TOMPKINS CORTLAND COMMUNITY COLLEGE

2018-19

ONLINE COURSE CATALOG

COLLEGENOW

COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

CONTENTS

About SUNY & Tompkins Cortland Community College.....2

Selecting an Online Course.....3

Tuition Rate.....3

Online Course Expectations.....4

Important Phone Numbers and Emails 5

Academic Calendar.....7

Glossary of Academic Terms.....8

Accessing Your Web Course.....9

SUMMER 18 Courses 10-11

FALL 18 Courses 12-13

WINTER 19 and SPRING 19 Courses 14-16

Course Descriptions 19-30

Registration Form 31

Online Success Checklist.....33

This material is available in alternative formats upon request.
Please contact Carolyn Boone at 607.844.8222, Ext. 4283.

Tompkins Cortland Community College
P.O. Box 139
170 North Street
Dryden, NY 13053-0139

Photography by:
Leanne Rose Photography, Fausel Imagery, and Laura Kozlowski

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

The CollegeNow Online Advantage

CollegeNow Online offers **qualified high school juniors and seniors** the opportunity to earn college credit through Tompkins Cortland Community College online courses. Students take courses taught by Tompkins Cortland faculty and participate in the online environment alongside part- and full-time college students.

CollegeNow Online courses are offered at a reduced tuition rate of $80 credit to students at our partner high schools and carry full college credit from Tompkins Cortland Community College. This tuition reduction recognizes the high school's role in providing a mentor and advising services.

CollegeNow Online students

Work with a mentor in their high school: A student's guidance counselor or a teacher acts as a mentor, providing support and routine check-ins to ensure student success.

Get ahead: Maximizing college credit while in high school helps students graduate sooner and start careers or graduate programs earlier.

Save money: CollegeNow Online students pay less than half of the tuition of regular Tompkins Cortland students, an already competitive tuition rate.

Explore college and career interests: Students choose from a wide variety of courses, allowing them to explore potential degree programs and careers before they chose a major.

Develop critical college success skills: CollegeNow Online students arrive to college better prepared and develop the "college-ready" skill set necessary for academic success in higher education.

Strengthen their transition to college: Taking college coursework while still in high school blurs the line between high school and college and eases students' transition to college. Having tackled college-level work, students graduate from high school with a real understanding of the expectations awaiting them in college – and the experience and confidence to meet them.

Do you want to get ahead, strengthen your college applications,
and develop tools for college and career success – all while saving money?

Talk with your guidance counselor to learn how you can take advantage of CollegeNow Online!

SUNY The State University of New York

About SUNY and Tompkins Cortland Community College

A College of The State University of New York

The State University of New York (SUNY) is the largest, centrally managed system of public education in the nation. Its 64 campuses bring the opportunity for college education within commuting distance of almost every New York resident. The university system offers a wide range of certificate programs, and associate, baccalaureate, and graduate degree courses of study. Tompkins Cortland Community College is one of 30 two-year community colleges in the SUNY system. These two-year colleges play a unique role in the expansion of educational opportunity. They provide local business and industry with highly skilled employees in a wide variety of occupational curriculum and offer many transfer options to students who wish to pursue advanced degrees.

About Tompkins Cortland Community College

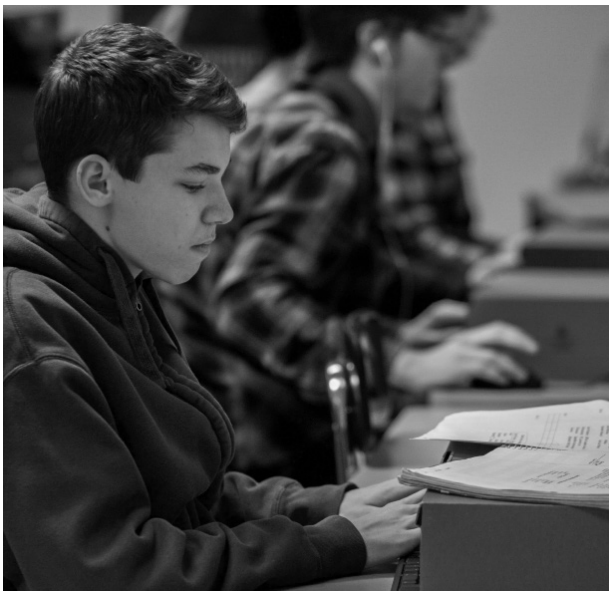
Tompkins Cortland Community College is located in a culturally diverse community in the Finger Lakes region of Central New York. Our neighbors include Cornell University, known world-wide as a leading research institution; Ithaca College, known as one of the best private colleges in the United States; and SUNY Cortland, a sister institution in the state university system. Their presence shapes our community as progressive, diverse, and culturally rich. Visit our website at tompkinscortland.edu.

Tompkins Cortland Community College Accreditation

Tompkins Cortland Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools and the Board of Regents of the University of the State of New York. The National League for Nursing Accrediting Commission has accredited the nursing program. CollegeNow is accredited by the National Alliance of Concurrent Enrollment Partnerships.

Equal Opportunity Statement

Tompkins Cortland Community College is committed to equal opportunity in employment, admission, and treatment for all qualified individuals without regard to race, color, creed, national origin, gender, age, marital status, disability, sexual orientation, veteran status, or any other basis as prohibited by federal or New York state law. Any questions concerning the implementation of these policies should be directed to the affirmative action officer.



Selecting an ONLINE COURSE

1.

SEE YOUR SCHOOL COUNSELOR

Your high school counselor will help you select an online course, review online course expectations and challenges, and help you register.

2.

FIND A MENTOR

Your mentor should be your counselor or a teacher. Some students ask their study hall teacher to mentor them and use that time to work on their online course. Check in with your mentor at least once per week, and let them know immediately if you are having trouble in the course.

3.

GET PERMISSION

If you wish to receive high school credit for the Tompkins Cortland Community College online course, you need the permission of your high school principal. CollegeNow will not become involved in this part of the process – your counselor can help you take care of this within your school's system.

4.

SEND REGISTRATION FORM

Note: Registration is subject to availability. The registration form should be faxed or mailed to the CollegeNow office.

Fax: 607.844.6535
Mail: CollegeNow, Tompkins Cortland Community College
P.O. Box 139, 170 North Street, Dryden, NY 13053-0139

5.

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.

Reduced tuition requires obtaining a Certificate of Residence.

CollegeNow office:
Email: collegenow@tompkinscortland.edu
or call Vicki Pousseur at 607.844.8222, Ext. 4311

CollegeNow Online Reduced Tuition Rate

$80 PER CREDIT
FOR QUALIFIED JUNIORS AND SENIORS FROM PARTNER SCHOOLS

CERTIFICATE OF RESIDENCE

Reduced tuition also REQUIRES a valid NYS certificate of residence. You must provide your notarized certificate of residence application and necessary proof of residence with your registration form and return it to your advisor in your high school. Certificates of residence are valid for one year. Download your county's certificate of residence application in PDF format by visiting tompkinscortland.edu/CollegNow and selecting "Certificate of Residence" in the right column. Tompkins County residents are not required to obtain a certificate of residency.

REFUND POLICY:

You will be charged non-refundable tuition according to the following schedule:

FALL/SPRING

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

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

*Non-refundable tuition charges will be prorated on a similar schedule for courses less than 15 weeks.

METHODS OF PAYMENT:

Cash, check, money order, third party, or credit card. Visa, MasterCard, and Discover are accepted.

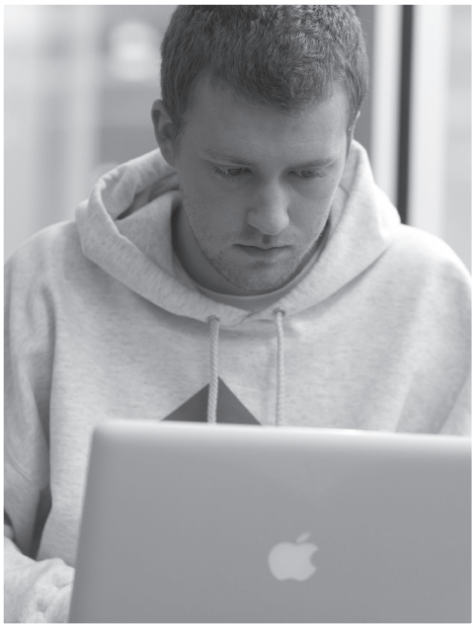
Payment of winter session classes must be made at time of registration.

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.

Online Course Expectations

Success in an online course requires a great deal of motivation and self-discipline. Online courses are college-level courses with requirements equivalent to and time commitments that may exceed those of face-to-face courses. Students who excel in the online environment are self-motived students with strong reading comprehension and time-management skills.



Working with an Advisor

The advisor is usually the student's guidance counselor, who assists students in selecting courses of interest or that may fulfill future degree requirements. Using the student's high school performance and knowledge of the student's reading comprehension, writing, and math skills, the advisor assists in placing students in appropriate courses.

Working with a Mentor

All high school students enrolled in online courses are required to work with a mentor (a guidance counselor or teacher) who will review important guidelines and expectations with the student. Mentors also meet routinely with the student to ensure progress and help troubleshoot any issues that may arise.

Reading the Advisor Guidelines and Mentor Guidelines can help students understand the roles of the advisor and mentor and how they will be expected to participate in these important support systems. To read the guidelines, go to tompkinscortland.edu/collegenow and select "CollegeNow Online."

The inside back cover of the catalog contains the Online Success Checklist, which students are expected to follow and refer to in meetings with their mentor.

Should I Take an Online Course?

Honest self-assessment of learning strengths and styles is critical when deciding to take an online course. If you cannot answer *yes* to all of the following questions, the online environment may not be a good match for your learning style:

- Are you motivated to learn?
- Are you able to overcome procrastination?
- Do you start and finish projects on time?
- Do you enjoy discussions with others? Online courses often require participation in discussion forums.
- Do you continue to work on a problem or task until you complete it?

Time Commitment

Students are responsible for following Tompkins Cortland Community College's Academic Calendar for their online courses. They should be aware that online courses normally start before the high school year begins. Also school breaks may not align.

The average student spends 2.5 to 4 hours per week per credit on coursework. For a three-credit course, students should plan on spending at least 7.5 to 12 hours per week on the course.

Students who excel in online courses are self-motivated to complete assignments independently and on time. However, while online courses are asynchronous – meaning there is no requirement to log on at a specific time – online courses are not self-paced. Assignments must be submitted by the date and time specified on the course schedule.

Calculate how much time your online course(s) will demand:

_____ credits X 2.5 to 4 hours per week

= _____ hours per week

Can you commit this much time? Be honest with yourself. Consider your regular school day, homework, sports, other extracurricular activities, and employment.

You must be able to log in at least three to five times each week, complete all assignments on time, and read all course documents provided by the instructor and other students.

An Important Note about Administrative Withdrawals: Students who have not participated in an online class for two weeks will be administratively withdrawn from the class by the College. Students must participate in the form of submitting assignments or posting in the discussion forum. (Simply logging in does not constitute participation). Re-enrollment in the class will require special permission from the Dean of Instruction. Instructors may have a different attendance or participation requirement that is stricter than the College's policy. Students administratively withdrawn from a class are assigned a grade of AW. An AW grade can impact academic status. It can also affect financial aid eligibility if the student later attends Tompkins Cortland Community College.

MORE THAN A JOB.

CAREER COACH

Find a career and degree program.

tompkinscortland.edu/catalog

Ready for the SAT/ACT?

WE CAN HELP.

Visit ed2go.com/tompkinscortland then search "SAT/ACT" for prep courses.

TOMPKINS CORTLAND COMMUNITY COLLEGE **BIZ**

Online Non-Credit Courses for students and families

Convenient monthly programs in an interactive six-week format.

Grant Writing, Design, Personal Development, Family Finance, and more!

Contact biz@tompkinscortland.edu for more information

Important Phone Numbers and Email Addresses

CollegeNow..... 607.844.6503
collegenow@tompkinscortland.edu

Campus Technology..... 607.844.6566
techsupport@tompkinscortland.edu

Open SUNY Help Desk..... 800.875.6269
OpenSUNYHelp@suny.edu

Disability Services
(Academic Accommodations).. 607.844.8222, Ext. 4283
BCL@tompkinscortland.edu

Baker Center for Learning
(Tutoring Information)..... 607.844.8222, Ext. 4414
BCL@tompkinscortland.edu

Library Help Desk..... 607.844.8222, Ext. 4360
Text: 607.545.4TC3

Need a Tutor? Access Online Tutoring from Home!

STAR-NY

Online Help for Writing, Math, Chemistry, and Accounting is available through a consortium of New York colleges and universities (STAR-NY). This service is available during the fall and spring semesters. Its online tutors are from 13 different Upstate NY schools, including Tompkins Cortland Community College!

To access STAR-NY tutoring, go to www.cortland.edu/asap/online/STAR-NY_signin.asp

NetTutor

Professional online tutoring is available to all Tompkins Cortland students through the NetTutor program. Live math help is available all evenings, nights, and weekends.

Further information regarding subjects and hours can be found in the Blackboard Community called, "Baker Commons Online Tutoring."

How to Access NetTutor:
Current students may access this by going to myTC3, myWebCourses and selecting "Baker Commons Online Tutoring" in the "Community" section.

Tompkins Cortland Community College

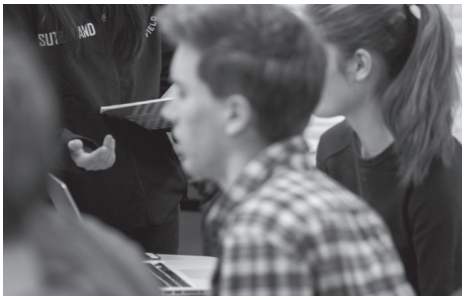
OpenHouse

SAVE THE DATES

SPRING 2018 | Friday, April 6

FALL 2018 | Friday, November 2

SPRING 2019 | Friday, April 5



Sign up for housing by July 1*

SAVE $1,000

for the 2018 - 19 academic year

*submit a housing contract and a $250 deposit

Single-room rate

Full Residence Life programming

Vibrant, active campus life

Visit tompkinscortland.edu/housing

Start with CollegeNow, finish here!

Apply CollegeNow credits to save more and graduate faster.

ACADEMIC CALENDARS

Summer 2018

Classes Begin ..... May 30 (W)

First 5-week Session (May 30 - June 29)

Last day to add ..... June 1 (F)
Last day to drop ..... June 5 (T)
Last day to withdraw "W" ..... June 18 (M)
Last day to withdraw "WP/WF ..... June 27 (W)

Second 5-week Session (July 5 – August 3)

Last day to add ..... July 9 (M)
Last day to drop ..... July 11 (W)
Last day to withdraw "W" ..... July 24 (T)
Last day to withdraw "WP/WF ..... August 1 (W)

Eight-Week Session (May 30 – July 24)

Last day to add ..... June 5 (T)
Last day to drop ..... June 8 (F)
Last day to withdraw "W" ..... June 29 (F)
Last day to withdraw "WP/WF" ..... July 18 (W)

Ten-Week Session (May 30 – August 3)

Last day to add ..... June 6 (W)
Last day to drop ..... June 11 (M)
Last day to withdraw "W" ..... July 10 (T)
Last day to withdraw "WP/WF" ..... July 27 (F)

Fall 2018

Classes Begin ..... August 22 (W)
Fall Break - No Day or Evening Classes ..... October 5-9 (F-T)
Fall Day (All College Retreat) ..... October 9 (T)
Prospective Student Open House ..... November 2 (F)
Registration Day - No Day Classes ..... November 8 (R)
Thanksgiving-No Day or Evening Classes ..... November 21-24 (W-Sa)
*Final Exam Week ..... December 10-14 (M-F)
Classes End ..... December 14 (F)
Grades Due ..... December 17 (M)

15-week classes (August 22 – December 14)

Last day to add ..... September 5 (W)
Last day to drop ..... September 12 (W)
Last day to withdraw W ..... October 29 (F)
Last day to withdraw WP/WF ..... December 5 (M)

First 5-week classes (August 22 – September 26)

Last day to add ..... August 24 (F)
Last day to drop ..... August 28 (T)
Last day to withdraw W ..... September 12 (W)
Last day to withdraw WP/WF ..... September 21 (F)

Second 5-week classes (September 27 – November 5)

Last day to add ..... October 1 (M)
Last day to drop ..... October 3 (W)
Last day to withdraw W ..... October 22 (M)
Last day to withdraw WP/WF ..... October 31 (W)

Third 5-week classes (November 6 – December 14)

Last day to add ..... November 9 (F)
Last day to drop ..... November 13 (T)
Last day to withdraw W ..... November 30 (F)
Last day to withdraw WP/WF ..... December 7 (F)

Late Start classes (September 28 – December 14)

Last day to add ..... October 10 (W)
Last day to drop ..... October 15 (M)
Last day to withdraw W ..... November 13 (T)
Last day to withdraw WP/WF ..... December 7 (F)

Winter 2019

Classes Begin ..... December 18 (T)
Campus Holiday Break begins ..... December 25 (M)
Campus Holiday Break ends ..... January 2 (T)
Martin Luther King Day - College Holiday ..... January 21 (M)
Classes End ..... January 21 (M)
Final Grades due ..... January 22 (T)
Last day to add ..... December 20 (R)
Last day to drop ..... December 21 (F)
Last day to withdraw "W" ..... January 7 (M)
Last day to withdraw "WP/WF" ..... January 16 (W)

Spring 2019

Classes Begin ..... January 23 (W)
Prospective Student Open House ..... April 5 (F)
Registration Day - No Day Classes ..... April 10 (W)
*Final Exam Week ..... May 13-17 (M - F)
Classes End ..... May 17 (F)
Grades Due ..... May 20 (M)
Commencement ..... May 23 (R)

15-week classes (January 23 – May 17)

Last day to add ..... February 5 (T)
Last day to drop ..... February 12 (T)
Last day to withdraw W ..... April 4 (R)
Last day to withdraw WP/WF ..... May 8 (W)

First 5-week classes (January 23 – February 26)

Last day to add ..... January 25 (F)
Last day to drop ..... January 29 (T)
Last day to withdraw W ..... February 12 (T)
Last day to withdraw WP/WF ..... February 21 (R)

Second 5-week classes (February 27 - April 12)

Last day to add ..... March 5 (T)
Last day to drop ..... March 7 (R)
Last day to withdraw W ..... March 28 (R)
Last day to withdraw WP/WF ..... April 8 (M)

Third 5-week classes (April 15 – May 17)

Last day to add ..... April 17 (W)
Last day to drop ..... April 19 (F)
Last day to withdraw W ..... May 3 (F)
Last day to withdraw WP/WF ..... May 10 (F)

Late start classes (February 27 – May 17)

Last day to add ..... March 11 (M)
Last day to drop ..... March 14 (R)
Last day to withdraw W ..... April 19 (F)
Last day to withdraw WP/WF ..... May 10 (F)

GLOSSARY OF ACADEMIC TERMS

Academic Accommodations
Appropriate accommodations are provided to students with documented disabilities, which allow them equal access to the college's programs, services, and activities.

Academic Integrity
The expectation that students act in an academically honest fashion, in writing papers and reports, in taking examinations, in performing laboratory experiments and reporting the results, in clinical and cooperative learning experiences, and in attending to paperwork such as registration forms.

Academic Standards
Minimum grade point average and ratio of earned/attempted credits necessary to remain in good academic standing. Failure to maintain minimum standards can result in probation and/or suspension from the College.

Administrative Withdrawal (AW)
Instructors are required to administratively withdraw students who have ceased to attend or participate in classes prior to the end of the withdrawal period or who have failed to participate in an online course for two weeks. A grade notation of "AW" will be made on the transcript. The AW grade is not calculated into the student's GPA, but would affect the earned/attempted ratio in determining academic and financial aid status.

Associate's Degree
Awarded to a student following completion of a two-year curriculum/program comprised of 60 or more semester credits. Tompkins Cortland Community College awards the following degrees: Associate of Arts, Associate of Science, and Associate of Applied Science.

Blackboard
The online learning platform used by all SUNY colleges. All of the College's online courses run through Blackboard.

Co-requisite
A course that must be successfully completed before or enrolled in concurrently (in the same semester) with a particular course.

Course Outline (syllabus)
Description of a particular course section's requirements, including required textbooks, learning goals/outcomes, assignments, exams and other assessments, as well as attendance and grading policies.

Credit/Credit Hour
The unit used to measure progress toward a degree or certificate, measured in semester hours.

Developmental Course
A pre-college level course intended to develop a student's basic skills in reading, writing, or mathematics to the level necessary for success in college-level coursework. These courses are designated by numbers less than 100. Developmental courses do not earn credit toward a degree or certificate and grades are not calculated into the grade point average (GPA), though they impact academic standing.

Dropping a Course
Requesting to be removed from a course within the allowed timeline. Dropped courses do not appear on the transcript or impact the student's GPA.

Elective Course
A program requirement that allows a student to choose from a number of possible courses, either restricted to a particular group of courses (e.g., social science or math), or unrestricted.

General Education Requirements
Areas of coursework that must be completed by all students in all programs. The college and SUNY designate general education requirements. Courses that satisfy any of the 10 SUNY Gen. Ed. areas are guaranteed to transfer to other SUNY colleges. Students must earn 30 credits across seven SUNY Gen. Ed. areas to earn an A.A. or A.S. degree.

Grade Point Average (GPA)
A numerical average based on the credit hours attempted and quality points for grades earned in courses taken at Tompkins Cortland Community College. At the end of each semester, separate semester (term) and cumulative (overall) grade point averages are calculated.

Liberal Arts
Courses that are intended to provide general knowledge and to develop a student's intellectual capacities. At Tompkins Cortland Community College they are designated as social science, math/science, or humanities.

Matriculated (Matriculation)
A matriculated student has been accepted for admission to the College, is enrolled in an academic program, and is pursuing courses toward earning a degree or certificate.

Plagiarism
The use of another person's written words, thoughts, or ideas as one's own. Students can avoid plagiarism through proper documentation of sources.

Prerequisite
A course that must be successfully completed before enrolling in a particular course.

Probation
Status of students who fail to achieve the minimum academic standards. A student on academic probation may register for classes after completing a "Student Success Plan" but will be limited to a maximum of thirteen total semester credits. The notation "Probation" will be placed on the student's academic record (transcript).

Semester
A 15-week period of instruction and exams.

Suspension
Status of students who fail to meet academic standards for two consecutive semesters. Academic suspension is for the period of one semester, including any intervening summer session, and suspended students will be de-registered from classes. The notation "Suspension" will be placed on the student's academic record (transcript).

Transcript
The official academic record for each Tompkins Cortland Community College student, maintained by the Academic Records Office. The transcript shows all academic work attempted and grades earned, as well as transfer credits accepted from other schools.

Transfer Credit
Credit granted toward a degree or certificate for work completed at another recognized institution. Transfer credits are not used in calculation of the grade point average.

myTC3

Your myTC3 Account and Logging into Your Online Course

Campus Technology provides an exciting set of online services called myTC3. You will receive instructions for accessing myTC3 when you register for classes. It is very important that you familiarize yourself with the myTC3 systems to maximize your college experience.

To log in to myTC3 for the first time:

1. Navigate to tompkinscortland.edu.
   Click on the myTC3 link at the top right side of screen.
2. On the login page select the "Create an Account" link (bottom left).
3. Enter your:
   a. Tompkins Cortland Student ID (can be located on your billing statement)
   b. Last name
   c. Birthdate (mm/dd/yyyy) example: 05/01/2000
4. Follow the on-screen prompts to complete the process.

Note: you will need to access the email you provided on your registration form to verify your account before you can proceed. Your personal email address will be used to recover your password.

If you have any questions please call Vicki Pousseur at 607.844.8222, Ext. 4311 or email vad@tompkinscortland.edu.

After you are signed in to myTC3, you will notice your name in the upper right hand corner. You may directly access each of the following services by clicking on the appropriate links:

myINFO – Access important information including; grades, financial aid, schedule, sign up for emergency notification via text messaging, register online, pay your bill and more.

myMAIL – Official correspondence from faculty, admissions, registrar, and financial aid will be sent to this address. Students should check their myMAIL account frequently.

myWEB COURSES – Participate in web-based or web-enhanced courses and receive online tutoring. If myINFO is down, students can link directly to tc3bb.open.suny.edu to access their online courses.

myCARD – Add funds to your TC3 ID card for printing, copying, and purchasing items on campus. You can also disable your card if you lose it. The myCard system requires a separate account to be created. To gain access, click the Create PIN FOR First Time User link on the myCard site. Students must pay a fee to obtain card.

If you are having trouble accessing your myTC3 account or any other technology resources of the College, please contact Technology Support:
Email: techsupport@tompkinscortland.edu,
Phone: 607.844.8222, Ext. 4550,
Room 208 on the Dryden campus.

Blackboard Orientation

It is critical that you complete the Blackboard Orientation at www.tc3bb.open.suny.edu.

If you have questions or need assistance, please contact the Open SUNY Helpdesk:
Phone: 1.800.875.6269
Email: OpenSUNYHelp@suny.edu
Website:
http://open.suny.edu/support/contact-us/current-students/

Tompkins Cortland Community College Tech Support also offers in-person Blackboard orientations and troubleshooting support.

Summer 18 | Online Courses

The condensed summer session schedules require students to cover coursework at a faster pace.

First 5 weeks | May 30 - June 29

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
BIOL 114	Essentials of Nutrition	BL1	3
BUAD 106	Foundations of Business	BL1	3
BUAD 111	International Business	BL1	3
CAPS 111	Introduction to Word Processing	BL1	1
CAPS 121	Introduction to Spreadsheets	BL1	1
COMM 100	Creating Online Media	BL1	3
COMM 110	Aesthetics/Techniques Video & Film Editing	BL1	1
ECON 120	Principles of Microeconomics	BL1	3
ENGL 101	Academic Writing II	BL1	3
ENGL 102	Approaches to Literature	BL1	3
ENGL 103	Report Writing	BL1	3
ENGL 135	Writing Workshop - Short Narrative Film	BL1	3
ENGL 200	Screenwriting	BL1	3
ENGL 204	Fundamentals of Interpersonal Communication	BL1	3
ENGL 233	Film Analysis	BL1	3
HLTH 126	Health and Fitness	BL1	1
HLTH 207	Drug Studies	BL1	3
HLTH 215	World Health Problems	BL1	4
HUMS/SOCI 206	Juvenile Delinquency	BL1	3
MATH 109	Statistical Literacy	BL1	3
PHIL 101	Introduction to Philosophy	BL1	3
PSYC 103	Introduction to Psychology	BL1	3
PSYC 207	Developmental Psych: The Adolescent	BL1	3
SOCE 200	Baseball in American Culture	BL1	3

Second 5 weeks | July 5 - August 3

ACCT 101	Principles of Accounting I	BL1	4
ACCT 102	Principles of Accounting II	BL1	4
ANTH 202	Cultural Anthropology	BL1	3
ASTR 101	Introduction to Astronomy	BL1	3
BIOL 114	Essentials of Nutrition	BL1	3
BUAD 109	Personal Money Management	BL1	3
CAPS 131	Introduction to Databases	BL1	1
COMM 101	Mass Media	BL1	3
ECON 121	Principles of Macroeconomics	BL1	3
ENGL 101	Academic Writing II	BL1	3
ENGL 102	Approaches to Literature	BL1	3
ENGL 204	Fundamentals of Interpersonal Communication	BL1	3
HLTH 208	Alcohol and Alcoholism	BL1	3
PHIL 201	Contemporary Moral Issues	BL1	3
PSYC 103	Introduction to Psychology	BL1	3
SOCI 101	Introduction to Sociology	BL1	3

For an up-to-date course list, visit catalog.tompkinscortland.edu and select "course search."

Summer 18 | Online Courses

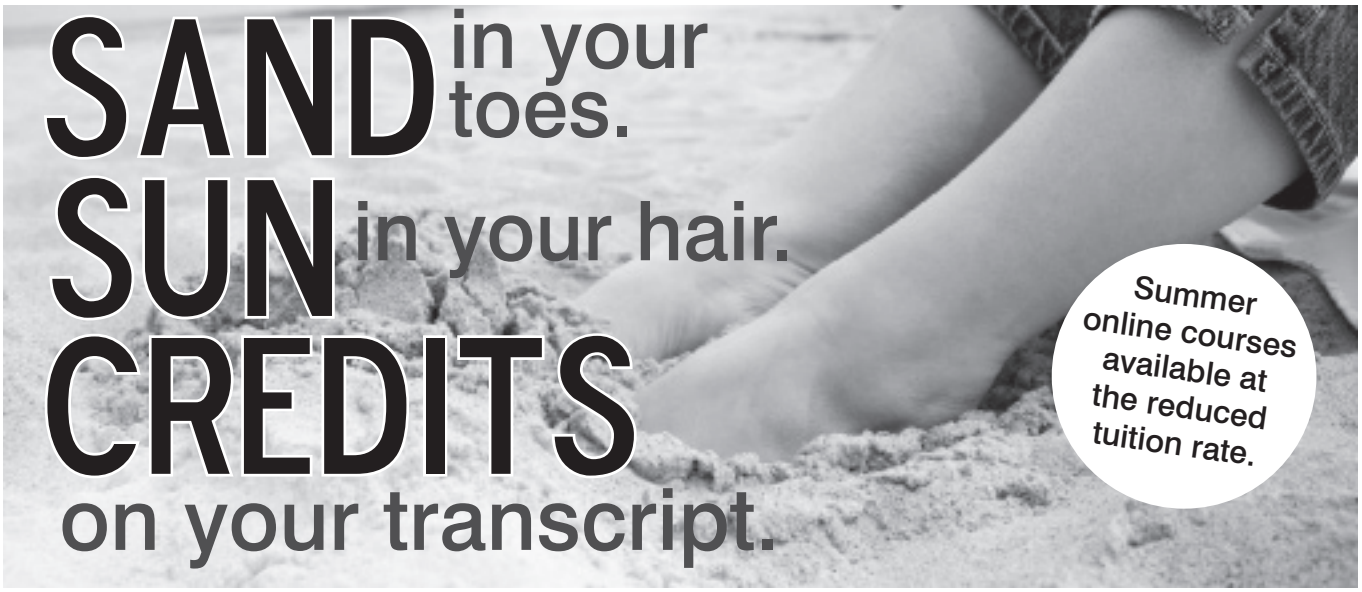
8 weeks | May 30 - July 24

ART 101	History and Appreciation of Art I	BL1	3
BUAD 203	Business Communications	BL1	3
BUAD 208	Principles of Management	BL1	3
BUAD 219	Human Resource Management	BL1	3
BUAD 290	Applied Management Seminar	BL1	3
CAPS 152	Web Page Design	BL1	1
CDSC 101	Intro to Chemical Dependency Counseling	BL1	3
CIS 213	Programming in C++	BL1	3
HLTH 104	Medical Terminology	BL1	3
HLTH 206	Personal Health	BL1	3
HSTY 101	Development of the Western Tradition I	BL1	3
HSTY 102	Development of the Western Tradition II	BL1	3
HSTY 110	World History Since to 1500	BL1	3
HSTY 201	American History to 1877	BL1	3
HSTY 202	American History Since 1877	BL1	3
HUMS 105	Introduction to Human Services	BL1	3
MATH 208	Linear Algebra	BL1	4
POSC 103	American National Government	BL1	3
PSYC 205	Developmental Psychology: The Child	BL1	3
PSYC 209	Abnormal Psychology	BL1	3
SOCI 101	Introduction to Sociology	BL1	3
SOCI 205	Contemporary Social Problems	BL1	3

For an up-to-date course list, visit catalog.tompkinscortland.edu and select "course search."

10 weeks | May 30 - August 3

BUAD 201	Business Law I	BL1	3
ENGL 100	Academic Writing I	BL1	3
ENGL 101	Academic Writing II	BL1	3
ENGL 102	Approaches to Literature	BL1	3
HRMG 205	Hospitality Marketing	BL1	3
MATH 120	College Algebra	BL1	4
MATH 138	Precalculus Mathematics	BL1	4
PARA 101	Introduction to Paralegalism	BL1	3
SOCE 205	Organizational Behavior	BL1	3



Fall 18 | Online Courses

Listed courses are anticipated to run. Please check catalog.tompkinscortland.edu for an updated list of sections. Students must meet all course prerequisites.

15 weeks | August 22 - December 14

Course ID	Title	Section	Credits
ACCT 101	Principles of Accounting I	BL1	4
ACCT 102	Principles of Accounting II	BL1	4
ACCT 203	Intermediate Accounting I	BL1	4
ACCT 207	Income Taxation	BL1	4
ANTH 201	Introduction to Anthropology	BL1	3
ANTH 202	Cultural Anthropology	BL1	3
ASTR 101	Introductory Astronomy	BL1	3
BIOL 114	Essentials of Nutrition	BL1	3
BUAD 103	Entrepreneurship I	BL1	3
BUAD 106	Foundations of Business	BL1	3
BUAD 111	International Business	BL1	3
BUAD 201	Business Law I	BL1	3
BUAD 203	Business Communications	BL1	3
BUAD 207	Entrepreneurship II	BL1	3
BUAD 208	Principles of Management	BL1	3
BUAD 212	Quality Customer Service	BL1	3
BUAD 219	Human Resource Management	BL1	3
BUAD 290	Applied Management Seminar	BL1	3
CDSC 101	Introduction to Chemical Dependency Coun	BL1	3
CDSC 201	Counseling Theories & Interventions I	BL1	3
CIS 108	Introduction to Computer Information Systems	BL1	3
CIS 215	Operating Systems	BL1	3
CIS 220	Database Concepts	BL1	3
CIS 223	Programming in C++ Advanced Topics	BL1	3
COMM 100	Creating Online Media	BL1	3
COMM 101	Mass Media	BL1	3
CRJU 104	Introduction to Corrections	BL1	3
CRJU 105	Introduction to Criminal Justice	BL1	3
CRJU 205	Concepts of Criminal Law	BL1	3
CSCI 160	Introduction to Computer Programming	BL1	3
CSS 112	Hardware Repair and Maintenance	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	Principles 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
ENGL 204	Fundamentals of Interpersonal Communication	BL1	3
ENGL 200	Screenwriting	BL1	3
FITN 108	Adult Recreation and Fitness	BL1	1
FITN 208	Weight Control	BL1	1
HLTH 104	Medical Terminology	BL1	3
HLTH 206	Personal Health	BL1	3
HLTH 207	Drug Studies	BL1	3
HLTH 208	Alcohol and Alcoholism	BL1	3
HSTY 110	World History to 1500	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

For an up-to-date course list, visit catalog.tompkinscortland.edu and select "course search."

Fall 18 | Online Courses

15 weeks cont....

HUMS 111	Introduction to Aging and Elder Studies	BL1	3
IRM 101	Research Strategies	BL1	1
MATH 109	Statistical Literacy	BL1	3
MATH 120	College Algebra	BL1	4
MATH 138	Precalculus Mathematics	BL1	4
MATH 200	Statistics	BL1	3
PARA 101	Introduction to Paralegalism	BL1	3
PHIL 201	Contemporary Moral Issues	BL1	3
POSC 103	American National Government	BL1	3
POSC 104	State and Local Government	BL1	3
POSC 213	Constitutional Law	BL1	3
PSYC 101	Psychology of Personal Growth	BL1	3
PSYC 103	Introduction to Psychology	BL1	3
PSYC 201	Social Psychology	BL1	3
PSYC 205	Developmental Psychology: The Child	BL1	3
PSYC 207	Developmental Psychology: The Adolescent	BL1	3
PSYC 208	Developmental Psychology: The Adult	BL1	3
PSYC 209	Abnormal Psychology	BL1	3
SOCI 101	Introduction to Sociology	BL1	3
SOCI 205	Contemporary Social Problems	BL1	3
SOCI 207	Introduction to Criminology	BLI	3
WGST 120	Women and Health Care	BL1	3

For an up-to-date course list, visit catalog.tompkinscortland.edu and select "course search."

Late Start | September 28 - December 14

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	Fundamentals of Interpersonal Communication	BL3	3
ENGL 229	Introduction to Poetry	BL2	3
FITN 108	Adult Recreation and Fitness	BL2	1
HLTH 207	Drug Studies	BL1	3
HLTH 208	Alcohol and Alcoholism	BL1	3
SOCI 101	Introduction to Sociology	BL2	3

First 5 weeks | August 22 - September 26

CAPS 111	Introduction to Word Processing	BL1	1
CAPS 121	Introduction to Spreadsheets	BL1	1
CAPS 131	Introduction to Databases	BL1	1
ENGL 135	Short Narrative Film Writing	BL2	1
HLTH 126	Health and Fitness	BL1	1

Second 5 weeks | September 27 - November 5

CAPS 111	Introduction to Word Processing	BL4	1
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
COMM 110	Aesthetics Techniques Video & Film Editing	BL1	1

Third 5 weeks | November 6 - December 14

CAPS 111	Introduction to Word Processing	BL5	1
CAPS 121	Introduction to Spreadsheets	BL5	1
CAPS 123	Advanced Spreadsheets	BL2	1
CAPS 131	Introduction to Databases	BL3	1
CAPS 133	Advanced Databases	BL2	1
HLTH 126	Health and Fitness	BL2	1

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

Winter 19 | Online Courses

Payment for Winter Session courses is required at time of registration.

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

All winter sessions classes are 5 weeks | December 18 - January 21

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
BUAD 106	Foundations of Business	BL1	3
BUAD 201	Business Law I	BL1	3
BUAD 204	Principles of Marketing	BL1	3
BUAD 208	Principles of Management	BL1	3
CAPS 111	Introduction to Word Processing	BL1	1
CAPS 121	Introduction to Spreadsheets	BL1	1
CAPS 131	Introduction to Databases	BL1	1
COMM 100	Creating Online Media	BL1	3
ECON 121	Principles 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
ENGL 204	Fundamentals of Interpersonal Communication	BL1	3
HLTH 104	Medical Terminology	BL1	3
HLTH 206	Personal Health	BL1	3
HLTH 207	Drug Studies	BL1	3
HLTH 208	Alcohol & Alcoholism	BL1	3
HLTH 210	Consumer Health Issues	BL1	3
HSTY 102	Development of the Western Tradition II	BL1	3
IRM 101	Research Strategies	BL1	1
MATH 120	College Algebra	BL1	4
MATH 138	Precalculus Mathematics	BL1	4
MATH 208	Linear Algebra	BL1	3
PHIL 101	Introduction to Philosophy	BL1	3
PSYC 101	Psychology of Personal Growth	BL1	3
PSYC 103	Introduction to Psychology	BL1	3
SOCI 101	Introduction to Sociology	BL1	3

For an up-to-date course list, visit catalog.tompkinscortland.edu and select "course search."

Listed courses are anticipated to run. Please check catalog.tompkinscortland.edu for an updated list of sections. Students must meet all course prerequisites.

15 weeks | January 23 - May 17

Course ID	Title	Section	Credits
ACCT 101	Principles of Accounting I	BL1	4
ACCT 102	Principles of Accounting II	BL1	4
ACCT 120	Accounting for Microcomputers	BL1	3
ACCT 204	Intermediate Accounting	BL1	4
ACCT 205	Cost Accounting	BL1	4
ANTH 201	Introduction to Anthropology	BL1	3
ANTH 202	Cultural Anthropology	BL1	3
ASTR 101	Introduction to Astronomy	BL1	3
BIOL 114	Essentials of Nutrition	BL1	3
BUAD 103	Entrepreneurship I	BL1	3
BUAD 106	Foundations of Business	BL1	3
BUAD 111	International Business	BL1	3
BUAD 201	Business Law I	BL1	3

15 weeks cont....

BUAD 202	Business Law II	BL1	3
BUAD 203	Business Communications	BL1	3
BUAD 204	Principles of Marketing	BL1	3
BUAD 208	Principles of Management	BL1	3
BUAD 212	Quality Customer Service	BL1	3
BUAD 219	Human Resource Management	BL1	3
CIS 108	Introduction to Computer Information Systems	BL1	3
CIS 132	Network Design	BL1	3
CIS 213	Programming in C++	BL1	3
CIS 214	Systems Analysis and Design	BL1	3
CIS 225	JAVA	BL1	3
CIS 227	Web Programming & Design	BL1	3
COMM 100	Creating Online Media	BL1	3
COMM 101	Mass Media	BL1	3
CRJU 105	Introduction to Criminal Justice	BL1	3
CRJU 210	Introduction to Criminal Investigation	BL1	3
CRJU 215	Legal Aspects of Evidence	BL1	3
CSCI 165	Computer Science II	BL1	3
ECHD 125	Introduction to Early Childhood Education	BL1	3
ECON 120	Principles of Microeconomics	BL1	3
ECON 121	Principles of Macroeconomics	BL1	3
ENGL 100	Academic Writing I	BL1	3
ENGL 101	Academic Writing II	BL1	3
ENGL 200	Screenwriting	BL1	3
ENGL 204	Fundamentals of Interpersonal Communication	BL1	3
ENGL 233	Film Analysis	BL1	3
HLTH 104	Medical Terminology	BL1	3
HLTH 206	Personal Health	BL1	3
HLTH 207	Drug Studies	BL1	3
HLTH 208	Alcohol and Alcoholism	BL1	3
HLTH 210	Consumer Health Issues	BL1	3
HSTY 101	Development of the Western Tradition I	BL1	3
HSTY 102	Development of the Western Tradition II	BL1	3
HSTY 111	World History Since 1500	BL1	3
HSTY 201	American History to 1877	BL1	3
HSTY 225	African American History	BL1	3
HUMS 105	Introduction to Human Services	BL1	3
HUMS 128	The Family: Strngth-Based Intervention	BL1	3
MATH 109	Statistical Literacy	BL1	3
MATH 120	College Algebra	BL1	3
MATH 138	Precalculus Mathmatics	BL1	3
MATH 200	Statistics	BL1	3
METR 101	Introduction to Meteorology	BL1	3
PARA 101	Introduction to Paralegalism	BL1	3
PHIL 101	Introduction to Philosophy	BL1	3
PSYC 101	Psychology of Personal Growth	BL1	3
PSYC 103	Introduction to Psychology	BL1	3
PSYC 200	Theories of Personality	BL1	3
PSYC 205	Developmental Psychology: The Child	BL1	3
PSYC 207	Developmental Psychology: The Adolescent	BL1	3
PSYC 209	Abnormal Psychology	BL1	3
SOCI 101	Introduction to Sociology	BL1	3
SOCI 206	Juvenile Delinquency	BL1	3

For an up-to-date course list, visit catalog.tompkinscortland.edu and select "course search."

First 5 weeks | January 24 - February 27

CAPS 111	Introduction to Word Processing	BL1	1
CAPS 131	Introduction to Databases	BL1	1
ENGL 135	Writing Workshop - Short Narrative Film	BL1	1
HLTH 126	Health and Fitness	BL1	1

Second Five Weeks | February 27 - April 12

CAPS 121	Introduction to Spreadsheets	BL1	3

For an up-to-date course list, visit catalog.tompkinscortland.edu and select "course search."

Third 5 weeks | April 16 - May 17

CAPS 111	Introduction to Word Processing	BL1	1
CAPS 121	Introduction to Spreadsheets	BL5	1
CAPS 123	Advanced Spreadsheets	BL1	1
CAPS 131	Introduction to Databases	BL3	1
CAPS 133	Advanced Databases	BL1	1
HLTH 126	Health and Fitness	BL3	1

Late Start | February 28 - May 17

ANTH 202	Cultural Anthropology	BL4	3
ENGL 100	Academic Writing I	BL5	3
ENGL 101	Academic Writing II	BL5	3
ENGL 102	Approaches to Literature	BL2	3
ENGL 204	Fundamentals of Interpersonal Communication	BL3	3
ENGL 215	Short Fiction	BL1	3
FITN 108	Adult Recreation and Fitness	BL2	1
HLTH 207	Drug Studies	BL2	3
HLTH 208	Alcohol & Alcoholism	BL1	3
HLTH 210	Consumer Health Issues	BL1	3
SOCI 101	Introduction to Sociology	BL4	3

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Tompkins Cortland Community College, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information. However, the College may disclose appropriately designated "directory information" without written consent, unless the student has advised the dean of student services office to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Tompkins Cortland Community College to include this type of information in certain college publications.

Examples include:

Dean's List, President's Citation or other recognition lists, graduation programs, and news releases.

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent. Tompkins Cortland Community College has designated the following information as directory information:

- name
- participation in officially recognized activities and sports
- address
- telephone listing
- weight and height of members of athletic teams
- email address
- photograph
- degrees, honors, and awards received
- date and place of birth
- major field of study
- dates of attendance
- class level, i.e., freshman, sophomore
- the most recent educational agency or institution attended

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 ten.

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.)

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.

ACCT 120 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: ACCT101; basic arithmetic, beginning college-level reading, and minimal writing skills.* 3 Cr. (2 Lec., 2 Lab.)

ACCT 203 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; prior completion or concurrent enrollment in ENGL 100; basic arithmetic; beginning college-level reading skills.* 4 Cr. (4 Lec.)

ACCT 204 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; prior completion or concurrent enrollment in ENGL 100; basic arithmetic; beginning college-level reading skills.* 4 Cr. (4 Lec.)

ACCT 205 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; prior completion or concurrent enrollment in ENGL 100; basic arithmetic; beginning college-level reading skills.* 4 Cr. (4 Lec.)

ACCT 207 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; basic arithmetic; beginning college-level reading skills.* 4 Cr. (4 Lec.)

ART

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.)

ANTHROPOLOGY

ANTH 201 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 ENGL101; 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.*

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

BUAD 111 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. *Prerequisite: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading skills.* 3 Cr. (3 Lec.)

BUAD 201 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. *Prerequisite: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading skills*. 3 Cr. (3 Lec.)

BUAD 202 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. *Prerequisite: BUAD 201.* 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 204 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: BUAD106; prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills.* (3 Lec.)

BUAD 207 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 in on-line class discussions, and case studies. *Prerequisites: BUAD 103; prior completion or concurrent enrollment in ENGL 101; beginning college-level reading skills.* 3 Cr. (3 Lec.)

BUAD 208 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. *Prerequisite: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

CHEMICAL DEPENDENCY COUNSELING

CDSC101 Introduction to Chemical Dependency Counseling
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 or concurrent enrollment in ENGL 101; beginning college-level reading skills. A C or better grade is required to progress to 200-level CDSC courses.* 3Cr. (3 Lec.)

CDSC201 Counseling Theories & Interventions I
This is the second theory course in the Chemical Dependency degree and certificate programs. An in-depth analysis of the basis and application of chemical dependency counseling theory with an emphasis on individual counseling 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: Prior completion with a grade of C or better or concurrent enrollment in CDSC 101; ENGL 101; beginning college-level reading skills.* 3 Cr. (3 Lec.)

COMMUNICATION AND MEDIA ARTS

COMM 100 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: Basic arithmetic, minimal writing, and grade-level reading skills.* 3 Cr. (3 Lec.)

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

COMPUTER APPLICATIONS

CAPS 111 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. *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 d, 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.)

** 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.*

CAPS 123 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. *Prerequisite: CAPS 121.* 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)

CAPS 133 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: CAPS131; prior completion or concurrent enrollment in ENGL100*; basic arithmetic skills.* 1 Cr. (2 Lec., 2 Lab. for 5 weeks).

CAPS 141 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, customize 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: Familiarity working in a Microsoft Windows environment is recommended; prior completion or concurrent enrollment in ENGL100*; basic arithmetic 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 108 Introduction 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. *Prerequisite: arithmetic and beginning algebra, grade-level reading, and minimal writing skills.* 3 Cr. (2 Lec., 2 Lab.)

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. *Prerequisite: CIS 108 or CSCI 160.* 3 Cr. (2 Lec., 2 Lab.)

CIS 213 Programming in C++
An introduction to the C++ programming language using structured programming and Object Oriented Programming techniques. Students will learn basic program structure, data types, control structures, pointers, arrays, strings, and an introduction to classes and objects. Emphasis is on writing structured programs to solve business-oriented problems. *Prerequisite: C or better grade in CIS 108 or CSCI 160.* 3 Cr. (2 Lec., 2 Lab.)

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. *Prerequisite: CIS 108 or CSCI 160.* 3 Cr. (3 Lec.)

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. *Prerequisite: CIS 132.* 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.* 3 Cr. (3 Lec.)

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. *Prerequisite: C or better grade in CIS 213.* 3 Cr. (3 Lec.)

CIS 225 JAVA
This course is an in-depth study of the JAVA programming language, designed for students who have programming experience. *Prerequisite: C or better grade in CIS 213.* 3 Cr. (3 Lec.)

CIS 228 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.* 3 Cr. (3 Lec.)

COMPUTER SCIENCE

CSCI 160 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. *Prerequisite: Prior completion of MATH120 or MATH122, or 3 years of high school Regents math including trigonometry.* 3 Cr. (2 Lec., 2 Lab.)

CSCI 165 Computer Science II
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 120 OR 122 or three years of high school math, including trigonometry; beginning college-level reading skills.* 3 Cr. (2 Lec., 2 Lab.)

COMPUTER SUPPORT SPECIALIST

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: arithmetic and beginning algebra, grade-level reading, and minimal writing skills.* 3 Cr. (2 Lec., 2 Lab.)

CRIMINAL JUSTICE

CRJU 104 Introduction to Criminal Justice
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. *Prerequisite: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

CRJU 205 Concepts of Criminal Law
Criminal law is analyzed with an emphasis on the statutory classifications of crime and the elements necessary to establish a crime and criminal intent. Students read and analyze court cases which examine the penal statutes and discuss constitutional implications. *Prerequisites: C or better grade in CRJU 105; prior completion or concurrent enrollment in ENGL 101; basic arithmetic skills; beginning college-level reading skills.* 3 Cr. (3 Lec.)

CRJU 210 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; prior completion or concurrent enrollment in ENGL 101; basic arithmetic skills; beginning college-level reading skills.* 3 Cr. (3 Lec.)

CRJU 215 Legal Aspects of Evidence
Cross-listed as PARA 216/PARC 216 The course emphasizes constitutional and procedural considerations affecting arrest, search and seizure, eyewitness identification, and confessions It also explores rules governing admissibility of evidence at trial, witness competency and credibility, hearsay, testifying effectively, judicial decisions interpreting individual rights, and case studies. *Prerequisites: C or better grade in CRJU 105 or PARA 101 or PARC 101; prior completion or concurrent enrollment in ENGL 101; basic arithmetic skills; 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.*

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.** *Prerequisite: 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 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.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills.* 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 200 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.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100; beginning college-level reading skills.*3 Cr. (3 Lec.)

ENGL 204 Fundamentals of 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.)

ENGL 215 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 in this course. Particular attention is given to the works of twentieth century authors. Emphasis is placed on class participation. **ENGL 215 fulfills the SUNY General Education requirement in Humanities.** *Prerequisite: ENGL100*; beginning college-level reading skills.* 3 Cr. (3 Lec.)

ENGL 229 Introduction to Poetry
This course is a study of theme, form, and imagery in lyric and narrative poetry. *Prerequisites: ENGL101; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

ENGL 233 Film Analysis
We study some of the most beautiful and powerful American films made to date. Students watch and analyze films, and I earn 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: ENGL101; beginning college-level reading skills.* 3 Cr. (3 Lec.)

FITNESS

FITN 108 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. Students must attend a mandatory first class meeting. *Prerequisite: Prior completion or concurrent enrollment in ENGL100*; grade-level reading skills.* 1 Cr. (2 Lab.)

FITN 208 Weight Control
This course, designed for the student who is interested in investigating weight control issues, uses 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: Grade-level reading and minimal writing skills.* 1 Cr. (2 Lab.)

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 healthy 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: Basic arithmetic, grade-level reading, and minimal writing 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.)

** 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.*

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.)

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. *Prerequisite: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading skills.* 3 Cr. (3 Lec.)

HLTH 215 World Health Issues
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: ENGL101; beginning college-level reading skills.* 3 Cr. (3 Lec.)

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 102 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.** *Prerequisite: Prior completion or concurrent enrollment in ENGL101; basic arithmetic skills.* 3 Cr. (3 Lec.)

HSTY 110 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: 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.)

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.)

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.)

HSTY 225 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; beginning college-level reading skills.* 3 Cr. (3 Lec.)

HOTEL AND RESTAURANT MANAGEMENT

HRMG 100 Introduction to Hospitality Industry
A study of the hospitality industry, its present status, and future trends, including an introduction to the various areas of specialization as well as employment and industry statistics. Areas covered include hotels, restaurants, resorts, emerging food and beverage production operations, casinos, meeting planning, cruise lines and travel and tourism organizations. Personal and professional qualifications for different career options will be discussed. *Prerequisites: Prior completion or concurrent enrollment in ENGL 100; beginning college-level reading skills; basic arithmetic.* 3 Cr. (3 Lec.)

HRMG 201 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 ENGL 101; beginning college-level reading skills; basic arithmetic.* 3 Cr. (3 Lec.)

HRMG 205 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 ENGL 101; beginning college-level reading skills; basic arithmetic.* 3 Cr. (3 Lec.)

HUMAN SERVICES

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

HUMS 111 Introduction to Aging and Elder Studies
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; beginning college-level reading skills; basic arithmetic.* 3 Cr. (3 Lec.)

HUMS 128 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; beginning college-level reading skills.* 3 Cr. (3 Lec.)

INFORMATION RESOURCE MANAGEMENT

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: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills.* 1 Cr. (0.5 Lec., 0.5 Lab.)

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.)*

** 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*.

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.)

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: A grade of C or better in MATH120 or mastery of basic mathematical skills and beginning algebra skills, such as solving of linear equations, graphing, and factoring; minimal writing and beginning college-level reading skills.*3 Cr. (3 Lec.)

MATH 208 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: Beginning college-level reading skills; prior completion or concurrent enrollment in ENGL 100 and MATH 201.* 4 Cr. (4 Lec.)

METEOROLOGY

METR 101 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: MATH 095 or equivalent 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.

PARALEGAL

PARA 101 Introduction to Paralegalism
This course is 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: Prior completion or concurrent enrollment in ENGL100*; college-level reading skills.* 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.)

PHIL 201 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.** *Prerequisite: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading and basic arithmetic 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.

POSC 104 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; basic arithmetic; beginning college-level reading skills.* 3 Cr. (3 Lec.).

POSC 213 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 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; beginning college-level reading skills.* 3 Cr. (3 Lec.).

PSYCHOLOGY

PSYC 101 Psychology of Personal Growth
The Psychology of Personal Growth is 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 Sciences requirement.** *Prerequisite: Grade-level reading and minimal writing 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 200 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. **PSYC 200 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL101, and PSYC103; beginning college-level reading skills.* 3 Cr. (3 Lec.)

PSYC 201 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. **PSYC 201 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL101, and PSYC103; beginning college-level reading skills.* 3 Cr. (3 Lec.)

PSYC 205 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. 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 Developmental Psychology: The Adolescent
Physical, cognitive, and social-emotional development of the adolescent will be studied from the social scientific perspective. Emphasis will be 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 will be discussed. Special attention will be given to recent developments in research and theory in the field of adolescent development. A research paper or a summary of a primary research article will be completed. **PSYC 207 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL101, and PSYC103; beginning college-level reading skills.* 3 Cr. (3 Lec.)

PSYC 208 Developmental Psychology: The Adult
Adult development will be 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 will be discussed. Either a research paper or a summary of a primary research article will be completed. **PSYC 208 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100, and PSYC103; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

PSYC 209 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. **PSYC 209 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100*, and PSYC103; beginning college-level reading and arithmetic and beginning algebra 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.*

SOCIAL SCIENCE

SOCE 205 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 will also be covered. **SOCE 205 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: ENGL 101; and PSYC 103, SOCI 101, or ECON 101.* 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.)

SOCI 205 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. **SOCI 205 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL101, and SOCI101; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

SOCI/HUMS 206 Juvenile Deliquency
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. **SOCI 206 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL101, and SOCI101; 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 ENGL101, and SOCI101; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.).

WOMEN AND GENDER STUDIES

WGST 120 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: Beginning college-level reading skills; prior completion or concurrent enrollment in ENGL 101.* 3 Cr. (3 Lec.)

TOMPKINS CORTLAND COMMUNITY COLLEGE

Live close to campus and want the full college experience?

- Challenge yourself with Honors Courses
- Participate in Student Activities
- Attend Sporting Events

Locations: Main Campus in Dryden, Ithaca Extension Center, Cortland Extension Center

For more information, call 607.844.8222, Ext. 4311 or email vad@tompkinscortland.edu

How to Send Registration Form

Before you submit your registration form, you must meet with your high school counselor to obtain his or her approval. Your counselor and, if different, your online course mentor must sign the form. Then, you or your counselor can submit the form.

BY EMAIL

Fill out the registration form completely. Include payment information.
Email form to: vad@tompkinscortland.edu

BY MAIL

Fill out the registration form completely. Payment must be included. Once we receive and process your registration form, a class schedule and receipt of payment will be mailed to you.

Mail to: CollegeNow
P.O. Box 139, 170 North Street
Dryden, NY 13053-0139

BY FAX

You may also fax your registration form. Payment must be made by MasterCard, Visa, or Discover.
Fax to: 607.844.6535

IN PERSON

Please bring with you the completed registration form, proper proof of residence, and payment.
You may register for classes at the following times and location:

MAIN CAMPUS, DRYDEN (room 202) - CollegeNow office
170 North Street, Dryden, NY
607.844.8222, Ext. 4311
Monday - Friday, 8 a.m. - 4 p.m.

NOTE: Your enrollment in these courses is subject to confirmation that you have met prerequisites and secured an advisor and mentor. Registration is subject to availability at the time your form is processed. Once enrolled, you will receive a confirmation letter with login instructions.

CERTIFICATE OF RESIDENCE

Reduced tuition also REQUIRES a valid NYS certificate of residence. You must provide your notarized certificate of residence application and necessary proof of residence with your registration form and return it to your advisor in your high school. Certificates of residence are valid for one year. Download your county's certificate of residence application in PDF format by visiting tompkinscortland.edu/CollegeNow and selecting "Certificate of Residence" in the right column. Tompkins County residents are not required to obtain a certificate of residency.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Tompkins Cortland Community College | A College of The State University of New York

ONLINE COURSE REGISTRATION FORM

CollegeNow | P.O. Box 139 | 170 North Street | Dryden, NY 13053-0139
Fax: 607.844.6535 | Phone: 607.844.8222, Ext. 4311

PLEASE PROVIDE ALL OF THE INFORMATION. PRINT CLEARLY.

High School _____ Anticipated Date of High School Graduation _____

Social Security Number _____ Semester (fall/spring/summer/winter) _____ Year _____

Have you taken courses, including Concurrent Enrollment, through Tompkins Cortland Community College before? ❑ Yes ❑ No

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) _____

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

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	Section	Credits	Tuition
Sample: ECON 101 - Intro. to Economics	**BL1**	**3**	**$240**
		Tuition Total	

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

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.

A VALID CERTIFICATE OF RESIDENCE IS REQUIRED.
You must provide your notarized certificate of residence application and necessary proof of residence with this registration form and return it to the CollegeNow Online course mentor in your high school. Certificates of residence are valid for one year. Download your county's certificate of residence in PDF format **www.tompkinscortland.edu/collegenow/cert.**

METHOD OF PAYMENT

Total Amount Enclosed $_____

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

❑ MasterCard ❑ Visa ❑ Discover

_____
Cardholder's Name

_____
Card Number

_____ _____
Expiration Date Security Code

_____
Signature

Online Success Checklist

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

For a hyperlinked checklist with additional information, go to **tompkinscortland.edu/collegenow** and select CollegeNow Online then Online Success Checklist."

Before the first week of class:

- ❑ Purchase any required textbooks. Go to www.TC3.bkstr.com, search the online bookstore by course, or link directly to your textbook information from the schedule in your myTC3 account.
- ❑ Review the Academic Standards, Grading Policies, and Implications of Beginning a College Transcript.
- ❑ Visit the Open SUNY's Blackboard Orientation to practice navigating the online learning platform.
- ❑ Students who do not participate in their online courses for two weeks will automatically be administratively withdrawn. See page 4 for more information.
- ❑ Review the deadlines for dropping and withdrawing, posted on the College's Academic Calendar. Online courses follow the College's Academic Calendar, not your high school's.
- ❑ If you need to drop or withdraw, submit an Official Change of Schedule Form by the deadline.

During the first week of class:

- ❑ Log in to your Blackboard account and review the course materials.
- ❑ If you are having trouble navigating the online course, contact Tech Support for assistance.
- ❑ Print the course outline with due dates and set regular times during the week to log in to the course.
- ❑ Review the exam dates and deadlines for readings and assignments. Enter the dates into your planner, and use the calendar on your phone for reminders.
- ❑ Set up a schedule with your mentor for weekly check-ins throughout the semester.
- ❑ If you feel you cannot succeed in the course, you must drop or withdraw by the deadlines to avoid receiving a low grade. A drop leaves no record on your transcript. Do not simply stop attending class.

Throughout the semester:

- ❑ If you have questions, contact the instructor. Email address and phone numbers for all instructors are available through the online Tompkins Cortland Community College Directory.
- ❑ Follow the schedule you set with your mentor for regular check-ins.
- ❑ Consider typing assignments in Microsoft Word and saving them to your computer before submitting them to Blackboard.
- ❑ Review deadlines of remaining assignments using the course schedule.
- ❑ Pay particular attention to the important semester dates for course withdrawals. Tell your mentor if you feel you cannot earn a passing grade and need to withdraw from the course.
- ❑ Use the Library's CollegeNow Students services and the Baker Center's tutoring services.
- ❑ Regularly check your Blackboard and college email accounts.

For Students Taking Winter and Summer Online Courses:

- ❑ The compressed winter and summer session schedules require you to cover more work at a faster pace.
- ❑ Because these courses are offered in a condensed format, the drop and withdraw deadlines arrive much sooner. Review the Academic Calendar and drop and withdrawal deadlines.
- ❑ Juniors will be especially busy with Regents and final exams during the beginning of the College's summer calendar. Please seriously consider your anticipated work load before enrolling in a May-start summer course. It is not advisable to enroll in a condensed First Five-Week Session course.
- ❑ Make sure you factor in other commitments, including work or family vacations, before you register.

ONLINE COURSE CATALOG

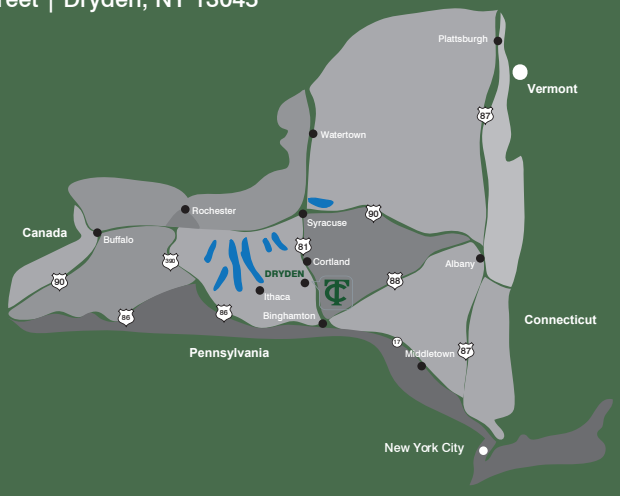
TOMPKINS CORTLAND COMMUNITY COLLEGE | COLLEGENOW

COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

P.O. Box 139 | 170 North Street | Dryden, NY 13045

Travel Time to Tompkins Cortland Community College From:

Albany.....3 hours
Buffalo.....3 hours
New York City.....4.5 hours
Rochester.....2 hours
Syracuse.....45 minutes
Watertown.....2 hours



Earn credit online with mentor support.

Get started in High School, finish your degree at Tompkins Cortland Community College

Find out how to get started tompkinscortland.edu/collegenow