

TOMPKINS
CORTLAND
COMMUNITY COLLEGE



FALL 2020

ONLINE COURSE CATALOG

COLLEGENOW

COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

Fall 20 | Online Courses

15 week classes | August 31 (M) – December 18 (F)

Course ID	Title	Section	Credits
ACCT 101	Principles of Accounting I	BL1	4
ACCT 102	Principles of Accounting II	BL1	4
ANTH 202	Cultural Anthropology	BL1	3
ASTR 101	Introductory Astronomy	BL1	3
BIOL 100	Human Biology	BL1	3
BIOL101	Principles of Biology I	BL1	3
BIOL 114	Essentials of Nutrition	BL1	3
BUAD 103	Entrepreneurship I	BL1	3
BUAD 106	Foundations of Business	BL1	3
BUAD 201	Business Law I	BL1	3
BUAD 203	Business Communications	BL1	3
BUAD 208	Principals of Management	BL1	3
BUAD 212	Quality Customer Service	BL1	3
CDSC 101	Introduction to Chemical Dependency Coun	BL1	4
CIS 215	Operating Systems	BL1	3
CIS 220	Database Concepts	BL1	3
CRJU 104	Introduction to Corrections	BL1	3
CRJU 105	Introduction to Criminal Justice	BL1	3
CSS 112	Hardware Repair and Maintenance	BL1	3
CSCI 160	Computer Science I	BL1	3
ECHD 125	Introduction to Early Childhood Education	BL1	3
ECON 101	Introduction to Economics	BL1	3
ECON 120	Principles of Microeconomics	BL1	3
ECON 121	Principals of Macroeconomics	BL1	3
ENGL 100	Academic Writing I	BL1	3
ENGL 101	Academic Writing II	BL1	3
ENGL 102	Approaches to Literature	BL1	3
ENGL103	Report Writing	BL1	3
ENGL 204	Interpersonal Communication	BL1	3
HLTH 104	Medical Terminology	BL1	3
HLTH 207	Drug Studies	BL1	3
HLTH 208	Alcohol and Alcoholism	BL1	3
HSTY101	Development of the Western Tradition I	BL1	3
HSTY 111	World History Since 1500	BL1	3
HSTY 202	American History Since 1877	BL1	3
HUMS 105	Introduction to Human Services	BL1	3
MATH 109	Statistical Literacy	BL1	3
MATH 120	College Algebra	BL1	4
MATH 200	Statistics	BL1	3
METR 101	Introductory to Meteorology	BL1	3
PARA 101	Introduction to Paralegalism	BL1	3
PHIL 101	Introduction to Philosophy	BL1	3
POSC 103	American National Government	BL1	3
PSYC 101	Psychology of Personal Growth	BL1	3
PSYC 103	Introduction to Psychology	BL1	3
PSCY 205	Childhood Psychology	BL1	3
PSYC 207	Adolescent Psychology	BL1	3
PSYC 208	Adult Psychology	BL1	3
PSYC 209	Abnormal Psychology	BL1	3
SOCI 101	Introduction to Sociology	BL1	3
SOCI 207	Introduction to Criminology	BL1	3
SPAN 101	Beginning Spanish I	BL1	3
SPAN 102	Beginning Spanish II	BL1	3

Fall 20 | Online Courses

Late Start classes | October 6 (T) - December 18 (F)

Course ID	Title	Section	Credits
ANTH 202	Cultural Anthropology	BL1	3
COMM 101	Mass Media	BL1	3
ENGL 100	Academic Writing I	BL3	3
ENGL 101	Academic Writing II	BL4	3
ENGL 102	Approaches to Literature	BL3	3
ENGL 204	Interpersonal Communication	BL3	3
FITN 108	Adult Recreation and Fitness	BL2	1
HLTH 206	Personal Health	BL2	3
HLTH 207	Drug Studies	BL1	3
HLTH 208	Alcohol and Alcoholism	BL1	3
HUMS 107	Introduction to Disability Studies	BL1	3
PSYC 103	Introduction to Psychology	BL1	3
SOCI 101	Introduction to Sociology	BL2	3

First 5 weeks | August 31 (M) – October 5 (M)

CAPS 111	Introduction to Word Processing	BL1	1
CAPS 121	Introduction to Spreadsheets	BL1	1
CAPS 131	Introduction to Databases	BL1	1

Second 5 weeks | October 6 (T) – November 11 (W)

CAPS 121	Introduction to Spreadsheets	BL2	1
CAPS 123	Advanced Spreadsheets	BL1	1
CAPS 131	Introduction to Databases	BL2	1
CAPS 133	Advanced Databases	BL1	1
ENGL 135	Short Narrative Film Writing	BL1	1
HLTH 126	Health & Fitness	BL1	1

Third 5 weeks | November 12 (R) – December 18 (F)

CAPS 121	Introduction to Spreadsheets	BL5	1
CAPS 131	Introduction to Databases	BL3	1
HLTH 126	Health & Fitness	BL2	1

First 7.5 weeks | August 31(M) – October 23 (F) / 2nd 7.5 weeks | October 26 (M) – December 18 (F)

CAPS 152	Web Page Design	BL1	1
----------	-----------------	-----	---

Start with CollegeNow, Finish with a Degree.

You're already a Tompkins Cortland student,
why not put your college credits to use?

Why finish with us?

The reasons are countless. We jotted down 10.

1. Apply the concurrent enrollment courses you're taking now to a Tompkins Cortland program and complete your degree faster.
2. Start your bachelor's degree at Tompkins Cortland! Transfer your Tompkins Cortland degree to a four-year college or university. Full-degree transfer to a SUNY school is guaranteed through Seamless Transfer.
3. Want to live on campus or play sports? We've got you covered. Use your CollegeNow credits to enjoy a more flexible schedule for athletics, work, or family commitments and still earn your degree on time.
4. Get involved and develop leadership skills (and have fun!) through our campus clubs, Student Government Association, and the National Society of Leadership and Success.
5. Study abroad! Visit Cambodia, Ireland, Nicaragua, Spain, Columbia, or Italy.
6. Challenge yourself in the Honors Program or strengthen your transcript with individual Honors courses.
7. Explore a career path with an internship. Our career-related majors get you working in applied coursework quickly!
8. Qualify for scholarships available to degree-seeking students. Your concurrent enrollment credits may make you eligible sooner than other students.
9. Join the international honor society, PTK, and become eligible for large scholarships when you transfer to a four-year college.
10. Build upon your GPA from CollegeNow to appeal to selective four-year colleges and universities.

**To apply to Tompkins Cortland Community College
visit tompkinscortland.edu and select Admissions, then Apply Now.**

COURSE DESCRIPTIONS

ACCOUNTING

ACCT 101 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: Basic arithmetic, beginning college-level reading, and minimal writing skills. 4 Cr. (4 Lec.) prior completion or concurrent enrollment in ENGL100*; basic arithmetic and beginning college-level reading skills. (4 Cr.)*

ACCT 102 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: ACCT101; prior completion or concurrent enrollment in ENGL100*; basic arithmetic and beginning college-level reading skills. (4 Cr.)*

ANTHROPOLOGY

ANTH 202 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 will be analyzed and applied. The issues of ethnocentrism and cultural relativism will be addressed through cross-cultural perspectives. Students will also research and conduct a cultural study. **ANTH 202 fulfills the SUNY General Education Other World Civilizations or the Social Sciences requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

ASTRONOMY

ASTR 101 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: Basic arithmetic and grade-level reading skills. 3 Cr. (3 Lec.)*

BIOLOGY

BIOL 100 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.)*

BIOL 101 Principles of Biology I

BIOL 101 presents 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. **BIOL101 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree.** *Prerequisites: Prior completion or concurrent enrollment in ENGL 100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (2 Lec., 2 Lab.)*

BIOL 114 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: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

BUSINESS ADMINISTRATION

BUAD 103 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: Basic arithmetic, minimal writing, and grade-level reading skills. 3 Cr. (3 Lec.)*

BUAD 106 Foundations of Business

Designed to present an overview of the field of business. Business concepts including the economy, competition, management, and labor relations, will be introduced through lecture and discussion. The course will also explore business areas such as banking, insurance, and the securities market. *Prerequisites: Basic arithmetic, minimal writing, and grade-level reading skills. 3 Cr. (3 Lec.)*

BUAD 201 Business Law

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; beginning college-level reading. 3 Cr. (3 Lec.)*

BUAD 203 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. *Prerequisite: ENGL100*; beginning college-level reading skills. 3 Cr. (3 Lec.)*

BUAD 208 Principals 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 ENGL 101. 3 Cr. (3 Lec.)*

BUAD 212 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. The trends associated with social media and web presence are explored. 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; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

CHEMICAL DEPENDENCY COUNSELING**CDSC 101 Intro to Chemical Dependency**

This course is designed to provide an introduction to clinical interviewing and substance abuse counseling. Students explore and practice basic and essential dimensions of interviewing techniques, methodology, and applications. Students 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; prior completion of, or concurrent enrollment in, ENGL 101. 4 Cr. (4 Lec.)*

COMMUNICATIONS**COMM 101 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. **COMM 101 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Beginning college-level reading and math skills. 3 Cr. (3 Lec.)*

COMPUTER APPLICATIONS**CAPS 111 Introduction to Word Processing**

An introduction to the operation and uses of a wordprocessing 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. *Prerequisite: Familiarity working in a Microsoft Windows environment is recommended; grade-level reading skills. 1 Cr. (2 Lec., 2 Lab. for 5 weeks.)*

CAPS 121 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, 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. *Prerequisite: Familiarity working in a Microsoft Windows environment is recommended; basic arithmetic, beginning college-level reading, and minimal writing skills. 1 Cr. (2 Lec., 2 Lab. for 5 weeks.)*

CAPS 123 Advanced Spreadsheets

Advanced topics in Microsoft Excel that fulfill most of the objectives for the Microsoft Office Specialist (MOS) Expert Exam in Excel. Topics include planning, recording, running and editing macros, creating VBA procedures, enhancing charts, adding sparklines, identifying data trends, using what-if-analysis (scenario manager, goal seek, data tables), analyzing data, creating PivotTables and PivotCharts, exchanging data with other programs such as Microsoft Word, PowerPoint and Access, sharing, customizing and maintaining workbooks, importing and exporting data and auditing worksheets. 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 120, 121, and 122 (or prior completion of 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)

CAPS 131 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 Access. Prerequisite: Familiarity working in a Microsoft Windows environment is recommended; basic arithmetic, beginning college-level reading, and minimal writing skills. 1 Cr. (2 Lec., 2 Lab. for 5 weeks)

CAPS152 Web Page Design

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; basic arithmetic, grade-level reading, and minimal writing skills. 1 Cr. (2 Lec., 2 Lab. for 5 weeks)

COMPUTER INFORMATION SYSTEMS

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; Beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)

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; basic arithmetic, grade-level reading and minimal writing skills. 3 Cr. (3 Lec.)

COMPUTER SCIENCE

CSCI 160 Computer Science I

This course introduces students to computer programming in order to solve problems and process information. Topics include variables, data types, algorithms, decisions, repetition, files, arrays and modules using a common programming language. Students may not apply credit for both CIS 108 and CSCI 160 toward degree requirements. Prerequisites: Prior completion or concurrent enrollment in MATH 120; grade level reading and minimum writing skills. 3 Cr. (2 Lec., 2 Lab.)

COMPUTER SUPPORT SYSTEMS

CSS 112 Hardware and Repair 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: Beginning college-level reading and basic arithmetic. 3 Cr. (2 Lec., 2 Lab.)

CRIMINAL JUSTICE

CRJU 104 Introduction to Correction

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: Prior completion or concurrent enrollment in ENGL 100*; beginning college-level reading skills. 3 Cr. (3 Lec.)

CRJU 105 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*, beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)

* Instructor permission required for students without ENGL100 credit. ENGL100 includes review of basic writing skills. Students write essays in response to academic texts and are introduced to library research and the documentation of sources.

EARLY CHILDHOOD

ECHD 125 Introduction 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: Grade-level reading and minimal writing skills. 3 Cr. (3 Lec.)*

ECONOMICS

ECON 101 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: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

ECON 120 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. **ECON 120 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

ECON 121 Principals 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: prior completion or concurrent enrollment in ENGL 100 and MATH 100. 3 Cr. (3 Lec.)*

ENGLISH

ENGL 100 Academic Writing I

Students develop critical thinking skills as they learn to write and revise essays using appropriate rhetorical strategies and correct grammar. Context for the writing assignments, which may be centered on a theme, is provided by readings drawn from a variety of academic disciplines. Students learn how to summarize, paraphrase, quote, and synthesize sources. Students are introduced to the research process, information literacy, and documentation styles. A C or better grade is required to pass this course and to take ENGL 101. **ENGL 100* fulfills the SUNY General Education Basic Communication requirement.** *Prerequisite: C or better grade in ENGL 099 or appropriate assessment test score. 3 Cr. (3 Lec.)*

ENGL 101 Academic Writing II

Students develop and refine an effective writing process of planning, invention, drafting, and revision. They develop the critical thinking skills necessary to research topics and write and revise academic papers. Context for the assignments, which may be centered on a theme, is provided by scholarly readings drawn from a variety of disciplines. Students develop information literacy skills as they engage in the research process. Student writing will be properly documented. **ENGL 101 fulfills the SUNY General Education Basic Communication requirement.** *Prerequisite: ENGL100; beginning college-level reading skills. 3 Cr. (3 Lec.)*

ENGL 102 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.** *Prerequisite: ENGL101; beginning college level reading skills. 3 Cr. (3 Lec.)*

ENGL 103 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 requirement in Basic Communication.** *Prerequisite: C or higher in ENGL100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

ENGL 135 Short Narrative Film Writing Creative Writing Course:

This course explores creative 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; beginning college-level reading skills. 1 Cr. (1 Lec.)*

ENGL 201 Public Speaking

Public Speaking is designed for students from any discipline at any level to improve skills for speeches and oral presentations. Analyzing and adapting to different audiences, purposes, and situations is required. A primary focus of the course will be selecting and organizing information into effective ethical speeches while using available technology to enhance presentations. The course offers an opportunity for practice and discussion of the use of research, diversity in civic life and public discourse, and delivery strategies. *Prerequisite: C or better grade in ENGL 099 or appropriate assessment test score. 3 Cr. (3 Lec.)*

ENGL 204 Interpersonal Communication

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. *Prerequisite: ENGL100*; beginning college-level reading skills. 3 Cr. (3 Lec.)*

HEALTH

HLTH 104 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: Minimal writing; grade-level reading skills. 3 Cr. (3 Lec.)*

HLTH 126 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: Beginning college-level reading and math skills. 1 Cr. (1 Lec.)*

HLTH 206 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. *Prerequisite: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading skills. 3 Cr. (3 Lec.)*

HLTH 207 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 evaluate information related to specific subject matter. *Prerequisites: Beginning college-level reading and minimal writing skills. 3 Cr. (3 Lec.) prior completion or concurrent enrollment in ENGL100*; basic arithmetic and beginning college-level reading skills. (4 Cr.)*

HLTH 208 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: Beginning college-level reading and minimal writing skills. 3 Cr. (3 Lec.) prior completion or concurrent enrollment in ENGL100*; basic arithmetic and beginning college-level reading skills. (4 Cr.)*

HISTORY

HSTY courses do not need to be taken in sequence.

HSTY 101 Development of 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.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

HSTY 111 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: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

** Instructor permission required for students without ENGL100 credit. ENGL100 includes review of basic writing skills. Students write essays in response to academic texts and are introduced to library research and the documentation of sources.*

HSTY 202 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 ENGL101; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)

HUMAN SERVICES

HUMS 104 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: Prior completion or concurrent enrollment in ENGL 100*; beginning college-level reading skills. 3 Cr. (3 Lec.)*

HUMS 105 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 beginning college-level reading skills. 3 Cr. (3 Lec.)*

HUMS 107 Introduction to Disability Studies

This course will introduce students to the emerging field of disability studies. Students will explore cultural, historical, political, and social antecedents that have influenced contemporary conceptualizations of disability. Students will examine how the social inequities of race, class, gender, and sexual orientation have impacted disabled individuals, and how disability status has contributed to exclusion and oppressive practices. *Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and beginning college-level reading skills. 3 Cr. (3 Lec.)*

MATHEMATICS

MATH 109 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-30Xa recommended. Cooperative work is encouraged. **MATH 109 fulfills the SUNY General Education Mathematics requirement.** *Prerequisite: Basic arithmetic skills. 3 Cr. (3 Lec.)*

MATH 120 College Algebra

This course covers college algebra between beginning algebra and pre-calculus. Topics include linear, quadratic, absolute value, polynomial, rational, exponential, and logarithmic expressions/equations/functions, function notation, graphing functions, transformations of functions, inverses, complex numbers, and linear, absolute value, and quadratic inequalities. A specified model of a scientific calculator is recommended. **MATH 120 fulfills the SUNY General Education Mathematics requirement.** *Prerequisites: Mastery of basic mathematical skills and beginning algebra skills, such as solving of linear equations, graphing, and factoring; minimal writing and beginning college-level skills. 4 Cr. (4 Lec.)*

MATH 200 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 120 or equivalent; prior completion or concurrent enrollment in ENGL 100*. 3 Cr. (3 Lec.)*

METEOROLOGY

METR 101 Introductory to 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: beginning college-level reading and arithmetic and beginning algebra skills; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.)*

PARALEGAL

PARA 101 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: Prior completion or concurrent enrollment in ENGL 100*; beginning college-level reading. 3 Cr. (3 Lec.)*

PHILOSOPHY

PHIL 101 Introduction to Philosophy

A study in 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.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100; college-level reading skills. 3 Cr. (3 Lec.)*

POLITICAL SCIENCE

POSC 103 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.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

PSYCHOLOGY

PSYC 101 Psychology for Personal Growth

An applied psychology course providing opportunities for students to learn about and examine their own personal growth. **PSYC 101 fulfills the SUNY General Education Social Science requirement.** *Prerequisites: Beginning college-level reading and math skills. 3 Cr. (3 Lec.)*

PSYC 103 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.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

PSYC 205 Child Psychology

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. A research paper or a summary and critique of a primary research article in child development will be completed. **PSYC 205 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL101, and PSYC103; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

PSYC 207 Adolescent Psychology

Physical, cognitive, and social-emotional development of the adolescent (age 12 through 17) and emerging adult (age 18-20) are studied from multiple psychological and developmental perspectives. Emphasis is placed on normative experiences, cultural differences, as well as problems adolescents and emerging adults face as they mature in today's rapidly changing society. Methods of research in the field and concepts such as intellectual development, identity formation, moral development, gender roles, gender and sexual development, and family and peer relations are discussed. Special attention is given to recent developments in research and theory in the field. *Prerequisites: PSYC 103; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.)*

PSYC 208 Adult Psychology

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. **PSYC 208 fulfills the SUNY General Education Social Science requirement.** *Prerequisites: PSYC 103; beginning college-level reading and basic arithmetic skills; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.)*

** Instructor permission required for students without ENGL100 credit. ENGL100 includes review of basic writing skills. Students write essays in response to academic texts and are introduced to library research and the documentation of sources.*

SOCIOLOGY

SOCI 101 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.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

SOCI 207 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. **SOCI 207 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL 101; SOCI 101; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

SPANISH

SPAN 101 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. **SPAN 101 fulfills the SUNY General Education Foreign Language requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL 100*; beginning college-level reading. 4 Cr. (4 Lec.)*

SPAN 102 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. 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 preterit tenses in Spanish. **SPAN 102 fulfills the SUNY General Education Foreign Language requirement.** *Prerequisites: SPAN 101; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.)*

* Instructor permission required for students without ENGL100 credit. ENGL100 includes review of basic writing skills. Students write essays in response to academic texts and are introduced to library research and the documentation of sources.

Get started
in high school.
finish your degree at
Tompkins Cortland.

TOMPKINS
CORTLAND
COMMUNITY COLLEGE | COLLEGENOW
COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

Transfer Made Easy

Articulation agreements
with four-year schools

Easy transfer within
SUNY using DegreeWorks

Long-term relationships with
hundreds of transfer schools

TOMPKINS
CORTLAND
COMMUNITY COLLEGE

COLLEGE CREDIT
HIGH SCHOOL STUDENTS

tompkinscortland.edu/col
The State University

Brent Doane
Assistant Director | CollegeNow

Direct: 607.844.8222, Ext. 4413 | Office: 607.844.6503
Email: bsd@tompkinscortland.edu

Your Keys to Online Success

ONE WEEK BEFORE THE START DATE

Go to tomkinscortland.edu/collegenow, select CollegeNow online.

Review and discuss the online course with your mentor.

Check myTC3 email for announcements and updates.

Log in to Blackboard, review the course outline and available materials.

Schedule meetings with your mentor.

Obtain your textbook right away: tomkinscortland.edu/bookstore

Complete the REQUIRED Blackboard Orientation: tc3bb.open.suny.edu

TECHNICAL SUPPORT AND TUTORING

On-campus and online tutoring:

tomkinscortland.edu/library, then select Services.

OpenSUNY helpdesk:

openSUNYhelp@suny.edu or 800.875.6269

Tompkins Cortland Tech Support:

techsupport@tomkinscortland.edu

IMPORTANT DATES

15-week classes

August 31 (M) – December 18 (F)

last day to add - September 14 (M)

last day to drop - September 21 (M)

last day to withdraw W - November 3 (T)

last day to withdraw WP/WF - December 9 (W)

First 5-week classes

August 31 (M) – October 5 (M)

last day to add - September 4 (F)

last day to drop - September 10 (R)

last day to withdraw W - September 21 (M)

last day to withdraw WP/WF - September 28 (M)

Second 5-week classes

October 6 (T) – November 11 (W)

last day to add - October 12 (M)

last day to drop - October 15 (R)

last day to withdraw W - October 27 (T)

last day to withdraw WP/WF - November 5 (R)

Third 5-week classes

November 12 (R) – December 18 (F)

last day to add - November 18 (W)

last day to drop - November 23 (M)

last day to withdraw W - December 4 (F)

last day to withdraw WP/WF - December 11 (F)

Late Start classes

October 6 (T) – December 18 (F)

last day to add - October 15 (R)

last day to drop - October 21 (W)

last day to withdraw W - November 18 (W)

last day to withdraw WP/WF - December 11 (F)

For more tips, visit tomkinscortland.edu/collegenow and select CollegeNow Online, Online Success Checklist.

THINGS TO CONSIDER

Ten-week online courses move quickly, and five-week courses are very fast paced, often requiring up to three hours of study and covering several chapters per week.

Make sure you have ample time in your schedule before beginning the course.

Online courses follow the college calendar NOT the high school calendar.

Don't forget to factor in other commitments including work or family vacation before you register.

If you feel you cannot successfully complete the course, drop the course by deadlines noted under Important Dates.

FALL 2020

DO'S AND DONT'S

DO log in everyday and actively participate in the course. If you don't participate for two consecutive weeks, you may be Administratively Withdrawn.

DON'T just stop logging in if you need to drop or withdraw from the course. See your mentor to submit an official request to the CollegeNow Office.

DO print the course outline, enter all due dates into your planner, and set reminders on your smartphone.

DON'T procrastinate! Plan to complete assignments early to avoid any delays if you encounter technical issues.

DO check in with your mentor at least once per week. Share any concerns you have about the course.

DON'T be shy! Ask your instructor for clarification immediately if you are confused.

DO your best! Your grade will appear on your college transcript. For more info, go to tomkinscortland.edu/collegenow and select Starting a College Transcript.

HIGH SCHOOL STUDENT REGISTRATION FORM

PLEASE PROVIDE ALL OF THE INFORMATION. PRINT CLEARLY. FALL 2020

High School _____ Anticipated Date of High School Graduation _____

Social Security Number _____

Name (Last, First, M.I.) _____

Date of Birth (Month/Day/Year) _____ Gender: Male Female

Street Address/P.O. Box _____

City/State/Zip _____ County _____

Email Address _____

(Please note: Your email address will be used only to contact you with College information)

Phone Number _____

Parent/Guardian Name (Last, First, Middle) _____

Please provide ALL of the information below. Print clearly.

COURSES

NOTE: Students wishing to take a course requiring a prerequisite must provide proof (unofficial transcript, grade report) of successful completion of the prerequisite course or receive the course instructor's permission in order to register.

Course Name/Number	Session	Section	Credits
Sample: ECON 101	1st 5/2nd 5/8w/10w	BL1	3

By signing below and registering for the above course(s):

I agree to abide by all campus/college rules and regulations that are in effect.

I agree to pay Tompkins Cortland Community College for tuition and fees and any reasonable collection costs if applicable.

I grant my mentor permission to discuss my academic progress with CollegeNow and to view my online course information.

I grant CollegeNow to send my grade to my high school at the end of the semester.

Student Signature _____ Date _____

Parent or guardian signature if student under 18 years of age

Date _____

HS Mentor Signature _____ Date _____

HS Mentor Email _____

HS Counselor Signature _____ Date _____

IMPORTANT:

*High school credit is solely determined by the student's high school.

*All CollegeNow students must be registered for their course by the end of the first day of classes.

Citizenship Information:

- U.S. Citizen
 Permanent Resident –
Country of citizenship _____

- Not a U.S. Citizen –
Country of citizenship _____

Visa Type _____

Are you Hispanic/Latino?

- Yes No

If yes, check only ONE of the following:

- Central American
 Cuban
 Dominican
 Mexican
 Puerto Rican
 South American
 Other Hispanic/Latino

Please indicate your race (select one or more):

- American Indian or Alaskan Native
 Asian
 Black/African American
 Native Hawaiian or Other Pacific Islander
 White

A VALID CERTIFICATE OF RESIDENCE IS REQUIRED.

You must provide the CollegeNow Office with a certificate of residence. Certificates of residence are valid for one year.

METHOD OF PAYMENT

Total Amount Enclosed \$ _____

- Check/money order enclosed payable to
Tompkins Cortland Community College

MasterCard VISA DISCOVER Discover

Cardholder's Name _____

Card Number _____

Expiration Date _____ CVV Code _____

Signature _____