

# COLLEGENOW

COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

WINTER 2023



# ONLINE COURSE CATALOG

The condensed winter session schedule requires students to cover the coursework at a faster pace.

**All winter sessions classes are five weeks | December 21- January 20**

Course ID	Title	Section	Credits
ACCT 101	Principles Acct I	LEC	4
ANTH 202	Cultural Anthropology	LEC	3
ART 101	Art Hsty: Anc to Med	LEC	3
BIOL 114	Essntls of Nutrition	LEC	3
BUAD 103	Entrepreneurship I	LEC	3
BUAD 201	Business Law I	LEC	3
CAPS 121	Intro Spreadsheets	LEC	1
CAPS 131	Intro to Databases	LEC	1
ECON 121	Princ of Macroecon	LEC	1
ENGL 101	Acad Writ II Themed	LEC	3
ENGL 102	Appr to Literature	LEC	1
ENGL 201	Public Speaking	LEC	3
ENGL 204	Interpers Comm	LEC	3
HLTH 206	Personal Health	LEC	3
HLTH 210	Consumer Hlth Issues	LEC	3
HSTY 201	Americn Hsty to 1877	LEC	3
MATH 120	College Algebra	LEC	4
MATH 138	Precalc Math	LEC	4
PHIL 101	Intro to Philosophy	LEC	3
PSYC 103	Intro Psychology	LEC	3
SOCI 101	Intro to Sociology	LEC	3
SPAN 101	Beginning Spanish I	LEC	3

For an up-to-date course list, visit [tompkinscortland.edu/catalog](http://tompkinscortland.edu/catalog) and select "course search."

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

# 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.

The State University of **New York**

Learn more at [tompkinscortland.edu/CollegeNow](http://tompkinscortland.edu/CollegeNow) by selecting Concurrent Enrollment, then Tompkins Cortland Degree Completion.

# COURSE DESCRIPTIONS

## ACCOUNTING

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### **ACCT 101 Principles of Accounting I**

This course 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 of, or concurrent enrollment in, RDNG 116 if required by placement testing; and prior completion of, or concurrent enrollment in, ENGL 100 if required by placement testing.* 4 Cr. (4 Lec.)

## ANTHROPOLOGY

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### **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.)

## ART

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### **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: ENGL100\*; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

## BIOLOGY

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### **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

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### **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 201 Business Law I**

This is an introduction to law which 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, to become aware of potentially serious legal situations, and learn legal terminology to facilitate discussion of legal issues. Topics include legal procedure, constitutional law, torts, and criminal law, with significant emphasis on contract law. *Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 101; RDNG 116 if required by placement testing.* 3 Cr. (3 Lec.)  
Fall, spring, and summer semesters.

## COMPUTER APPLICATIONS

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### **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 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. *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 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)

## **ECONOMICS**

### **ECON 121 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; MATH 090 if required by placement testing.* 3 Cr. (3 Lec.)

## **ENGLISH**

### **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.)

### **ENGL201 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 and 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. *Prerequisites: 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 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 210 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: Prior completion or concurrent enrollment in ENGL 101, beginning college-level reading 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.

## HISTORY

HSTY courses do not need to be taken in sequence.

### HSTY 201 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 ENGL100\*; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

## MATHEMATICS

### 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 138 Precalculus Mathematics

Provides the algebraic foundation, from a function standpoint, for a standard calculus course. Topics include; theory of functions and radicals, right triangle trigonometry, analytic trigonometry, law of sines, law of cosines, trigonometry with applications, vectors, polar coordinates, binomial theorem and conic sections. **MATH 138 fulfills the SUNY General Education Mathematics requirement.** *Prerequisites: C or better grade in MATH 122 or MATH 120 (College Algebra), or appropriate qualifying test score; prior completion or concurrent enrollment in ENGL 100; beginning college-level reading skills.* 4 Cr. (4 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.)

## PSYCHOLOGY

### 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.)

## 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.)

## 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.)

\* 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.

# Your Keys to Online Success

## ONE WEEK BEFORE THE START DATE

Go to [tomkinscortland.edu/collegenow](http://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 Brightspace, review the course outline and available materials.

Schedule meetings with your mentor.

Obtain your textbook right away: [tomkinscortland.edu/bookstore](http://tomkinscortland.edu/bookstore)

Complete the REQUIRED Brightspace Orientation

WINTER 2023

**The College will be closed from Dec. 24 – Jan. 3**

During this time, contact the Open SUNY Helpdesk for assistance.  
[openSUNYhelp@suny.edu](mailto:openSUNYhelp@suny.edu)  
or 800.875.6269

## IMPORTANT DATES

December 21 (W) — January 20 (F)

Last day to add — December 23 (F)

Last day to drop — January 3 (T)

Last day to withdraw "W" — January 9 (M)

Last day to withdraw "WP/WF" — January 17 (T)

## PLEASE NOTE

Winter Session courses are very fast-paced, often requiring up to three hours of study per day and covering several chapters per week. Make sure you have ample time in your schedule before beginning the course. If you feel you cannot successfully complete the course, the drop date is Tuesday, January 3, 2023.

## TECHNICAL SUPPORT AND TUTORING

**On-campus and online tutoring:**  
[tomkinscortland.edu/library](http://tomkinscortland.edu/library), then select Tutoring.

**OpenSUNY helpdesk:**  
[openSUNYhelp@suny.edu](mailto:openSUNYhelp@suny.edu) or 800.875.6269

**Tompkins Cortland Tech Support:**  
[techsupport@tomkinscortland.edu](mailto:techsupport@tomkinscortland.edu)

## DO'S AND DON'T'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](http://tomkinscortland.edu/collegenow) and select Starting a College Transcript.

For more tips, visit [tomkinscortland.edu/collegenow](http://tomkinscortland.edu/collegenow) and select CollegeNow Online, Online Success Checklist.



# WINTER 2023 | Methods of Payment

Payment is due at registration

## PAYMENT

Payment for the course may be made by the student or by the school. Schools that require an invoice from Tompkins Cortland Community College should contact the CollegeNow office. All payments may be made by phone, fax, mail, or through your myTC3 account.

Cash, check, money order, third party, or credit card. Visa, MasterCard, and Discover are accepted. Checks and money orders must be made payable to Tompkins Cortland Community College.

## TUITION

All registered students must have a valid Certificate of Residency (COR) on file. The Certificate of Residency proves student is a resident of New York State for one year and a resident of their county for six months.

	With COR on file	Without COR on file
Full-Time (per semester)	\$2,731.00	\$5,615.00
Part-Time (per credit hour)	\$204.00	\$416.00

## STUDENT SERVICE FEES

Technology Fee (per credit hour)	\$23.00
OER Fee (per course, if applicable)	\$10.00
ID Fee (per semester)	\$19.00

<b>Student Life Fee – On-Campus Students</b>	
Full-Time (per semester)	\$379.00
Part-Time (per credit hour)	\$25.00
Evening (per credit hour)	\$25.00

### 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.

\*\*High school students taking online classes who reside in Tompkins County are exempt from providing a COR. Please contact CollegeNow for information regarding COR requirements and deadlines.

## REFUND POLICY

If you drop or withdraw from a course you will be charged non-refundable tuition and associated fees (if any were applied) according to the following schedule for 15-week courses. Non-refundable charges will be prorated on a similar schedule for courses less than 15 weeks. Payments in excess of final liability will be refunded to the student.

Prior to the start of classes:	0%
During the first week of classes:	25%
During the second week of classes:	50%
During the third week of classes:	75%
After the third week of classes:	100%

### Summer/Winter (Payment of winter session classes must be made at the time of registration.)

On or before last date to drop a course:	0%
After the last date to drop a course:	100%

Non-payment of tuition does not constitute an automatic withdrawal.

Tuition must be paid for transcript to be released. Registration holds will be placed on unpaid accounts.

### On Campus/part-time

3 credits X \$204.00/credit hour	\$612.00
ID Fee	\$19.00
Technology Fee	\$69.00
Student Life Fee	\$66.00
OER Fee	\$10.00
<b>TOTAL</b>	<b>\$776.00</b>

### Online/part-time

3 credits X \$204.00/credit hour	\$612.00
ID Fee	\$19.00
Technology Fee	\$69.00
OER Fee	\$10.00
Web Fee	\$18.00
<b>TOTAL</b>	<b>\$728.00</b>

## Online Asynchronous

- Class instruction is 100% online asynchronous. Instruction not occurring at a specified meeting time.
- Class instruction and activities occur via Blackboard, which is the College's Online Learning Management System. Instructors post lessons, assignments, videos and other course material online.
- Students are expected to actively participate in the online environment and meet deadlines, but there are no specific class sessions. These courses use Blackboard heavily/exclusively, and students are expected to participate in the online environment heavily.
- Section codes start with BL\_.

## Live Online Meetings

- Class instruction is 100% live online classes/labs.
- Class meetings are held at a regularly scheduled time (usually once, twice, or three times a week) via a web platform (like Microsoft Teams).  
Example: 3 credits, meets online Monday and Wednesday 9-10:15 a.m.

## Live Online and Online Asynchronous Blend

- Class instruction is a blend of live online class/labs and online asynchronous. Instruction does not occur at a specified meeting time.
- Class meetings are held at a regularly scheduled time (usually once, twice, or three times a week) via a web platform (like Microsoft Teams). Additional class instruction and activities occur via Blackboard.  
Example: 3 credits, meets online Monday 9-10:15 a.m. Additional instruction and assignments occur through Blackboard.

## Online Flex

- Students have the option of attending class sessions live online or watching recordings of the live online sessions later.

Spring  
Registration  
Begins Nov. 14

Register early for the  
best class choices  
Classes Begin Jan. 26

*save the date*

FALL OPEN HOUSE  
NOVEMBER 4

## Individual Visit and Campus Tour

(Available Monday-Friday year round)

Enjoy an individual or small group tour from a current student and then meet with an advisor.