World Civilizations requirement. Elementary Spanish skills highly recommended. Significant additional costs. Prerequisites: ENGL 100; instructor permission; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods.

## **PSED160 Career Exploration**

Designed to help students who are undecided about their career path or curriculum choice, this course focuses on a rigorous self-assessment, inclusive of work values, identification of prominent abilities, and examination of interests. Tools including computer software and Internet resources for effective gathering of information about the world of work are introduced. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Occasionally.

## **PSED213 Job Search**

Students develop effective resume, cover letter writing, and interviewing skills, and learn how to best "market" themselves in today's job market. Techniques for exploring job openings, developing career networks, navigating employer-screening processes, and projecting a positive image are emphasized. Prerequisites: ENGL 101; MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **PSYC101 Psychology of Personal Growth**

An applied psychology course providing opportunities for students to learn about and examine their own personal growth. Prerequisites: Prior completion or current enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC103 Introduction to Psychology**

This course provides students with a basic understanding of psychology. Theories and research relating to emotions and stress, abnormal behavior, motivation, learning, personality, methods of therapy, biology and behaviors, developmental psychology, and social psychology are discussed. PSYC 103 fulfills the SUNY General Education Social Sciences requirement. An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC103H Introduction to Psychology-Honors**

This course provides students with a basic understanding of psychology. Theories and research relating to emotions and stress, abnormal behavior, motivation, learning, personality, methods of therapy, biology and behaviors, developmental psychology, and social psychology are discussed. PSYC 103H fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC200** **Theories of Personality**

A study of major theories and theoretical approaches to describing the development, adaptability and stability of personality across the lifespan. Theoretical perspectives covered include psychoanalytic (as well as neo-psychoanalytic and social psychoanalytic), trait, biological, learning, cognitive, and existential/humanistic. Prerequisites: PSYC 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC200H** **Theories of Personality-Honors**

A study of major theories and theoretical approaches to describing the development, adaptability and stability of personality across the lifespan. Theoretical perspectives covered include psychoanalytic (as well as neo-psychoanalytic and social psychoanalytic), trait, biological, learning, cognitive, and existential/humanistic. Prerequisites: PSYC 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC201** **Social Psychology**

A survey course examining the nature and causes of individual behavior and thought in social situations. Emphasis is on applications useful for everyday living. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; PSYC 103; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC205** **Developmental Psychology: The Child**

The biological, cognitive, and social-emotional development of the child from birth to puberty will be examined from a social scientific perspective. Special attention will be given to recent, as well as seminal research and theories, and the scientific base of developmental psychology. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; PSYC 103; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC207** **Developmental Psych: The Adolescent**

Physical, cognitive, and social-emotional development of the adolescent are studied from the social scientific perspective. Emphasis is placed on the normative experiences, as well as problems adolescents face as they mature in today's rapidly changing society. Concepts such as the scientific method, intelligence, emotions, values, and family and peer relations are discussed. Special attention is given to recent developments in research and theory in the field of adolescent development. Prerequisites: RDNG 116 if required by placement testing; PSYC 103; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC208** **Developmental Psychology: The Adult**

Adult development is studied from the following major perspectives of research design and methodology: theories of adult development, age divisions (young, middle, late adulthood, and old age), physiology, cognition, perception, gender roles and personality, work, physical and social/family environments. Recent developments in research and theory in the field of adult development and gerontology are discussed. Either a research paper or a summary of a primary research article is required. Prerequisites: PSYC 103; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC209** **Abnormal Psychology**

This course helps students acquire a better understanding of the origins of maladaptive personal reactions to life and its problems. Diagnostic symptoms, etiology, treatment, and prevention of each category of psychological disorders are emphasized. Prerequisites: PSYC 103; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC209H** **Abnormal Psychology-Honors**

This course helps students acquire a better understanding of the origins of maladaptive personal reactions to life and its problems. Diagnostic symptoms, etiology, treatment, and prevention of each category of psychological disorders are emphasized. Prerequisites: PSYC 103; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC216**

### **Introduction to Experimental Psychology**

An introduction to experimental methods, applied statistics, ethical concerns in research, and psychological writing. Hypothesis testing, methodological considerations, and APA style of documentation are emphasized. This course familiarizes students with empirical research in psychology, and prepares them for advanced courses in research methods in psychology. Prerequisites: ENGL 101; PSYC 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 200. 3 Cr. (3 Lec.) Occasionally.

## **Educational Psychology**

An examination of how psychological concepts affect learning and the classroom behavior of students and teachers. Topics such as cognitive development, social and emotional development, individual differences, exceptionality, classroom management, motivation, memory, and constructivism are discussed theoretically and as they are applied in the classroom. This course is appropriate for individuals interested in a career in teaching, as it is a required course in most education major sequences. It also provides valuable background for individuals planning to enter helping professions such as counseling, human service, early childhood education or, more generally, parenting. Prerequisites: PSYC 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100; prior completion or concurrent enrollment in EDUC 201 is recommended. 3 Cr. (3 Lec.) Fall and spring semesters.

## **PSYC290**

### **Social Science Capstone Course**

*Cross-listed as ANTH 290 or HSTY 290 or SOCI 290.*

Provides students with an opportunity to draw on a variety of disciplines, perspectives and methods from the social sciences in application to a specific research problem of local and/or global importance. A relevant theme, chosen each semester by the social sciences faculty, provides the focus for the course. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the program. Students conduct both primary and secondary research. Prerequisites: RDNG 116 if required by placement testing; MATH 095 if required by placement testing; ENGL 101; C or better grade in PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Fall and spring semesters.

## **RDNG099**

### **Active Literacy**

This course is designed to help students become active readers while developing basic reading and vocabulary skills necessary for effective beginning college-level reading. Specific skills embedded in the course include determining the meanings of unfamiliar words in context, identifying and organizing main ideas and key details, paraphrasing, and summarizing. Students must demonstrate mastery of the course material by earning a C or better on a departmental approved final as well as a grade of a C or better to pass this course and to take additional reading courses. The course is not intended for non-native speakers of English. RDNG 099 is a non-credit course that cannot be applied toward any certificate or degree program. It may be counted toward a full-time load for financial aid purposes. Prerequisite: Appropriate reading assessment test score; prior completion or concurrent enrollment in ENGL 099 if required by placement testing. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters.

## **RDNG113**

### **College Study Skills**

Develops and improves strategies for college learning, studying, and test-taking. Topics include time management and organization, memory improvement, learning styles, lecture note taking, textbook reading and marking, test preparation, and test taking. This course may be used as an unrestricted elective and is appropriate for students in all programs. Due to the similarity of the course content, students may not apply credit for both RDNG 113 and RDNG 116 toward degree requirements. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **RDNG116**

### **College Reading and Study Skills**

This course is designed to help students improve their college reading skills, study skills, critical reading skills, and critical thinking skills. Emphasis is placed on developing effective reading and listening strategies for use with college textbooks, classroom lectures, and small group activities. The course also focuses on strategies for dealing effectively with other academic reading materials such as scholarly journals and trade periodicals. Students will develop models for classroom note-taking, textbook reading/study techniques, test-taking strategies, and reading and analyzing various types of expository writing. Students may not apply credit for both RDNG 113 and RDNG 116 toward degree requirements. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **RECR110**

### **Introduction to Recreation**

This course is an analytical introduction to the nature, history, and evolution of leisure, recreation, and play over the lifespan. Leisure implications for individuals, groups, and society are explored, and the delivery of such services is discussed. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **RECR120**

### **Leadership in Recreation**

Introduces basic concepts, principles, techniques, strategies, and problems of leading in the recreation setting. The common roles of leaders are addressed, and effective leadership practices and their application to organized group activities are analyzed. This is a hands-on learning course. Volunteer work at a community agency is required. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **RECR150**

### **Play Across Cultures**

*Cross-listed as SOCE 150.*

Play Across Cultures is designed on the premise that people who know and understand each other in a positive way will not hate, prejudice, or discriminate. It is intended to increase students' awareness of how play, especially young peoples' play, and celebration, are both different and alike around the world. As a result, student interest and appreciation of contrasting cultures, and respect for cultural differences are fostered. The course satisfies the SUNY General Education Other World Civilizations requirement. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **RECR160**

### **Backpacking**

*Cross-listed as FITN 160.*

Covers the fundamentals of backpacking as a lifetime leisure activity including backpacking specific techniques, skills, information and a practical experience. Includes a mandatory weekend backpacking trip. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **RECR161**

### **Mountain Biking**

*Cross-listed as FITN 161.*

Provides students with the opportunity to learn the fundamentals of mountain biking as a lifetime leisure activity. Topics include mountain biking specific techniques, skills, information, and a practical experience. Each student must have a mountain bike and helmet. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **RECR162**

### **Sailing**

*Cross-listed as FITN 162.*

Provides students with the opportunity to learn basic sailing skills related to the sport of recreation sailing. Boat handling in all kinds of weather, proper trim of sails, docking, anchoring, instrument reading, and man-overboard procedures are covered. Each student participates in all crew positions; helmsman, mid-deck, main trim, and genoa trim. In order to take the course, the student must demonstrate that he/she can (1) swim 25 yards, (2) enter deep water and stay afloat for 5 minutes, (3) be able to don a PFD in deep water and stay afloat in clothes unassisted for 3 minutes, and (4) be able to handle ropes and lift at least 25-pound items. A medical clearance for physical activity is strongly recommended. Additional fee required. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

## **RECR163**

### **Team Building & Group Initiative Activities**

*Cross-listed as FITN 163.*

Provides students with the opportunity to learn the fundamentals of low level teambuilding and group initiative activities. Emphasis is placed on leading activities for various groups, applying lessons to a real-life context, and analyzing activities to meet the needs of various groups. Students become prepared to lead teambuilding and group initiative activities for people in an outdoor recreation/education or fitness recreation setting. A teambuilding trip experience is included. This is a hands-on active class and all students are encouraged to participate regardless of any disability. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

## **RECR164 Snowshoeing**

*Cross-listed as FITN 164.*

Covers the fundamentals of snowshoeing as a lifetime leisure activity including snowshoeing specific techniques, skills, information, and a practical experience. The majority of the class is spent outside snowshoeing in the local weather. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

## **RECR165 Canoeing**

*Cross-listed as FITN 165.*

This course is designed to teach the basic skills needed to handle canoes. Topics studied include organization of trips, self-rescue, paddling skills, and survival techniques. As much time as possible is spent on the water starting with basic flat-water skills and progressing to moving water. Canoes and PFDs are provided. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

## **RECR201 Introduction to Therapeutic Recreation**

A holistic review of the history and philosophy of therapeutic recreation in the health care spectrum, the course explores the principles, practices, and procedures of therapeutic recreation. Students examine the role of the therapeutic recreation professionals in quality of life enhancement for individuals with disabilities, and illness in diverse settings. Prerequisites: MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **RECR210 Diversity and Inclusion in Recreation**

This course was created on the premise that all people deserve to be included in recreation and leisure services. Students consider the general impact of prejudice and discrimination on peoples' lives, most especially the potential impact they can have on the quality of peoples' leisure lives. Students are encouraged to celebrate differences, their own as well as others. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **RECR215 Recreation and the Expressive Arts**

This course presents the expressive disciplines of music, dance, drama, and visual art from a historical, social and leisure perspective. Students develop an appreciation for these art forms and have opportunities to express themselves through these artistic outlets. A combination of lecture, studio, and field trip experiences are used. RECR 215 fulfills the SUNY General Education Arts requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab) Fall semester.

## **RECR220 Programming in Recreation and Leisure**

A study of programming principles and techniques for recreational, leisure, and other human-service settings. Provides programming skills, theories, and practical experiences in budgeting, program areas, program formats, life stages, objective writing, and evaluation of recreation programming. Particular focus is on the design and implementation of recreation programs for leisure-related services. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **RECR230 Personal Training & Aerobic Leadership**

Students learn the principles of exercise programs needed by effective personal trainers and group fitness instructors. They learn how to facilitate rapport, adherence, self-efficacy, and behavior change in clients, as well as how to design aerobic and anaerobic exercise programs that help clients to improve posture, movement, flexibility, balance, core function, cardio respiratory fitness, and muscular endurance strength. The practical and educational components of teaching a safe and effective group fitness class are also covered. Prerequisite: MATH 095 and RDNG 116 if required by placement testing; ENGL 100; FITN 215; prior completion or concurrent enrollment in BIOL 201. 3 Cr. (3 Lec.) Spring semester.

## **RECR232** **Exercise Physiology**

Covers the acute physiological responses and chronic adaptations to exercise including scientific evaluation of neuromuscular, metabolic, and cardiovascular, hormonal, and respiratory systems as they pertain to the human mechanism as a whole, and acute and chronic exercise. Prerequisites: MATH 095 and RDNG 116 if required by placement testing; ENGL 100; prior completion or concurrent enrollment in BIOL 201. 3 Cr. (3 Lec.) Spring semester.

## **RECR260** **Outdoor Education and Camp Counseling**

This course, which includes field and camp experiences, teaches the methods, techniques, strategies, skills, activities, and current practices in outdoor education and recreation. Students learn about the chief functions of a camp counselor as a leader, teacher, arbitrator, and friend to participants in an organized camp program. Additional fee required. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **RECR274** **Outdoor Recreation Pursuits**

Provides basic knowledge for outdoor recreation and adventure recreation activities. Topics include hands-on outdoor adventure activities, skills, theories, and leadership practiced under the guidelines of current outdoor and adventure ethics. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101 with a C or better grade. 3 Cr. (3 Lec.) Spring semester.

## **RECR276** **Outdoor Recreation Field Adventure**

Cross-listed as FITN 276.

Students learn basic outdoor recreation pursuit skills in the classroom and practice those skills in an extended (week-long) experiential field experience. Basic knowledge for outdoor and adventure recreation activities that take place in the United States are covered. Depending on the trip route, students could participate in activities not limited to: backpacking, canoeing, hiking, mountain climbing, white water rafting, and primitive camping. Additional fee required. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; instructor permission. 3 Cr. (1 Lec., 6 Lab.) Occasionally.

## **RECR284** **Outdoor Recreation Proficiency**

Designed as an independent study, the student advances his/her outdoor recreation adventure skills and knowledge to a minimal level beyond those learned in introductory activity classes such as backpacking, canoeing, snowshoeing, etc. The student selects an activity of his/her choice and, in consultation with the instructor, a customized learning plan is developed in order for the student to master standard proficiencies of the activity. Prerequisites: One FITN/RECR outdoor activity course; MATH 095 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 1 Cr. (3 Lab.) Fall and spring semesters.

## **RECR285** **Recreation Field Work**

Integrating classroom education with an experiential field experience, students complete 120+ service hours in an approved recreational agency under the combined supervision of a field professional and the TC3 instructor. During this experience, students are required to observe recreation professionals, plan, participate in, and lead recreational experiences for the agency. Additional fee required. Prerequisites: MATH 095 and RDNG 116 if required by placement testing; ENGL 100; RECR 110; prior completion or concurrent enrollment in RECR 120 and RECR 220. 3 Cr. (9 Lab.) Fall and spring semesters.

## **RUSN101** **Beginning Russian I**

This course is designed to expand and improve the student's ability to speak, read, write, and understand Russian at a beginning level. Substantial outside preparation using audio-visual materials are required. RUSN 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisite: Prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester, every other year.

## **RUSN102** **Beginning Russian II**

This course is designed to expand and improve the student's ability to speak, read, write and understand Russian at a beginning level. Russian history and culture are also included. RUSN 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisite: RUSN 101. 3 Cr. (3 Lec.) Spring semester, every other year.

## **SOCE131**

### **Introduction to Men's Studies**

Cross-listed as WGST 130.

A social scientific study of men, and what it means to be a "man," in American society. In a highly engaging forum, the course brings together the many sub-disciplines comprising men's studies: sociology, anthropology, psychology, biology, history, economics, art, literature, women's studies, and religious studies. Students gain an integrated understanding of the ideologies and experiences of men amid the social, cultural, economic and political institutions of contemporary society. Prerequisites: Prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **SOCE150**

### **Play Across Cultures**

Cross-listed as RECR 150.

Play Across Cultures is designed on the premise that people who know and understand each other in a positive way will not hate, prejudice, or discriminate. It is intended to increase students' awareness of how play, especially young peoples' play, and celebration, are both different and alike around the world. As a result, student interest and appreciation of contrasting cultures, and respect for cultural differences are fostered. The course satisfies the SUNY General Education Other World Civilizations requirement. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SOCE200**

### **Baseball in American Culture**

Explores the role that major league baseball, past and present, has played in changing certain aspects of American culture. A discussion of the history of baseball through the 19th and 20th centuries is followed by coverage of how baseball has created and reflected change in American society. Topics covered include race issues, lifestyles, gender roles, fashion, language, art, literature, film, and American business. The course is intended for novices and die-hard fans of baseball, and for the purpose of developing an understanding of the prominent role the "national pastime" has played in American culture. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SOCE201**

### **Human Sexuality**

The biological, psychological, and sociological aspects of human sexuality are addressed in this course. Evolving norms and customs, cross-cultural comparisons, sexual development, and sexual choices are some of the topics covered. Controversial issues such as abortion and pornography are also discussed, with emphasis on understanding the complexity of issues rather than teaching a particular perspective. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; PSYC 103 or SOCI 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SOCE205**

### **Organizational Behavior**

Intended to acquaint students with psychological and sociological concepts, methods, and findings that are relevant to the needs of employees and employers, as well as to people in other organizational settings. Major topics include employee attitudes, motivation, and job satisfaction. Research in topic areas such as leadership, power, conflict, group behavior, corporate culture, organizational analysis, and change within organizations is also covered. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; PSYC 103 or SOCI 101 or ECON 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SOCI101**

### **Introduction to Sociology**

This is an introductory study of the basic concepts, theoretical principles, and methods used within the discipline of sociology. Emphasis is on group interaction, social and cultural processes, and the structure and organization of American social institutions. SOCI 101 fulfills the SUNY General Education Social Sciences requirement. An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SOCI101H**

### **Introduction to Sociology-Honors**

This is an introductory study of the basic concepts, theoretical principles, and methods used within the discipline of sociology. Emphasis is on group interaction, social and cultural processes, and the structure and organization of American social institutions. SOCI 101H fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SOCI103** **The American Community**

A comprehensive study of the structure and functions of modern, rural and urban communities as ecological systems in the United States presented from a sociological perspective. The tools of empirical research and a theoretical perspective are applied by the students to further their knowledge of community relationships. Topics can include, but are not limited to, urbanization, racial and socioeconomic class stratification, immigration, and social policy. Prerequisites: SOCI 101; prior completion or concurrent enrollment in ENGL 101, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **SOCI201** **Sociology of the Family**

This course uses both sociological and ecological approaches to study the family. Several areas of inquiry are emphasized including the sociological and historical context of family life, relationships between the family and other social institutions, diversity in childhood and family experiences related to race, ethnicity, social class, gender, and public policy. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SOCI203** **Race & Ethnicity in American Society**

This course introduces students to the sociological study of race and ethnicity. Emphasis is placed on examining both the social construction of race and ethnicity and the particular experiences of various racial groups in the United States. While the course focuses on race and ethnicity in the United States, it seeks to compare and contrast the U.S. experience of race and ethnicity with other nations and countries across the globe. Topics include, but are not limited to, historical and contemporary racial formation and classification schemes; formations of racial and ethnic identities; and the political, geographic, cultural, and economic implications of racial and ethnic segregations. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SOCI205** **Contemporary Social Problems**

A variety of sociological perspectives and theories are used to understand and analyze contemporary local and global social problems. The course focuses on social problems and inequities related to housing, immigration, race, health care, socioeconomic class, gender, poverty, criminal justice, education, employment, governance, the environment, etc. Major objectives of the course are to research and comprehend the origins and histories of various social problems, to understand how and why social problems affect particular social groups, and to analyze and construct resolutions to contemporary social problems. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SOCI206** **Juvenile Delinquency**

*Cross-listed as HUMS 206.*

Attention is directed to an analysis of the demography of delinquency and gangs, the selective characteristics of delinquents and gangs, the societal processes related to their causes, theories concerning causes and prevention, and the evaluation of empirical studies and programs provided by youth agencies and the juvenile justice system. Students research and analyze landmark cases of the U.S. Supreme Court. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **SOCI207** **Introduction to Criminology**

Students apply sociological principles to an analysis of crime in the United States. The nature and extent of crime are studied in light of the nature of American social institutions. Major theories and policies concerning crime control are discussed and evaluated in light of empirical tests of their effectiveness. Contemporary issues such as serial killing, terrorism, and criminal profiling are examined. Prerequisites: SOCI 101; MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **SOCI218** **Smart TV**

*Cross-listed as ENGL 218.*

The social sciences study relationships between individual perceptions and behaviors and social and historical contexts. The humanities study the multiple ways that humans create and express meaning. This cross-disciplinary course uses a critically acclaimed television series as text to explore the complexity and representation of human experience through the twin lenses of the humanities and social sciences. Prerequisite: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **SOCI220** **Development Anthropology in a Globalizing World**

*Cross-listed as ANTH220*

This course prepares students for citizenship in a global society by focusing on the challenges of development and its impact on micro cultures. How can local people's views and skills be brought to the center of development and how do western and indigenous views differ? Students are introduced to the history and theories of development anthropology and sociology, with special attention given to recent case studies. Examination of the role of applied anthropologists and sociologists are considered, including ethics, research tools, people centered appropriate technology, environmental and cultural sustainability, and the participatory model of development. Prerequisites: ANTH 202; prior completion or concurrent enrollment in ENGL 101; MATH 090 and RDNG 116 if required by placement testing; or instructor's permission. 3 Cr. (3 Lec.) Fall semester.

## **SOCI225** **Globalization & Contemporary World**

This course focuses on the effects of globalization in developing areas of the world after World War II, especially in areas of Asia, Africa, Latin America and the Caribbean. Students examine accommodation and resistance to globalization trends as they occur within and shape social institutions, such as the economy, labor, family, politics and religion. While this course examines a range of social science methodologies used to explain globalization, it especially evaluates comparative, historical, cross-cultural, and case studies of places and people impacted by globalization. Globalization and the Contemporary World satisfies the SUNY General Education Other World Civilizations requirement. Prerequisites: SOCI 101; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Occasionally.

## **SOCI290** **Social Science Capstone Course**

*Cross-listed as ANTH 290 or HSTY 290 or PSYC 290.*

Provides students with an opportunity to draw on a variety of disciplines, perspectives and methods from the social sciences in application to a specific research problem of local and/or global importance. A relevant theme, chosen each semester by the social sciences faculty, provides the focus for the course. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the program. Students conduct both primary and secondary research. Prerequisites: RDNG 116 if required by placement testing; MATH 095 if required by placement testing; ENGL 101; C or better grade in PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SOCI295** **Foundations of Education**

*Cross-listed as EDUC 295.*

This course is designed to introduce students to the historical, sociological, and philosophical foundations of education. Students explore the philosophical aims and historical development of education; the relationship between education, society, and culture; the relationship between social stratification (e.g., race, gender, class, sexual orientation), and educational opportunities and outcomes; and the relationship between the state, public policy, and educational reform. In addition, students develop a personal philosophy of teaching that connects theory and practice, and addresses diversity and social justice. Prerequisites: ENGL 101; SOCI 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **SPAN100** **Occupational Spanish**

Provides basic foreign language tools necessary for effective and service-oriented employment. Students develop communication and cross-cultural skills crucial for successful work in an organization with a diverse staff. Field specific vocabulary, key cultural differences, and team building guidelines are emphasized. Phonetic software facilitates the learning process. Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **SPAN101** **Beginning Spanish I**

Designed for students with no background in Spanish, the course focuses on the essentials of Spanish grammar and the vocabulary needed for effective communication in everyday situations. Primary emphasis is placed on developing listening comprehension, speaking, reading, and writing skills. The culture, people, and geography of the Spanish-speaking world are also studied. Two hours a week of laboratory activities reinforce the skills learned in the classroom sessions. SPAN 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Fall and spring semesters.

## **SPAN102 Beginning Spanish II**

Building on the skills and knowledge mastered in SPAN 101, students continue to learn the essentials of Spanish grammar and the vocabulary needed for effective communication in everyday situations. Substantial outside preparation using CD-ROMs, the internet, or other audio-visual materials is required. Students are expected to be able to communicate in the present and past indicative tenses in Spanish. SPAN 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: SPAN 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SPAN201 Intermediate Spanish I**

This is an intermediate Spanish course focusing on speaking, reading, writing and listening comprehension. Grammar learned in first year Spanish is reviewed. Major emphasis is placed on improving oral communication skills and reading comprehension. Students explore different aspects of the cultures, history and current events of the Spanish-speaking world. Substantial outside preparation using CD ROMs, the internet, or other audio-visual materials is required. Students are expected to be able to communicate in the present, past, and future tenses in Spanish. The class is conducted exclusively in Spanish. SPAN 201 fulfills the SUNY General Education Foreign Language requirement. An honors section is offered. Prerequisites: SPAN 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.). Fall semester.

## **SPAN201H Intermediate Spanish I-Honors**

This is an intermediate Spanish course focus on speaking, reading, writing and listening comprehension. Grammar learned in first year Spanish is reviewed. Major emphasis is placed on improving oral communication skills and reading comprehension. Students explore different aspects of the cultures, history and current events of the Spanish-speaking world. Substantial outside preparation using CD ROMs, the internet, or other audio-visual materials is required. Students are expected to be able to communicate in the present, past, and future tenses in Spanish. The class is conducted exclusively in Spanish. SPAN 201H fulfills the SUNY General Education Foreign Language requirement. Prerequisites: SPAN 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.). Fall semester.

## **SPAN202 Intermediate Spanish II**

This is a continuation of Intermediate Spanish I. Major emphasis is placed on helping students to improve their oral communication skills and reading comprehension. Students continue to explore different aspects of the cultures, history, and current events of the Spanish speaking world. Substantial outside preparation using CD-ROMs, the internet, or other audio-visual materials is required. Students are expected to be able to communicate in the present, past, and future tenses in Spanish. The class is conducted exclusively in Spanish. SPAN 202 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: SPAN 201; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

## **SPAN280 Hispanic Literature and Culture I**

This is a continuation of Intermediate Spanish I. Major emphasis is placed on helping students to improve their oral communication skills and reading comprehension. Students continue to explore different aspects of the cultures, history, and current events of the Spanish speaking world. Substantial outside preparation using CD-ROMs, the internet, or other audio-visual materials is required. Students are expected to be able to communicate in the present, past, and future tenses in Spanish. The class is conducted exclusively in Spanish. SPAN 280 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: SPAN 201; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Occasionally.

## **SPAN281 Hispanic Literature and Culture II**

As a continuation of SPAN 280, this course is designed to further develop students' knowledge and understanding of important elements of Hispanic culture and civilization as well as to advance their oral, listening, writing, and reading comprehension proficiencies in Spanish. Representative literary works of Spanish and Latin American authors are covered primarily through class discussions and small group work. Prerequisites: SPAN 280; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **SPMT150 Foundations of Sport Management**

Gives students a basic understanding of the various dimensions of the sports industry in the United States and throughout the world. The course includes a survey of management principles in relation to planning, organizing, managing and staffing sport organizations. Topics examined include types of sport organizations, governance systems, segments of the sport industry, contemporary issues and career and professional development in the field. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **SPMT190 Event Practicum I**

This course is an introduction to game and event administration. It requires a minimum of 50 hours of on-site game administration, including assisting in the planning, organizing, and conducting of intercollegiate athletic events during a given semester. Corequisite: SPMT 150. Prerequisites: MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **SPMT195 Event Practicum II**

Involves game and event administration progressing to some supervisory duties. A minimum of 50 hours of on-site game administration involving a SUNY Cortland/TC3 intercollegiate athletic event is required. Hours can be accumulated over the course of the fall and spring semesters. Prerequisites: SPMT 190; MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

## **SPMT255 Sport Event Management**

Students examine the foundations of sports event management, including finance, operations, marketing/ticketing, sponsorship, hospitality/service, volunteer management, and community relations. They develop capital and operating budgets for a sports event and learn how to identify and deliver equipment needs, ensure that maintenance requirements are met, and understand current technologies as they relate to specific sport/athletic events. Students are required to participate in the development and operational administration of a game or special sport event. Prerequisites: ACCT 101; SPMT 150; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **SPMT260 Sport Media Management**

This course provides an introduction to the structure, function, role and effects of the mass media in the sport industry. It includes a study of principles and fundamentals of sport information and media relations. Students learn to develop and produce promotional, informational, and news-oriented material. Prerequisites: SPMT 150; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **SPMT270 Sport Facilities/Venue Management**

The processes of designing, planning, and managing public and private sport, and other public assembly facilities are addressed. Principles of facility planning, design, construction, financial and legal management, and operational issues of public and private arenas and multiple-purpose sport facilities are highlighted. Prerequisites: ACCT 101; SPMT 150; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **WD 152 Web Page Design**

*Cross-listed as CAPS 152.*

An introduction to the development of web pages for the Internet. Topics include XHTML tags, including links, graphics, backgrounds, and colors. Prerequisites: One CAPS, CIS or CSCI course; prior completion or concurrent enrollment in ENGL 099, MATH 095, and RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **WD 153 Advanced Web Page Design**

*Cross-listed as CAPS 153.*

This course is designed for the student who can build basic web pages, but would like to incorporate more advanced features into the site. Topics include document types (Strict, Transitional, and Frameset), CSS (Cascading Style Sheets), internet graphics developments, advanced metatags. Prerequisites: WD/CAPS 152; prior completion or concurrent enrollment in ENGL 099, MATH 095, and RDNG 116 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Spring semester.

## **WD 154 JavaScript**

*Cross-listed as CAPS 154.*

This course is designed for the student who is experienced with HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets), and would like to learn how to use the JavaScript programming language to add dynamic interactivity and other advanced features to his/her web pages, and to enhance his/her ability to create practical and compelling web sites. Prerequisites: WD/CAPS 153; prior completion or concurrent enrollment in ENGL 099, MATH 095, and RDNG 116 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

## **WD 155 Extensible Markup Language**

*Cross-listed as CAPS 155.*

Designed for the student who is experienced with HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets), and would like to learn how to use XML (Extensible Markup Language) for advanced web site design. Students are introduced to SSI (Server Side Includes). Prerequisites: WD/CAPS 153; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 095 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Spring semester.

## **WD 220 PHP and Database Programming**

An introduction to PHP programming with a specific focus on configuring and using web servers with the PHP programming language. Students use programming and database concepts to create real world projects using PHP and database applications such as My SQL. Special emphasis is given to configuring and using PHP with the Apache web server, creating and managing web databases, and creating dynamically generated web pages. Prerequisites: CAPS 131; CAPS/WD 155; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **WD 256 Web Design Solutions**

*Cross-listed as CAPS 256.*

This course provides an opportunity for students with advanced web-design skills to further strengthen and apply their web proficiencies in an independent, self-directed and integrated environment. Following an independent study format, students may, with prior instructor approval, choose a topic from any field of web design, implementation, and problem resolution. Prerequisites: WD/CAPS 153; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (9 Lab. for 5 weeks) Spring semester.

## **WGST100 Perspectives on Women--An Introduction**

This course is a study of women in American society. Emphasis is placed upon brief but intense contact with many disciplines (biology, psychology, sociology, history, literature, economics, and the arts), each of which is important to develop an integrated understanding of women in contemporary society. The course focuses on the experiences of women in their varied social, cultural, and economic situations and analyzes the social, cultural, economic, and political institutions, which shape women's lives. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

## **WGST120 Women and Health Care**

Health issues affecting women, and women's roles as consumers/recipients, and/or providers of health care are explored. Emphasis is placed upon historical events and social trends affecting contemporary health care, including the influence/impact/consequences of culture, religion, economics, politics, ethics, globalization, the environment, and medical knowledge on the roles of women in health and in illness. Discussions of women's health concerns across the life cycle are included. Global perspectives in women's health and multicultural health care concerns of women worldwide are studied. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semester.

## **WGST125 Women and Work**

Students study the interrelationship of the economic functions of women in the paid and unpaid labor markets, the kinds of jobs open to women, and the historic patterns of women's employment and related income levels. An understanding of women at work is applied in the broader political and social goals of women in a changing society. While the focus is on the situation of women in the United States, comparisons are made to women in other countries. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **WGST130**

### **Introduction to Men's Studies**

*Cross-listed as SOCE 131.*

A social scientific study of men, and what it means to be a "man," in American society. In a highly engaging forum, the course brings together the many sub-disciplines comprising men's studies: sociology, anthropology, psychology, biology, history, economics, art, literature, women's studies, and religious studies. Students gain an integrated understanding of the ideologies and experiences of men amid the social, cultural, economic and political institutions of contemporary society. Prerequisites: Prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **WGST200**

### **Images of Women**

An exploration of the manner in which women have been, and are portrayed in literature, films, and mass media. Prerequisites: RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **WGST225**

### **Women & Gender Studies Internship**

The field placement component of the course requires students to spend eight hours per week in first-hand experience with a specific public, private, social service, cultural, legal, health, government, or educational agency concerned with the situation of women in society. The 120 hours of field work allows the student an opportunity to experience the relationship of theory to practice, and to begin to develop an understanding of how s/he can incorporate this experience into her/his own career and personal objectives. The field experience is supplemented by five conference hours. Initial identification of placement take place after completion of three prerequisite Women and Gender Studies courses in consultation with the student's advisor. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; WGST 100; WGST 125; WGST 200. 3 Cr. (9 Lab.) Fall and spring semesters.

## **WGST233**

### **Women in US History**

*Cross-listed as HSTY 233.*

This course emphasizes the experiences of women from a variety of cultures within the U.S. from colonial times to the present. Among the topics discussed are women's familial roles, the changing nature of household work, racial and ethnic differences in women's experiences, the women's rights movement, employment of women outside the home, and contemporary feminism. Note: For students scoring above 84 on the N.Y. State Regents U.S. History & Government Exam, this course fulfills the SUNY General Education American History requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **WGST248**

### **Contemporary Women Writers**

*Cross-listed as ENGL 248*

Provides an overview of trends and themes in contemporary literature written by women. Through a broad spectrum of readings, students analyze the impact of gender on literature, recognize the diversity of women's experience as expressed in literature, and review the impact of feminist criticism on contemporary literary theory. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **WINE120**

### **Survey of Wine and Alcoholic Beverages**

This is an introductory course that covers the many categories of alcoholic beverages available on the market today. Topics include the wine styles of the major wine producing countries in the world, spirits and beer. Critical tasting is an integral part of the course. Additional fee required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **WINE130**

### **Grape Growing and Wine Business**

This course provides an overview of the methods of grape growing and wine making. A wide range of business and economic aspects of wine production are introduced. Students gain an understanding and appreciation for the art and skill that go into crafting premium wines. Prerequisites: ENGL 100; WINE 120; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

## **WINE200**

### **Sensory Evaluation Wine & Food Pairing**

This course examines the principles of sensory evaluation used in wine making and marketing. Students develop advanced levels of appreciation and evaluation that are needed by a wine producer, wine merchant, and enologist, who by the nature of their respective professions must discern flavors and establish tasting benchmarks. The successful pairing of wines with foods on a practical and theoretical basis is emphasized. Students learn how to score and present wine properly. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; WINE 120; WINE 130; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

## **WINE202**

### **Beverage Studies**

This course is a study of a range of both alcoholic and non alcoholic beverages that explores coffees, teas, beers, and spirits from production to final usage. Students learn about beverages and their use in a variety of establishments including, bars, clubs, casinos, tasting rooms, coffee/tea house, breweries, and restaurants. Students gain the knowledge needed to work or manage a variety of industry establishments. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing; HRMG 100; WINE 120; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

## **WINE213**

### **Wine Marketing Internship**

Through employment, mentorship and self-directed studies at a vineyard, tasting room, restaurant, distributor, or wine tourism establishment, wine marketing majors enhance their understanding of leadership, teamwork, communication, necessary industry skills, and diversity. Each student must complete this course during the summer between the first and second year of the program. A minimum of 150 hours of acceptable and appropriate employment at an approved organization is required. Prerequisites: ENGL 101; at least 12 college credits must be completed at TC3 (not including high school concurrent enrollment credit); minimum GPA of 2.0; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; and instructor permission. Additional requirements may apply, including preparation for the internship. 3 Cr. (9 Lab.) Summer semester.

## **WINE220**

### **Wine Marketing and Merchandising**

Students learn the fundamental aspects of the wine business and the unique characteristics of its marketing to effectively market and promote wine. Successful sales and customer service strategies along with a range of selling techniques from wholesale, retail, restaurant, and wine room tasting are studied. Students learn how to assess customer needs and meet them. Topics include wine business management, sales and communications, direct and indirect distribution channels, advertising, alternative sales strategies, internet e-commerce, public relations, print and other relevant media, concepts of brand imaging, product slotting and placement. Activities include development of a marketing plan for wine products and merchandise. Prerequisites: ENGL 101; ENGL 201 or ENGL 204; WINE 120; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

