

# COLLEGE CATALOG

[tompkinscortland.edu](http://tompkinscortland.edu)

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# GENERAL COLLEGE INFORMATION

Tompkins Cortland Community College has grown from a tiny community college housed in an old high school to an integral part of the Tompkins County and Cortland County communities located on a 220-acre rural campus in Dryden, New York.

The College is one of 30 community colleges in the State University of New York, and offers degrees, certificates, and microcredentials in more than 40 academic programs including nursing, business administration, criminal justice, chemical dependency counseling, new media, sports management, culinary arts, sustainable farming and food systems, and liberal arts programs, including education and general studies. The College is known for constantly expanding the boundaries of what is possible for a community college: recent innovations include a restaurant, organic-practices farm, and 10-acre solar array powering campus.

Perhaps more importantly, the College is known for its commitment to academic rigor and for its equally passionate commitment to providing the community support students need to succeed. With thousands of graduates in the area and throughout the country, we mean it when we say Your Community. Your College.

## OUR MISSION

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global society.

## OUR VISION

To see strengths and unique potential in every person. To inspire people to make the courageous choice to learn, grow, and serve.

## OUR VALUES

### LEARNING

Learning is the most important outcome of our work. We are all learners and we know that teaching and learning happen both inside and outside the classroom. Each of us is responsible for our own learning and for supporting the learning of others.

### EXCELLENCE

Exceptional teaching, programs, and service are critical to our success. We believe that excellence must be built on a foundation of integrity, honesty, and academic freedom. We achieve it by focusing on strengths, learning from experiences, and assessing our work.

### OPPORTUNITY

Education transforms lives. We value access to education as a fundamental right. Our students can start here and go anywhere.

### INNOVATION

Change creates vitality. We value active pursuit of thoughtful innovation and continuous improvement. We empower and challenge ourselves to create, innovate, take risks, and nurture an environment of trust.

### RELATIONSHIPS

Relationships are the heart of our work. We value a caring, supportive community built on integrity, openness, honesty, and respect. Our internal and external relationships are flexible, collaborative, and interdependent.

## **DIVERSITY**

Diversity enriches our learning. We embrace diversity in all of its contexts, including strengths, perspectives, and people. We seek to increase our capacity to understand issues of difference, power, and privilege and to constructively resolve conflict.

## **HISTORY OF THE COLLEGE**

When Tompkins Cortland Community College first opened its doors in September of 1968, 180 students were registered to attend. Classes were held in Groton in the former high school building. The library's shelves were freshly stocked with 5,000 volumes, and the College catalog listed 34 courses in business and the liberal arts. Faculty members, drawn together from diverse areas of higher education, were bursting with innovative ideas. Since that first day of classes, Tompkins Cortland Community College has been a place of excitement and promise, committed to serving the growing and changing educational needs of its students and sponsoring communities.

Quickly outgrowing the space in Groton, the College opened a new campus in Dryden in September 1974, welcoming more than 2,000 students. In 1978, the Tompkins Cortland Community College Foundation was incorporated to support the ongoing work of the College and to accept private donations to support the institution's mission. Over the next decade, the College grew to serve nearly 5,300 students, and the Foundation has played a significant role in the growth by creating opportunities and increasing accessibility.

Through the 1990s and 2000s, TC3's reach expanded beyond the walls in Dryden. TC3 was honored as a Learning College Champion by the League for Innovation, supported by the Foundation opening extension centers in the cities of Ithaca and Cortland, the establishment of a Global Initiatives program that saw the College partner with institutions around the world, becoming one of the first community colleges in the state to offer on-campus housing, and by serving as a SUNY leader in embracing distance learning through online courses and degrees.

The College entered the 21st century with rapid enrollment growth, the development of a complete residential life program, and the expansion of academic offerings. The campus master plan brought the first major construction to campus in more than 30 years, producing a new learning commons, student center, and the College's first dedicated athletics facility.

The forward-thinking that has become the trademark of the College continued into the new century with the establishment of the Farm-to-Bistro program that includes a working farm on campus and professional restaurant in Ithaca, both providing exceptional practical learning opportunities for students in several academic programs. The expansion of the College's distinguished nursing program and the opening of a new, expanded childcare center both addressed needs in the community as well as the needs of its students. In recent years, the ability to quickly respond to the region's changing economic climate has led to the creation of employment-focused microcredentials that are already having a positive impact on the local workforce.

TC3 has long been dedicated to sustainability, dating back to signing the American College and University Presidents Climate Commitment in 2008. Through the years this commitment has shown itself with education modules, the installation of solar panels on campus, and resource-saving practices. Currently, the College is actively aligning with the United Nations' Sustainable Development Goals (SDGs), which are an international call to end poverty, protect natural resources, and ensure that all people enjoy peace and prosperity.

More than 50 years later, TC3 has continued to advance its founding promise. The commitment to students and community has produced more than 23,000 alumni through the years, with many entering the local workforce. For others, TC3 provided avenues to continue their education at transfer institutions before making their mark on their community. The lasting impact of TC3 alumni, for several generations so far and many more to come, is the enduring indicator of the College's true value to this community and beyond.

# **PRESIDENT'S OFFICE**

## **AMY KREMENEK**

Dr. Amy Kremenek currently serves as the fifth president of Tompkins Cortland Community College, a college of the State University of New York (SUNY) located in Dryden, New York. Her appointment was made by the Tompkins Cortland Community College Board of Trustees and the State University of New York (SUNY) Board of Trustees, and became effective on June 1, 2022.

In 2022, Dr. Kremenek was named an Aspen New Presidents Fellow, one of just 26 community college presidents nationwide selected for the program by the Aspen Institute College Excellence Program. This program, made possible with support from JPMorgan Chase, supports community college presidents in the early years of their tenure as they work to achieve higher and more equitable levels of student success. She has focused her leadership efforts at Tompkins Cortland Community College on a three-part strategy of student enrollment and retention, campus engagement and participation, and community partnerships and collaboration.

Dr. Kremenek serves on the Boards of Directors of Ithaca Area Economic Development and the Cortland County Business Development Corporation. She is a member of the New York Community College Association of Presidents, Tompkins Chamber CEO Roundtable, CenterState CEO, and serves as a member of the Board of Directors of the Tompkins Cortland Community College Foundation.

Prior to joining Tompkins Cortland, Dr. Kremenek served more than 15 years as Vice President at Onondaga Community College in Syracuse, New York. Prior to her service in higher education, she worked in various professional roles in health care and public utilities. She has served on boards for a number of statewide and regional professional and civic organizations, including Say Yes to Education, SUNY Council on University Advancement, and the American Association of Women in Community Colleges.

She earned a Bachelor of Science from the Newhouse School of Public Communications at Syracuse University, a Master of Public Administration from the Maxwell School of Public Affairs and Citizenship at Syracuse University, and a Doctorate of Management in Community College Policy and Administration from the University of Maryland Global Campus. She and her husband Brent are residents of Dryden and are the proud parents of two adult children.

## **PAST PRESIDENTS**

**Orinthia Montague, fourth president (2017-2021)**

**Carl Haynes, President Emeritus, third president (1994-2017)**

**Eduardo Marti, second president (1986-1994)**

**Hushang Bahar, first president (1968-1986)**

CONTACT THE OFFICE OF THE PRESIDENT

[president@tompkinscortland.edu](mailto:president@tompkinscortland.edu)

## **BOARD OF TRUSTEES**

The Board of Trustees is the governing body of the College. The board is comprised of representatives of both Tompkins and Cortland Counties, appointed by either the respective county legislature or the governor. The board also includes a student trustee, elected by the student body.

The primary responsibility of the Board is to establish policies governing the College. The Board also approves the College budget and the appointment of all personnel.

Roxann Buck - Vice Chair of the Board  
Tompkins County Appointee – 1990  
Term Expires 2031

Dean Corbin - Governor's Appointee – 2023  
Cortland County  
Term Expires 2029

Sue Dale-Hall -Governor's Appointee – 2022  
Tompkins County  
Term Expires 2025

Judy K. Davison -Chair of the Board  
Cortland County Appointee – 2007  
Term Expires 2030

Arthur Kuckes –  
Tompkins County Appointee – 2013  
Term Expires 2025

Matthew McSherry - Treasurer  
Cortland County Appointee - 2012  
Term Expires 2026

Schelley Michell-Nunn –  
Tompkins County Appointee – 2018  
Term Expires 2028

Seth Peacock –  
Governor's Appointee 2023  
Tompkins County  
Term Expires 2029

Lisa Perfetti - Governor's Appointee – 2022  
Cortland County  
Term Expires 2027

Shannon Boyd  
Student Trustee  
Term Expires 2025

## **COLLEGE FOUNDATION**

Since its founding, the Tompkins Cortland Community College Foundation has supported thousands of students with scholarships, grants, and assistance for unexpected transportation needs, food, and childcare challenges. Each and every day, the mission of the Tompkins Cortland Community College Foundation is first and foremost to secure resources to enhance the learning opportunities for students of the College.

The Tompkins Cortland Community College Foundation awards about \$500,000 every year through scholarships to help students with financial need. Tompkins Cortland is grateful to the many generous people, businesses, and foundations that have provided the donations and grants that allow the Foundation to achieve its powerful mission.

### **PHILANTHROPIC STATEMENT**

Tompkins Cortland Community College Foundation's mission is to secure resources to enhance the learning opportunities for students of the College. That means, quite simply, every philanthropic dollar matters! Your support matters!

Through each gift, we feel your thoughtfulness and kindness extended to our students. As we begin a new decade, excitement builds for what the future holds for our students, College, and the communities that we serve, and how the Tompkins Cortland Community College Foundation and our donors will play a vital part in the learning opportunities for students of the College.

### **FOUNDATION LINKS**

[\*\*Board of Directors\*\*](#)

[\*\*History\*\*](#)

[\*\*Mission\*\*](#)

[\*\*Properties\*\*](#)

# TUITION AND FEES

## 2024-2025 COST OF ATTENDANCE

NYS RESIDENT, LIVING ON CAMPUS OR NOT LIVING WITH A PARENT

### Cost of Attendance Detail

	Fall 2024	Spring 2025	Total
Tuition (1)	\$2,785	\$2,785	\$5,570*
Fees (2)	\$825	\$825	\$1,650*
Housing (3)	\$4,434	\$4,434	\$8,868*
Food (4)	\$1,379	\$1,379	\$2,758*
Books, Course Material, Supplies and Equipment (5)	\$721	\$721	\$1,442
Transportation (5)	\$1,120	\$1,120	\$2,240
Miscellaneous and Personal (5)	\$701	\$701	\$1,402
Cost of Attendance 2024-2025			\$23,930

NYS RESIDENT, LIVING WITH A PARENT

### Cost of Attendance Detail

	Fall 2024	Spring 2025	Total
Tuition (1)	\$2,785	\$2,785	\$5,570*
Fees (2)	\$825	\$825	\$1,650*
Housing (3)	\$1,278	\$1,278	\$2,556
Food (4)	\$1,016	\$1,016	\$2,032
Books, Course Material, Supplies and Equipment (5)	\$721	\$721	\$1,442
Transportation (5)	\$1,120	\$1,120	\$2,240
Miscellaneous and Personal (5)	\$701	\$701	\$1,402
Cost of Attendance for the Academic Year			\$16,992



**NON-NYS RESIDENT, ON CAMPUS OR OFF CAMPUS NOT WITH A PARENT**

Cost of Attendance Detail

	Fall 2024	Spring 2025	Total
Tuition (1)	\$5,727.50	\$5,727.50	\$11,455
Fees (2)	\$825	\$825	\$1,650*
Housing (3)	\$4,434	\$4,434	\$8,868*
Food (4)	\$1,379	\$1,379	\$2,758*
Books, Course Material, Supplies and Equipment (5)	\$721	\$721	\$1,442
Transportation (5)	\$1,120	\$1,120	\$2,240
Miscellaneous and Personal (5)	\$701	\$701	\$1,402
Cost of Attendance for the Academic Year			\$29,815

\* Indicates estimated charges that will be reflected on the tuition bill subject to Board of Trustee approvals.

Cost listed for a full time student (12 or more credit hours).

Fees are an estimate based on 12 credits. Amount will vary based on exact number of enrolled credit hours.

Housing charges are only a billed charge for students living on campus.

Students living on campus are required to purchase a meal plan.

Based on information provided by the Financial Aid office. Expenses include, books Course Material, Supplies and Equipment, Transportation, and Miscellaneous and Personal expenses not billed by the College.

Not all charges are billed by the college. The Cost of Attendance does include amounts for outside expenses.

**PART TIME TUITION**

New York State Residents (with Certificate of Residence): \$208 per credit

Non-New York State residents (or New York State residents without a certificate of residence): \$425 per credit

**CONSUMER INFORMATION AND PRIVACY**

The Higher Education Act of 1965 and The Higher Education Opportunity Act of 2008 require colleges and universities that receive Title IV funds to disclose certain specific information about the institution, student financial assistance, health and safety, and student outcomes to students, employees, and the general public.

## FINANCIAL AID

Attending college is one of the best investments you will ever make in yourself. Financial aid is available to assist you with educational expenses when your resources do not fully meet college costs. At Tompkins Cortland Community College we are committed to helping you navigate the application process and maximize financial aid awards from all possible sources. Over 90% of students attending Tompkins Cortland Community College receive some form of financial aid such as grants, scholarships, loans, work-study, tuition waivers and veteran educational benefits.

### OUR IN-PERSON OFFICE HOURS (ROOM 101)

Monday, Wednesday, and Friday | 8 a.m. – 4 p.m.

Tuesday | 8 a.m. – 3 p.m. and 4 – 6 p.m.

Thursday | 9 a.m. – 4 p.m.

### OUR VIRTUAL OFFICE HOURS

Monday, Wednesday, Thursday & Friday | 9 a.m. – 4 p.m.

Tuesday | 8 a.m. – 3 p.m. and 4 – 6 p.m.

#### Virtual Office Room: Enrollment Services

Call in phone number: 1 646 558 8656

Meeting ID: 81162759008

Passcode: 155459

Questions: [admissions@tompkinscortland.edu](mailto:admissions@tompkinscortland.edu)

Services: Check the status of your admissions application and financial aid inquiries, as well as registration, housing, billing, and any other functions of the Enrollment Services Center.

### SCHOOL CODES

FAFSA: 006788 | TAP: 2260

GETTING STARTED:

Completing your FASFA in three simple steps:

**1. APPLY FOR A FEDERAL STUDENT AID ID.** YOUR FSA ID SERVES AS YOUR ELECTRONIC SIGNATURE.

You will need a FSA ID to apply for financial aid and to complete documents required for specific aid programs. Parents of dependent students will also need a FSA ID.

**2. COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA).**

Complete the **2024-2025 FAFSA** if you plan to attend Tompkins Cortland Community College Summer 2024, Fall 2024, and Spring 2025. FAFSA is required to determine your eligibility for the Federal Pell Grant, Federal Direct Student Loans, work study, and Federal Supplemental Education Opportunity Grant (FSEOG) programs.

### **3. COMPLETE YOUR TAP APPLICATION**

New York State residents who expect to be enrolled full-time should also complete the Tuition Assistance Program (TAP) application. Your FAFSA must be completed before a TAP application can be filed. You can link directly to the TAP application from the confirmation page of your FAFSA. Select the link that says ***“Start your application now”***.

**\*Students and Parents: You will need your NYS ID or Drivers License to complete the application!\***

If you do not complete your TAP application from the link on your FAFSA confirmation page, then you must wait 3-4 business days after filing your FAFSA for New York State Higher Education Services Corporation (HESC) to receive the information from your FAFSA. Once HESC has received your FAFSA information, you can file your TAP application online at [www.tapweb.org](http://www.tapweb.org).

**Learn more about applying for TAP**

**FINANCIAL AID SPECIAL CIRCUMSTANCE APPEAL OPPORTUNITY**

# VETERANS BENEFITS

For Chapters 30, 33 (Post-9/11 GI Bill®), 1606 and 1607 if you have not applied for Veterans education benefits you will need to do so by completing VA Form 22-1990 which can be done on line at [VA.gov](http://VA.gov).

For Chapter 35 you will need to complete VA Form 22-5490 which can also be done online.

For Chapter 31 the application students must fill out is VA Form 22-1900. However, it is advised they call the VA rehabilitation counselor first. To learn more about or apply for Chapter 31 benefits in NYS, call the following number 1-800-827-1000.

## EDUCATION FINANCING

### Education Financing Information For Military Families and Veterans

VA FREQUENTLY ASKED QUESTIONS

[Download FAQs \(pdf\)](#)

## DOCUMENTS

[Memorandum of Understanding Regarding Veterans Education Benefits](#)

[Veteran Certification Worksheet \(Word document download\)](#)

[Veteran Certification Worksheet \(pdf\)](#)

## CERTIFICATION OF ENROLLMENT

For all chapter benefits (with the exception of Chapter 31) our certifying official must notify the DVA of your enrollment each semester. **It is your responsibility to contact our office at which time you are fully registered for a term.** Your enrollment will be certified with the DVA shortly thereafter. **The VA Certifying Official is located in the Office of Financial Aid.**

## WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:

Copy of completed application for (Veterans education benefits).

Copy of member 4 DD-214 (Certificate of Release or Discharge from Active Duty).

Copy of official transcripts from all previous colleges (if applicable).

Copy of Kicker Program documentation (if applicable).

Notice of basic eligibility (NOBE) if you are in the Reserves.

Certificate of Eligibility (you will receive this from the Buffalo Regional VA office once a determination on your eligibility is made) or WAVE Benefits or eBenefits Education Status Pages showing education benefits.

Signed copy of Memorandum of Understanding.

Copy of Schools VA Enrollment Form.

Veterans receiving VA benefits may select any program that is approved by the Department of Veteran Affairs leading to a degree offered at TC3. Check with the VA Certifying Official if your program is approved by the VA before registering for classes.

### **CHAPTER 30 (VETERANS GI BILL®)**

Educational assistance program available to fully honorably discharged veterans who meet the eligibility criteria explained in detail on the [Veterans Education Benefit Chapter 30](#).

### **CHAPTER 33 (THE POST 9/11 GI BILL®)**

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. More eligibility information on The Post 9/11 GI Bill is provided on the [Veterans Education Benefits Chapter 33](#).

### **CHAPTER 1606 (RESERVES/NATIONAL GUARD)**

This program may be available if you are a member of a selected reserve. More eligibility information on Chapter 1606 is provided on the [Veterans Education Benefits Chapter 1606](#).

### **CHAPTER 35 (SURVIVOR'S AND DEPENDENTS EDUCATIONAL ASSISTANCE PROGRAM DEA)**

The spouse, child, stepchild or adopted child of a veteran who is deceased (service-connected) or who is 100% disabled (service-connected) may qualify for Chapter 35 benefits. Visit the [Veterans Education Benefits Chapter 35](#).

### **CHAPTER 31 (VOCATIONAL REHABILITATION)**

Any veteran receiving at least 10% permanent, service-connected disability from the DVA can apply for this benefit. Approval is made on a case-by-case basis and is managed at the state level. To learn more about or apply for Chapter 31 benefits in NYS, call 1-800-827-1000.

### **MONTHLY ENROLLMENT VERIFICATION**

Each month that you qualify for benefits, you must contact the DVA for enrollment certification. This should be done on the last day of each month, online at <https://www.gibill.va.gov/wave/index.do> Follow the WAVE (Web Automated Verification of Enrollment) link to complete electronic certification or via phone at 1-877-823-2378. If your enrollment certification has been submitted and you would like to check on the status of your payment, you can call the NYS regional office at 1-888-442-4551.

**IMPORTANT:** IT IS YOUR RESPONSIBILITY TO NOTIFY THE VA CERTIFYING OFFICIAL WHEN **WITHDRAWING** OR **ADDING** A COURSE. You can stop at our office and bring a copy of your official withdrawal showing the date(s) of withdrawal. Also if you plan on attending **SUMMER** courses, you need to contact the VA Certifying official at the College as well.

**IMPORTANT: Chapter 33 (The Post 9/11 GI Bill). The veteran is responsible for any overpayment incurred as a result of not completing courses.** In the event a veteran does not complete a course, schools should follow their established student refund policy. VA will work with student to resolve overpayment.

**Bottom Line:** Tuition and Fee payments are paid to the school on behalf of the veteran, overpayments for Tuition and Fees will be charged to the veteran.

**Scholarships and Awards for Veterans:** For further information about scholarships and awards for veterans and to apply please [visit the Military Corner](#). Questions may be addressed to 1-888-697-4372 or email at [militarycorner@hesc.com](mailto:militarycorner@hesc.com).

### **TRANSFER STUDENTS/TRANSFER OF BENEFITS**

Students who were receiving veteran's benefits at another college must complete a **Change Program/Place of Training** form (VA form 22-1995) for Veterans, Servicepersons, & Members of the Selected Reserve or (VA form 22-5495) for Survivors' & Dependents' Education Assistance to receive benefits at your place of training. These forms can be completed online by going to <https://www.va.gov>. A copy of this form needs to be sent to the VA Certifying official at Tompkins Cortland.

### **WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:**

Copy of member 4 DD-214 (Certificate of Release or Discharge from Active Duty).

Copy of official transcripts from all previous colleges.

Copy of Change of Program/Place of Training form.

Copy of Certificate of Eligibility or WAVE Benefits or eBenefits Education Status Pages showing education benefits.

Signed copy of Memorandum of Understanding.

Copy of Schools VA Enrollment Form.

### **CONTINUING STUDENTS**

Continuing Students are asked to contact the VA Certifying Official immediately when they have registered for classes not only for the FALL and SPRING semesters but if they are planning on taking any SUMMER classes as well!

### **WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:**

Copy of Schools VA Enrollment Form.

Have questions? [benefits.va.gov/gibill/](https://benefits.va.gov/gibill/)

### **CLASS ATTENDANCE**

**IMPORTANT: The VA requires veterans receiving benefits to attend all scheduled class meetings. Failure to do so may result in the loss of benefits and pay back of veterans benefits already received for the semester in question.**

### **VA STANDARDS OF PROGRESS**

**Veterans' Services will NOT pay educational benefits if one of the following should occur:**

The veteran registers for classes that are not specified as necessary for the declared program of study. Depending on circumstances, deficiency or remedial courses may be certified for benefits.

The veteran fails to submit all previous college transcripts for evaluation.

The veteran registers for two or more courses and receives “F” (Fail), “NC” (No Credit) or “IP” (In Progress) grades for all courses for one semester.

The veteran fails to convert an “I” (Incomplete) grade to a letter grade within one year from receipt of the “I” grade.

The veteran fails to attend class for the semester for which VA benefits are received.

The veteran fails to achieve the minimum cumulative GPA of 2.0 for two consecutive semesters or sessions.

All VA students must meet the Satisfactory Academic Progress policy as disclosed in the College Catalog. The veteran, like all students of the college, will be placed on academic probation until they meet the standards of academic progress set by the school. Students affected by these requirements must receive a financial aid waiver in addition to any academic probation interview or academic reinstatement procedure (see Financial Aid Waivers section). The VA Certifying Official will need a copy of the probation agreement and is required to report a termination of benefits if you remain on academic probation for more than two semesters with an overall GPA below 2.0. Student’s certification will also be terminated if student is on progress probation more than two semesters regardless GPA

## **ENTITLEMENT TO BENEFITS**

This school certifies your enrollment status, programs and academic progress. All questions concerning payment are to be referred to the Department of Veterans’ Affairs at 1-888-442-4551 or by sending an electronic inquiry by going to [benefits.va.gov/gibill/contact\\_us.asp](https://benefits.va.gov/gibill/contact_us.asp).

## **PAYMENT**

The first check should arrive SIX TO EIGHT WEEKS after the first day of classes or later if the veteran should apply for certification after classes begin. **Make sure that you register for your courses on time to ensure prompt certification of your enrollment. Remember to register in courses according to your educational plan.**

Information about qualifying pay rates and payment dates is available only through direct contact between the student and the Department of Veterans Affairs. Go to the [rate tables](#) or call 1-888-442-4551.

**YOUR PAYMENT RATES ARE BASED ON YOUR ENROLLMENT STATUS.**

Status	Fall & Spring	Summer
Full-Time	12 Hours	6 Hours
3/4 Time	9 Hours	5 Hours
1/2 Time	6 Hours	3 Hours

**\*\*\*Rates will be pro-rated if a student is enrolled in a non-standard term(s) classes or classes that have a beginning and end date different from the semester's beginning and end dates (For example: nursing classes and late start classes).**

**CERTIFYING OFFICIAL**

The Certifying Official is responsible for the accurate and prompt certification of enrollments and changes in enrollment of eligible students to the VA. The certifying official is an employee of the College, not the VA. The certifying official cannot determine eligibility for VA Educational Benefits.

THE JOHNNY ISAKSON AND DAVID P. ROE, M.D. VETERANS HEALTH CARE AND BENEFITS IMPROVEMENT ACT OF 2020

**The Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of**

**2020** requires educational institutions to make certain disclosures to students using federal military and/or VA educational benefits. To view and print a copy of an estimated personalized cost of attendance visit **the SUNY Net Price Cost Calculator** and select Tompkins Cortland Community College from the dropdown. Additional financial information can be found at the **NCES College Navigator**.

The SUNY Financial Aid Plan (FAP) will provide a more in-depth analysis and accurate picture of student cost once the student has filed their FAFSA, completed a SUNY application, and has been accepted by a campus.

**TO APPLY FOR FINANCIAL AID OR STATE PROGRAMS, YOU WILL NEED TO COMPLETE THESE FOLLOWING PROGRAMS:**

**(Forms 1, 2, and 3 are available in the College's Financial Aid Office)**

**The Free Application for Federal Student Aid (FAFSA).** The School Code for Tompkins Cortland Community College is **006788**.

**Aid for Part-Time Study application** (for part-time students only)

**The Express TAP application** can be completed online while filing the FAFSA. If you do not complete your application at this time, New York state Higher Education Services will contact you to complete the application. TAP code is **2260**



## **STATE PROGRAMS**

### **VETERANS TUITION AWARDS**

Veterans Tuition Awards (VTA) is awards for full-time study and part-time study for eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York state.

**Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are:**

Vietnam Veterans who served in Indochina between February 28, 1961 and May 7, 1975.

Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.

Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.

Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

#### **These students must also:**

Establish eligibility by applying to HESC.

Be New York State residents.

Be US Citizens or eligible non-citizens.

Be matriculated full or part-time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State.

Have applied for the Tuition Assistance Program for full-time undergraduate or graduate study.

### **HOW TO ESTABLISH ELIGIBILITY**

Complete the NYS Veteran Tuition Award application at [NYS Higher Education Services Corporation - Veterans Tuition Awards](#) or contact HESC at 1-888-NYSHESC (1-888-697-4372) or [scholarships@hesc.ny.gov](mailto:scholarships@hesc.ny.gov).

Questions regarding eligible service or how to document service should be directed to the HESC Scholarship Unit at 1-888-697-4372. NYS VETERANS TUITION AWARDS - THIS IS A NY BENEFIT FOR VIET NAM, PERSIAN GULF, AFGAN. AND IRAQ VETS.

### **HESC Veterans\_Tuition\_Awards**

Be sure to print the Web Supplement Confirmation, sign and return it along with the required documentation according to the instructions.

### **NYS NATIONAL GUARD EDUCATIONAL INCENTIVE PROGRAM**

This program provides up to \$4,350 of tuition assistance to members of the NYS National Guard or Naval Militia who are in good military and academic standing. To be eligible, Guard members must:

--be a legal resident of New York State

- have successfully completed Initial Active Duty training, Naval enlisted Code, or Commissioning Program
- be pursuing their first Baccalaureate Degree
- be enrolled in a degree program for at least 6 credit hours at a Board of Regents accredited college or university in New York state
- apply for all available tuition assistance and grants (i.e. Federal Pell Grant & NYS TAP).

For more information, call the NYS National Guard at (800)356-0552 or (518)786-4681, or visit their web site at [www.dmna.state.ny.us](http://www.dmna.state.ny.us).

# ADMISSIONS

Transfer. Career. Success. Tompkins Cortland Community College has helped students earn thousands of bachelor's and master's degrees - and 93% of grads who want work find it right away. No matter the goal, no matter if you even know the goal yet, the journey starts here. Check out our [Virtual Viewbook](#) or visit our admissions office - either in-person or virtually.

## OUR IN-PERSON OFFICE HOURS (ROOM 101)

Monday, Wednesday, and Friday 8 a.m. – 4 p.m.

Tuesday 8 a.m. – 6 p.m.

Thursday 9 a.m. – 4 p.m.

## OUR VIRTUAL OFFICE HOURS

9 a.m. - 4 p.m. | Monday, Wednesday, Thursday & Friday

9 a.m. - 6 p.m. | Tuesday

## Virtual Office Room: Enrollment Services

Call in phone number: 1 646 558 8656

Meeting ID: 81162759008

Passcode: 155459

Questions: [admissions@tompkinscortland.edu](mailto:admissions@tompkinscortland.edu)

Services: Check the status of your admissions application and financial aid inquiries, as well as registration, housing, billing, and any other functions of the Enrollment Services Center.

## READY TO ENROLL?

[Apply online](#) or, if you prefer, print the [admissions application](#) and mail it in.

Have your official transcript(s) sent. Include high school and any colleges you have attended in the past

Electronic transcripts should be sent directly from the institution to [transcripts@tompkinscortland.edu](mailto:transcripts@tompkinscortland.edu).

## BE SURE TO...

Apply for [Financial Aid](#).

Get your [certificate of residence](#)

Complete your [immunization requirements](#).

*Interested in taking just one class?*

*If you are not officially enrolling in a degree program and are not planning to receive financial aid, then you can register for a class at [www3.tc3.edu/NonMatric](http://www3.tc3.edu/NonMatric).*

If you are a high school student interested in taking a class through your high school, [CollegeNow](#) will guide you through the process.

## **OFFICE OF ADMISSIONS**

[admissions@tompkinscortland.edu](mailto:admissions@tompkinscortland.edu)

607.844.6580

Fax: 607.844.6560

Room 101

## **HELPFUL LINKS**

[Request More Information](#)

[Schedule a Campus Visit](#)

[Attend On-Campus Information Session](#)

[Attend Instant Registration Day](#)

[Attend Financial Aid and Admissions Day](#)

[Attend a Virtual Information Session](#)

# STUDENT ACCOUNTS

Payment information varies depending on the semester (**Fall, Spring, Summer, and Winter**). You may pay your college charges with cash, check, VISA, Discover, or MasterCard. Other methods of payment, such as financial aid, are available.

## ONLINE BILLING AND PAYMENT

Through your myINFO self-service account you can:

Pay your bill.

Set up a payment plan.

Authorize someone else to pay your bill.

Sign up to receive your financial aid refund by direct deposit.

## PAYING BY PHONE

Call 607.844.6580 (credit cards only)

## DEFERRALS

You may defer payment of your bill if you have evidence at the time of registration that:

A third party will be paying your bill

You have been awarded a grant or scholarship

You have been awarded financial aid

\*Financial aid deferrals are granted based upon actual or estimated awards. If you do not have an actual financial aid award by the first day of classes, late payment charges will be added.

## THIRD-PARTY OUTSIDE PAYERS

In the case your bill will be paid by an employer, or a scholarship administered outside of the College, or by any other outside agency, formal documentation from the source of payment is necessary. Written documentation should specify what types of charges and amounts will be paid by the third party, where the bill should be sent and where, if required for payment, grades should be sent.

## REFUND POLICY

### Fall/Spring only: based on a 15-week schedule

If you drop a course or withdraw from the College, you will be charged **non-refundable** tuition, fees, housing and meals according to the following schedule for 15-week courses. Non-refundable charges will be prorated on a similar schedule for courses less than 15 weeks. Payments in excess of final liability will be refunded to the student. Non-payment of tuition and fees does not constitute an automatic withdrawal.

### Percent of tuition you will be charged if you withdraw:

Prior to the start of classes 0% Fee (Full refund of charges)

During the first week of classes 25% Fee (75% refund)

During the second week of classes 50% Fee (50% refund)

During the third week of classes 75% Fee (25% refund)

After the third week of classes 100% Fee (No refund issued)

## **IMPORTANT NOTICES**

Failure to notify the College that you will not be attending once classes have started (even if you do not attend any classes) will result in you owing the College a percentage of the tuition and fees based on the above schedule.

Failure to officially withdraw or drop your classes can affect your academic record and your future financial aid eligibility.

# REGISTRATION

## OUR IN-PERSON OFFICE HOURS (ROOM 101)

Monday, Wednesday, and Friday 8 a.m. – 4 p.m.

Tuesday 8 a.m. – 6 p.m.

Thursday 9 a.m. – 4 p.m.

## OUR VIRTUAL OFFICE HOURS

9 a.m. - 4 p.m. | Monday, Wednesday, Thursday & Friday

9 a.m. - 6 p.m. | Tuesday

### Click to enter the Virtual Office: Enrollment Services

Call in phone number: 1 646 558 8656

Meeting ID: 81162759008

Passcode: 155459

Questions: [admissions@tompkinscortland.edu](mailto:admissions@tompkinscortland.edu)

Services: Check the status of your admissions application and financial aid inquiries, as well as registration, housing, billing, and any other functions of the Enrollment Services Center.

Also check out our [Late Registration Info Sessions](#)

## REGISTER ONLINE

You can [register online](#) if you meet certain criteria and are authorized by your advisor.

If you have questions or problems, review the [course search](#), [contact the Enrollment Services Center](#), or call **607.844.6580**.

## PREREQUISITES

You must complete course prerequisites prior to the start of classes. At the time of advance registration you may preregister for the course as long as you are currently enrolled in the prerequisite. If you do not successfully complete the prerequisite for a course you are registered for in advance, you will be removed from the course. You must obtain instructor permission to register for any course you have not met the prerequisite for.

If you do not meet established basic skills guidelines you must take placement tests in appropriate areas before taking ENGL 101, Academic Writing, a MATH course or other courses that require extensive reading or writing. Before you register for a class requiring a prerequisite course, proof of successful completion of the prerequisite course must be submitted.

## COURSE LOAD

Fall and Spring semesters: The average course load for a full-time matriculated student is 14-16 credit hours per semester. The minimum full-time load is 12 credit hours. The maximum load is 18 credit hours. Except where required by the academic program, students wishing to register for 19 or more credit hours must have the approval of the Office of the Provost.

Summer: Students may take up to four courses (12-16 credits) during the summer semester. Students may only take two courses (6-8 credits) per summer session. Exceptions to this policy must be approved by the Office of the Provost.

## **CROSS REGISTRATION**

To provide more flexibility in the choice of courses toward the associate degree, the College has arranged a cross-registration program with SUNY Cortland. If you are a full-time matriculated student in good standing you may take one course at SUNY Cortland. There is no extra tuition charge involved. Courses taken at SUNY Cortland must be applicable to your degree program and not offered at Tompkins Cortland at any time. Students at Cortland may cross-register for one course at Tompkins Cortland as well.

Grades earned in such courses will not appear on the Tompkins Cortland transcript, nor will they count toward your GPA at Tompkins Cortland. You are responsible for having official transcripts sent to the College after you have completed the semester. Contact an enrollment services specialist at 607.844.6580 for registration information.

## **SCHEDULE CHANGES (ADD/DROP/WITHDRAW)**

If you wish to change your schedule by adding, dropping, or withdrawing from a course, complete a change of schedule form and go to the Enrollment Services Center for processing. If you are a continuing student authorized by your advisor to register online, you may change your schedule using myTC3 prior to the start of classes. The College offers courses in a variety of academic sessions with different start and end dates. Refer to the Academic Calendar for dates.

## **ADDING COURSES**

Generally, once a course has started, instructor permission is required in addition to an advisor's approval to enroll in that course during the "add" period specified for each academic session. To enroll in a course once the "add" deadline has passed, you are required to obtain the Dean of Instruction's signature in addition to your advisor and instructor's signatures.

## **DROPPING/WITHDRAWING COURSES**

You may drop courses with your advisor's approval through the end of the "drop" period specified for each academic session. After the "drop" deadline has passed, a grade of "W" will be assigned until the withdrawal deadline. Remember that dropping or withdrawing from courses can affect your financial aid and your academic status. Make an appointment with a financial aid counselor to discuss the potential effect on your current financial aid award.

## **REFUND POLICY**

Fall/Spring Only; based on a 15-week schedule

If you drop a course or withdraw from the College, you will be charged non-refundable tuition, fees, housing and meals according to the following schedule for 15-week courses. Non-refundable charges will be prorated on a similar schedule for courses less than 15 weeks. Payments in excess of final liability will be refunded to the student. Non-payment of tuition and fees does not constitute an automatic withdrawal.



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%

#### COURSE CANCELLATION

The College reserves the right to cancel any courses because of insufficient enrollment, instructor availability, or other circumstances. To find out if any course has been canceled, check myTC3. If your course is canceled, you will receive a full refund unless you sign up for another course. Contact the Enrollment Services Center or use myTC3 to select another course.

#### AUDITING

Auditing a course means that you attend class but do not take exams or receive credit. You may register to audit any credit course using the same registration procedures. Regular tuition and fees are charged for audit status. People age 60 and over may audit credit courses tuition free (fees may apply) if there is space available after the regular registration period.

Audit status must be declared at the time of registration and you must pay regular tuition for the courses. The notation of "X" will be made on your academic record for an audited course. A change from audit to credit status must be made within the add/drop period – within three weeks of the start of regular 15-week courses.

Lifetime Alumni Association: If you are a lifetime member of the Tompkins Cortland Community College Alumni Association you may audit, tuition free, one course per year. You will be responsible to pay the fees. The course must have space available after regular registration. Call the Office of Alumni/ Development, 607.844.8222, Ext. 4369 for information.

Senior Citizen Auditors: If you are age 60 or older, you may audit, tuition free (fees may apply), any credit course that has space available the last day before classes begin. Call the Enrollment Services Center, 607.844.6580 for information on how to register.

#### LEAVE OF ABSENCE

Maintaining Matriculation: Missing the next consecutive Fall or Spring semester will not require you to reapply for readmission. However, an absence of two or more semesters will require an application for readmission and cause you to be subject to new degree requirements.

Leave of Absence Policy: If you need a documented leave of absence you must petition the Associate Dean for Curriculum and Academic Records. A leave of absence may be granted only in extenuating circumstances, such as illness or other unusual personal hardship and requires detailed documentation. A leave of absence may not exceed two consecutive semesters (not including the semester in which the leave is granted or summers). If you are granted a leave of absence before the end of a semester, you will receive a grade of W, WP, or WF according to the current withdrawal policy.

#### PERMISSION TO ATTEND ANOTHER INSTITUTION

If you wish to take a course at another institution approval from the Dean of Instruction prior to enrolling in the course. Receiving prior permission to attend the other institution guarantees that the course will be accepted at Tompkins Cortland if the student receives a C (2.0) or better grade in the course. In order to be eligible, a student must be matriculated, have a cumulative GPA of at least a 2.0, and be in good academic standing. Only course work that applies towards the student's degree program at Tompkins Cortland will be approved. Contact the Academic Records Office for further information.

# ACADEMIC CALENDAR

Tompkins Cortland offers academic sessions in fall, winter, spring, and summer each year. In fall, spring, and summer, varying start dates and session lengths, as well as evening courses, allow students to tailor schedules to fit their lives. Winter courses happen all online for a set length of four weeks. In addition to important session dates, the Academic Calendar also lists official College breaks and significant ceremonies.

## KEY

Monday (M)

Tuesday (T)

Wednesday (W)

Thursday (R)

Friday (F)

Saturday (A)

## Helpful Calendar Links:

- [2024 Fall Academic Calendar \(pdf\)](#)
- [2024-25 Academic Calendar - calendar view \(pdf\)](#)
- [2024-25 Winter / Summer Academic Calendar \(pdf\)](#)

## Fall 2024

Faculty Return .....	August 19 (M)
Classes Begin.....	August 26 (M)
Labor Day - College Holiday .....	September 2 (M)
Early Student Progress Reports Posted.....	by Noon, September 23 (M)
Fall Day (College Retreat) – No Classes .....	October 8 (T)
Prospective Student Open House .....	November 1-2 (F-Sa)
Spring Registration Begins.....	November 11 (M)
Thanksgiving- No Classes .....	November 27-30 (W-Sa)
Graduate Recognition Ceremony .....	December 6 (F)
*Final Exam Week .....	December 9-13 (M - F)
Semester Ends.....	December 13 (F)
Final Grades Posted.....	by Noon, December 16 (M)

### **15-week classes ..... August 26 – December 13**

last day to add .....	September 9 (M)
last day to drop.....	September 16 (M)
last day to withdraw.....	November 26 (T)

### **Ten Week classes ..... August 26 – November 5**

last day to add .....	September 4 (W)
last day to drop.....	September 9 (M)
last day to withdraw.....	October 25 (F)

### **First 5-week classes ..... August 26 – September 30**

last day to add .....	August 29 (R)
last day to drop.....	September 3 (T)
last day to withdraw.....	September 24 (T)

### **Second 5-week classes ..... October 1– November 5**

last day to add .....	October 4 (F)
last day to drop.....	October 9 (W)
last day to withdraw.....	October 30 (W)

### **Third 5-week classes ..... November 6 – December 13**

last day to add .....	November 11 (M)
last day to drop.....	November 13 (W)
last day to withdraw.....	December 9 (M)

### **First 7 ½-week classes ..... August 26– October 18**

last day to add .....	September 3 (T)
last day to drop.....	September 6 (F)
last day to withdraw.....	October 10 (R)

### **Second 7 ½-week classes ..... October 21 – December 13**

last day to add .....	October 25 (F)
last day to drop.....	October 30 (W)
last day to withdraw.....	December 5 (R)

**Delayed Start classes..... September 17 – December 13**  
last day to add..... September 26 (R)  
last day to drop..... October 2 (W)  
last day to withdraw ..... December 2 (M)

**Late Start classes .....October 1 – December 13**  
last day to add .....October 10 (R)  
last day to drop.....October 15 (T)  
last day to withdraw..... December 3 (T)

*\* All classes must meet during their scheduled final exam time.*

## Winter 2025

**Classes Begin** .....December 18 (W)  
Campus Holiday Break begins..... December 24 (T)

**PLEASE NOTE:**  
**Winter session classes remain in session**  
**while the campus is closed during holiday break.**

Campus Reopens.....January 2 (R)  
**Winter Session Ends** ..... **January 17 (F)**  
Martin Luther King Day - College Holiday.....January 20 (M)

**Final Grades posted** ..... **by Noon, January 21 (T)**

Last day to add ..... December 20 (F)  
Last day to drop .....January 2 (R)  
Last day to withdraw..... January 10 (F)

## Spring 2025

Martin Luther King Day - College Holiday.....	January 20 (M)
Faculty Return .....	January 21 (T)
Classes Begin.....	January 27 (M)
Early Student Progress Reports Posted.....	by Noon, February 21 (F)
Spring Break - No Day or Evening Classes.....	March 17 – March 22 (M-Sa)
Spring Day - College Holiday .....	March 21 (F)
Fall Registration Begins .....	April 14 (M)
Prospective Student Open House.....	April 18-19 (F-Sa)
*Final Exam Week .....	May 12-16 (M-F)
Semester Ends.....	May 16 (F)
Final Grades Posted.....	by Noon, May 19 (M)
Nursing Recognition Ceremony .....	May 21 (W)
Commencement .....	May 21 (W)

**15-week classes ..... January 27 – May 16**

last day to add .....	February 7 (F)
last day to drop.....	February 14 (F)
last day to withdraw.....	April 30 (W)

**Ten Week classes ..... January 27 – April 11**

last day to add .....	February 4 (T)
last day to drop.....	February 7 (F)
last day to withdraw.....	April 2 (W)

**First 5-week classes ..... January 27 – February 28**

last day to add .....	January 30 (R)
last day to drop.....	February 4 (T)
last day to withdraw.....	February 24 (M)

**Second 5-week classes ..... March 3 - April 11**

last day to add .....	March 6 (R)
last day to drop.....	March 11 (T)
last day to withdraw.....	April 8 (T)

**Third 5-week classes ..... April 14 – May 16**

last day to add .....	April 17 (R)
last day to drop.....	April 22 (T)
last day to withdraw.....	May 12 (M)

**First 7 ½-week classes ..... January 27 – March 26**

last day to add .....	January 31 (F)
last day to drop.....	February 5 (W)
last day to withdraw.....	March 11 (T)

**Second 7 ½-week classes ..... March 27 – May 16**

last day to add .....	April 2 (W)
last day to drop.....	April 4 (F)
last day to withdraw.....	May 9 (F)

**Delayed Start classes (12-week) ..... February 17 – May 16**  
last day to add ..... February 26 (W)  
last day to drop..... March 4 (T)  
last day to withdraw..... May 5 (M)

**Late Start classes ..... March 3– May 16**  
last day to add ..... March 11 (T)  
last day to drop..... March 14 (F)  
last day to withdraw..... May 7 (W)

*\* All classes must meet during their scheduled final exam time, even if a final exam is not being administered.*

## Summer 2025

Memorial Day - College Holiday .....	May 26 (M)
Classes Begin .....	May 29 (R)
College Holiday – Juneteenth .....	June 19 (R)
College Holiday – Independence Day .....	July 4 (F)
Summer Term Ends .....	August 8 (F)

### **First Five Week Session..... May 29 – July 3**

Last day to add .....	June 3 (T)
Last day to drop .....	June 6 (F)
Last day to withdraw.....	June 27 (F)

### **Second Five Week Session..... July 7 – August 8**

Last day to add .....	July 10 (R)
Last day to drop .....	July 15 (T)
Last day to withdraw.....	August 4 (M)

### **Eight Week Session..... May 29 – July 25**

Last day to add .....	June 4 (W)
Last day to drop .....	June 9 (M)
Last day to withdraw.....	July 16 (W)

### **Ten Week Session..... May 29 – August 8**

Last day to add .....	June 6 (F)
Last day to drop .....	June 11 (W)
Last day to withdraw.....	July 28 (M)

### **Delayed Start Session..... June 12 – August 8**

Last day to add .....	June 18 (W)
Last day to drop .....	June 24 (T)
Last day to withdraw.....	July 31 (R)



# 2024-2025



August 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 24						
Su	M	Tu	W	Th	F	Sa
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6	7	F	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24						
Su	M	Tu	W	Th	F	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24						
Su	M	Tu	W	Th	F	Sa
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29	30	31				

January 25						
Su	M	Tu	W	Th	F	Sa
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19	20	21	22	23	24	25
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February 25						
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March 25						
Su	M	Tu	W	Th	F	Sa
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30	31					

April 25						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
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May 25						
Su	M	Tu	W	Th	F	Sa
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25	26	27	28	29	30	31

  Class Day

H College Holiday

F Fall Day: Oct 8

C Commencement

# Faculty Non-Class Contract Day

Fall Day is a Contract Day

New Student Orientation: 8-24/8-25 & 1-25/1-26

# 2024-2025



December 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- College Holiday**
- Winter Session**
- Summer First Five Week**
- Summer Second Five Week**
- Summer 8 Week**
- Summer 10 Week**
- Summer Delayed 8 Week**

- Dec 18- Jan 17
- May 29 - July 2
- July 7 - August 08
- May 29- July 25
- May 29- August 08
- June 12 - August 08

May 25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 25						
Su	M	Tu	W	Th	F	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# CAMPUS POLICIES

## ALCOHOL POLICY

The consumption of alcoholic beverages will be permitted under the New York State Alcoholic Beverage Control Law (1985), section 65. The following acts are illegal and will not be permitted: the sale of alcoholic beverages to persons under 21 years of age; the consumption of, or possession of, alcoholic beverages by persons under 21 years of age; persons presenting false identification and/or proof of age in order to procure alcoholic beverage(s); persons knowingly causing the intoxication of anyone under the age of 21.

The consumption of, or possession of, alcoholic beverages are not allowed in the residence halls.

Copies of the policy and regulations are available in the Campus Police office.

## MAINTENANCE OF ORDER ON CAMPUS

While you are a student at Tompkins Cortland Community College, your behavior is largely left to your own discretion and common sense. In general, we ask you to respect the College property and the rights of others.

However, you should remember that you are, in addition to being a member of an educational community, a member of a rural community. Your conduct reflects on the College. All students are expected to abide by the code of conduct and all local, state, and federal laws.

## CAMPUS RULES

No student, faculty member, employee, visitor, licensee, guest, or trespasser shall be permitted to vandalize, pilfer, or in any way destroy school property, immobilize or otherwise interfere with the academic process or functions of the College, use force or the threat of force on the College campus or on any other College property, or endanger another's physical or mental health or force the consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization.

## PENALTIES FOR VIOLATION

In the event any of the above shall occur, the perpetrator shall be removed from campus and penalties may be invoked, including but not limited to the following:

Vandalize, pilfer, or destroy school property: Complete restitution and/or complaint to civil authorities.

Immobilization or interference with the academic process or functions of the college such as creating a nuisance, loitering, or unauthorized assembly: Complete restitution, suspension, expulsion, termination of employment and/or complaint to civil authorities.

Trespassing or unauthorized vending, soliciting, or selling: Complaint to civil authorities.

Any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization: Suspension, expulsion, termination of employment, and/or complaint to the civil authorities, and, in the case of any organization which authorizes such conduct, rescission of permission for that organization to operate on College property.

## **ENFORCEMENT**

Enforcement related to actions by students shall be by the procedures outlined in the College's Non-academic Code of Conduct. Enforcement related to actions of other persons shall be by the president of the college or designee who shall inform anyone accused, in writing, of the charge against them and the penalty assessed.

## **APPEAL**

Appeal by students, faculty or staff of any decision hereunder shall be by appropriate College grievance procedures.

## **BYLAWS**

These regulations shall be part of the bylaws of all organizations operating on the campus and shall be reviewed annually by members of all such organizations.

The above regulations shall be subject to amendment by the board of trustees in accordance with Article 129A of the Education Law.

## **CRIME STATISTICS AVAILABILITY STATEMENT**

A copy of Tompkins Cortland Community College's **campus crime statistics**, as reported annually to the U.S. Department of Education, will be provided upon request by the Campus Police. Please direct all such requests to the Campus Police at 607.844.8222, Ext. 6511.

## **SEXUAL DISCRIMINATION AND SEXUAL VIOLENCE POLICY/TITLE IX**

Title IX reads, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

## **BRIEF STATEMENT ON SEXUAL HARASSMENT AND DISCRIMINATION**

Tompkins Cortland Community College is committed to maintaining an educational and work environment that is free of any sexual discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and visitors, is treated with respect and dignity in a non-discriminatory environment. The College has detailed information about **Title IX in the Human Resources section**.

## **CAMPUS SEX CRIMES PREVENTION ACT INFORMATION**

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where the law enforcement agency information provided by a state concerning registered sexual offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required by state law, of each institution of higher education in that state at which the person is employed, carries on a vacation, or is a student. Sex offender registration information for any student or employee of the college may be obtained by calling the Department of Criminal Justice Service at 1.800.262.3257, or you can access the **New York State Sex Offender Registry**.

## **WEAPONS ON CAMPUS**

Firearms and dangerous weapons of any type are not permitted on campus, including residence halls. Intentional use, possession, or sale of firearms or other dangerous weapons by anyone is strictly forbidden, and is a violation of state and federal law, as well as, a violation of the Code for Student Conduct. The College president or designee may authorize in writing the possession of a weapon on campus for special or educational purposes.

Violators are subject to College discipline, as well as criminal sanctions. In addition to firearms, weapons that are prohibited include, but are not limited to: knives, chukka sticks, pellet guns, firearms, and/or fireworks or other explosives. College property includes, but is not limited to: all parking lots, grounds, and buildings of the campus in Dryden and all extension centers.

## **SOLICITATION**

Individuals, student organizations, and private enterprises are not permitted to sell, promote, or peddle on the campus without prior approval and sponsorship. All advertising, marketing, or merchandising of credit cards is prohibited.

## **HOVERBOARDS**

All hoverboards are banned from the Tompkins Cortland campus including Residence Life property and extension centers. This is for health and safety issues as well as fire safety.

## **VIOLENT FELONY OFFENSES/ MISSING STUDENT POLICY**

The College's Campus Police will respond immediately to and investigate all reported cases of violent felonies or missing person reports. In addition to our investigation, other local police agencies will be notified immediately and requested to assist in the incident. The Tompkins Cortland Campus Police have mutual aid agreements in place to ensure the continuing cooperation between all local law enforcement agencies.

## **COUNSELING SERVICES**

**Counseling services** are available to help students who are experiencing, or who have experienced a crisis, are encouraged to speak to a counselor. If you have experienced a bias-related situation and want help considering your options, that is also appropriate for counseling.

### **HELPFUL LINKS**

**Campus Policies**

**Public Crime and Fire Log/Crime Alerts**

**Emergency Readiness and Response Guide (pdf)**

**Campus Safety Advisory Committee**

**Other Agencies**

**Parking and Traffic**

**Services**

**Staff**

**Report an Incident**

**Weather Emergencies**

# ACADEMIC REGULATIONS

## TRANSFER CREDIT POLICY

Transfer courses are evaluated individually. Credits for all courses passed with a letter grade of C or higher at regionally accredited institutions and recorded on official transcripts will be evaluated and may be accepted for applicability to specific Tompkins Cortland degree or certificate requirements. College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the Ministry of Education in that country.

Grades and credits earned at another institution are not calculated into a student's grade point average at Tompkins Cortland.

## OFFICIAL TRANSCRIPTS

Official transcripts bear the College seal and must be received by the addressee in a sealed envelope. You may request that an official copy of your permanent academic record be sent directly to the college or agency designated.

All requests for transcripts must be made in writing as required by law, through the College's website, by letter, or on the form provided by an enrollment services specialist. Anyone who has not paid his or her financial obligations to the college will not receive transcripts from Tompkins Cortland Community College.

Because of the large volume of transcripts, the College requires at least two business days to send out transcripts requested online. Written requests may take 4-5 business days to process.

## CHANGE OF PROGRAM

You may change your curriculum if you find that your abilities and interests are better suited to another program of study. Such a change should be discussed with your academic advisor or a counselor.

A change of program form must be filed in the office of student success and advisement services, at which point you will be assigned a new advisor. Students who change their curriculum will be bound by the current graduation requirements at the time of the program change.

## WAIVERS AND SUBSTITUTIONS

Under special circumstances, program requirements may be waived or other courses substituted for a requirement by completing a waiver request form available in the enrollment services center. New York State Department regulations, such as the minimum number of credits required for graduation and the required number of Liberal Arts and Science credits, may not be waived.

Examples of when a requirement may be waived include: when a course scheduling problem has made it impossible for you to meet a graduation requirement or when you need to meet a specific requirement of a four-year college to which you intend to transfer.

The waiver form should normally be approved before you enroll in a substitute course. The approval process is initiated by your academic advisor, reviewed by the appropriate department chairperson, and finally acted upon by the Provost and Vice President of Academic Affairs. It should be noted that waivers are never automatic.

Waiver of any particular course does not reduce the credit requirements for graduation. Any student requesting a substitution (waiver) for a course that has a minimum grade of C or C- must meet this requirement for the course being substituted.

## **CREDIT/CONTACT HOURS**

Following State University of New York (SUNY) regulations, Tompkins Cortland has adopted the following definitions and practices regarding credit and required contact hours.

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. Semester credit hours are granted for various types of instruction as follows:

### **I. LECTURE, SEMINAR, QUIZ, DISCUSSION, RECITATION**

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions.

### **II. ACTIVITY SUPERVISED AS A GROUP (LABORATORY, FIELD TRIP, PRACTICUM, WORKSHOP, GROUP STUDIO)**

A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

### **III. SUPERVISED INDIVIDUAL ACTIVITY (INDEPENDENT STUDY, INDIVIDUAL STUDIO, TUTORIAL)**

a) One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.

b) Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions."

*Credit/Contact Hour Source: SUNY Policy*

*Document Number: 1305*

*Effective Date: June 30, 1976*

## **DIRECTED STUDY COURSE SECTION**

Directed Study is an independent study instructional format for a section of a regular course required for a student's program of study that is not available in a particular semester. The material covered in such courses is the same as what is covered in the traditional course. The directed study option is used only in unusual circumstances and is not an alternative to inadequate planning or inconvenient timing. It is expected that only instructors who normally teach the course will be responsible for a directed study course. Regular tuition and fees will be charged for each directed study credit. Approval of the Provost is required.

## **INDEPENDENT STUDY COURSES**

Independent Study is intended to expand a student's learning experience beyond the normal program curriculum. It provides the student with an opportunity to pursue/ research a subject in more depth, and in a more independent manner than would be possible in a traditional course. A supervising Tompkins Cortland faculty member and the student cooperatively design a written contract equivalent to college-level study within a specific discipline. Each hour of credit should reflect a minimum of 45 hours of work. Approval of the Provost is required.

## **GRADUATION**

A student must be matriculated into a degree program and file an application for degree in order to graduate. The application form, available through myINFO, must be submitted by the deadline dates. Records will be reviewed and the student will be notified by the Academic Records Office regarding degree status. A student who applies for a degree but who does not meet all of the requirements must reapply during the semester prior to when they will meet the requirements. In order for applications to be accepted, the student must be matriculated in a degree program.

## **GRADUATION REQUIREMENTS**

All students who are degree candidates must meet these general requirements for graduation.

Satisfactory completion of all courses prescribed in the curriculum to which the student has been accepted/matriculated.

A minimum of 15 academic credits in residency successfully completed at Tompkins Cortland Community College. (These credits must be exclusive of experiential learning or proficiency credits.)

A cumulative grade point average of 2.0 or higher.

Up to three fitness credits may be applied toward unrestricted elective requirements in any degree program.

Students must submit a final high school transcript documenting graduation or a high school equivalency diploma (GED) prior to receiving their degree.

Settlement of all financial or other obligations to the College.

## **GRADUATION WITH HONORS**

To qualify for honors recognition at graduation, the student must have completed at least 30 hours at Tompkins Cortland Community College. Honors will be awarded when students meet the following requirements:

Honor	GPA = 3.20 - 3.49
High Honor	GPA = 3.50 - 3.79
Highest Honor	GPA = 3.80 - 4.00

## **MULTIPLE DEGREES**

Consistent with the policy of the NYS Department of Education, you can earn more than one degree or certificate at Tompkins Cortland Community College, with some conditions.

All required courses must be successfully completed for each degree or certificate program.



A minimum of 15 academic credits beyond those required for the first degree must be completed at Tompkins Cortland Community College. Any courses applied to previously earned degrees cannot be counted as part of these additional 15 credits.

If the degrees are to be awarded simultaneously, the student should submit a separate application for graduation for each degree and the \$20 fee.

If the degrees are not to be awarded simultaneously and enrollment is uninterrupted, the student should submit an application for graduation for the first degree. Then, at the beginning of the next semester after the degree has been awarded, a program change form must be filed with the Office of Student Success and Advisement Services changing from the first degree program to the second degree program. A second application for graduation must also be submitted. There is an additional matriculation fee of \$20.

If the degrees are not to be awarded simultaneously and enrollment is interrupted, then the student should reapply for admission to the college and indicate the second degree program on the application form. A second application for graduation must also be filed along with the \$20 fee.

#### NOTE

Multiple degrees will only be awarded for individual degree programs. A student may not receive an additional degree in a degree's concentration, sequence, or option.

## RELIGIOUS HOLIDAYS

New York State Education Law section 224-A mandates that the college, like all educational institutions, ensures students the opportunity to observe religious holidays without penalty. Students are required to notify faculty of their impending absence at least one class session in advance so arrangements can be made for making up assignments.

## GUIDELINES FOR RESEARCH INVOLVING HUMAN PARTICIPANTS

The College guidelines for research involving human participants recognize that the primary responsibility for protecting the rights and welfare of human participants rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing, or other involvement of another person to obtain information for use by a student, faculty or staff person, or any external person.

All projects proposing to recruit student participants must make clear the voluntary nature of their participation. Under the SUNY Board of Trustees policy, students may not be required, as a course requirement, to participate in any research project or in the pilot-testing of any research instruments. The full written policy is available in the president's office. Students wishing to conduct surveys or other research must obtain approval from appropriate college staff. More information is available through the [Survey and Research Application | Tompkins Cortland Community College](#).

## ALCOHOL POLICY: CURRICULUM EXEMPTION

A person under 21 who is a student in a curriculum licensed or registered by the State Education Department may taste or imbibe alcoholic beverages in courses that are a part of the required curriculum, provided such alcoholic beverages are used only for instructional purposes during classes conducted according to course/curriculum outlines.

# GRADING POLICIES

At the beginning of each College course, the instructor will inform students of the criteria to be used in determining the final grade. Students who enter the course late should be sure that they know these criteria. For academic credit courses, the instructor's assessment of each student's achievement will be in accordance with the grading system.

## GRADING DEFINITIONS

Grading Definitions	Grade	Quality Points per academic credit hour*
High Achievement	A	4.0
	A-	3.7
Good Achievement	B+	3.3
	B	3.0
	B-	2.7
	C+	2.3
Satisfactory Achievement	C	2.0
Below Satisfactory Achievement	C-	1.7
	D+	1.3
	D	1.0
	D-	0.7
Failing	F	0.0
<b>Other Grade Notations</b>		
Withdrawal	W	-----
Incomplete	I or •	-----
In Progress	IP	-----
Audit	X	-----
Pass	P	-----
SUNY GenEd	SUNY	-----
Transfer Credit	TR	-----

Immunization Withdrawn	MW	-----
<p>* GPA credits are assessed for college-level courses with course numbers of 100 or higher for which students have been assigned letter grades excluding P (Pass), MW (Immunization Withdrawal), W (Withdrawal), SUNY (SUNY GenEd), and TR (Transfer Credit).</p>		

**GRADE NOTATIONS**

**W - WITHDRAWAL:**

The W will be given to students who have officially withdrawn from a class after the third week and up to the end of the ninth week of classes.

**X - AUDIT:**

Students must declare their preference for audit at the time of registration.

**I OR • - INCOMPLETE:**

An incomplete may be issued upon the student’s request at the discretion of the instructor in situations in which a student has not completed the course requirements for medical or personal reasons documented to the instructor’s satisfaction. The student and the instructor must jointly notify academic records of the request and approval via the incomplete request form available from the academic records office. If the student fails to complete the requirements before the end of the fourth week of the semester following the semester in which the Incomplete was assigned, the grade will be changed automatically to an F. For self-paced courses, students must re-register for the course if requirements are not completed by the end of the fourth week of the semester following the semester in which the incomplete grade was assigned.

**IP - IN PROGRESS:**

The IP grade is designed to allow a student to reregister for a course in the next sequential semester or session, if the student has made significant progress in the course in the previous semester, but not progress sufficient to demonstrate mastery of the subject matter. Rather than have the student repeat the entire course, the student who receives the IP grade can pick up those learning objectives necessary to complete the course in the next sequential semester or session. Only courses with an approved continuance procedure can utilize the IP grade. Such a procedure spells out the process

by which students continue their progress in the next semester or session. The procedure must be approved by the academic standards committee and the dean of instruction. No instructor will be required to accept IP students whose IP grades were assigned by another instructor. An IP grade will change to an F if a student has not re-registered for and achieved success in the course during the next sequential full semester.

#### F - FAILING:

This grade will be given to students who have failed to complete course requirements. F is a failing grade and factors into the GPA.

#### MW - IMMUNIZATION WITHDRAWAL:

Students who do not submit their immunization records will be withdrawn from their courses. The MW grade is not calculated into the student's GPA.

#### PASS/FAIL:

Students may apply up to six credit hours of coursework toward a degree program on a pass/fail basis. A pass grade will be assigned only if the student earns a minimum grade of C in the course. A written request to take a course pass/fail must be approved by the instructor and the program coordinator, and filed with the academic records office by the end of the drop period. Credits earned with a grade of P for courses taken on a pass/fail basis are not used in calculating the grade point average.

#### SUNY:

This grade is given for coursework accepted by Tompkins Cortland that meets the SUNY General Education (Gen. Ed.) requirements where the grade is a passing grade below a C (2.0). This coursework does not factor in a student's GPA or count toward degree requirements.

#### TR - TRANSFER CREDIT:

This grade is given to coursework accepted by Tompkins Cortland from another college and does not factor into the GPA.

## **GRADE CHALLENGE**

To start the process of challenging a course grade, **submit a Grade Challenge Request.**

## **EARLY STUDENT PROGRESS REPORTS**

Early Student Progress Reports are posted by the instructor in each 15-week course to provide the student an approximate assessment of early course achievement. The performance indicators are posted in the grades section of myTC3/myINFO by the end of the fourth full week of classes. This information does not appear on a student's transcript and is not calculated into a student's GPA. Students who receive S- or U grades are encouraged to consult with their instructors and advisors as soon as possible. The instructor's approximate assessment of each student's achievement will be in accordance with the following grade notations:

Performance Indicators	Grades
Satisfactory Performance & Achievement	S
Less than Satisfactory Performance & Achievement	S-
Unsatisfactory Performance & Achievement and/or Failing (This includes performance below a C level in classes where a C or higher is required – e.g., ENGL100, MATH090)	U

## REPEATING COURSES

A course may be repeated, but credit will be granted only for the most recent grade. The most current grade will be used to compute the grade point average (GPA). All grades earned in repeated courses will be included on the student's permanent record.

## WITHDRAWAL FROM THE COLLEGE

To withdraw from the College, a student must contact the Enrollment Services Center. Filling out the withdrawal form means your intention is to withdraw from every course for that semester. The regulation for assigning grades of W (withdrawal), WP (withdrawal passing), or WF (withdrawal/failing) are noted under Grade Notations, previous page.

## GRADE POINT AVERAGE

The grade point average (GPA) is computed by:

Multiplying the quality points for the letter grade earned by the number of GPA credits for the course.

Adding the quality points earned in all courses taken.

Dividing the sum of quality points by the total number of GPA credits.

Grades for equivalent credit courses and the grade notations of W, I, IP, P, SUNY, TR, MW, NC, and X are not used to calculate the GPA.

In computing grade point averages only credit courses taken at Tompkins Cortland are included.

## SAMPLE GRADE POINT AVERAGE CALCULATION

Example of GPA (Grade Point Average) calculation, with a failing grade (F) and a pass (P) included to demonstrate how they are calculated:

Course	Credits	Total GPA Credits	Grade	Quality Points	Total Quality Points
ACCT 101	4	4	A	4.0	16.0
BIOL 104	4	4	C-	1.7	6.8
SOCI 101	3	3	B+	3.3	9.9

MATH 102	3	3	F	0.0	0.0
FITN 108	1	--	P	--	--
PSYC 101	3	3	C+	2.3	6.9
Totals		17			39.6

Total Quality Points/Total GPA Credits = GPA

$$39.6/17 = 2.329 \text{ GPA}$$

# ACADEMIC STANDARDS

## MAINTENANCE OF ACADEMIC STANDARDS

Tompkins Cortland Community College is committed to high academic standards while offering students every practical opportunity to accomplish their academic goals and succeed in the college program of their choice. Continuance in college thus implies a dual responsibility on the part of the institution and the student. Through its instructional program, supplemented by academic advising and other available support, the College provides students the opportunity to maintain a satisfactory level of achievement. However, unless the student maintains minimum scholastic requirements, the College will intervene with actions deemed appropriate in the best interest of the College and the student.

## MINIMUM STANDARDS OF ACADEMIC PERFORMANCE

The requirements stated below represent the minimum academic performance expected at Tompkins Cortland Community College. Students' academic progress will be evaluated with respect to both GPA and Earned/Attempted Ratio Standards at the end of each Fall and Spring semester in order to determine their current academic standing.

Effective Fall 2019

GPA Credits	Minimum Grade Point Average (GPA)
12 - 20	1.6
21 - 29	1.8
30 or more	2.0

GPA credits are assigned for college-level courses with course numbers of 100 or higher for which students have been assigned letter grades excluding P (Pass), AW (Administrative Withdrawal), W (Withdrawal), WP (Withdraw Passing), MW (Immunization Withdrawal), PTA (Permission to Attend), SUNY (SUNY Gen. Ed.), and TR (Transfer Credit).

## EARNED/ATTEMPTED RATIO STANDARDS

Attempted Credits	Earned Credits
0-11	0 credits
12 or more	50%

In calculating the ratio of earned to attempted credits, all courses will be included. Unlike the GPA standard, the earned/attempted ratio also includes developmental courses (those with numbers below 100, such as ENGL098 and MATH095). Also, in calculating the ratio of earned/attempted credits, the following will be included: P (Pass), AW (Administrative Withdrawal), MW (Immunization Withdrawal), W (Withdrawal), and WP (Withdraw Passing).

## ACADEMIC WARNING

Students who fail to earn a 2.0 GPA in the most recent semester but who have a cumulative record that meets minimum academic standards will be issued an Academic Warning and strongly advised to consult with their academic advisor and develop a plan to avoid more severe academic consequences. Academic Warning is not noted on the student's transcript.

## **ACADEMIC PROBATION**

Students who fail to achieve minimum academic standards will be placed on academic probation for the next semester in which they are enrolled. Students on Academic Probation must complete several steps prior to the beginning of the next semester of enrollment including completion of an online student success survey and working with an advisor to develop a plan to be more successful. The notation "Probation" will be placed on the student's transcript.

It is the student's responsibility to ensure that the required steps are completed before the first day of classes in the subsequent semester; failure to do so will result in removal from all courses.

## **REPEAT ACADEMIC PROBATION**

Students whose overall GPA and/or earned/attempted ratio is still below the minimum standard but who have shown "significant progress" by earning at least a 2.0 GPA and successfully completing at least 50 percent of attempted credits in their current semester, will be granted another semester on probation. All courses will be considered in the calculations, whether college-level or developmental. The notation "Repeat Probation" will be placed on the student's transcript. The student must again complete several required steps with a student success advisor before the first day of classes in the subsequent semester; failure to do so will result in removal from all courses.

## **ACADEMIC SUSPENSION**

Students who fail to meet minimum academic standards for two consecutive semesters and who do not meet the requirements for Repeat Probation will be suspended for the period of one semester, including any intervening summer and winter sessions. If already registered for courses in the following semester, they will be de-registered. The notation "Suspension" will be placed on the student's transcript.

Students who are academically suspended for a second or subsequent time will be suspended for a full academic year including summer and winter sessions. The notation "Repeat Suspension" will be placed on the student's transcript.

## **COMMITTEE ON ACADEMIC STATUS**

Students who have been academically suspended may request from the Committee on Academic Status permission to enroll while suspended. Procedures and requirements for the request can be obtained from the Office of the Provost. Students are strongly encouraged to appear in person before the committee to present their request, but are not required to do so. If the request is approved, the student will be allowed to enroll pursuant to the conditions determined by the Committee. The decision of the committee is final. Failure to comply with the enrollment conditions may cause the student to be removed from classes and permission to attend revoked.

Students on Repeat Suspension may file a request to enroll only for the second semester of the suspension period.

## **REINSTATEMENT AFTER FIRST ACADEMIC SUSPENSION**

During the first semester of enrollment following suspension must meet with a Student Success Advisor, develop and file a Student Success Assessment and register for classes no later than the day before classes begin for the semester.

## **REINSTATEMENT AFTER REPEAT SUSPENSION**

Students who have been placed on Repeat Suspension will be suspended for a full academic year including summer and winter sessions. To return to the College, students must reapply for admission.



During the first semester of enrollment following Repeat Suspension, students must meet with a Student Success Advisor, develop and file a Student Success Assessment and register for classes no later than the day before classes begin for the semester.

## **RECALCULATION POLICY**

The Recalculation Policy provides students with a one-time opportunity to discount coursework from their cumulative grade point average or their earned/attempted ratio. Its purpose is to help students meet the 2.0 GPA requirements for graduation.

### **ELIGIBILITY**

To be eligible for a recalculation, students must meet ALL of the following criteria:

Student has not previously been granted a recalculation, GPA recalculation, or internal transfer. Student's cumulative GPA or earned/attempted ratio has been below the minimum standard for the two most recent semesters.

Student has changed his/her academic program. Only grades for courses that are not required in the new (current) program will be discounted. Grades of F and WF will automatically be discounted; grades of D-, D, and D+ or grade notations of W, WP, AW, MW, and WP must be requested for discount.

### **PROCEDURE TO DISCOUNT**

Each student must complete a recalculation petition. Grades of D-, D, and D+ or grade notations of W, WP, AW, MW, and WP requested for discount, must be specified on the petition.

The student must submit and discuss the petition with staff in the Student Success and Advisement Services office. Signature of the petition by Student Success and Advisement Services, attests that the student and course work are eligible for discount. Final review and a decision are made by the Dean of Instruction. Recalculation petitions will be processed on an ongoing basis.

Upon approval, the Academic Records Office will discount the grades for the approved course work from the student's academic record.

The recalculation may only be granted once. Student will lose credits toward graduation for the discounted grades of D-, D, and D+. All course work and grades will remain on the student's academic transcript. Transfer schools may recalculate the student's GPA and not discount any course work. This recalculation is void for honors determination.

### **DEAN'S LIST**

At the end of each semester, the provost recognizes students who have demonstrated high academic achievement by naming them to the dean's list. These students must have completed at least 12 GPA credit hours in residence during the semester, or in the case of part-time students, have completed a block of 12 GPA credit hours (e.g. 12, 24, 36, etc.). The student must be matriculated in a program of study and must have achieved a grade point average of 3.5 or better. During the time period upon which the award is based, the student must have earned grades of "C" or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an incomplete will not immediately be eligible for the dean's list, but may petition the provost for consideration after the successful completion of the course. Only courses providing college credit will be included in the calculation of the grade point average.

## **PRESIDENT'S CITATION**

This award will be granted only once to students who are matriculated in a program of study, have completed at least 30 GPA credit hours in residence, and have earned an overall grade point average of 3.8 or better. During the time period upon which the award is based, the student must have earned grades of "C" or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an incomplete grade will not immediately be eligible for the president's citation, but may petition the provost and the president for consideration after the successful completion of the incomplete grade. Only courses providing college credit will be included in the calculation of the grade point average.

## **HONOR SOCIETY**

A chapter of Phi Theta Kappa (PTK), the only international honor society for American community colleges, was established at the College in 1977. The Alpha Gamma Nu chapter has among its goals the promotion of scholarship, the development of leadership, and the cultivation of fellowship among students. Members of the chapter are involved in many projects, including serving in an advisory capacity to the Office of Academic Affairs regarding academic programs. Students currently matriculated in a degree program will be invited into membership of Phi Theta Kappa if they have maintained a cumulative average of at least 3.5 and have completed 15 or more GPA credit hours. PTK members must maintain a GPA of 3.2 in order to maintain membership eligibility. Students must meet these requirements at the time of acceptance.

# ACADEMIC RECORDS

The Office of Academic Records manages the complete academic record for all students, past and present. While the office operates largely behind the scenes, students most typically interact with Academic Records staff for transcript requests, enrollment verifications, and regarding applications for graduation.

Academic Records staff can best be reached at [acadrec@tompkinscortland.edu](mailto:acadrec@tompkinscortland.edu) or by phone at 607.844.6500 (fax: 607.844.6550). Student appointments can also be made if needed.

## ACADEMIC STANDARDS

Tompkins Cortland Community College is committed to high academic standards while offering students every practical opportunity to accomplish their academic goals and succeed in the college program of their choice.

### DIRECTORY INFORMATION AND INFORMATION WITHHOLDING

The Family Educational Rights and Privacy Act of 1974 (FERPA) states that no information will be given out regarding a student's academic record to outside parties unless authorized by the student.

HOWEVER, "*Directory Information*" may be released at the discretion of the Registrar. The Information Withholding Form (pdf) provides more details and a form to request that all "Directory Information" be withheld

## CREDIT FOR EXPERIENTIAL LEARNING

A college degree is awarded after you have completed all of the course requirements for the program in which you are matriculated. Traditionally, credit is received by completing college courses, but sometimes you can receive college credit for life experiences. The college recognizes that college-level learning may occur outside the traditional classroom setting.

For experiential learning to be converted to college credit it must be equivalent to a college-level learning experience. Did you gain from your experiences the same knowledge, content, and outcomes that you would have learned in a course offered at Tompkins Cortland?

If you are seeking course credit via experiential learning, you will need to complete a portfolio to demonstrate their proficiency in the content and outcomes of the course. There is a fee for the portfolio to be reviewed by a qualified Tompkins Cortland faculty member, so you must consult with your advisor or chair of your degree program to determine in advance whether a portfolio review may be available for the course being sought. If a CLEP exam is available for the course, CLEP exams in which an established minimum score is met can also be accepted by having a score report sent to Tompkins Cortland.

Please note that credit awarded by portfolio assessment or by CLEP exam is typically not directly transferable and would instead be evaluated independently by the transfer college.

If you have further questions about the process for seeking experiential learning credit may contact the Academic Records office.

Academic Records Office

Phone: 607.844.6500

Fax: 607.844.6550

[acadrec@tompkinscortland.edu](mailto:acadrec@tompkinscortland.edu)

## COMMENCEMENT

### GENERAL INFORMATION FOR STUDENTS PLANNING TO GRADUATE

Students must **apply to graduate** in the semester prior to completing their program requirements.

For instance, a student planning to graduate in May must apply to graduate by the deadline set in the fall semester. *Even if a student does not plan to participate in the commencement ceremony, they must still apply to graduate.*

After a student submits their application to graduate, the Office of Academic Records will begin a review of degree progress.

The status of the graduation application and degree audit can be checked in DegreeWorks, or under the Planning tab in Self-Service (previously *myINFO*). An alert is sent to students once the official degree audit has been completed by the office of Academic Records.

### DECEMBER GRADUATES

The College holds two ceremonies each year to honor graduating students. The December Graduates Recognition Ceremony is an opportunity to pay tribute to those completing their degrees after the fall semester. The December ceremony is smaller and less formal than Commencement in May, but it is still full of excitement and pride in the accomplishments of our students and their families. Students that graduate in December are invited to come back and participate in the May Commencement Ceremony.

# STATEMENT OF ACADEMIC INTEGRITY POLICY

## CLASSROOM BEHAVIOR

Tompkins Cortland values every student's right to learn and each faculty member's right to teach in an uninterrupted environment. To foster that environment, proper etiquette in the classroom is essential. The instructor has the right and responsibility to take appropriate action when a student's behavior interrupts another student's right to learn. Each individual course outline will establish both the classroom behavioral and academic integrity expectations from the instructor.

Disruptions to classroom behavioral expectations may include, but are not limited to interruptions through use of cell phones or other electronic devices, video/audio recording or classes including any such recording of events taking place in class, not necessarily limited to course lectures, unnecessary or boisterous talking during lecture and exam sessions, arriving to class late or leaving a class early, inappropriate language and tone. Instructors may remove a student for the class session for such disruptive behavior, any may begin disciplinary proceedings in accordance with the Tompkins Cortland Non-Academic Code of Conduct.

## STATEMENT OF ACADEMIC INTEGRITY POLICY

All students at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of their academic work: 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.

Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source by such means as a footnote. Our guiding principle is that any honest evaluation of a student's performance must be based on that student's work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own — such as cheating on a test, submitting for credit a paper written by another person, or forging an advisor's signature — is intellectually dishonest and may result in sanctions and/or penalties.

Our Library has created a repository of resources on the topic of Academic Integrity, which can be found here:

**[Plagiarism and Academic Integrity Resources for Faculty.](#)**

**[Plagiarism and Academic Integrity Resources for students.](#)**

Several degree programs offer student learning opportunities (such as internships, field work, and clinical experiences) outside the standard classroom setting. As part of the learning process, students must understand and engage in conduct that adheres to principles guiding employment within the professional workplace. These behaviors include, but are not limited to, academic integrity, accountability, reliability, respect, use of appropriate language and dress, civility, professional ethics, honesty, and trustworthiness. Disciplinary action may be initiated for inappropriate conduct occurring while participating in any course-related project or event.

# STUDENT RIGHTS AND RESPONSIBILITIES

## INTRODUCTION

Tompkins Cortland Community College is committed to developing and sustaining an environment where all students feel safe and empowered to pursue and achieve their academic goals. That can only happen in learning and living environments that are open atmospheres for the search for knowledge and truth, critical thinking and personal growth.

We are committed to you as a whole person – both inside and outside the classroom. This means we seek to support your social, emotional, physical and intellectual development in all of our learning and living environments. We encourage you to participate in the broad array of programs available to you and to actively reflect on what it means to be part of the Tompkins Cortland community. “...Everyone at Tompkins Cortland – faculty, staff and students – assumes an obligation to conduct themselves in a manner compatible with the functions of the College as an educational institution and to abide to all local, state, and federal laws.

All conduct that interferes with the educational function of the College will result in disciplinary action and will be confronted and addressed in a positive, straightforward manner.

The College recognizes and understands the proliferation of electronic devices generally and students’ regular use of these devices. The College does not discourage use of such devices, consistent with its policies. Additionally, it is the policy of the College to expect students to use such devices in a manner which respects the rights and privacy of other students, faculty, staff and visitors. Tompkins Cortland further expects students not to interfere with law enforcement activities including through video/audio recording.

Individuals and organizations should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the community that in their public expressions or demonstrations, individuals or organizations speak only for themselves, not the College.

Generally, student conduct will refer to that which occurs on-campus or at College-sponsored events and activities. However, jurisdiction and discipline may also be applied, at the discretion of the College, for conduct that occurs off-campus and that adversely affects the College, the College community, or the interests and mission of the College.

In civil or criminal cases the College will cooperate with both the civil authorities and the student defendant regarding background information for the particular case in question. Should students charged with a violation of the law request assistance from the College, a representative from the Dean of Student Life office will advise them and offer the appropriate help. However, no attempt will be made to isolate students from the legal consequences of their actions.

As fully engaged members of the College community, Tompkins Cortland students pride themselves in setting a standard of conduct that makes the campus a welcome, dynamic environment. The rights and responsibilities of our students are explained in detail in the College's Student Rights and Responsibilities, which covers such topics as Student Email Accounts, Human Rights, the Family Educational Rights and Privacy Act (FERPA), Policy on HIV and AIDS, Grievance and Conduct Violation Policies, Academic Policies and Regulations, and Non-Academic Policies and Regulation. The full contents are listed to the left.

## **HELPFUL LINKS**

**[Student Rights and Responsibilities main page](#)**

### **GENERAL**

**[Student Email Accounts](#)**

**[Human Rights](#)**

**[Family Educational Rights and Privacy Act \(FERPA\)](#)**

**[Policy on HIV and AIDS](#)**

**[Grievance and Conduct Violation Policies Overview](#)**

**[Contact Information](#)**

### **ACADEMIC POLICIES AND REGULATIONS**

**[Statement of Academic Integrity Policy](#)**

**[Violation of Academic Integrity Policy](#)**

**[Attendance Policy](#)**

**[Classroom Behavior](#)**

**[Grade Challenge](#)**

**[Disability-Related Accommodation](#)**

**[Computer Resources Use Protocol](#)**

### **NON-ACADEMIC POLICIES AND REGULATIONS**

**[Non-Academic Code of Conduct](#)**

**[Non-Academic Code of Conduct Violation Hearing Process](#)**

**[Policy Against Discrimination and Harassment](#)**

**[Other Student Grievances](#)**

**[Weapons on Campus](#)**

**[Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs](#)**

**[Hazing Prevention](#)**

**[Bias Crimes Prevention](#)**

**[Sexual Assault, Dating Violence, Domestic Violence and Stalking Prevention](#)**

**[Maintenance of Order Policy](#)**

**[Student Bill of Rights](#)**

# STUDENT SUCCESS:

## ADVISING, CAREER, AND TRANSFER

We are located in room 101, the Enrollment Services Center.

### OUR MISSION:

**Student Success** assists students develop and achieve their academic, career, and transfer goals. We foster student development, success, and retention by helping students navigate college transitions and academic decision-making.

### OUR SERVICES

#### ADVISING

##### **Advisement**

#### NEW STUDENTS

##### **Placement Testing**

##### **START SESSIONS**

#### CONTINUING STUDENTS

Change your degree program

Academic Advisor Assignments

##### **Academic Recovery**

Advisement drop-ins available daily

Appointments upon request

##### **Pathways Scholarship**

#### CAREER SERVICES

Career Assessments including **Career Coach**, Strong Interest Inventory, and Clifton Strengths.

Schedule Appointments for job search, resume, cover letter, and interview skills.

#### TRANSFER SERVICES

Schedule an appointment to discuss transfer pathways, your applications, and paying for your degree.

**Satellite office for SUNY Cortland transfer advisor.**

Contact us at [Student Success](#). You may also schedule appointments through Starfish.



# NEW STUDENT ORIENTATION

## MAKING CONNECTIONS FOR SUCCESS

Your Orientation is just the beginning! Attending Welcome Week is integral to your success as a student, and the Welcome Week activities are designed to help you “get connected” to Tompkins Cortland. New students are required to attend many Welcome Week events. During Welcome Week you will get the information you need and connect with the people at the College who can help you succeed. Welcome Week will also help you understand the beliefs and skills necessary for college success. You will have the opportunity to meet faculty in your academic program and to learn what they expect in the classroom.

Details of Orientation can be found on the [Orientation Schedule](#) page. Please refer to the materials you received at Orientation to make sure you are prepared for the start of classes.

If you have questions about Orientation or Welcome Week, or need more information, please email [orientation@tompkinscortland.edu](mailto:orientation@tompkinscortland.edu) or call 607.844.6580.

# CAREER SERVICES

Career Services is located in room 101. We are a part of Student Success: Advising, Career, and Transfer Services Office. We are a team of professional advisors, and career professionals. Whether it's helping you determine your academic major, your future career path, or editing your resume and assisting you with your job search, we are here to help you!

## VISIT US FOR:

Career exploration

Creating and editing your resume

Searching for jobs and internships

Practicing your interview skills

Taking a career assessment

## APPOINTMENTS

Current students and alumni can make individual appointments to fit their schedule. You can schedule an appointment for 30 minutes or up to 1 hour with an advisor, career professional, and/or a peer career coach.

### SCHEDULING

Virtual Walk-In Wednesdays: 9 a.m. - 2 p.m. **Meet** with an online career professional for real time answers to your questions.

Phone and Online Video Chat Appointments: To schedule an appointment **sign into Starfish**, choose a career professional you'd like to work with, and sign up on their schedule.

## HANDSHAKE

*Handshake* is a widely-used recruiting platform that connects TC3 students to employers, opportunities, and career resources. Find jobs, internships, apprenticeships, career events, interview sign-ups, on-campus recruiting opportunities, and more. *Handshake* is available to all Tompkins Cortland Community College students and alumni. Sign up today with your TC3 email address at <https://tccc.joinhandshake.com/login>. Questions about *Handshake* can be sent to Dara Riegel, Assistant Director of Employer Relations and Experiential Learning, [DR087@tompkinscortland.edu](mailto:DR087@tompkinscortland.edu).

**Handshake Student User Guide (pdf)**

**Student Handshake Recruiting Policies (pdf)**

## CAREER TEAM MEMBERS HERE TO ASSIST YOU:

Hal Pietros-Brown

Coordinator of Career Development

Professional and Student Success Advisor

Email: [hfb@tompkinscortland.edu](mailto:hfb@tompkinscortland.edu)

**[Schedule an Appointment](#)**

Call Us: Our office phone number is 607.844.8222 Ext. 4521. Leave a message and we'll get back to you as soon as possible.

## CAREER CENTER RESOURCES

You are invited to use our office resources! We have:

Computer Work Stations

**Resume, Interview, and Cover Letter Guides**

**Resume Templates**

**List of Job Search Websites**

Career and Transfer Advisors

## HELPFUL LINKS

**Schedule Appointment**

**Guides and Templates**

**Career Exploration**

**Career Coach**

**Handshake**

**Employment Websites**

**For Employers**

## ADULT LEARNING

We get it. We know the challenges adults face when going to school. From working parents to military veterans, returning students, transfer students, and first-time students, we've seen it all. We have over 50 years of experience serving adult students, and that experience matters. Your experience does, too. Adults contribute to our classrooms and enrich our community. We want you here. You don't make the decision to invest your time and money lightly, so we make affordability, flexibility, and accessibility a priority. You have the drive to reach higher, and we have the resources and services to help you succeed.

As an adult student looking to enroll at the College, know that we offer flexible and convenient programs to fit your busy schedule. **Microcredentials** offer a fast track to specific, in-demand skills. You can earn a valuable career credential upon completion, and courses can also be applied to an existing degree or certificate program if you want to continue on. Fifteen of our **degrees** and certificates can be completed fully **online** with many others offered half or more online. In-person alternatives in the afternoon and evening are available, too. Contact Julie Partigianoni, Adult Student Admission Advisor for more information at [jlp037@tompkinscortland.edu](mailto:jlp037@tompkinscortland.edu).

Interested in non-credit options? We also offer professional development and workforce training opportunities through our **BIZ** department. With over 40 degree programs and a growing list of certificates and microcredentials, you're sure to find a fit with us. It all starts with a conversation.

# LIBRARY

Our Library is on the second floor of the main building in Dryden and **online**. We offer a variety of services to support students, staff, and community members. This includes in-person and online assistance.

## LIBRARY QUICK LINKS

[Ask a Librarian!](#)

[Ask the Library Service Desk](#)

[Library FAQs](#)

[Citation Help: APA | MLA](#)

[Gale Ebooks/Gale Virtual Reference Library](#)

[Textbooks & Course Reserves](#)

[Community Library Services](#)

[Library Hours](#)

[Contact Us](#)

## SOME ADDITIONAL LIBRARY SERVICES

**Book Return Shipping Label** - Have books or DVDs to return? Can't make it to campus? Mail them to us, using our prepaid shipping label.

**College Archives** - Yearbooks, news clippings, student publications, photographs, interviews, recordings, artifacts and more about TC3 and its history.

**Feedback** - Did you get good help and want to let us know? Did something happen that gave you concern? Do you have a suggestion to make? Do you have a question to ask? Let us know!

**Gadgets and Gear** - Headphones, calculators, flashdrives, earbuds, earplugs, and more. Available at the Service Desk.

**Library Account** - See what you have checked out. Extend your due dates and check your requests. **Sign in** to your account. Get **more information**.

**Off Campus Students** - If you are taking TC3 classes online, at your high school, or at the Cortland or Ithaca extension centers and don't come to campus, you are still welcome to use our Library.

**Policies** - What can I borrow? For how long? Can community members use the library?

**Printing, Copying, Scanning** - Where are the printers? Where can I make copies? What about color copies? Do you have a scanner? **Answers to Frequently Asked Questions**.

**Professional Development Resources** - Suggestions for free and low-cost professional development resources for TC3 staff and faculty. Some sites may require free registration.

**Purchase Requests** - Something you think the Library should own? **Let a librarian know.**

**Quiet Zones** - Looking for a quiet place to work? Try the back of the Library on the second floor, or go "under the stairs" (in the Access & Equity area) on the first floor.

**Research Help** - Have an assignment that requires sources? Curious about something? Need more information? Are you a teacher looking for materials? Librarians are here to help you.

**Study Rooms** - Want to work with a group? We have six group study rooms for academic use. **See what rooms are available.** Borrow a key from the Service Desk.

**Tech Support** - For help with myTC3, campus Wi-Fi, web courses and TC3 email. Room 208. Telephone (607) 844-8222, ext 4550. Email [help@tompkinscortland.on.spiceworks.com](mailto:help@tompkinscortland.on.spiceworks.com)

# TUTORING

## GENERAL INFORMATION

USING THE COLLEGE'S TUTORING SERVICES IS EASY!

Drop-in tutoring in-person takes place on the 2nd Floor of Baker Commons in the main Tutoring Center as well as in Lab132 (for digital media/art). It is also **available online** on a drop-in basis. Any questions can be directed to Scott Bennett at [smb066@tompkinscortland.edu](mailto:smb066@tompkinscortland.edu) or 607.844.8222, Ext. 4416.

Watch this **Baker Center for Learning Online Tutoring video for utilizing Microsoft Teams**

Check the Tutoring Schedule [link](#) to verify that there is a tutor available as we do not offer tutoring for every course.

If you have any questions, please contact **Scott Bennett**.

WHAT DOES IT COST?

Tutoring is free to current Tompkins Cortland Community College students on a drop-in, first-come, first-served basis. We do ask students to sign in (and out) so that we can keep data on our services to receive some state funding.

WHAT DO I NEED TO DO?

Come Prepared: Before asking for help, spend some time with your work so that you have a better sense of what you need help with. Bring a copy of your assignment with you.

Take an active role. Don't expect to sit back and "leave the driving to us." You will learn more when you are an active participant so let us guide you and not drive you.

Be patient and respectful toward the tutors and students. We will try to help everyone as efficiently as possible, but at times, you might have to wait a few minutes. Try to plan enough time in your schedule.

# ACCESS AND EQUITY

Tompkins Cortland Community College is committed to providing equal access for all qualified individuals to its programs and educational opportunities.

It is the College's policy to provide, on an individual basis, academic adjustments to its requirements for students who have disabilities that may affect their ability to fully participate in program or course activities or to meet course requirements as well as nonacademic program or activity requirements, including, but not limited to clubs, residence life and meal plans, and athletics. Modifications may include, but are not limited to: testing or classroom modifications, modifications to policies and practices in academic and student activities, and use of auxiliary aids or services. Baker Center for Learning (BCL) staff members are available to work with students with physical, learning, psychological, medical, or other disabilities to help them better understand the nature of their disability, develop self-advocacy skills, and to determine appropriate access plans.

To receive academic adjustments, students must identify a disability that impacts their ability to access the academic environment, provide documentation of the disability, and work with BCL personnel and classroom faculty and/or other Tompkins Cortland staff to develop and implement an appropriate plan for access. All specific information provided concerning a disability is confidential and is released only with the student's consent.

A person with a disability is "any person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a history of such an impairment, or (3) is regarded as having such an impairment. Substantial impairment means that an individual cannot perform the life activity at all, or that he or she is limited in the condition, manner, or duration of the activity. Major life activities include, but are not limited to, walking, seeing, breathing, learning, working or performing manual tasks."

For further information, or to identify a disability, students should contact:

**Karen Rachetta**

**Coordinator of Access and Equity Services**

Room 130

Phone: 607.844.8222, Ext. 4420

[kr072@tompkinscortland.edu](mailto:kr072@tompkinscortland.edu); [BakerCenter@tompkinscortland.edu](mailto:BakerCenter@tompkinscortland.edu)

***A note about the term "reasonable accommodations," which has been widely used in postsecondary education. "Reasonable accommodations" is a term that is not found in Section 504 Subpart E (Postsecondary Education) but is found in Subpart B (Employment). At Tompkins Cortland, we have eliminated that term in favor of the terminology in Subpart E – "academic adjustments." "Academic Adjustments" are modifications (to policies and practices) and auxiliary aids and/or services (such as captioning, interpreters, use of a recorder or smart pen, etc.).***

## **HELPFUL LINKS**

**[Academic Adjustments](#)**

**[Access and Equity](#)**

**[Assistive Technology](#)**

**[Documentation Guidelines](#)**

**[Emergency Evacuation Procedures for Persons with Disabilities](#)**

**[Financial Aid](#)**

**[National Voter Registration Act \(NVRA\)](#)**

**[Policies and Procedures](#)**

**[Transitioning from High School to College](#)**

**[Wounded Warriors](#)**



# RESIDENCE LIFE

## WELCOME HOME!

We've had housing longer, and we do it better. With four student-occupied residence halls and all the amenities of a fully functional residential campus, you'll find a home in our fun, vibrant, supportive program. At Tompkins Cortland you'll experience college life as it is meant to be and build friendships that last a lifetime.

## OUR SAFE COMMUNITY

A three-minute walk to class

Single bedrooms for each student; kitchen, bathroom and common room are shared with suitemates

Experienced Resident Directors and student Resident Assistants are a part of the community, even on nights and weekends

24/7 emergency response

Campus Police Officers who understand college students and our campus community

## OUR VIBRANT CAMPUS

Engaging events for students happening every week

Regular van trips to the local grocery store

WiFi and laundry are included in your housing costs

Every apartment has a full kitchen, including a full-sized refrigerator, stove, and oven

Various housing options are available, including Quiet Living and Gender-Inclusive apartments

You'll find a welcoming, diverse, and vibrant home here

## OFFICE OF RESIDENCE LIFE

[residencelife@tompkinscortland.edu](mailto:residencelife@tompkinscortland.edu)

607.844.6589

24 Farview Drive

Dryden, NY 13053

## HELPFUL LINKS

[Apply for Housing](#)

[FAQs](#)

[Housing Supply List](#)

[Off-Campus Housing](#)

**Report a Residence Hall Incident**

**Resident Assistant Position**

**Residence Hall Mailing Addresses**

**Residence Life Staff**

**Special Housing or Dining Requests**

**Themed and Special Housing**

# DINING

## PANTHER DINING

Choose from numerous specialty food stations and menus updated daily. We serve breakfast, lunch, and dinner.

Food service on campus is provided by American Dining Creations. The TC3 Eatery accepts cash and credit cards in addition to student meal plans and Panther Dollars.

Please be sure to **view our weekly menu** options.

Dining Service are available weekdays for breakfast, lunch, and dinner. Brunch is available on Saturday and Sunday.

See link for the most up to date information on dining hours: <https://www.tompkinscortland.edu/campus-life/dining>

## MEAL PLANS

Students living in TC3 residence halls **MUST sign up for a meal plan**. Commuter students wanting to purchase a meal plan should contact [RegBilling@tompkinscortland.edu](mailto:RegBilling@tompkinscortland.edu).

Meal Plan options are shown below. Prices are decided annually, please see link for the most up to date information on pricing.

<https://www.tompkinscortland.edu/campus-life/dining>

**17 meals per week - Required for Student Residents**

**10 meals per week – COMMUTER ONLY**

**5 meals per week – COMMUTER ONLY**

**MEAL PLAN FORMS**

# ATHLETICS

As members of the NJCAA, The Panthers compete in Region III and the Mid-State Athletic Conference. In addition to numerous National, Regional and Conference Championships for TC3 teams, our student athletes continually perform at the highest level athletically and academically.

Helpful Links:

[Athletics Homepage](#)

[Prospective Athlete Information](#)

[Staff Directory](#)

[Panthers Hall of Fame](#)

# RECREATION – FITNESS – POOL

With one of the most robust recreation and fitness programs in the SUNY system, TC3 offers student, staff and community members a wide variety of opportunities to socialize, improve fitness and health, and participate in individual and team-based activities.

Helpful Links:

[Campus Recreation](#)

[Fitness Center and Exercise Classes](#)

[Swimming Pool](#)

# HEALTH AND WELLNESS SERVICES

Tompkins Cortland Health and Wellness Services provides integrated services and programs to promote inclusive individual and community well-being. We offer five distinct areas devoted to students: the Health Center, Mental Health Counseling, the Collegiate Recovery Program, Health Education and Alcohol and Drug Prevention programs, and the on-campus Panther Pantry.

## HELPFUL LINKS

[Health Center](#)

[Mental Health Counseling](#)

[Collegiate Recovery Program](#)

[Alcohol and Drug Prevention Programs](#)

[On-Campus Panther Pantry](#)

[Campus and Community Resources](#)

## COVID-19 RESOURCES

COVID vaccines are not required, but are encouraged. COVID tests are available in the Health Center. The College continues to work with various agencies to insure the safety of our campus community. The **Tompkins County Health Department** is the lead local agency, while the **Centers for Disease Control** is the managing agency for the United States. These two agencies will provide the best and most current information on the virus nationally and locally.

Additional information about public health guidelines related to the virus can be found online:

- [World Health Organization \(WHO\) information about Coronavirus](#)
- [US Centers for Disease Control and Prevention \(CDC\) Situation Summary](#)
- [Tompkins County Health Department](#)

## HEALTH AND WELLNESS SERVICES

Health Center Phone: 607.844.8222, Ext.4487

Email the [Health Center](#)

Mental Health Counseling Phone: 607.844.6577

Email [Mental Health Counseling](#)

Tompkins Cortland Community College

Attn: Health and Wellness Services

170 North St.

Dryden, NY 13053

Fax: 607.844.6533

[Notice of Privacy Practices](#)

## **RESOURCES**

### **Emergencies**

For a medical emergency **DIAL 911**

For a mental health emergency **DIAL 607.272.1838**

### **Non-emergency on-campus contacts**

To schedule a health appointment call **607.844.8222, Ext. 4487**

To schedule a counseling appointment call **607.844.6577**

For general questions including immunizations **607.844.8222, Ext. 4487**

To schedule an appointment with the Options Program **607.844.8222, Ext. 4487**

For student support from the Recovery Program | Contact Coordinator **Ashley Dickson**

### **Additional State and Local Crisis Resources**

New York State Office of Mental Health Support Line call **1.844.863.9314**

SUNY Crisis Text Line text **"GOT5"** to **741.74.741**

SUNY Middle Earth Peer-to-Peer Assistance Hotline call **518.442.5777**

Advocacy Center 24-Hour Hotline call **607.277.5000**

Aid to Victims of Violence 24-Hour Hotline call **607.756.6363**

# DIVERSITY EDUCATION AND SUPPORT SERVICES

## WELCOME TO THE OFFICE OF DIVERSITY EDUCATION AND SUPPORT SERVICES!

Learning about other people can be fun, enjoyable, exciting and interesting. We can learn about each other and what makes us different and have those same things bring us closer together. There is diversity inside all of us ... look inside!

Seth A. Thompson  
Director  
Office of Diversity Education and Support Services

## MISSION STATEMENT

The Office of Diversity Education and Support Services (ODESS) envisions a positive and inclusive campus community where underrepresented student groups achieve equity in every respect and have full access to academic success and personal development. ODESS operates in partnership with other college departments to acknowledge the value of diversity by providing all students quality cross cultural programs, needed services, and engaging leadership development opportunities.

## DIVERSITY EDUCATION AND LEADERSHIP TRAINING

Staff members from the Office of Diversity Education and Support Services serve as facilitators for presenting workshops in classrooms, residence halls, and for student organizations. Please complete the [Diversity Workshop Request Form](#) to request a diversity workshop.

## SCHEDULING A CLASSROOM DIVERSITY WORKSHOP

To request a workshop in your office or class fill out the [request form](#) including the type of workshop.

## SUCCESS PROGRAMS

[ODESS HOME](#) | [DIVERSITY AND EQUITY ACTION COUNCIL](#) | [PEER EDUCATOR PROGRAM](#) | [LEADERSHIP PROGRAMS](#) | [REPORTS](#) | [STAFF](#)

## EOP

The SUNY Educational Opportunity Program (EOP) at Tompkins Cortland specializes in assisting economically and academically disadvantaged students that show promise to succeed in college. The program is designed to help the student acclimate to the college's social and cultural environment through mentorship, financial support and academic support counseling.

### Requirements to Apply

First-time college student

(Transfer students who previously attended another institution are eligible if they were enrolled in a similar post-secondary opportunity program)

New York resident for 12 months prior to enrollment

Must be economically disadvantaged as determined by the State established criteria for the Educational Opportunity Program.

High School GPA of a 70 - 86

### **Benefits of Joining**

Three-week summer pre-semester program

Academic and social support system, and leadership development

Earn a \$100 book stipend in the fall and spring

### **Requirements of the Program**

Arrive in August for an intensive 3-week long pre-semester program

Participate in all program-based meetings, workshops, activities and certifications

### **APPLY Today!**

Applications can be submitted anytime, but materials received by April 30 will receive priority review.

### **EOP Interest Form**

### **EOP Application**

## **LSAMP**

The Louis Stokes Alliance for Minority Participation (LSAMP) Program is dedicated to increasing the number of STEM associate degrees awarded to populations historically underrepresented in these disciplines.

### **Requirements to Apply**

Undergraduate first-year student or new transfer student

Underrepresented minority as described by the LSAMP program description (African American, Hispanic, American Indian, Alaskan Native, Native Hawaiian, Native Pacific Islander)

A U.S. citizen, U.S. national, or permanent resident of the U.S.

Enrolled in an undergraduate major in a STEM discipline

High School GPA of a 70 or higher

### **Benefits of Joining**

Three-week summer pre-semester program

Annual research and project opportunities

Access to research and project funding

Field activities/social events



Assigned a Faculty Mentor

Earn a \$300 stipend during the summer institute

### **Requirements of the Program**

Arrive in August for an intensive 3-week long pre-semester program

Participate in all program-based meetings, workshops, activities and certifications

### **APPLY Today!**

Application materials received by April 30 will receive priority review.

**LSAMP Interest Form**

**LSAMP Application**

## **HELPFUL LINKS**

**Diversity and Equity Action Council**

**Success Programs**

**Peer Educator Program**

**Leadership Programs**

**Reports**

**Staff**

# STUDENT ACTIVITIES

## THE HUB OF STUDENT LEADERSHIP

The Office of Student Activities is located in the Student Center: the hub of student leadership on campus and home to the Student Government Association office, the Leadership Lounge, the Interfaith Room, the Family Room, and general use space for all students.

Staff in student activities provide leadership opportunities and leadership training for all students, coordinate **Panther Pride** events, and provide and encourage participation in volunteer and civic engagement programs.

Student Activities staff also provide event management support for programming from on and off campus organizations and serve as advisors for the **Student Government Association** (SGA).

## CAMPUS GROUPS: THE HOME FOR STUDENT ACTIVITIES

Campus Groups lets you know what activities are scheduled for the year and allows you to register for events or attend virtual activities. Look for emails that tell you to sign up for updates, too!

### Campus Groups Tutorial

#### Introducing Campus Groups

#### Co-Curricular Transcript on Campus Groups

#### Five things to do to get started on CampusGroups

#### Get Started: User Guide (PDF)

#### How to change my profile picture

#### Organizations/Groups

#### Group Officer Overview

#### Get Started: Group Officer Guide (PDF)

#### How to register a new group as a student

#### How to sign up for a group

#### How to leave a group

#### How to submit an event as a group member

Have questions? Contact Student Activities at 607.844.8211, Ext. 4442.

## **HELPFUL LINKS**

**[Clubs and Organizations](#)**

**[Co-Curricular Transcript](#)**

**[National Society of Leadership and Success](#)**

**[New Student Orientation](#)**

**[Student Government Association](#)**

**[Staff](#)**

# CHILD CARE

Tompkins Cortland Community College offers child care services on campus at The Arthur Kuckes Childcare Center. The center is a licensed, not-for-profit child care facility providing services to children of college students, faculty, staff and as space permits, members of the community. The Center provides care from six weeks through pre-kindergarten. Students have first priority, and a sliding fee scale is offered to students to help with the cost of child care. The Center also participates in the New York State Child Card Assistance program.

The Centers are open Monday through Friday from 8 a.m. - 4 p.m. with before- and after-care available for an additional fee 7:30 - 8 a.m. and 4 - 5 p.m.

## OUR MISSION

To provide child care services to the College campus and the local community in a safe and nurturing environment which promotes the social, emotional, physical, language, and cognitive development of children.

## PROGRAMS AVAILABLE

Infant program 6 weeks - 18 months

Toddler program 18 - 36 months

Preschool program

## REGISTRATION

Early registration is essential to reserve a place for your child. You will receive a registration packet which will include general information, a confidential income statement and a medical form. A nonrefundable \$50 registration fee will be billed to you through our online tuition system once you are offered and have accepted a spot in our program.

Preference is given to children of students and those children requiring full-time care.

## APPLICATION

### Family Handbook

### Application

For more information on Child Care or to ask questions about the application process, please contact the Center Director, **Casey Goodwin**, at 607.844.8222, Ext. 4477.

**Completed applications can be returned via mail, fax, or email:**

**Mail:** Tompkins Cortland Community College

P.O. Box 139, 170 North Street

Dryden, NY 13053-0139

**Fax:** 607.844.6547

**Email:** Casey Goodwin at [cg069@tompkinscortland.edu](mailto:cg069@tompkinscortland.edu)

Quality Stars New York 4 Star Center

The Center is participating in QUALITYstarsNY rating and improvement system for early childhood programs and is currently a 4 star center.

# CAMPUS TECHNOLOGY

## WELCOME!

Welcome students, faculty and staff. This site will provide you with information and links for all of the computer and technology services on campus.

Please use the links on the right to get connected to myTC3, a portal containing access to myINFO, myMAIL, Web Courses (Blackboard), TC3 Card, and much more. In addition, there is information about wireless access on campus, technology requirements in residence life, and opportunities for purchasing discounted software.

## NEED HELP?

Submit a ticket using our [portal](#).

## FEEDBACK

TC3 strives to provide secure and easy access to your information via our systems and technology. The College has received awards from the Digital Community College Survey for three consecutive years for providing a high level of service using information technology. TC3 was honored with the Best of NY award for 2008 in recognition of our mobile initiative.

We welcome your feedback and suggestions. Please email [Campus Technology](#) and we will be sure to get back to you.

## HELPFUL LINKS

[Campus Tech Forms](#)

[Faculty and Staff Email](#)

[My TC3](#)

[New User](#)

[Phones and Mobile Devices](#)

[Purchase Discounted Software](#)

[Resident Life Technology](#)

[Student Computer Recommendations](#)

[Technology Support](#)

[Training Resources](#)

[Wireless Access](#)

# BUDGET AND FINANCE

The Budget and Finance Office provides services directly to students and other college departments. A positive, customer service attitude is critical to creating an environment that supports student learning. Responsible for all financial transactions, the Budget and Finance Department facilitates all matters relating to the allocation and use of College resources. The Budget and Finance Department also facilitates the preparation and administration of the College budget, supporting departmental planning and structure.

They can be found [online here](#).

# HUMAN RESOURCES

## WELCOME TO THE HR DEPARTMENT!

The Human Resources Department can be found online by [visiting this link](#).

## MISSION STATEMENT

To promote fair and respectful treatment of employees through the implementation and administration of comprehensive human resources policies and benefit programs that comply with federal and state regulations and encourage the on-going development of faculty and staff.



# INSTITUTIONAL RESEARCH

The Institutional Research Department can be found online by [visiting this link](#).

## OUR MISSION

The Institutional Research Department (IR) provides quantitative and qualitative data support to facilitate college decision-making, planning and assessment. The department ensures compliance with state and federal data requirements, and supports faculty and staff efforts to document and improve student learning.

# CAMPUS POLICE

Tompkins Cortland Community College is committed to creating an environment for student success and learning for all. To that end, the College has devoted resources to allow that environment to grow and prosper in a safe and secure setting. Your Campus Police are proud to be a campus partner supporting student success.

*We are reachable 24 hours a day, seven days a week. To contact us, dial **607.844.6511**, or **Ext.6511** from any campus phone. **For emergencies, dial 911**, and the 911 Center will immediately dispatch us along with other needed agencies to help with the emergency.*

## CAMPUS POLICE ON FACEBOOK

We invite you to become a fan of our official page, [Tompkins Cortland Campus Police.](#)

## WHAT IS AN EMERGENCY?

An emergency is any situation that requires an immediate law enforcement, fire, or medical response to preserve life or property.

### THESE INCLUDE:

Serious illness or injury

Fires

Assault or immediate danger of assault

Fight

Violent or criminal behavior

Explosions

Situation involving weapons

Chemical spill

Someone choking or drowning

Loss of consciousness

Any other serious threat to the health and safety of you or another person

Your campus police staff includes sworn, armed officers pursuant to New York State Criminal Procedure Law, section 2.10(78). The officers have full authority to make arrests and/or referrals to the local criminal courts or the campus judicial administrator. These officers are highly trained officers who have either completed the rigorous six month NYS Municipal Police Training Council's academy, or are already NYS Certified police officers.

## **HELPFUL LINKS**

[Campus Policies](#)

[Public Crime and Fire Log/Crime Alerts](#)

[Emergency Readiness and Response Guide \(pdf\)](#)

[Campus Safety Advisory Committee](#)

[Other Agencies](#)

[Parking and Traffic](#)

[Services](#)

[Staff](#)

[Report an Incident](#)

[Weather Emergencies](#)

## **SAFETY TAKEN SERIOUSLY**

Campus police staff will aim to protect the rights of all individuals to live, learn, work, and visit our campus. The Campus Police staff is committed to providing the highest quality services for our community by embracing the core values of truth, respect, excellence, teamwork, and integrity.

The potential for problems is reduced when students follow sound safety-oriented practices. While the residence halls may quickly feel like home, you have to remember they are not. Each of you must assume the responsibility for your own personal safety and the security of personal belongings by taking simple, common sense precautions. Simply put: lock up your valuables - ALWAYS. Lock your bedroom and your apartment door. Remind your apartment mates to lock the apartment door, too.

Everybody who violates the law on campus is subject to arrest and prosecution regardless of their status. Students, staff, and faculty who violate the law on campus may not only be subject to criminal prosecution, but also to the campus judicial process if the conduct leading to the arrest also constitutes a violation of campus regulations. We also patrol the roads on and adjacent to the campus and issue traffic tickets if warranted.

Throughout your time here, you will see Campus Police staff throughout our beautiful campus. We are in the residence halls every day and even have a satellite office in the Tompkins and Cortland Hall connection. All your campus police are, by nature, very outgoing and personable. Feel free to interact with them and do not hesitate to use them as a learning reference should you have questions.

# GLOBAL INITIATIVES

The office of Global Education and Initiatives [homepage can be found here](#).

## OUR MISSION | TRANSFORMATIVE EXPERIENCES AND COLLABORATION

The Office of Global Initiatives creates, encourages, and maintains global learning opportunities that prepare and empower students to become engaged citizens of a diverse world. We support these transformative experiences through our curriculum, our student services, and our external partnerships and exchanges.

## THE INTERSECTION OF LOCAL AND GLOBAL

The Global Initiatives office aims to deliver exceptional global experiences for everyone, including:

TC3 STUDENTS via a dynamic selection of study abroad offerings as well as support in accessing them and other study abroad programs offered by other SUNY campuses. Global initiatives also develops and supports curricular internationalization and a diversity of programming and celebrations across campus.

INTERNATIONAL STUDENTS benefit from the opportunity to enroll in any of our degree programs, Microcredentials, and ESL classes. They will find compassionate support in the Global Initiatives office for their F-1 visa needs, plus assistance in adjusting to U.S. culture and systems as well as a sense of community with others on campus. We do this via orientations, trainings, off-campus excursions and programs designed to meet the unique needs and requests of international students. For those coming from our international partner universities, there are even more advantages to attending TC3. (see below)

INTERNATIONAL UNIVERSITIES AND INSTITUTIONS which are seeking opportunities for their students, faculty and staff, including academic degree and credential programs, ESL, cross-cultural trainings, virtual educational exchanges, and more. Our Global Connections program has been in existence for over 25 years, and allows students from our university partners to get a U.S. college experience by earning an Associate's degree. They may also prepare for applied learning with a 12 month work experience in the U.S. by applying for Optional Practical Training open to F-1 visa holders. Global Connections is a "cohort program" for students from our partners that has been active for almost 30 years. The Disney College Program (see below) is another longstanding, unique and popular cohort opportunity for partner institution students.

## HELPFUL LINKS

[PROSPECTIVE STUDENTS](#)

[INTERNATIONAL ADMISSIONS](#)

[TRANSFER OPPORTUNITIES](#)

[GLOBAL CONNECTIONS - DUAL DEGREE](#)

[ENGLISH AS A SECOND LANGUAGE](#)

## **STUDY ABROAD**

STUDENT OR FACULTY WITH A STUDY ABROAD INTEREST? You have come to the right community college. Our short-term faculty-led programs take place during school breaks, are affordable and are among the best and unique within all SUNY community colleges.

CONTACT US if you are interested in any of these programs. We are located in Suite 248, Near the library.

General email address: [global@tompkinscortland.edu](mailto:global@tompkinscortland.edu)

Phone: 607-844-8222 ext 4522

Web Page: <https://www.tompkinscortland.edu/global/global-initiatives>

## **DISNEY COLLEGE PROGRAM**

The Disney College Program is a full-time paid internship at the Walt Disney World Resort in Orlando, Florida. Students can receive academic credit while building their resume working for a Fortune 100 company. The program is open to all college students. At Tompkins Cortland, it works especially well for those in Business Administration, Hotel & Restaurant Management and Liberal Arts General Studies. Students in any major are welcome to participate. Participants must be at least 18 years of age. Older, non-traditional students are welcome.

Students should talk with their academic advisor to determine which semester would be best to be away from Tompkins Cortland, as some required courses may only be offered in certain semesters. Students can also elect to complete their degree requirements first and do the Disney program as a post-graduate internship.

For more information, visit: <https://www.tompkinscortland.edu/global/disney-college-program>

Tompkins Cortland Disney Program Coordinator

Merryn Clay

Room 248

607-844-8222 ext. 4293

# INTERNSHIPS AND EXPERIENTIAL LEARNING

Internships provide students with practical experience that expands upon classroom knowledge and also helps students build skills that are desirable to future employers. Many Tompkins Cortland programs feature internship opportunities.

## INTERNSHIP BY DEGREE PROGRAM AREA (B -E)

### BUSINESS ADMINISTRATION

**BUAD261:** Walt Disney World College Program

### CHEMICAL DEPENDENCY COUNSELING

**CDSC200:** Chemical Dependency Field Work I

**CDSC220:** Chemical Dependency Field Work II

### COMMUNICATION AND MEDIA ARTS

**COMM265/Ind Study/M49C -** Communication & Media Arts Internship

### COMPUTER INFORMATION SYSTEMS

**CIS230:** Computer Information Systems Internship

### COMPUTER SUPPORT SPECIALIST

**CSS240:** Computer Support Specialist Internship

### CREATIVE WRITING-PROSE, POETRY, AND DRAMA

**ENGL271:** Writing Internship

### CREATIVE WRITING-SCREENWRITING

**ENGL271:** Writing Internship

### CRIMINAL JUSTICE

**CRJU230:** Criminal Justice Internship

### EARLY CHILDHOOD

**ECHD242:** Guided Field Work - Early Childhood Education

### ENTREPRENEURSHIP

**BUAD264:** Entrepreneurial Internship

## INTERNSHIP BY DEGREE PROGRAM AREA (H -W)

### HOTEL AND RESTAURANT MANAGEMENT

**HRMG213:** Hospitality Internship

**HRMG216:** Hospitality Internship

### HUMAN SERVICES

**HUMS230: Human Service Internship**

**OFFICE MANAGEMENT AND ADMINISTRATION**

**OFFC230: Office Management & Admin Internship**

**NURSING**

**NURS232: Nursing Internship**

**NURS233: Nursing Internship**

**RECREATION**

**RECR285: Recreation Field Work**

**PARALEGAL**

**PARA230: Paralegal Internship**

**SPORT MANAGEMENT**

**SPMT190: Event Practicum I**

**SPMT195: Event Practicum II**

**WINE MARKETING**

**WINE213: Wine Marketing Internship**



# COLLEGENOW

## WHAT IS COLLEGENOW?

For 40 years Tompkins Cortland Community College has worked closely with school districts to enhance the opportunity and accessibility of education for students in Central New York. With CollegeNow, our commitment to this partnership is stronger than ever. We support the student transition to college and careers by providing quality college credit and connecting our faculty with school instructors to promote career pathways, clarify college expectations, and raise awareness of Tompkins Cortland and its resources. Some examples of how CollegeNow works with our partner schools include:

## WHO ARE COLLEGENOW STUDENTS?

CollegeNow students are high school students who are ready to earn college credit now! Learn more about how CollegeNow can help you get a head start on college through **concurrent enrollment** courses offered in the high school, **online courses**, or **campus-based courses**. **Homeschooled students** will find a range of credit and non-credit opportunities, including assistance completing their high school equivalency through college credit.

## OUR VALUE:

In a recent survey, former CollegeNow students resounded in agreement:

98 percent would recommend the CollegeNow program to a current high school student.

91 percent said concurrent enrollment courses increased the academic strength of their high school curriculum.

91 percent rated their overall CollegeNow experience as *good* or *excellent*.

Students who participate in the CollegeNow program not only earn academic and financial advantages but also strengthen their college applications and develop tools for college success.

## HOW DO WE WORK WITH OUR PARTNER SCHOOLS?

Some examples of how CollegeNow works with our partner schools include:

131 distinct college courses approved for Concurrent Enrollment in 91 partner high schools;

5,280 Concurrent Enrollment students earned 40,845 credits through concurrent enrollment at no cost;

410 HS-aged students enrolled in 1485 credits online or on-campus;

2,730 seniors graduated high school with 37,970 college credits (average 13.9 credits). Of those, 90 seniors from 15 districts completed their A.S. degrees while in high school;

89% of high school seniors in Tompkins County and 74% of seniors in Cortland County graduated with credits earned through CollegeNow.

## **EARLY DEGREE**

Learn more about our **Early Degree** program to find out what makes these students so unique.

## **ACCREDITATION**

Accredited by the **National Alliance of Concurrent Enrollment Partnerships**

## **COLLEGENOW CONTACT INFORMATION**

**CollegeNow@tompkinscortland.edu**

Phone: 607.844.6503

Text: 607.367.6828

## **COLLEGENOW SURVEYS**

**Course Evaluation Schools (A-M)**

**Course Evaluation Schools (N-Z)**

## **COLLEGENOW HELPFUL LINKS:**

**Who We Are**

**The CollegeNow Advantage**

**Concurrent Enrollment**

**CollegeNow Online**

**Early Degree**

**Homeschooled Students**

**On Campus High School Students**

**Professional Development**

## **STUDENT RESOURCES**

**Concurrent Enrollment Registration**

**Student Guidelines**

**Starting a College Transcript**

**Library and Tutoring**

**Study Skills**

**Transferring Your Credits**

[Request a Transcript](#)

## **INSTRUCTOR RESOURCES**

[Teach a New Course](#)

[Forms and Timeline](#)

[Certificate of Residence](#)

[Library Services](#)

## **FACULTY**

The Homepage for our faculty can be found by [following this link](#). This includes biographies for individual faculty members and those who have earned Professor Emerit status.

# BIZ

## **INNOVATIVE SOLUTIONS. DEDICATED SUPPORT. GUARANTEED RESULTS.**

BIZ is committed to the development of non-credit professional development programs to help organizations grow their most important resource - human capital. As part of Tompkins Cortland Community College, BIZ offers a wide variety of training programs for individuals seeking to develop skills, as well as for companies seeking customized training solutions in areas as diverse as manufacturing, leadership, technology and more. Since 2010 BIZ has served more than 115 organizations and has secured over \$680,000 in grant funding for customized training since 2011.

Relationships with trainers and teachers mean BIZ can find creative, professional solutions for all business and personal training needs. We proudly serve manufacturers, small businesses, not-for-profits, educational institutions, and more as we provide the skills and knowledge that drive our area's economy.

## **INTERESTED IN A BIZ WORKSHOP?**

Browse our offerings below or complete our [Registration Form](#).

We now have text! Our number is **607.251.0612**.

Are you an employer interested in having a College representative come talk to your employees about microcredentials, certificates, and degree programs available at TC3? [Let us know!](#)

## **BIZ HOMEPAGE**

The BIZ homepage can be found by [following this link](#).

# FACULTY, STAFF, ADMINISTRATION

## FACULTY

Individual biographies of our Faculty can be found by [following this link](#), which also contains a list of faculty who have achieved Emerit status.

## STAFF DIRECTORY

The College's Staff and Department Directory can be found by [following this link](#).

## COLLEGE ADMINISTRATION

### **Dr. Amy Kremenek**

President

B.S., Newhouse School of Public Communications at Syracuse University,  
MPA, Maxwell School of Public Affairs and Citizenship at Syracuse University  
DM Community College Policy and Administration, University of Maryland Global Campus.

### **Scot Beekman**

Interim Chief Information Officer

AS Business Administration, SUNY Broome

### **Dennis Dionysios Panagitsas**

Vice President of Finance and Administration

B.S. Applied Economics, IST College, Greece

MBA, Robert Morris University

### **Robert Palmieri**

Vice President for Enrollment Management

B.A., Criminal Justice, University at Albany, State University of New York

MA, Criminal Justice, University at Albany, State University of New York

### **John Geer**

Vice President of Human Resources

B.S. Business Administration, Columbia College

### **Joseph DeHart PhD**

Interim Provost and Vice President of Academic Affairs

B.S., General Science, University of Iowa

M.S., Education Administration, Iowa State University

PhD, Education Administration Iowa State University

### **Malvika Talwar PhD**

Associate Provost

B.S. Lifesciences, St. Xaviers College, University of Mumbai, India

M.S. Biochemistry, University of Mumbai, India

PhD Biological Sciences (Ecology and Evolutionary Biology), University of Missouri, Columbia

**Seth Thompson**

Vice President of Student Affairs and Senior Diversity Officer

AS Liberal Arts, SUNY Canton

BA History, SUNY Potsdam

MS Education, SUNY Potsdam

Carolyn Boone

Chief Policy and Compliance Officer

J.D., University at Buffalo, School of Law

B.S., cum laude, Special Education, College of St. Rose

A.S., Business Administration, Schenectady County Community College

# ACADEMIC DEGREE PROGRAMS and MICROCREDENTIALS

## DEGREE PROGRAM PAGES

The College offers a variety of programs leading to either an Associates of Applied Science (AAS), an Associates of Arts (AA), or and Associates of Science (AS). Each program has a dedicated page, and a link to each page **can be found here**.

Each program has an audit sheet, which lists the required courses for each program. Audit sheets can be found by **following this link**.

In the full version of this catalog, the audit sheets for degree programs are listed as Appendix A.

## MICROCREDENTIALS

The College offers a variety of microcredentials, which is a defined set of college courses that takes less time to complete than a degree or even a certificate – and is typically designed to teach specific, in-demand skills in collaboration with local employers or job needs. Microcredentials offer a valuable career credential upon completion, and courses can also be applied to an existing degree or certificate program. Each microcredential has a dedicated page, and a link to each page **can be found here**.

Each microcredential has an audit sheet, which lists the required courses for each program. Audit sheets can be found by **following this link**.

In the full version of this catalog, the audit sheets for microcredentials are listed as Appendix B.

# COURSE DESCRIPTIONS

A list of all approved college courses can be found by **following this link**.

In the full version of this catalog, the list of course descriptions is listed as Appendix C.



# APPENDIX A: PROGRAM AUDIT SHEETS

# Accounting, A.A.S. Fall 2024

**Student's Name:** \_\_\_\_\_ **Advisor's Name:** \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <b>Student may need to take the following courses:</b> | <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100<br><input type="checkbox"/> RDNG 116 - College Reading & Study Skills | <input type="checkbox"/> MATH 017 Skills & Support for Quantitative Reasoning<br><input type="checkbox"/> MATH 020 Skills & Support for College Algebra |
|--|---|---|

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

ACCT 101	Financial Accounting	4	C		
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
CAPS Elective <sup>1</sup>		1			
ENGL 100 <sup>2</sup>	Academic Writing I	3	C		
SUNY GEN ED Mathematics Elective <sup>3</sup>		3			
<b>Total Credits</b>		<b>13</b>			

**SPRING**

ACCT 102	Managerial Accounting	4	C		
ACCT 120	Accounting on Microcomputers	3	C		
BUAD 106	Foundations of Business	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Diversity: Equity, Inclusion & Social Justice Elective <sup>4</sup>		3			
<b>Total Credits</b>		<b>16</b>			

**SECOND YEAR**

**FALL**

ACCT 203	Intermediate Accounting I	4	C		
ACCT 207	Income Taxation	4	C		
BUAD 201	Business Law I	3			
SUNY GEN ED ECON Elective		3			
SUNY GEN ED Natural Sciences Elective		3			
<b>Total Credits</b>		<b>17</b>			

**SPRING**

ACCT 204	Intermediate Accounting II	4	C		
ACCT 205	Cost Accounting	4	C		
BUAD 203	Business Communications	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
SUNY GEN ED Humanities Elective		3			
<b>Total Credits</b>		<b>17</b>			

**Minimum Credits Required for Graduation: 63      A cumulative GPA of at least 2.0 is required for conferral of degree.**

The following ACCT courses are only offered in the spring or fall semester: ACCT 120 (spring only), ACCT 203 (fall only), ACCT 204 (spring only), ACCT 205 (spring only), ACCT 207 (fall only).

A "C" or better grade is required in ENGL 100 and each of the major courses: ACCT 101, 102, 120, 203, 204, 205, and 207.

<sup>1</sup> CAPS Elective – CAPS 123 recommended.

<sup>2</sup> A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

<sup>3</sup> SUNY GEN ED Mathematics Elective: MATH 117 or MATH 120 recommended.

<sup>4</sup> Students who fulfill this SUNY GEN ED Knowledge & Skills Area through another elective (e.g., ENGL 102, ENGL 210) can substitute an unrestricted elective. In that case, BUAD 263 is recommended.

The Accounting A.A.S. can be completed entirely online.

# Accounting, A.S.

Fall 2024

Student's Name:		Advisor's Name:			
<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 020 Skills & Support for College Algebra			
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 029 Skills & Support for Statistics			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
ACCT 101	Financial Accounting	4	C		
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
MATH 120 OR MATH 138 OR MATH 201	College Algebra OR Precalculus OR Calculus I	4			
<b>Total Credits</b>		<b>14</b>			
<b>SPRING</b>					
ACCT 102	Managerial Accounting	4	C		
ENGL 101	Academic Writing II	3			
SUNY GEN ED Natural Sciences Elective <sup>2</sup>		3			
SUNY GEN ED Restricted Elective <sup>3</sup>		3			
Liberal Arts Elective		3			
<b>Total Credits</b>		<b>16</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
BUAD 201	Business Law I	3	C		
ECON 120	Principles of Microeconomics	3			
ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
ACCT, BUAD, OR Liberal Arts Elective <sup>4</sup>		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
BUAD 202	Business Law II	3	C		
ECON 121	Principles of Macroeconomics	3			
ENGL 201	Public Speaking	3			
ACCT, BUAD, OR Liberal Arts Elective <sup>4</sup>		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
A "C" or better grade is required in ENGL 100, and in all required ACCT and BUAD courses.					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED Elective that is also a liberal arts course. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> A lab science is recommended.					
<sup>3</sup> Select one course that satisfies one of the following SUNY GEN ED Knowledge and Skills Areas: US History & Civic Engagement, World History & Global Awareness, The Arts, or World Languages.					
<sup>4</sup> ACCT/BUAD/Liberal Arts Electives and/or Unrestricted Electives: ACCT 120, ACCT 207, BUAD 204, BUAD 208 recommended.					
The Accounting A.S. can be completed entirely online.					

# Accounting, Certificate

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 – Academic Writing I	<input type="checkbox"/> ENGL 101 – Academic Writing II <input type="checkbox"/> RDNG 116 - College Reading and Study Skills
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
ACCT 101	Financial Accounting	4	C		
ACCT 102	Managerial Accounting	4	C		
ACCT 203	Intermediate Accounting I	4	C		
ACCT 204	Intermediate Accounting II	4	C		
Restricted Accounting Electives Choose 2 of the following: ACCT 120 Accounting on Microcomputers ACCT 205 Cost Accounting ACCT 207 Income Taxation		7	C		
ACCT <b>OR</b> BUAD <b>OR</b> ECON Elective <sup>1</sup>		3			
ACCT <b>OR</b> BUAD <b>OR</b> ECON Elective <sup>1</sup>		3			

**Minimum Credits Required for Graduation: 29 A cumulative GPA of at least 2.0 is required for conferral of certificate.**

Note: While ENGL 100 and ENGL 101 are not required courses for the certificate, they may be prerequisites for one or more of the program courses.

A "C" or better grade is required in all required ACCT courses and for the Restricted ACCT Electives.

<sup>1</sup> ACCT/BUAD/ECON Electives: Course not selected for Restricted Accounting Elective or BUAD 204, BUAD 208, BUAD 263, ECON 120, or ECON 121 recommended.

The following courses are only offered in the spring or fall semester: ACCT 120 (spring only), ACCT 203 (fall only), ACCT 204 (spring only), ACCT 205 (spring only), ACCT 207 (fall only).

Students may complete the Accounting Certificate in one year by starting in the summer session and taking ACCT 101 and ACCT 102.

The Accounting Certificate may be completed entirely online.

Applied Science and Technology A.A.S.  
Environmental Technology Advising Sequence\*

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL 098 - Accelerated Writing Skills for ENGL 100  
 RDNG 116 - College Reading & Study Skills

- MATH 120 - College Algebra  
 MATH 022 - Skills & Support for Technical Math

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
BIOL 221	Cell Culture Techniques	1			
BIOT 101 <b>OR</b> FSS 140	Introduction to Biotechnology <b>OR</b> Freshman Seminar - Applied Science and Technology	1			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
ENVS 101	Introduction to Environmental Science	3			
ENVS 116	Soil Science	3			
ENVT 121	Stream Bioassessment	1			
GEOG 130	Geovisualization: Mapping to Understand	3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
BIOL101 <b>OR</b> BIOL 104	Principles of Biology I <b>OR</b> General Biology I	3			
CHEM 101 <b>OR</b> CHEM 107	Principles of Chemistry I <b>OR</b> General Chemistry I	4			
ENGL101	Academic Writing II	3			
GIS 110	Intro to GIS	3			
MATH 122	Technical Mathematics	3			
<b>Total Credits</b>		<b>16</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
BIOL102 <b>OR</b> BIOL105	Principles of Biology II <b>OR</b> General Biology II	3			
BIOL 211 <b>OR</b> ENVS 202	Ecology <b>OR</b> Integrated Pest Management <sup>2</sup>	3			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL103	Report Writing	3			
MATH 200	Statistics	3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
BIOL 119 <b>OR</b> ENVS 141	Botany <b>OR</b> Agroecology	3			
BIOL 216	General Microbiology	4			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
ENVS 102	Technology and the Environment	3			
SUNY GEN ED Diversity: Equity, Inclusion, and Social Justice Elective		3			
<b>Total Credits</b>		<b>16</b>			

**Minimum Credits Required for Graduation: 62**

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit Unrestricted Elective, which should be selected in consultation with the student's advisor.

<sup>2</sup> ENVS 202, if chosen, is offered only in summer.

\*This sequence of classes fulfills the requirements of the Applied Science and Technology AAS Degree with an emphasis on Environmental Technology

# Biology, A.S.

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL098 – Accelerated Writing Skills for ENGL100
- RDNG 116 - College Reading & Study Skills
- BIOL 101 – Principles of Biology I

- MATH 120 - College Algebra
- MATH 020 – Skills & Support for College Algebra
- CHEM 101 – Principles of Chemistry I

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
BIOL 104	General Biology I	4	C		
CHEM 107	General Chemistry I	4	C		
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
BIOT 101 <b>OR</b> FSS 138	Intro to Biotechnology <b>OR</b> Freshman Seminar Math/Science	1			
BIOT 102	Introduction to Biotechniques	1			
SUNY GEN ED Social Sciences Elective		3			
<b>Total Credits</b>		<b>16</b>			
<b>SPRING</b>					
BIOL 105	General Biology II	4	C		
CHEM 108	General Chemistry II	4	C		
ENGL 101	Academic Writing II	3			
MATH 138	Precalculus	4	C		
<b>Total Credits</b>		<b>15</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
CHEM 205	Organic Chemistry I	4			
BIOL 205 AND 206 <b>OR</b> BIOL 211	General Genetics and Molecular Genetic Techniques <b>OR</b> Ecology	4			
MATH 200 <b>OR</b> MATH 201	Statistics <b>OR</b> Calculus I	3			
Restricted Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>14</b>			
<b>SPRING</b>					
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
ENGL102	Approaches to Literature	3			
SUNY GEN ED Restricted Elective <sup>3</sup>		3			
Restricted Elective <sup>2</sup>		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. ENGL103 is strongly recommended. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> Select from BIOL 201; BIOL 202; BIOL 205 <b>and</b> 206; BIOL 211; BIOL 216; BIOL 220 <b>and</b> 221; BIOT 295; CHEM 206; MATH 200; MATH 201; MATH 202; PHSC 211; PHSC 212; PSYC 103; or SOCI 101. Courses should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution.					
<sup>3</sup> Select one course from U.S. History & Civic Engagement; World History & Global Awareness; The Arts; or World Languages					

# Biotechnology, Certificate

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL 100 – Academic Writing I
- ENGL 101 – Academic Writing II

- MATH 020 – Skills & Support for College Algebra

- RDNG 116 - College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FALL</b>					
BIOL 101 <b>OR</b> BIOL 104	Principles of Biology I <b>OR</b> General Biology I	3	C		
BIOL 206	Molecular Genetic Techniques	1			
BIOT 101 <b>OR</b> FSS 138	Introduction to Biotechnology <b>OR</b> Freshman Seminar - Math/Science	1			
CHEM 101 <b>OR</b> CHEM 107	Principles of Chemistry I <b>OR</b> General Chemistry I	4			
Restricted MATH Elective: MATH 120 or higher		3			
<b>Total Credits</b>		<b>12</b>			
<b>SPRING</b>					
BIOL 112 <b>OR</b> BIOL 216	Essentials of Medical Microbiology <b>OR</b> General Microbiology	3	C		
BIOL 221	Cell Culture Techniques	1			
BIOT 295	Biotechnology Seminar	3			
CAPS 121 <b>OR</b> CAPS 123	Introduction to Spreadsheets <b>OR</b> Advanced Spreadsheets	1			
CHEM 102 <b>OR</b> CHEM 108	Principles of Chemistry II <b>OR</b> General Chemistry II	4			
<b>Total Credits</b>		<b>12</b>			

**Minimum Credits Required for Graduation: 24 A cumulative GPA of at least 2.0 is required for conferral of degree.**

Note: While ENGL 100 and ENGL 101 - *Academic Writing I and II* - and RDNG 116 *College Reading and Study Skills* are not required for the Certificate, they may be co-/pre-requisites for one or more of the program courses.

# Broadcast Production - Radio Concentration, A.A.S.

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 – Accelerated Writing Skills for ENGL 100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
	<input type="checkbox"/> MATH 017 or 020 or 029 – Skills and Support Co-requisite course	

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

COMM 100	Creating Online Media	3			
COMM 101	Mass Media	3			
COMM 110	Aesthetics/Techniques of Video & Film Editing	1			
COMM 127	Audio Production I	3			
COMM 135	Recording Technology I	3			
ENGL 100	Academic Writing I*	3	C		
FSS 160	Freshman Seminar- Communication & Media Arts	1			
<b>Total Credits</b>		<b>17</b>			

**SPRING**

COMM 105	Careers in Audio/Music	1			
COMM 227	Audio Production II	3			
COMM 235	Recording Technology II	3			
ENGL 101	Academic Writing II	3			
MATH Elective		3			
PSYC 103 OR SOCI 101	Introduction to Psychology OR Introduction to Sociology	3			
<b>Total Credits</b>		<b>16</b>			

**SECOND YEAR**

**FALL**

COMM 170	Broadcast Copywriting	3			
COMM 230	Broadcast Communication Skills	3			
ENGL 201	Public Speaking	3			
Humanities Elective		3			
Restricted Program Elective**		3			
<b>Total Credits</b>		<b>15</b>			

**SPRING**

COMM 160	Media Writing	3			
COMM 225	Communication Law & Ethics	3			
COMM 262	Portfolio Preparation - Communication	1			
Lab Science Elective		3			
Restricted Program Elective**		3			
<b>Total Credits</b>		<b>13</b>			

**Minimum Credits Required for Graduation: 61      A cumulative GPA of at least 2.0 is required for conferral of degree.**

A "C" or better grade is required in ENGL 100.

\* A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.

\*\* Restricted Program Electives (two courses): Select from Liberal Arts, Business, or Communication areas. Program advisor approval is required. ENGL 237 is recommended for students who wish to develop strengths in print and/or online writing.



Broadcast Production - Television Concentration, A.A.S.				Fall 2024	
Student's Name:			Advisor's Name:		
<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> MATH 017 or 020 or 029 – Skills and Support Co-requisite course				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
COMM 101	Mass Media	3			
COMM 110	Aesthetics/Techniques of Video & Film Editing	1			
COMM 111	Foundations of Digital Editing	1			
COMM 112	Foundations of Motion Graphics	1			
COMM 120	Broadcast Operations	3			
COMM 127	Audio Production I	3			
ENGL 100	Academic Writing I*	3	C		
FSS 160	Freshman Seminar-Communication & Media Arts	1			
<b>Total Credits</b>		<b>16</b>			
<b>SPRING</b>					
ART 104 <b>OR</b> ART 106 <b>OR</b> ART 111	History of Photography and Video <b>OR</b> Introduction to Photojournalism <b>OR</b> Photography I	3			
COMM 140	Introduction to Field Production	3			
COMM 210	Production & Direction	3			
ENGL 101	Academic Writing II	3			
MATH Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
COMM 170	Broadcast Copywriting	3			
COMM 245	Professional Video Editing & Post Production	3			
ENGL 201	Public Speaking	3			
Humanities Elective		3			
Restricted Program Elective**		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
COMM 145	DVD Authoring	1			
COMM 225	Communication Law & Ethics	3			
COMM 262	Portfolio Preparation - Communication	1			
COMM 290	Television News Production	3			
PSYC 103 <b>OR</b> SOC 101	Introduction to Psychology <b>OR</b> Introduction to Sociology	3			
Lab Science Elective		3			
<b>Total Credits</b>		<b>14</b>			
<b>Minimum Credits Required for Graduation: 60      A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
A "C" or better grade is required in ENGL 100.					
* A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
** Restricted Program Elective: Select from Liberal Arts, Business, or Communication areas. Program advisor approval is required. ENGL 237 is recommended for students who wish to develop strengths in print and/or online writing.					
<b>Notes:</b>					

Business Administration, A.A.S.				Fall 2024	
Student's Name:			Advisor's Name:		
<b>Student may need to take the following courses:</b>		<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skill	<input type="checkbox"/> MATH 017 or 020 or 029 – Skills and Support Co-requisite course		
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
BUAD 106	Foundations of Business	3	C		
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I*	3	C		
Humanities Elective		3			
MATH Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
ACCT 101	Financial Accounting	4			
BUAD 204	Principles of Marketing	3	C		
BUAD 208	Principles of Management	3	C		
ENGL 101	Academic Writing II	3			
BUAD Elective**		3	C		
<b>Total Credits</b>		<b>16</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
ACCT 102	Managerial Accounting	4			
BUAD 201	Business Law I	3	C		
BUAD 203	Business Communications	3	C		
ECON 120	Principles of Microeconomics	3			
BUAD Elective**		3	C		
<b>Total Credits</b>		<b>16</b>			
<b>SPRING</b>					
BUAD 290	Strategic Management	3	C		
BUAD Elective**		3	C		
BUAD Elective**		3	C		
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
Science Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
A "C" or better grade is required in ENGL 100 and all Business Administration (BUAD) courses.					
* A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
** SOCE 205 Organizational Behavior may be substituted for one of the BUAD Electives.					

# Business Administration, A.S.

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 – Accelerated Writing Skills for ENGL 100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 020 - Skills & Support for College Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

ACCT 101	Financial Accounting	4			
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
MATH 120 <b>OR</b> MATH 138 <b>OR</b> MATH 201	College Algebra <b>OR</b> Precalculus <b>OR</b> Calculus I	4			
<b>Total Credits</b>		<b>14</b>			

**SPRING**

ACCT 102	Managerial Accounting	4			
BUAD 111	International Business	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Restricted Elective <sup>2</sup>		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>16</b>			

**SECOND YEAR**

**FALL**

BUAD 201	Business Law I	3			
ECON 120	Principles of Microeconomics	3			
ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
ACCT, BUAD, <b>OR</b> Liberal Arts Elective <sup>3</sup>		3			
<b>Total Credits</b>		<b>15</b>			

**SPRING**

ECON 121	Principles of Macroeconomics	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication <sup>4</sup>	3			
ACCT, BUAD, <b>OR</b> Liberal Arts Elective <sup>3</sup>		3			
SUNY GEN ED Natural Sciences Elective <sup>5</sup>		3			
SUNY GEN ED Restricted Elective**		3			
<b>Total Credits</b>		<b>15</b>			

**Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.**

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.

<sup>2</sup> Select courses that satisfy two of the following SUNY GEN ED areas: U.S. History & Civic Engagement, World History & Global Awareness, The Arts, or World Languages.

<sup>3</sup> ACCT, BUAD, **OR** Liberal Arts Electives: Students should select courses in consultation with their advisor based on transfer plans.

<sup>4</sup> ENGL 201 **OR** ENGL 204 **OR** ENGL 210: ENGL 201 is recommended.

<sup>5</sup> SUNY GEN ED Natural Sciences Elective: A lab science is recommended.

<b>Business Management Certificate</b>	<b>Fall 2024</b>
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Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL100 - Academic Writing I	<input type="checkbox"/> ENGL101 – Academic Writing II <input type="checkbox"/> RDNG 116 - College Reading and Study Skills
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
ACCT 101	Financial Accounting	4			
ACCT 102	Managerial Accounting	4			
BUAD 103	Entrepreneurship I	3			
BUAD 104 <b>OR</b> BUAD 109	Business Mathematics <b>OR</b> Personal Money Management	3			
BUAD 106	Foundations of Business	3			
BUAD 201	Business Law I	3			
BUAD 203	Business Communications	3			
BUAD 204	Principles of Marketing	3			
BUAD 208	Principles of Management	3			
CAPS 111	Introduction To Word Processing	1			
CAPS 121	Introduction To Spreadsheets	1			
CAPS 131	Introduction To Databases	1			
ECON 101 <b>OR</b> ECON 120	Introduction to Economics <b>OR</b> Principles of Microeconomics	3			

<b>Minimum Credits Required for Graduation: 35 A cumulative GPA of at least 2.0 is required for conferral of certificate.</b>
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Note: While ENGL 100 and ENGL 101 are not required courses for the Certificate, they may be prerequisites for one or more of the program courses.
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# Chemical Dependency Counseling, A.A.S. Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH Skills and Support Co-requisite course
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

ENGL 100	Academic Writing I <sup>1</sup>	3	C		
HLTH 207	Drug Studies	3	C		
HLTH 208	Alcohol and Alcoholism	3	C		
PSYC 103	Introduction to Psychology	3			
Unrestricted Elective <sup>2</sup>		3			

**Total Credits** **15**

**SPRING**

CDSC 101	Intro to Chem. Dependency Counseling	4	C		
ENGL 101	Academic Writing II	3			
PSYC 209	Abnormal Psychology	3			
SOCI 101	Introduction to Sociology	3			
SUNY GEN ED Mathematics Elective <sup>3</sup>		3			

**Total Credits** **16**

**SECOND YEAR**

**FALL**

CDSC 201	Counseling Individuals: Theory & Practice	3	C		
CDSC 232	Chemical Dependency Counseling Field Work	4	C		
ENGL 102	Approaches to Literature	3			
PSYC 207 <b>OR</b> PSYC 208	Adolescent Psychology <b>OR</b> Adult Psychology	3			
Restricted SUNY GEN ED Biology Elective <sup>4</sup>		3			

**Total Credits** **16**

**SPRING**

CDSC 210	Group Counseling: Theory & Practice	3	C		
CDSC 225	Counseling Families & Significant Others: Theory & Practice	3	C		
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210 <sup>5</sup>	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication <sup>4</sup>	3			
Liberal Arts Elective <sup>6</sup>		3			
Unrestricted Elective <sup>2</sup>		3			

**Total Credits** **15**

**Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of the degree.**

NOTE: A C or better grade is required in ENGL 100, HLTH 207, HLTH 208, and all CDSC courses.

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.

<sup>2</sup> Unrestricted Elective: Students pursuing the Credentialed Prevention Specialist (CPS) certification must complete CDSC 103.

<sup>3</sup> MATH 200 is recommended for students planning to transfer.

<sup>4</sup> Restricted SUNY GEN ED Biology Elective: Choose from BIOL 100, BIOL 101, or BIOL 114. Students planning to transfer should select BIOL 101.

<sup>5</sup> Students planning to transfer should choose ENGL 201.

<sup>6</sup> Liberal Arts Elective: Students planning to transfer should select BIOL 102.

# Chemical Dependency Counseling, Certificate

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL 100 - Academic Writing I

- ENGL 101 - Academic Writing II
- RDNG 116 - College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
CDSC 101	Intro. to Chem. Dependency Counseling	4	C		
CDSC 201	Counseling Individuals: Theory & Practice	3	C		
CDSC 210	Group Counseling: Theory & Practice	3	C		
CDSC 103 <b>OR</b> CDSC 225	Introduction to Prevention <b>OR</b> Counseling Families & Significant Others: Theory and Practice	3	C		
CDSC 232	Chemical Dependency Counseling Field Work	4	C		
HLTH 207	Drug Studies	3	C		
HLTH 208	Alcohol and Alcoholism	3	C		
PSYC 103	Introduction to Psychology	3			

**Minimum Credits Required for Graduation: 26 A cumulative GPA of at least 2.0 is required for conferral of the certificate.**

Note: While ENGL 100 and ENGL 101, Academic Writing I and II, are not required courses for this Certificate, they may be prerequisites for one or more of the program courses.

Note: A C or better grade is required in HLTH 207 and HLTH 208 and in all CDSC courses.

# Communication & Media Arts, A.S. - Broadcast Journalism

Fall 2024

Student's Name:	Advisor's Name:
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<b>A student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 – Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 029 – Skills & Support for Statistics
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

COMM 100	Creating Online Media	3			
COMM 101	Mass Media	3			
COMM 120	Broadcast Operations	3			
COMM 127	Audio Production I	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
FSS 160	Freshman Seminar - Communication & Media	1			

**Total Credits** **16**

**SPRING**

COMM 140	Introduction to Field Production	3			
COMM 160	Media Writing	3			
COMM 225	Communication Law & Ethics	3			
ENGL 101	Academic Writing II	3			
ENGL 237	Journalism	3			

**Total Credits** **15**

**SECOND YEAR**

**FALL**

ANTH 202	Cultural Anthropology	3			
ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
PSYC 103	Introduction to Psychology	3			
SUNY GEN ED Natural Sciences Elective		3			

**Total Credits** **15**

**SPRING**

COMM 262	Portfolio Preparation – Communication	1			
ENGL 201	Public Speaking	3			
HSTY 116, 117, 201 <b>OR</b> 202		3			
SOCI 101	Introduction to Sociology	3			
SUNY GEN ED Elective		3			
SUNY GEN ED Restricted The Arts Elective <sup>3</sup>		3			

**Total Credits** **16**

**Minimum Credits Required for Graduation: 62** **A cumulative GPA of at least 2.0 is required for conferral of degree.**

A "C" or better grade is required in ENGL 100.

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED approved course. The course should be selected in consultation with the student's advisor.

<sup>2</sup> SUNY GEN ED Natural Sciences Elective: A lab science is recommended.

<sup>3</sup> Select from: ART 101, ART 102, ART 111, ENGL 200, **or** MUSI 101.

# Computer Information Systems, A.A.S.

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

ENGL098 – Accelerated Writing Skills for ENGL100

RDNG 116 - College Reading and Study Skills

MATH Skills & Support Co-requisite Course

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

BUAD 106	Foundations of Business	3			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CAPS 152	Web Page Design	1			
CIS 108	Intro to Computer Information Systems	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
SUNY GEN ED Social Sciences Elective		3			

**Total Credits 15**

**SPRING**

CAPS 131	Introduction to Databases	1			
CAPS 133	Advanced Databases	1			
CIS 132	Network Design	3			
CIS 213	Programming in C++	3			
CIS 214	Systems Analysis and Design	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Mathematics Elective		3			

**Total Credits 17**

**SECOND YEAR**

**FALL**

CIS 215	Operating Systems	3			
CIS 220	Database Concepts	3			
CIS 224	Fundamentals of Security	3			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
SUNY GEN ED Natural Sciences Elective		3			

**Total Credits 15**

**SPRING**

BUAD 203	Business Communications	3			
CIS 246	Organizational Cybersecurity	3			
CIS 228	Server Configuration and Administration	3			
CIS 230	Computer Information Systems Internship	3			
COMM 101 OR ENGL 102 OR ENVS 112	Mass Media OR Approaches to Literature OR Food Systems III: Identity, Ethics, and Culture in the Global Food System <sup>2</sup>	3			

**Total Credits 15**

**Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.**

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED elective that is also a Liberal Arts course. The course should be selected in consultation with the student's advisor.

<sup>2</sup> COMM101 is recommended. A student who has met the SUNY GEN ED Diversity: Equity, Inclusion, and Social Justice requirement through another course (e.g., ENGL 210) may instead take any three-credit SUNY GEN ED Humanities Elective or SUNY GEN ED World Languages Elective. A waiver is not required.



# Computer Science, A.S. – Engineering

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL098 – Accelerated Writing Skills for ENGL100
- RDNG 116 - College Reading and Study Skills

- MATH 120 - College Algebra
- MATH 020 – Skills & Support for College Algebra
- MATH 138 - Precalculus

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

CAPS 131	Introduction to Databases	1			
CSCI 160 <b>OR</b> CIS 108	Computer Science I <b>OR</b> Introduction to Computer Info Systems	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
MATH 200	Statistics	3			
MATH 201	Calculus I	4	C		
<b>Total Credits</b>		<b>14</b>			

**SPRING**

CSCI 165	Computer Science II	3			
ENGL 101	Academic Writing II	3			
MATH 216	Discrete Mathematics	4			
MATH 202	Calculus II	4	C		
PHSC 211	Physics I (Mechanics and Heat)	4			
<b>Total Credits</b>		<b>18</b>			

**SECOND YEAR**

**FALL**

CIS 220	Database Concepts	3			
CSCI 205	Computer Science III - Data Structures	3			
ENGL 102	Approaches to Literature	3			
MATH 203	Calculus III	4			
PHSC 212	Physics II (Electricity & Magnetism)	4			
<b>Total Credits</b>		<b>17</b>			

**SPRING**

CSCI 210	Computer Architecture & Organization	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
SUNY GEN ED Restricted Elective <sup>2</sup>		3			
SUNY GEN ED Restricted Elective <sup>2</sup>		3			
SUNY GEN ED Social Sciences Elective		3			
<b>Total Credits</b>		<b>15</b>			

**Minimum Credits Required for Graduation: 64 A cumulative GPA of at least 2.0 is required for conferral of degree.**

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. MATH 206 is strongly recommended. (A "C" or better grade in MATH 203, or a "B" or better grade in MATH 202 is a prerequisite for MATH 206.)

<sup>2</sup> Select from approved courses for two of the following SUNY GEN ED areas: U.S. History & Civic Engagement, World History & Global Awareness, The Arts, or World Languages.

A "C" or better grade is required in ENGL 100, MATH 201, and MATH 202.

<b>Computer Science, A.S.</b>			<b>Fall 2024</b>		
Student's Name:			Advisor's Name:		
<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 120 - College Algebra <input type="checkbox"/> MATH 020 - Skills & Support for College Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
CAPS 131	Introduction to Databases	1			
CAPS 152	Web Page Design	1			
CSCI 160 <b>OR</b> CIS 108	Computer Science I <b>OR</b> Introduction to Computer Information Systems	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
MATH 138	Precalculus <sup>2</sup>	4	C		
MATH 200	Statistics	3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
CSCI 165	Computer Science II	3			
ENGL 101	Academic Writing II	3			
MATH 216	Discrete Mathematics	4			
SUNY GEN ED Restricted Elective <sup>3</sup>		3			
SUNY GEN ED Social Sciences Elective		3			
<b>Total Credits</b>		<b>16</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
CIS 220	Database Concepts	3			
CSCI 205	Computer Science III - Data Structures	3			
ENGL 102	Approaches to Literature	3			
MATH 201	Calculus I	4	C		
SUNY GEN ED Lab Science Elective		3			
<b>Total Credits</b>		<b>16</b>			
<b>SPRING</b>					
CSCI 210	Computer Architecture and Organization	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
MATH 202	Calculus II	4			
Lab Science Elective		3			
SUNY GEN ED Restricted Elective <sup>3</sup>		3			
<b>Total Credits</b>		<b>16</b>			
<b>Minimum Credits Required for Graduation: 63      A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> MATH course placement depends on student background. If exempted from MATH 138, the student must complete another course which should be selected in consultation with his/her advisor.					
<sup>3</sup> Select from approved courses for two of the following SUNY GEN ED areas: U.S. History & Civic Engagement, World History & Global Awareness, The Arts, or World Languages.					
Note: A "C" or better grade is required in ENGL 100, MATH 138, and MATH 201.					
<b>NOTES:</b>					

# Computer Support Specialist, A.A.S.

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL098 – Accelerated Writing Skills for ENGL100
- RDNG 116 - College Reading and Study Skills

- MATH Skills and Support Co-requisite course

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CIS 108	Intro to Computer Information Systems	3			
CSS 112	Hardware Repair & Maintenance	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
SUNY GEN ED Mathematics Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
BUAD 106	Foundations of Business	3			
CAPS 131	Introduction to Databases	1			
CAPS 133	Advanced Databases	1			
CAPS 152	Web Page Design	1			
CIS 132	Network Design	3			
CIS 214	Systems Analysis and Design	3			
ENGL 101	Academic Writing II	3			
<b>Total Credits</b>		<b>15</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
BUAD 203	Business Communications	3			
CIS 215	Operating Systems	3			
CIS 220	Database Concepts	3			
CSS 212	Help Desk and User Support	3			
ENGL 103	Report Writing	3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
CSS 240	Computer Support Specialist Internship	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
SUNY GEN ED Natural Sciences Elective		3			
SUNY GEN ED Social Sciences Elective		3			
SUNY GEN ED Diversity: Equity, Inclusion, and Social Justice Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>15</b>			
<b>Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED elective that is also a Liberal Arts course. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> A student who has met the Diversity: Equity, Inclusion, and Social Justice requirement through another course (e.g., ENGL 210) may substitute a three-credit Unrestricted Elective. A waiver is not required.					

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 022 – Skills & Support for Technical Mathematics
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

CONT 107	Construction Materials	3			
DRAF 117	Architectural Drafting I	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
Social Sciences Elective <sup>2</sup>		3			
SUNY GEN ED Diversity: Equity, Inclusion, and Social Justice Elective <sup>3</sup>		3			

**Total Credits** **15**

**SPRING**

CAPS 121	Introduction to Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
CONT 115	Construction Estimating & Planning	2			
CONT 216	Materials Testing	2			
DRAF 118	Architectural Drafting II	3			
ENGL 103	Report Writing	3			
MATH 122	Technical Mathematics	3			

**Total Credits** **16**

**SECOND YEAR**

**FALL**

BUAD 103 <b>OR</b> BUAD 201	Entrepreneurship I <b>OR</b> Business Law I	3			
CONT 202	Surveying I	3			
CONT 209	Soil Mechanics	3			
ENGL 101	Academic Writing II	3			
ENVS 102	Technology & the Environment	3			

**Total Credits** **15**

**SPRING**

CONT 208	Construction Management and Regulation	3			
CONT 210	Structural Design	4			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
SUNY GEN ED Humanities Elective		3			
Restricted Elective: ACCT 101, ART 118, CONT 203, CONT 260, ENVS 101, GIS 110, MATH 138, OR MATH 200		3			

**Total Credits** **16**

**Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.**

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit Unrestricted Elective. This course should be selected in consultation with the student's advisor.

<sup>2</sup> Social Sciences Elective: GEOG 130 is recommended.

<sup>3</sup> A student who has met the SUNY GEN ED DEISJ requirement through another course requirement (e.g., ENGL 210) may instead take a three-credit Unrestricted Elective. In that case, CONT 104 is recommended. A waiver is not required to make that substitution.

# Construction and Environmental Technology, Certificate

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 - Academic Writing I <input type="checkbox"/> ENGL 101 - Academic Writing II <input type="checkbox"/> ENGL 103 - Report Writing	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 020 - Skills & Support for College Algebra <input type="checkbox"/> MATH 120 - College Algebra <input type="checkbox"/> MATH 022 – Skills & Support for Technical Math <input type="checkbox"/> MATH 122 - Technical Mathematics
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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<b>Required Courses:</b>					
CONT 107	Construction Materials	3			
CONT 115	Construction Estimating & Planning	2			
CONT 202	Surveying I	3			
CONT 203 <b>OR</b> CONT 260	Surveying II <b>OR</b> Hydraulics & Hydrology	3			
CONT 208	Construction Management & Regulation	3			
CONT 209	Soil Mechanics	3			
CONT 210	Structural Design	4			
CONT 216	Materials Testing	2			
DRAF 117	Architectural Drafting I	3			
DRAF 118	Architectural Drafting II	3			
ENVS 102	Technology and the Environment	3			

**Minimum Credits Required for Graduation: 32 A cumulative GPA of at least 2.0 is required for conferral of certificate.**

Note: While ENGL 100 and ENGL 101, Academic Writing I and II, ENGL 103, Report Writing, RDNG 116, College Reading and Study Skills, and MATH 120, College Algebra, or MATH 122, Technical Mathematics, are not required courses for the certificate, they may be prerequisites for one or more of the program courses.

<b>NOTES:</b>

# Creative Writing, A.A. - Prose, Poetry, and Drama Concentration

Fall 2024

<b>Student's Name:</b>		<b>Advisor's Name:</b>			
<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 017 – Skills & Support for Quantitative Reasoning <input type="checkbox"/> MATH 020 – Skills & Support for College Algebra <input type="checkbox"/> MATH 029 – Skills & Support for Statistics			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T =Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
ENGL 227	Fundamentals of Creative Writing	3			
ENGL 261	Visiting Writer Series	1			
SUNY GEN ED Mathematics Elective		3			
SUNY GEN ED Restricted Elective <sup>2</sup>		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>16</b>			
<b>SPRING</b>					
ENGL 101	Academic Writing II <sup>3</sup>	3			
ENGL 258	Creative Nonfiction Writing	3			
ENGL 262	Poetry Writing	3			
SUNY GEN ED Social Sciences Elective		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
ENGL 102	Approaches to Literature	3			
ENGL 229	Introduction to Poetry	3			
ENGL 256	Playwriting	3			
SUNY GEN ED Natural Sciences Elective <sup>4</sup>		3			
Liberal Arts Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
ENGL 108 <b>OR</b> ENGL 275	Literary Performance & the Spoken Word <b>OR</b> Getting Published: Prose & Poetry	1			
ENGL 201	Public Speaking	3			
ENGL 212	Fiction Writing	3			
ENGL 215	Short Fiction	3			
Liberal Arts Elective		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>16</b>			
<b>Minimum Credits Required for Graduation: 62                      A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> Choose a course from one of the following areas: U.S. History & Civic Engagement; World History & Global Awareness; or World Languages in consultation with your advisor and in accordance with degree requirements at the intended transfer institution.					
<sup>3</sup> Creative Writing majors may enroll concurrently in ENGL 101 and ENGL 102.					
<sup>4</sup> SUNY GEN ED Natural Sciences Elective: A lab science is recommended and should be selected with the student's advisor based on the requirements of the intended transfer institution.					



# Creative Writing, A.A. - Screenwriting Concentration

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 017 – Skills & Support for Quantitative Reasoning <input type="checkbox"/> MATH 020 – Skills & Support for College Algebra <input type="checkbox"/> MATH 029 – Skills & Support for Statistics
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

ENGL 100	Academic Writing I <sup>1</sup>	3	C		
ENGL 135 <b>OR</b> ENGL 261	Short Narrative Film Writing <b>OR</b> Visiting Writer Series	1			
SUNY GEN ED Mathematics Elective		3			
SUNY GEN ED Social Sciences Elective		3			
Liberal Arts Elective		3			
Unrestricted Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>16</b>			

**SPRING**

ENGL 101	Academic Writing II <sup>3</sup>	3			
ENGL 102	Approaches to Literature <sup>3</sup>	3			
ENGL 200	Screenwriting	3			
ENGL 233	Film Analysis	3			
SUNY GEN ED Natural Sciences Elective <sup>4</sup>		3			
<b>Total Credits</b>		<b>15</b>			

**SECOND YEAR**

**FALL**

ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
ENGL 216	Advanced Screenwriting	3			
ENGL 256 Playwriting or ENGL Elective		3			
ENGL 274	Marketing the Screenplay	1			
SUNY GEN ED World Languages Sequence Elective <sup>5</sup>		3			
Unrestricted Elective <sup>6</sup>		3			
<b>Total Credits</b>		<b>16</b>			

**SPRING**

ENGL 237 <b>OR</b> ENGL 258	Journalism <b>OR</b> Creative Nonfiction	3			
ENGL 255	Writing Television Drama & Comedy	3			
SUNY GEN ED World Languages Sequence Elective <sup>5</sup>		3			
SUNY GEN ED Restricted Elective <sup>7</sup>		3			
Unrestricted Elective <sup>6</sup>		3			
<b>Total Credits</b>		<b>15</b>			

**Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.**

<sup>1</sup> A C or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.  
<sup>2</sup> Unrestricted Elective: ENGL 227, ART 111, ART 233, or other ART course, COMM 115, COMM 140 or other COMM course, or MUSI course recommended. Per New Media Department approval, Creative Writing-Screenwriting majors do not need ART 110 or 111 or 117 or 120 prerequisite prior to enrolling in ART 233.  
<sup>3</sup> ENGL 101 & 102: Creative Writing majors may enroll concurrently in ENGL 101 and ENGL 102.  
<sup>4</sup> SUNY GEN ED Natural Sciences Elective: A lab science is recommended. Students should review science requirements at intended transfer institution.  
<sup>5</sup> World Languages Sequence: Choose two courses in a single world language.  
<sup>6</sup> Unrestricted Elective: Students interested in studying abroad should take ENGL 134 *Transformative Travel Writing*. The associated Learning Community course will fulfill the fourth semester Unrestricted Elective requirement.  
<sup>7</sup> SUNY GEN ED Restricted Elective: Choose from: U.S. History & Civic Engagement or World History & Global Awareness. The course should be selected in consultation with student's advisor and in accordance with degree requirements at intended transfer institution.



# Creative Writing, Certificate - Prose and Poetry Concentration

Fall 2024

Student's Name:

Advisor's Name:

- Student may need to take the following courses:**
- ENGL098 - Accelerated Writing Skills for ENGL100
  - ENGL 100 – Academic Writing I
  - RDNG 116 - College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>First Semester</b>					
ENGL 101	Academic Writing II <sup>1</sup>	3			
ENGL 102	Approaches to Literature <sup>1</sup>	3			
ENGL 227	Fundamentals of Creative Writing	3			
ENGL 261	Visiting Writer Series	1			
Restricted Elective <sup>2</sup>		1			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>14</b>			
<b>Second Semester</b>					
ENGL 201	Public Speaking	3			
ENGL 215	Short Fiction	3			
ENGL 229	Introduction to Poetry	3			
ENGL 212 <b>OR</b> ENGL 258 <b>OR</b> ENGL 262	Fiction Writing <b>OR</b> Creative Nonfiction Writing <b>OR</b> Poetry Writing	3			
Restricted Elective <sup>2</sup>		1			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>16</b>			

**Minimum Credits Required for Graduation: 30 A cumulative GPA of at least 2.0 is required for conferral of certificate.**

Note: While ENGL 100 and RDNG 116 are not required courses for the Certificate, they may be prerequisites for one or more of the program courses.

<sup>1</sup> Creative Writing majors have permission to concurrently enroll in ENGL 101 and ENGL 102. ENGL 100, if required, must be completed with a minimum grade of C before enrolling in ENGL 101.

<sup>2</sup> Select from ENGL 108, ENGL 260, ENGL 271, or ENGL 275 in consultation with the student's advisor.

# Creative Writing, Certificate - Screenwriting Concentration

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL098 - Accelerated Writing Skills for ENGL100
- ENGL 100 - Academic Writing I

- RDNG 116 - College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>First Semester</b>					
ENGL 101	Academic Writing II <sup>1</sup>	3			
ENGL 102	Approaches to Literature <sup>1</sup>	3			
ENGL 135	Short Narrative Film Writing	1			
ENGL 200	Screenwriting	3			
ENGL 274	Marketing the Screenplay	1			
Unrestricted Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>14</b>			
<b>Second Semester</b>					
ENGL 201 <b>OR</b> ENGL 204	Public Speaking <b>OR</b> Interpersonal Communication	3			
ENGL 216	Advanced Screenwriting	3			
ENGL 233	Film Analysis	3			
ENGL 255 <b>OR</b> ENGL Elective	Writing Television Drama & Comedy <b>OR</b> ENGL Elective	3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>Minimum Credits Required for Graduation: 29 A cumulative GPA of at least 2.0 is required for conferral of certificate.</b>					
Note: While ENGL 100 and RDNG 116 are not required courses for the Certificate, they may be prerequisites for one or more of the program courses.					
<sup>1</sup> Creative Writing majors have permission to concurrently enroll in ENGL 101 and ENGL 102. ENGL 100, if required, must be completed with a C or better grade before enrolling in ENGL 101.					
<sup>2</sup> Unrestricted Elective: Students interested in study abroad should take ENGL134 <i>Transformative Travel Writing</i> for this elective, and the connected Learning Community course can fulfill the other unrestricted elective.					

# Criminal Justice, A.A.S.

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 – College Reading and Study Skills	<input type="checkbox"/> MATH Skills and Support Course
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

CRJU 105	Introduction to Criminal Justice	3	C		
ENGL 100 <sup>1</sup>	Academic Writing I	3	C		
POSC 103 <b>OR</b> POSC 104	American National Government <b>OR</b> American State & Local Government	3			
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			

**Total Credits** **15**

**SPRING**

ENGL 101	Academic Writing II	3			
CAPS Elective <sup>2</sup>		1			
CAPS Elective <sup>2</sup>		1			
CAPS Elective <sup>2</sup>		1			
CRJU Elective <sup>3</sup>		3			
Restricted SUNY GEN ED History Elective <sup>4</sup>		3			
SUNY GEN ED Mathematics Elective		3			

**Total Credits** **15**

**SECOND YEAR**

**FALL**

CRJU 205	Concepts of Criminal Law (FALL ONLY)	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
SOCI 207	Introduction to Criminology (FALL ONLY)	3			
CRJU Elective <sup>4</sup>		3			
Unrestricted Elective		3			

**Total Credits** **15**

**SPRING**

CRJU 210	Intro to Criminal Investigation (SPRING ONLY)	3			
CRJU 215	Legal Aspects of Evidence (SPRING ONLY)	3			
ENGL 102	Approaches to Literature	3			
SUNY GEN ED Natural Sciences Elective		3			
Unrestricted Elective		3			

**Total Credits** **15**

**Minimum Credits Required for Graduation: 60      A cumulative GPA of at least 2.0 is required for conferral of degree.**

A "C" or better grade is required in ENGL 100 and CRJU 105.

<sup>1</sup> A student exempted from ENGL 100 must substitute a three credit unrestricted elective. The course should be selected in consultation with the student's advisor.

<sup>2</sup> CAPS 111, 121, and 131 are strongly recommended.

<sup>3</sup> CRJU Electives: Choose 6 credits from CRJU courses, POSC 213, or SOCI 206.

<sup>4</sup> Restricted SUNY GEN ED History Elective: Choose from HSTY 115, HSTY 116, HSTY 117, HSTY 201, or HSTY 202.

# Criminal Justice, A.S.

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH Skills and Support course
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

CRJU 104	Introduction to Corrections (FALL ONLY)	3			
CRJU 105	Introduction to Criminal Justice <sup>1</sup>	3	C		
ENGL 100	Academic Writing I <sup>2</sup>	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			

**Total Credits** **15**

**SPRING**

CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 101	Academic Writing II	3			
HSTY 201 <b>OR</b> HSTY 202	American History to 1877 <b>OR</b> American History Since 1877	3			
SUNY GEN ED Mathematics Elective		3			
POSC 103 <b>OR</b> POSC 104	American National Government <b>OR</b> American State & Local Government	3			

**Total Credits** **15**

**SECOND YEAR**

**FALL**

CRJU 205	Concepts of Criminal Law (FALL ONLY)	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
Restricted SUNY GEN ED World History & Global Awareness Elec. <sup>3</sup>		3			
SOCI 207	Introduction to Criminology (FALL ONLY)	3			
Liberal Arts Elective <sup>4</sup>		3			

**Total Credits** **15**

**SPRING**

ENGL 102	Approaches to Literature	3			
SOCI 206	Juvenile Delinquency (SPRING ONLY)	3			
Criminal Justice Elective <sup>5</sup>		3			
SUNY GEN ED Natural Sciences Elective		3			
Unrestricted Elective		3			

**Total Credits** **15**

**Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.**

Students who intend to pursue the degree entirely online should consult with their advisor to plan for availability of online course sections.

<sup>1</sup> CRJU 105 is a prerequisite for most 200-level CRJU courses.

<sup>2</sup> A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.

<sup>3</sup> Restricted SUNY GEN ED World History and Global Awareness Elective: Choose from HSTY 115, HSTY 116, or HSTY 117.

<sup>4</sup> Liberal Arts Elective: To be selected in consultation with the student's advisor.

<sup>5</sup> Criminal Justice Elective: Choose a 3-credit CRJU course or POSC 213.

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# Criminal Justice, Certificate

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 - Academic Writing I	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**First Semester**

CRJU 104	Introduction to Corrections	3			
CRJU 105	Introduction to Criminal Justice	3	C		
ENGL 101	Academic Writing II	3			
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
<b>Total Credits</b>		<b>15</b>			

**Second Semester**

CRJU 110	Introduction to Policing	3			
CRJU 215	Legal Aspects of Evidence	3			
ENGL 102	Approaches to Literature	3			
POSC 103 <b>OR</b> POSC 104	American National Government <b>OR</b> American State & Local Government	3			
HSTY Elective		3			
<b>Total Credits</b>		<b>15</b>			

**Minimum Credits Required for Graduation: 30      A cumulative GPA of at least 2.0 is required for conferral of certificate.**

Note: While ENGL 100 is not a required course for the Certificate, it is a prerequisite for ENGL 101 and other program courses.


# Culinary Arts A.A.S.

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL098 – Accelerated Writing Skills for ENGL100  
 RDNG 116 - College Reading and Study Skills

MATH Skills and Support Course

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
FSS 142	Exploration of A Local Food Systems: Finger Lakes	1			
CULI 101	Introduction to Professional Cooking	4	C		
ENGL 100	Academic Writing <sup>1</sup>	3	C		
ENVS 110	Food Systems I: Introduction to the US Food System	3			
HRMG 100	Introduction to the Hospitality Industry	3	C		
HRMG 105	Food Sanitation & Safety	1	C-		
CAPS 121	Introduction to Spreadsheets	1			
<b>Total Credits 16</b>					
<b>SPRING</b>					
CULI 205	Garde-Manger & Catering Kitchen	4	C		
ENGL 101	Academic Writing II	3			
ENVS 111	Food Systems II: Food Movements	3			
BUAD 103 <b>OR</b> BUAD 106	Entrepreneurship I <b>OR</b> Foundations of Business	3			
MATH Elective <sup>2</sup>		3			
<b>Total Credits 16</b>					
<b>SECOND YEAR</b>					
<b>FALL</b>					
CULI 102	Food Service & Preparation II	4	C		
HRMG 108	Food and Beverage Service Operations	3	C		

ENVS 112	Food Systems III: Identity, Ethics, & Culture in the Global Food System	3			
HRMG 107	Safe Alcohol Handling	1	<b>B</b>		
Restricted Elective <sup>4</sup>		3	C		
Restricted Elective <sup>4</sup>		2 or 3			
<b>Total Credits 16-17</b>					
<b>SPRING</b>					
CULI 110	Baking and Pastry	4	C		
CULI 160	Back of House Practicum	2			
HRMG 206	Food & Labor Cost Control	3	<b>C</b>		
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
Science Elective <sup>3</sup>		3	C		
<b>Total Credits 15</b>					
<b>Minimum Credits Required for Graduation: 63 A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
<sup>1</sup> A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> MATH Elective: MATH 117 should be selected unless student plans to transfer to a four-year program. A MATH course for transfer should be chosen in consultation with the student's advisor according to requirements at the intended transfer institution.					
<sup>3</sup> Science Elective: BIOL 114, ENVS 101 or ENVS 141 recommended. Students planning to transfer to a four-year program should choose a course in consultation with the student's advisor according to requirements at the intended transfer institution.					
<sup>4</sup> Choose from BUAD, CULI, ENVS, HRMG, or WINE courses. Students may wish to take restricted electives in the second fall and or spring semesters. One course in WINE is strongly recommended. Students that wish to study abroad in second Fall should enroll in HRMG 220 with ENVS 112. WINE 110 will fulfil requirements for a microcredential in Food and Beverage Service. A minimum of 5 Restricted Elective credits is required.					

Last revision Fall 2024 Go to [http://www.tompkinscortland.edu/docs/academic/SUNY\\_GEN\\_ED.pdf](http://www.tompkinscortland.edu/docs/academic/SUNY_GEN_ED.pdf) for SUNY General Education and Liberal Arts & Sciences Disciplines/Courses.

Digital Cinema, A.S.			Fall 2024			
Student Name:			Advisor Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100		<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 020 – Skills & Support for College Algebra <input type="checkbox"/> MATH 029 – Skills & Support for Statistics			
	Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>						
<b>FALL</b>						
COMM 101	Mass Media	3				
COMM 110	Aesthetics/Techniques Video & Film Editing	1				
COMM 111	Foundations of Digital Editing	1				
COMM 112	Foundations of Motion Graphics	1				
COMM 127	Audio Production I	3				
COMM 140	Introduction to Field Production	3				
ENGL 100	Academic Writing I <sup>1</sup>	3	C			
FSS 160	Freshman Seminar - Communication and Media	1				
<b>Total Credits</b>		<b>16</b>				
<b>SPRING</b>						
ART 111	Photography I	3				
COMM 210	Production & Direction	3				
ENGL 101	Academic Writing II	3				
ENGL 200	Screenwriting	3				
MATH 120, 138, or 200		3				
<b>Total Credits</b>		<b>15</b>				
<b>SECOND YEAR</b>						
<b>FALL</b>						
COMM 240	Non Fiction & Fiction Field Production	3				
ENGL 233	Film Analysis	3				
SUNY GEN ED Natural Sciences Elective <sup>2</sup>		3				
Restricted Elective <sup>3</sup>		3				
Restricted Elective <sup>3</sup>		3				
<b>Total Credits</b>		<b>15</b>				
<b>SPRING</b>						
COMM 262 Portfolio Preparation-Communication		1				
COMM 298	Cinema Capstone	3				
ENGL 201	Public Speaking	3				
PSYC 103 Introduction to Psychology <b>OR</b> SOCI 101 Introduction to Sociology		3				
SUNY GEN ED Restricted Elective I <sup>4</sup>		3				
SUNY GEN ED Restricted Elective II <sup>5</sup>		3				
<b>Total Credits</b>		<b>16</b>				
<b>Minimum Credits Required for Graduation: 62      A cumulative GPA of at least 2.0 is required for conferral of degree.</b>						
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit liberal arts course. The course should be selected in consultation with the student's advisor.						
<sup>2</sup> SUNY GEN ED Natural Sciences Elective: A lab science is recommended.						
<sup>3</sup> Select from: ART 212, ART 233, ART 255, COMM 145, COMM 225, COMM 245, COMM 265, COMM 270, ENGL 102, ENGL 216, ENGL 255, ENGL 271, or an ALEX course.						
<sup>4</sup> Select a course from any of the approved SUNY GEN ED Knowledge and Skills Areas except The Arts.						
<sup>5</sup> Select an approved course from the following SUNY GEN ED Knowledge and Skills Areas: US History & Civic Engagement, World History & Global Awareness, or World Languages.						



# Early Childhood, A.A.S.

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH Skills and Support Course
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

ECHD 110	Children and the Arts	3	C		
ECHD 125	Introduction to Early Childhood Education	3	C		
ENGL 100*	Academic Writing I	3	C		
PSYC 103	Introduction to Psychology	3			
SUNY GEN ED Mathematics Elective		3			

**Total Credits** **15**

**SPRING**

ECHD 225	Early Childhood Curriculum Development	3	C		
ENGL 101	Academic Writing II	3			
HSTY 201 <b>OR</b> HSTY 202	American History to 1877 <b>OR</b> American History Since 1877	3			
SUNY GEN ED Natural Sciences Elective		3			
Unrestricted Elective		3			

**Total Credits** **15**

**SECOND YEAR**

**FALL**

ECHD 206	Infant/Toddler Environments & Curriculum	4	C		
ENGL 102	Approaches to Literature	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
PSYC 205	Childhood Psychology	3			
SOCI 101	Introduction to Sociology	3			

**Total Credits** **16**

**SPRING**

ECHD 240	Techniques for Observing & Recording Young Children's Development	3	C		
ECHD 242	Guided Field Work Early Childhood Education <sup>2</sup>	4	C		
ENGL 220	Literature for Children	3			
SUNY GEN ED The Arts Elective <sup>3</sup>		3			
Unrestricted Elective		3			

**Total Credits** **16**

**Minimum Credits Required for Graduation: 62      A cumulative GPA of at least 2.0 is required for conferral of the degree.**

\* A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.

<sup>2</sup> Honors option offered. See Program Chair.

<sup>3</sup> SUNY GEN ED The Arts Elective: An Applied Art class is recommended, such as ART 115, ART 120, ART 123, or ART 124


Engineering Science, A.S.			Fall 2024		
Student's Name:		Advisor's Name:			
<i>Student may need to take the following courses:</i>	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 <b>OR</b>	<input type="checkbox"/> MATH 090 - Pre-Algebra			
	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 095 - Beginning Algebra			
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 120 - College Algebra			
			<input type="checkbox"/> MATH 138- Pre-calculus Mathematics		
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
CHEM 107	General Chemistry I	4			
ECON 120	Principles of Microeconomics	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
<b>ENSC 137</b>	<b>Introduction to Engineering</b>	<b>3</b>			
MATH 201	Calculus I <sup>2</sup>	4	C		
<b>Total Credits</b>		<b>17</b>			
<b>SPRING</b>					
<b>CAPS191</b>	<b>Introduction to MATLAB</b>	<b>1</b>			
ENGL 101	Academic Writing II	3			
MATH 202	Calculus II	4	C		
PHSC 211	Physics I (Mechanics & Heat)	4			
<b>Restricted Elective Second Semester <sup>3</sup></b>		<b>4</b>			
<b>Total Credits</b>		<b>16</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
CSCI 160	Computer Science I	3			
ENGL 102	Approaches to Literature	3			
MATH 203	Calculus III	4	C		
PHSC 212	Physics II (Electricity & Magnetism)	4			
<b>Restricted Elective Third Semester <sup>4</sup></b>		<b>4</b>			
<b>Total Credits</b>		<b>18</b>			
<b>SPRING</b>					
ENGL201 OR ENGL204 OR ENGL210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
MATH 206	Differential Equations	4			
<b>Restricted Elective Fourth Semester <sup>5</sup></b>		<b>4</b>			
<b>Restricted Elective Fourth Semester <sup>5</sup></b>		<b>3 or 4</b>			
<b>Total Credits</b>		<b>14 or 15</b>			
<b>Minimum Credits Required for Graduation: 65 or 66 A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor. ENGL103 is recommended.					
<sup>2</sup> Students who are not able to take MATH 201 in the first semester will need two extra semesters to complete this program.					
<sup>3</sup> <b>Restricted Elective Second Semester: Select from: CHEM108 (ChemE), MATH208 (Civil, MechE, EE)</b>					
<sup>4</sup> <b>Restricted Elective Third Semester: Select from: CHEM205 (ChemE), ENSC209 (Civil, Mech), ELEC224 (EE)</b>					
<sup>5</sup> <b>Restricted Elective Fourth Semester: Select a pair from: (ChemE: CHEM206, ENSC203, BIOL220/221), (Civil, MechE: ENSC204, ENSC212 ), (EE: ENSC203, ELEC223 )</b>					
A waiver of the minimum number of SUNY GEN ED categories (7) has been approved by SUNY. Students in the Engineering Science program will only meet 5 categories, but will meet the minimum of 30 credits of SUNY GEN ED coursework.					
<b>NOTES:</b>					

# Entrepreneurship, A.A.S.

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH Skills and Support Course
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

BUAD 103	Entrepreneurship I	3	C		
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
CAPS Elective		1			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
SUNY GEN ED Humanities Elective		3			
SUNY GEN ED Mathematics Elective		3			

**Total Credits** **15**

**SPRING**

ACCT 101	Financial Accounting	4			
BUAD 108	Sales and Sales Management	3			
ECON 120 <b>OR</b> ECON 121	Principles of Microeconomics <b>OR</b> Principles of Macroeconomics	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Natural Sciences Elective <sup>2</sup>		3			

**Total Credits** **16**

**SECOND YEAR**

**FALL**

ACCT 102	Managerial Accounting	4			
BUAD 201	Business Law I	3			
BUAD 207	Entrepreneurship II	3	C		
BUAD 208	Principles of Management	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			

**Total Credits** **16**

**SPRING**

BUAD 204	Principles of Marketing	3			
BUAD 212	Quality Customer Service	3			
BUAD 264	Entrepreneurial Internship	3	C		
ACCT, BUAD, <b>OR</b> ECON Elective <sup>4</sup>		3			
SUNY GEN ED Diversity: Equity, Inclusion, and Social Justice Elective <sup>3</sup>		3			

**Total Credits** **15**

**Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.**

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit liberal arts elective.  
<sup>2</sup> SUNY GEN ED Natural Sciences Elective: ENVS 102 *Technology and the Environment* is recommended.  
<sup>3</sup> SUNY GEN ED Diversity: Equity, Inclusion, and Social Justice Elective: A student who has met this requirement through another course may take any SUNY GEN ED Elective.  
<sup>4</sup> ACCT, BUAD, **OR** ECON Elective: ECON 101 may not be taken to satisfy this requirement.

# Environmental Studies, A.S.

Fall 2024

Student's Name:

Advisor's Name:

<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 020 - Skills & Support for College Algebra			
	<input type="checkbox"/> RDNG 116 College Reading & Study Skills				
	<input type="checkbox"/> BIOL 101 - Principles of Biology I		<input type="checkbox"/> CHEM 101 - Principles of Chemistry I		
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
BIOL 104	General Biology I	4	C		
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
ENVS 101	Introduction to Environmental Science	3	C		
FSS 132	Freshman Seminar - Environmental Studies	1			
SUNY GEN ED Restricted Social Science Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>14</b>			
<b>SPRING</b>					
BIOL 105	General Biology II	4	C		
ENGL 101	Academic Writing II	3			
ENVS 102	Technology & the Environment	3	C		
MATH 120 <b>OR</b> MATH 138 <b>OR</b> MATH 201 <sup>3</sup>	College Algebra, <b>OR</b> Precalculus, <b>OR</b> Calculus I <sup>3</sup>	4			
SUNY GEN ED Restricted Elective <sup>4</sup>		3			
<b>Total Credits</b>		<b>17</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
BIOL 211	Ecology	4			
CHEM 107	General Chemistry I	4			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
SUNY GEN ED Restricted Elective <sup>4</sup>		3			
<b>Total Credits</b>		<b>14</b>			
<b>SPRING</b>					
CHEM 108	General Chemistry II	4			
ENGL 102 <b>OR</b> ENVS 105	Approaches to Literature <b>OR</b> Environmental Ethics	3			
ENVS 295	Global Seminar	3			
MATH 200	Statistics	3			
Restricted Elective <sup>5</sup>		3			
<b>Total Credits</b>		<b>16</b>			
<b>Minimum Credits Required for Graduation: 61</b>		<b>A cumulative GPA of at least 2.0 is required for conferral of degree.</b>			
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> Select from ECON 120, ECON 121, POSC 103, POSC 104, or ENVS/POSC 107.					
<sup>3</sup> MATH 201 is recommended. Some transfer institutions may not accept MATH 120 or 138 for fulfillment of the mathematics requirement for the program.					
<sup>4</sup> SUNY GEN ED Restricted Elective: Select two courses from two areas: US History & Civic Engagement, World History & Global Awareness, The Arts, or World Languages.					
<sup>5</sup> Restricted Elective: Select from: BIOL 115, BIOL 116, BIOL 119, BIOL 205 <b>AND</b> BIOL 206, BIOL 216, ENVS 116, ENVS 141, GEOL 101, PHSC 104, OR PHSC 211. The course should be selected in consultation with the student's advisor.					

Requirements last updated Fall 2023 Go to <https://www.tompkinscortland.edu/academics/general-education> for SUNY General Education and Tompkins Cortland Core Requirements.

# General Studies, Certificate

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses <sup>1</sup>:</b>	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> ENGL 100 - Academic Writing I <input type="checkbox"/> ENGL 101 - Academic Writing II	<input type="checkbox"/> MATH Skills and Support Course <input type="checkbox"/> RDNG 116 - College Reading & Study Skills
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
English Elective		3			
English Elective		3			
Humanities Elective		3			
Math/Science Elective		3			
Math/Science Elective		3			
Social Science Elective		3			
Social Science Elective		3			
Unrestricted Elective <sup>2</sup>		3			
Unrestricted Elective <sup>2</sup>		3			
Unrestricted Elective <sup>2</sup>		3			

**Minimum Credits Required for Graduation: 30 A cumulative GPA of at least 2.0 is required for conferral of certificate.**

**Financial aid is not available to students matriculated in the General Studies Certificate program, but course work may be applied to the Liberal Arts and Sciences-General Studies A.S. degree program.**

<sup>1</sup> While ENGL 100 and ENGL 101, Academic Writing I and II, are not specifically required, they may be prerequisites for one or more courses selected to fulfill elective requirements in the Certificate.

<sup>2</sup> No more than 3 FITN credits may be used toward the Unrestricted Electives requirements.


# Graphic Design, A.S.

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL 098 – Accelerated Writing Skills for ENGL 100
- RDNG 116 - College Reading and Study Skills

- MATH 017 - Skills & Support Quant Reasoning
- MATH 020 - Skills & Support College Algebra
- MATH 029 - Skills & Support Statistics

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
ART 109	Introduction to Graphic Design	3			
ART 117	Design Foundations I	3			
ART 120	Drawing I	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
SUNY GEN ED Mathematics Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
ART 118	Design Foundations II	3			
ART 180	Typography	3			
ART 270	Computer Graphics	3			
ENGL 101	Academic Writing II	3			
HSTY 201 <b>OR</b> HSTY 202		3			
<b>Total Credits</b>		<b>15</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
ART 101	Art History: Ancient to Early Medieval	3			
ART 259	Web and Interactive Design	3			
ART 260	Portfolio Preparation-Graphic Design	3			
ENGL 210	Intercultural Communication	3			
SUNY GEN ED Natural Sciences Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
ART 102	Art History: Renaissance to Contemporary	3			
ART 271	Layout Design	3			
ENGL 201	Public Speaking	3			
Restricted Elective <sup>3</sup>		3			
SUNY GEN ED Social Sciences Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of the degree.</b>					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> SUNY GEN ED Mathematics Elective: The course should be selected in consultation with the student's advisor in accord with the student's transfer plans.					
<sup>3</sup> Restricted Elective: Select from: ALEX 210 Ke'lab Journal; other specified ALEX (Project-Based Learning) approved by department chair; ART 111, ART 200, ART 212, ART 213, ART 222, ART 233, ART 255, ART 272, or COMM 115.					

# Hotel and Restaurant Management, A.A.S.

Fall 2024

Student's Name:		Advisor's Name:			
<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 – Accelerated Writing Skills for ENGL 100	<input type="checkbox"/> MATH 017 - Skills & Support Quant Reasoning			
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 020 - Skills & Support College Algebra			
		<input type="checkbox"/> MATH 029 - Skills & Support Statistics			

Course Requirement	Course Title	Min. Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

BUAD 106 <b>OR</b> BUAD 103	Foundations of Business <b>OR</b> Entrepreneurship I	3			
CAPS 121	Introduction to Spreadsheets	1			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
HRMG 100	Introduction to the Hospitality Industry	3	C		
HRMG 108	Food & Beverage Service Operations	3	C		
SUNY GEN ED Mathematics Elective <sup>2</sup>		3			

**Total Credits** **16**

**SPRING**

ACCT 101	Financial Accounting	4			
ENGL 101	Academic Writing II	3			
HRMG 101 <b>OR</b> CULI 101	Food Service and Preparation I <b>OR</b> Introduction to Professional Cooking	3	C		
HRMG 105	Food Sanitation and Safety	1	C+		
SUNY GEN ED Natural Sciences Elective <sup>3</sup>		3			
SUNY GEN ED Restricted Social Sciences Elective <sup>5</sup>		3			

**Total Credits** **17**

**SECOND YEAR**

**FALL**

BUAD 219	Human Resource Management	3			
ENVS 112	Food Systems III: Identity, Ethics, and Culture in the Global Food System	3			
HRMG 103	Lodging Operations Management	3	C		
HRMG 107	Safe Alcohol Handling	1	B-		
Restricted Elective <sup>4</sup>		3	C		
Restricted Elective <sup>4</sup>		3	C		

**Total Credits** **16**

**SPRING**

ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
HRMG 201	Hospitality Law	3	C		
HRMG 205	Hospitality Marketing	3	C		
HRMG 206	Food and Labor Cost Control	3	C		
Restricted Applied Learning Elective <sup>6</sup>		3	C		

**Total Credits** **15**

**Minimum Credits Required for Graduation: 64**      **A cumulative GPA of at least 2.0 is required for conferral of degree.**

A "C" or better grade is required in all HRMG courses except HRMG 105 which requires C+ or better and HRMG 107 which requires B- or better. A "C" or better grade is also required for the Applied Learning Elective and the Restricted Electives.

<sup>1</sup> A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.

<sup>2</sup> SUNY GEN ED Mathematics Elective: MATH 110 is strongly recommended unless student plans to transfer to a four-year program. A MATH course for transfer should be chosen in consultation with the student's advisor according to requirements at the intended transfer institution. MATH 200 is recommended for most.

<sup>3</sup> SUNY GEN ED Natural Sciences Elective: BIOL 114, ENVS 101, or ENVS 141 recommended. Students planning to transfer to a four-year program should choose a course in consultation with the student's advisor according to requirements at the intended transfer institution.

<sup>4</sup> Restricted Electives: Choose from BUAD, CULI, ENVS, HRMG, or WINE. Recommended: BUAD 212, WINE 110, or WINE 200. A minimum of 6 Restricted Elective credits is required. One Restricted Elective may be used toward 6 credits in Applied Learning. NOTE: Completion of WINE 110, HRMG 107, and HRMG 108 award the *Food & Beverage Service Microcredential*.

<sup>5</sup> SUNY GEN ED Restricted Social Sciences Elective: Choose from ANTH or ECON courses. ECON 120 or ECON 121 recommended.

<sup>6</sup> Restricted Applied Learning Elective: This course must be approved by the department chair; choose from BUAD 261, BUAD 263, BUAD 266, HRMG 213, or HRMG 216. One Restricted Elective may be used toward 6 credits in Applied Learning.

Human Services, A.A.S.			Fall 2024			
Student's Name:			Advisor's Name:			
<b>Student may need to take the following courses:</b>		<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH Skills and Support Course			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	
<b>FIRST YEAR</b>						
<b>FALL</b>						
ENGL 100	Academic Writing I <sup>1</sup>	3	C			
HUMS 105	Introduction to Human Services	3	C			
PSYC 103	Introduction to Psychology	3				
SOCI 101	Introduction to Sociology	3				
Unrestricted Elective		3				
<b>Total Credits</b>		<b>15</b>				
<b>SPRING</b>						
ENGL 101	Academic Writing II	3				
HUMS 200	Generalist Social Work Practice Skills	3	C			
Restricted Human Services Elective <sup>2</sup>		3				
SUNY GEN ED Mathematics Elective <sup>3</sup>		3				
POSC Elective		3				
<b>Total Credits</b>		<b>15</b>				
<b>SECOND YEAR</b>						
<b>FALL</b>						
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210 <sup>4</sup>	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3				
HUMS 229	Applied Methods in Human Services	3	C			
Restricted SOCI Elective <sup>5</sup>		3				
Restricted Human Services Elective <sup>2</sup>		3				
ENGL 102		3				
<b>Total Credits</b>		<b>15</b>				
<b>SPRING</b>						
HUMS 232	Human Service Internship & Seminar	4	C			
Restricted Human Services Elective <sup>2</sup>		3				
PSYC Elective		3				
SUNY GEN ED Natural Sciences Elective		3				
Unrestricted Elective		3				
<b>Total Credits</b>		<b>16</b>				
<b>Minimum Credits Required for Graduation: 61</b>						
A "C" or better grade is required in ENGL 100, HUMS 105, HUMS 200, HUMS 229, and HUMS 232						
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.						
<sup>2</sup> Restricted Human Services Elective: Choose a HUMS course or ANTH 202, CDSC 101, CDSC 103, CRJU 105, HLTH 207, HLTH 208, or SOCI 203.						
<sup>3</sup> SUNY GEN ED Mathematics Elective: Students who intend to transfer into a Social Work program should choose MATH 200.						
<sup>4</sup> ENGL 201 is recommended.						
<sup>5</sup> Restricted SOCI Elective: Choose any 200-level SOCI course. The course should be selected in consultation with the student's advisor.						



Human Services, A.S.			Fall 2024		
Student's Name:			Advisor's Name:		
<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 120 - College Algebra OR			
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 029 - Skills & Support for Statistics			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
HUMS 105	Introduction to Human Services	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
ENGL 101	Academic Writing II	3			
HUMS 200	Generalist Social Work Practice Skills	3	C		
MATH 200	Statistics	3			
PSYC 263	Development Across the Lifespan	3			
POSC 103 OR POSC 104	American National Government OR American State & Local Government	3			
<b>Total Credits</b>		<b>15</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
BIOL 100	Human Biology	3			
ENGL102	Approaches to Literature	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
Liberal Arts Elective <sup>2</sup>		3			
Restricted Elective <sup>3</sup>		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
HUMS 232	Human Services Internship & Seminar	4	C		
ENGL 201 OR ENGL 204 OR ENGL 210 <sup>4</sup>	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
Human Services Elective <sup>5</sup>		3			
Unrestricted Elective		3			
Restricted SUNY GEN ED Elective <sup>6</sup>		3			
<b>Total Credits</b>		<b>16</b>			
<b>Minimum Credits Required for Graduation: 61      A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
A "C" or better grade is required in ENGL 100; HUMS 105, 200, and 232.					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> Liberal Arts Elective: ANTH, PSYC, or SOCE course is recommended.					
<sup>3</sup> Restricted Elective: PSYC 209, OR a 200-level SOCI course, to be selected in consultation with the student's advisor.					
<sup>4</sup> ENGL 201 is recommended for students planning to transfer.					
<sup>5</sup> Human Services Elective: HUMS course or ANTH 202, CDSC 101, CDSC 103, CRJU 105, HLTH 207, HLTH 208, POSC 112, or SOCI 203. HUMS 114 or HUMS 128 is recommended.					
<sup>6</sup> Restricted SUNY GEN ED Elective: Select a course that satisfies one of the following SUNY GEN ED areas: World History & Global Awareness, The Arts, or World Languages. The course should be selected in consultation with the student's advisor.					

Human Services Certificate			Fall 2024			
Student's Name:		Advisor's Name:				
<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	
<b>First Semester</b>						
ENGL 100	Academic Writing I <sup>1</sup>	3	C			
HUMS 104 <b>OR</b> HUMS 125	Introduction to Corrections <b>OR</b> Introduction to Early Childhood Education	3				
HUMS 105	Introduction to Human Services	3	C			
PSYC 103	Introduction to Psychology	3				
SOC1 101	Introduction to Sociology	3				
		<b>Total 15</b>				
<b>Second Semester</b>						
ENGL 101	Academic Writing II	3				
HUMS 200	Generalist Social Work Practice Skills	3				
PSYC Elective	Choose a 200-level PSYC Elective	3				
Restricted Human Services Elective <sup>2</sup>		3				
POSC Elective		3				
		<b>Total 15</b>				
<b>Minimum Credits Required for Graduation: 30 A cumulative GPA of at least 2.0 is required for conferral of certificate.</b>						
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit Unrestricted elective. The course should be selected in consultation with the student's advisor.						
<sup>2</sup> Restricted Human Services Elective: Choose a HUMS course or ANTH 202, CDSC 101, CDSC 103, CRJU 105, HLTH 207, HLTH 208, or SOCI 203.						

# International Business, A.S.

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL 098 - Accelerated Writing Skills for ENGL100  
 RDNG 116 - College Reading and Study Skills

- MATH 029 - Skills & Support for Statistics

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
ACCT 101	Financial Accounting	4			
ECON 120	Principles of Microeconomics	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
MATH 200	Statistics	3			
PSYC 103 <b>OR</b> SOCI 101	Introduction to Psychology <b>OR</b> Introduction to Sociology	3			
<b>Total Credits</b>		<b>16</b>			
<b>SPRING</b>					
ACCT 102	Managerial Accounting	4			
BUAD 111	International Business	3			
BUAD 204	Principles of Marketing	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Diversity: Equity, Inclusion, & Social Justice Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>16</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
BUAD 201	Business Law I	3			
BUAD 203	Business Communications	3			
BUAD 215	International Marketing	3			
ENGL 201 <b>OR</b> ENGL 210 <b>OR</b> Humanities Elective	Public Speaking <b>OR</b> Intercultural communication <b>OR</b> Humanities Elective	3 3			
GEOG 120	World Regional Geography	3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
ECON 121	Principles of Macroeconomics	3			
BUAD 217	Fundamentals of Exporting	3			
SUNY GEN ED Humanities Elective		3			
SUNY GEN ED Natural Sciences Elective		3			
SUNY GEN ED Restricted Elective <sup>3</sup>		3			
<b>Total Credits</b>		<b>15</b>			
<b>Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> SUNY GEN ED Diversity: Equity, Inclusion, & Social Justice Elective: A student who has met this requirement through another course (e.g., ENGL 102, ENGL 210) may take a three-credit unrestricted elective. A waiver approval is not needed for this substitution.					
<sup>3</sup> SUNY GEN ED Restricted Elective: Select a course that satisfies one of the following SUNY GEN ED areas: U.S. History & Civic Engagement, World History & Global Awareness, The Arts, <b>or</b> World Languages.					

# International Studies A.S.

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL 098 - Accelerated Writing Skills for ENGL100  
 RDNG 116 - College Reading & Study Skills

MATH Skills and Support Course

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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## FIRST YEAR

### FALL

ANTH 201 <b>OR</b> ECON 121 <b>OR</b> GEOG 120	Introduction to Anthropology <b>OR</b> Principles of Macroeconomics <b>OR</b> World Regional Geography	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
SOCI 101	Introduction to Sociology	3			
SUNY GEN ED Mathematics Elective <sup>2</sup>		3			
World Languages Sequence 1 <sup>3</sup>		3			
<b>Total Credits</b>		<b>15</b>			

### SPRING

ANTH 202	Cultural Anthropology	3			
ENGL 101	Academic Writing II	3			
HSTY 115 <b>OR</b> HSTY 116 <b>OR</b> HSTY 117	Caribbean History Since 1491 <b>OR</b> The West in the World to 1500 <b>OR</b> The West in the World Since 1500	3			
PSYC 103	Introduction to Psychology	3			
World Languages Sequence 2 <sup>3</sup>		3			
<b>Total Credits</b>		<b>15</b>			

## SECOND YEAR

### FALL

ENGL 210	Intercultural Communication	3			
Study Away Experience <sup>4</sup>		3			
SUNY GEN ED Restricted Natural Sciences Elective <sup>5</sup>		3			
SUNY GEN ED Restricted Elective <sup>6</sup>		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>15</b>			

### SPRING

ANTH 220	Applied Anthropology in a Globalizing World	3			
ECON 120 <b>OR</b> POSC 225	Principles of Microeconomics <b>OR</b> Comparative Politics	3			
Sustainability Elective <sup>7</sup>		3			
Unrestricted Elective <sup>8</sup>		3			
Unrestricted Elective <sup>8</sup>		3			
<b>Total Credits</b>		<b>15</b>			

**Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of the degree.**

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. This course should be selected in consultation with the student's advisor.

<sup>2</sup> SUNY GEN ED Mathematics Elective: Course is to be selected in consultation with the student's advisor and in consideration of the math requirements at the student's intended transfer institution. MATH 120, 138, 200, or 201 is recommended.

<sup>3</sup> SUNY GEN ED World Languages Sequence: Students who have taken a two-course sequence in a world language not offered at TC3 may meet this requirement via a transferred sequence. ASL (American Sign Language) is NOT accepted as a world language in this program.

<sup>4</sup> Study Away Experience: To be selected in consultation with advisor. A study away experience is **required** of all students. Only under special circumstances, will a student be allowed to complete an alternative cross-cultural experience. Scholarships and other funding opportunities should help avoid excessive financial burden. Study away options vary in the Fall and Spring semesters. Students should work with their advisors to plan their coursework according to their intended study away course(s).

<sup>5</sup> Restricted SUNY GEN ED Natural Sciences Elective: Select from: BIOL 102, BIOL 105, ENVS 101, GEOL 101, **OR** METR 101.

<sup>6</sup> SUNY GEN ED Restricted Elective: Choose a course from US History & Civic Engagement, Humanities, or The Arts.

<sup>7</sup> Restricted Sustainability Elective: ANTH/ENVS 295, ENVS 102, ENVS 105, **OR** ENVS/POSC 107

<sup>8</sup> Unrestricted Electives: To be selected in consultation with the student's advisor. Recommended courses: BUAD 111; ENGL 233; HSTY 115, HSTY 116, HSTY 117; RECR/SOCE 150; any World Languages Elective; **OR** any Study Away Elective.

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH Skills and Support Course
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

ENGL 100	Academic Writing I <sup>1</sup>	3	C		
EDUC 201	Introduction to Education	3			
HSTY 201 <b>OR</b> HSTY 202	American History to 1877 <b>OR</b> American History Since 1877	3			
PSYC 103	Introduction to Psychology	3			
SUNY GEN ED Mathematics Elective <sup>2</sup>		3			

<b>Total Credits</b>	<b>15</b>
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**SPRING**

ENGL101	Academic Writing II	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
PSYC 207	Adolescent Psychology	3			
SOCI 101	Introduction to Sociology	3			
Teaching Concentration Elective <sup>5</sup>		3			

<b>Total Credits</b>	<b>15</b>
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**SECOND YEAR**

**FALL**

ENGL 102	Approaches to Literature	3			
SUNY GEN ED World Languages Sequence Elective <sup>13</sup>		3			
SUNY GEN ED Natural Sciences Elective <sup>4</sup>		3			
Teaching Concentration Elective <sup>5</sup>		3			
Unrestricted Elective		3			

<b>Total Credits</b>	<b>15</b>
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**SPRING**

HSTY 115, HSTY 116, OR HSTY 117		3			
SUNY GEN ED World Languages Sequence Elective 2 <sup>3</sup>		3			
SUNY GEN ED The Arts Elective		3			
Teaching Concentration Elective <sup>5</sup>		3			
Unrestricted Elective		3			

<b>Total Credits</b>	<b>15</b>
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**Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of the degree.**

Note: Students should work closely with their faculty advisor for appropriate course selection. Catalogs and web sites for teacher education baccalaureate degree programs should also be consulted.

<sup>1</sup> A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor and in accordance with degree requirements at the intended transfer institution.

<sup>2</sup> MATH 200 or MATH 120 (or higher) recommended. Course should be selected based on requirements at the intended transfer institution.

<sup>3</sup> SUNY GEN ED World Languages Sequence Elective: Both courses must in the same language. Some transfer schools may not allow ASL to meet the World Languages requirement.

<sup>4</sup> SUNY GEN ED Natural Sciences Elective: Lab science recommended.

<sup>5</sup> Teacher Education majors should complete a concentration in their intended discipline. Concentration courses should be chosen in consultation with the student's advisor based on the intended four-year teacher education program.

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Liberal Arts and Sciences – Childhood Education, A.S.  
Teacher Education Transfer

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**  
 ENGL 098 - Accelerated Writing Skills for ENGL 100  
 RDNG 116 - College Reading and Study Skills  
 MATH Skills and Support Course

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
EDUC 201	Introduction to Education	3			
HSTY 201 <b>OR</b> HSTY 202	American History to 1877 <b>OR</b> American History Since 1877	3			
MATH 113	Math for Elementary School Teachers I	3	C		
PSYC 103	Introduction to Psychology	3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
ENGL101	Academic Writing II	3			
MATH 115	Math for Elementary School Teachers II	3			
PSYC 205	Child Psychology	3			
SOCI 101	Introduction to Sociology	3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
ENGL 102	Approaches to Literature	3			
HSTY 115, HSTY 116, or HSTY 117		3			
SUNY GEN ED World Languages Sequence Elective 1 <sup>2</sup>		3			
SUNY GEN ED The Arts Elective		3			
Liberal Arts and Sciences <b>OR</b> ECHD Elective <sup>4</sup>		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
BIOL 125	Biology and Earth Science for Teachers	4			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
ENGL 220	Literature for Children	3			
SUNY GEN ED World Languages Sequence Elective 2 <sup>2</sup>		3			
Liberal Arts and Sciences <b>OR</b> ECHD Elective <sup>4</sup>		3			
<b>Total Credits</b>		<b>16</b>			

**Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of degree.**

Note: Students should work closely with their faculty advisor for appropriate course selection. Catalogs and web sites for teacher education baccalaureate degree programs should also be consulted.

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor and in accordance with degree requirements at the intended transfer institution. An ECHD course is recommended.

<sup>2</sup> SUNY GEN ED World Languages Sequence Elective: Both courses must in the same language. Some transfer schools may not allow ASL to meet the World Languages requirement.

<sup>3</sup> SUNY GEN ED The Arts Elective: An Applied Art class is recommended, such as ART 115, ART 120, ART 123, or ART 124.

<sup>4</sup> Liberal Arts and Sciences or ECHD electives should be chosen in consultation with the student's advisor based on the intended four-year teacher education program.

Teacher Education Transfer

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 – Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH Skills and Support Course
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

ECHD 125	Introduction to Early Childhood Education	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
MATH 113	Math for Elementary School Teachers I	3	C		
PSYC 103	Introduction to Psychology	3			
<b>Total Credits</b>		<b>15</b>			

**SPRING**

ENGL101	Academic Writing II	3			
MATH 115	Math for Elementary School Teachers II	3			
PSYC 205	Child Psychology	3			
SOCI 101	Introduction to Sociology	3			
Liberal Arts and Sciences OR ECHD Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>15</b>			

**SECOND YEAR**

**FALL**

ENGL 102	Approaches to Literature	3			
HSTY 115, HSTY 116, OR HSTY 117		3			
SUNY GEN ED World Languages Sequence Elective 1 <sup>3</sup>		3			
SUNY GEN ED The Arts Elective <sup>4</sup>		3			
Liberal Arts and Sciences OR ECHD Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>15</b>			

**SPRING**

BIOL 125	Biology and Earth Science for Teachers	4			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
ENGL 220	Literature for Children	3			
SUNY GEN ED World Languages Sequence Elective 2 <sup>3</sup>		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>16</b>			

**Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of the degree.**

Note: Students should work closely with their faculty advisor for appropriate course selection. Catalogs and web sites for teacher education baccalaureate degree programs should also be consulted.

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor and in accordance with degree requirements at the intended transfer institution. An ECHD course is recommended

<sup>2</sup> Liberal Arts and Sciences or ECHD electives should be chosen in consultation with the student's advisor based on the intended four-year teacher education program.

<sup>3</sup> SUNY GEN ED World Languages Sequence Electives: Both courses must in the same language. Some transfer schools may not allow ASL to meet the World Languages requirement.

<sup>4</sup> SUNY GEN ED The Arts Elective: An Applied Art class is recommended, such as ART 115, ART 120, ART 123, or ART 124.

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Liberal Arts and Sciences - General Studies, A.S.				Fall 2024		
Student's Name:			Advisor's Name:			
<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL 100		<input type="checkbox"/> MATH Skills and Support Course			
	<input type="checkbox"/> RDNG 116 - College Reading & Study Skills					
Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes:
<b>A. Written and Oral Communication</b>						
ENGL 100	Academic Writing I <sup>1</sup>	3	C			
ENGL 101	Academic Writing II	3				
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3				
<b>Total Credits</b>		<b>9</b>				
<b>B. History</b>						
SUNY GEN ED Restricted History Elective <sup>2</sup>		3				
<b>Total Credits</b>		<b>3</b>				
<b>C. Humanities</b>						
ENGL 102	Approaches to Literature	3				
SUNY GEN ED Restricted Humanities Elective <sup>3</sup>		3				
<b>Total Credits</b>		<b>6</b>				
<b>D. Mathematics and Natural Sciences</b>						
SUNY GEN ED Mathematics Elective		3				
SUNY GEN ED Natural Lab Sciences Elective		3				
<b>Total Credits</b>		<b>6</b>				
<b>E. Social Sciences</b>						
PSYC 103 OR SOC 101	Introduction to Psychology OR Introduction to Sociology	3				
SUNY GEN ED Restricted Elective <sup>4</sup>		3				
<b>Total Credits</b>		<b>6</b>				
<b>F. Liberal Arts</b>						
SUNY GEN ED Liberal Arts Elective		3				
Liberal Arts Elective		3				
Liberal Arts Elective		3				
<b>Total Credits</b>		<b>9</b>				
<b>G. Seamless Transfer and/or Unrestricted Electives</b>						
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Elective		3				
<b>Total Credits</b>		<b>21</b>				
<b>Minimum Credits Required for Graduation: 60      A cumulative GPA of at least 2.0 is required for conferral of degree.</b>						
NOTE: No more than 3 FITN credits may be used toward the Unrestricted Electives requirements.						
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.						
<sup>2</sup> SUNY GEN ED Restricted History Elective: Select from HSTY 116, HSTY 117, HSTY 201, or HSTY 202.						
<sup>3</sup> SUNY GEN ED Restricted Humanities Elective: Select from Humanities; The Arts, or World Languages.						
<sup>4</sup> SUNY GEN ED Restricted Elective: Select from Social Sciences, US History and Civic Engagement, World History and Global Awareness, or Diversity: Equity, Inclusion, and Social Justice						



Student's Name:		Advisor's Name:				
Student may need to take the following courses:	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL 100	<input type="checkbox"/> MATH Skills and Support Course				
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills					
Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes:
<b>A. Written and Oral Communication</b>						
ENGL 100	Academic Writing I <sup>1</sup>	3	C			
ENGL 101	Academic Writing II	3				
ENGL 102	Approaches to Literature	3				
ENGL 201	Public Speaking	3				
<b>Total Credits</b>		<b>12</b>				
<b>B. History</b>						
HSTY 116 OR HSTY 201	The West in the World to 1500 OR American History to 1877	3				
HSTY 117 OR HSTY 202	The West in the World Since 1500 OR American History since 1877	3				
<b>Total Credits</b>		<b>6</b>				
<b>C. World Languages Sequence (must complete in one language only)</b>						
World Languages Sequence 1		3				
World Languages Sequence 2		3				
<b>Total Credits</b>		<b>6</b>				
<b>D. Humanities Electives <sup>2</sup></b>						
SUNY GEN ED Humanities Elective		3				
Humanities Elective		3				
Humanities Elective		3				
Humanities Elective		3				
<b>Total Credits</b>		<b>12</b>				
<b>E. Mathematics and Natural Sciences Electives</b>						
SUNY GEN ED Mathematics Elective		3				
SUNY GEN ED Natural Sciences Elective <sup>3</sup>		3				
<b>Total Credits</b>		<b>6</b>				
<b>F. Social Sciences Electives</b>						
SUNY GEN ED Restricted Elective <sup>4</sup>		3				
SUNY GEN ED Social Sciences Elective		3				
<b>Total Credits</b>		<b>6</b>				
<b>G. Unrestricted Electives <sup>5</sup></b>						
Elective		3				
Elective		3				
Elective		3				
Elective		3				
<b>Total Credits</b>		<b>12</b>				
<b>Minimum Credits Required for Graduation: 60</b> <span style="float: right;"><b>A cumulative GPA of at least 2.0 is required for conferral of degree.</b></span>						
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.						
<sup>2</sup> A second World Language, over and above the 6 credits required for category C, is acceptable and is strongly recommended for students planning to transfer to a SUNY Bachelor of Arts (B.A.) degree program.						
<sup>3</sup> SUNY GEN ED Natural Sciences Elective: A lab science is recommended.						
<sup>4</sup> SUNY GEN ED Restricted Elective: Select a course from Social Sciences, US History and Civic Engagement, World History and Global Awareness, or Diversity: Equity, Inclusion, and Social Justice						
<sup>5</sup> No more than 3 FITN credits may be used toward the Unrestricted Electives requirements.						

# Liberal Arts and Sciences – Math/Science, A.S.

# Fall 2024

Student's Name:			Advisor's Name:			
<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 049 <b>OR</b> Accelerated Writing Skills for	<input type="checkbox"/> MATH 020 Skills & Support for College Algebra				
	<input type="checkbox"/> ENGL 098 ENGL100	<input type="checkbox"/> MATH 120 - College Algebra				
	<input type="checkbox"/> RDNG 116 - College Reading & Study Skills	<input type="checkbox"/> MATH 138 - Pre-Calculus				
Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes
<b>A. Required Courses</b>						
ENGL 100	Academic Writing I <sup>1</sup>	3	C			
ENGL 101	Academic Writing II	3				
FSS Freshman Seminar <sup>2</sup>		1				
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3				
HSTY 115, 116, 117, 201, 202 <b>OR</b> 225		3				
MATH 201	Calculus I <sup>3</sup>	4				
STEM290	Math/Science Capstone	3				
<b>Total Credits</b>		<b>20</b>				
<b>B. Two (2) Course Pairs (MUST include one 8-credit pair.) Select from two different disciplines:</b>						
BIOL 104 and BIOL 105		8				
CHEM 107 and CHEM 108		8				
MATH 200 and MATH 202 <b>OR</b> MATH 202 and MATH 203		7				
PHSC 104 and PHSC 105 <b>OR</b> PHSC 211 and PHSC 212		8				
<b>Total Credits</b>		<b>15</b>				
<b>C. Computer Applications</b>						
CAPS 121 <b>OR</b> CAPS 191	Introduction to Spreadsheets <b>OR</b> Introduction to MATLAB	1				
<b>Total Credits</b>		<b>1</b>				
<b>D. Math, Science, or Computer Science Electives: Minimum 6 credits required.</b>						
Elective		3				
Elective		3				
<b>Total Credits</b>		<b>6</b>				
<b>E. SUNY GEN ED Electives</b>						
SUNY GEN ED Humanities or World Languages		3				
SUNY GEN ED Social Sciences Elective		3				
ENVS102 – Technology and the Environment <b>OR</b> ENGL102 – Approaches to Literature <sup>4</sup>		3				
<b>Total Credits</b>		<b>9</b>				
<b>F. Unrestricted Electives <sup>5</sup></b>						
Elective		3				
Elective		3				
Elective		3				
<b>Total Credits</b>		<b>9</b>				
<b>Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.</b>						
Note: Credits in excess of the amounts in Category A through E may be applied to Category F only.						
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective to be selected in consultation with the student's advisor.						
<sup>2</sup> Freshman Seminar: Choose in consultation with student's advisor based on interests and availability. FSS 138 <i>Freshman Seminar for Math/Science</i> is preferred, but BIOT 101 <i>Introduction to Biotechnology</i> , FSS 140 <i>Applied Science and Technology</i> , or FSS 132 <i>Freshman Seminar - Environmental Studies</i> may be taken.						
<sup>3</sup> MATH 201: Minimum C grade required to take MATH 202.						
<sup>4</sup> Students who have met this SUNY GEN ED Area through another requirement may substitute an unrestricted elective.						
<sup>5</sup> Courses should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution. No more than three FITN credits may be used toward the Unrestricted Electives requirements.						
<b>NOTES:</b>						

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

ENGL 098 - Accelerated Writing Skills for ENGL 100

RDNG 116 - College Reading & Study Skills

MATH Skills and Support Course

Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes
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**FIRST YEAR**

**FALL**

ENGL 100	Academic Writing I <sup>1</sup>	3	C			
SOCI 101	Introduction to Sociology	3				
SUNY GEN ED Mathematics Elective <sup>2</sup>		3				
Social Science Elective <sup>3</sup>		3				
Unrestricted Elective <sup>4</sup>		3				
<b>Total Credits</b>		<b>15</b>				

**SPRING**

ENGL 101	Academic Writing II	3				
PSYC 103	Introduction to Psychology	3				
SUNY GEN ED Natural Lab Sciences Elective <sup>5</sup>		3				
Social Science Elective <sup>3</sup>		3				
Unrestricted Elective		3				
<b>Total Credits</b>		<b>15</b>				

**SECOND YEAR**

**FALL**

ANTH 202	Cultural Anthropology	3				
ENGL 102	Approaches to Literature	3				
SUNY GEN ED History Elective		3				
MATH <b>OR</b> Science Elective		3				
Unrestricted Elective <sup>6</sup>		3				
<b>Total Credits</b>		<b>15</b>				

**SPRING**

ANTH/SOCI/HSTY 290 <b>OR</b> PSYC 290 <sup>7</sup>	Social Science Capstone Course	3	C			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210 <sup>8</sup>	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3				
SUNY GEN ED Restricted Elective <sup>9</sup>		3				
Social Science Elective <sup>3</sup>		3				
Unrestricted Elective		3				
<b>Total Credits</b>		<b>15</b>				

**Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for graduation.**

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective, which should be selected in consultation with the student's advisor.

<sup>2</sup> SUNY GEN ED Mathematics Elective: Select in consultation with the student's advisor, in accord with the student's transfer plans. MATH 200 is recommended for those intending to transfer into a 4-year Psychology program.

<sup>3</sup> Social Science Electives: Select in consultation with the student's advisor. Place students in program courses as soon as possible.

<sup>4</sup> Unrestricted Electives: Select in consultation with the student's advisor. No more than 3 FITN credits may be used.

<sup>5</sup> Students with an interest in transferring for psychology should take two sequential biology courses. The recommended sequence is BIOL 102 & BIOL 101, in that order, but the appropriate courses should be selected in consultation with the student's advisor.

<sup>6</sup> Students are encouraged to use their third and fourth semester Unrestricted Electives to take a two-semester language series.

<sup>7</sup> Students with an interest in transferring for psychology should take PSYC 290. All other students should take ANTH/SOCI/HSTY 290.

<sup>8</sup> Oral Communication Course: Select in consultation with the student's academic advisor, in accord with the student's transfer plans.

<sup>9</sup> SUNY GEN ED Restricted Elective: Select from U.S. History and Civic Engagement OR World History and Global Awareness.

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

ENGL 098 - Accelerated Writing Skills for ENGL 100

RDNG 116 - College Reading and Study Skills

MATH Skills and Support Course

Course Number	Course Title	Credits	Min. Grade	Grade Earned T – Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

ENGL 100	Academic Writing I <sup>1</sup>	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
SOCE 121	Introduction to Gender and Sexuality Studies	3			
SUNY GEN ED Mathematics Elective		3			
<b>Total Credits</b>		<b>15</b>			

**SPRING**

ENGL 101	Academic Writing II	3			
HSTY 201 <b>OR</b> HSTY 202	American History to 1877 <b>OR</b> American History Since 1877	3			
ENGL 248	Contemporary Women Writers	3			
SOCI 203	Sociology of Race, Power, and Privilege	3			
SUNY GEN ED Natural Sciences Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>15</b>			

**SECOND YEAR**

**FALL**

WGST 120	Women and Health Care	3			
SOCE 201	Human Sexuality	3			
SUNY GEN ED Diversity: Equity, Inclusion, and Social Justice Elective <sup>3</sup>		3			
SUNY GEN ED Restricted Elective <sup>4</sup>		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>15</b>			

**SPRING**

ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
HSTY 233	Women in U.S. History	3			
Liberal Arts Elective (Social Science Capstone recommended) <sup>5</sup>		3			
Unrestricted Elective		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>15</b>			

**Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.**

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.

<sup>2</sup> A Lab Science is recommended. The course should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution.

<sup>3</sup> SUNY GEN ED Diversity: Equity, inclusion, and Social Justice Elective: A student who has satisfied this Area through another requirement may substitute an unrestricted elective.

<sup>4</sup> SUNY GEN ED Restricted Elective: Choose from Humanities, The Arts, or World Languages. ENGL 102 is recommended. The course should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution.

<sup>5</sup> Social Science Capstone: Choose from ANTH 290, HSTY 290, SOCI 290, or PSYC 290. The course should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution.

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

ENGL 098 - Accelerated Writing Skills for ENGL100

RDNG 116 - College Reading and Study Skills

MATH Skills and Support Course

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
ART 111	Photography I	3			
ART 117	Design Foundations I	3			
ART 120	Drawing I	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
FSS 137	Freshman Seminar-New Media	1			
SUNY GEN ED Mathematics Elective		3			
<b>Total Credits</b>		<b>16</b>			
<b>SPRING</b>					
ART 212	Digital Photography	3			
ART 213	Dynamic Media I	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Social Sciences Elective		3			
Unrestricted Elective		3			
<b>Total Credits</b>		<b>15</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
ART 101	Art History: Ancient to Early Medieval	3			
ART 214	Dynamic Media II	3			
ART 233	Animation	3			
ART 261	Portfolio Preparation-New Media	1			
COMM 115	Introduction to Digital Video	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			
<b>Total Credits</b>		<b>16</b>			
<b>SPRING</b>					
ART 102	Art History: Renaissance to Contemporary	3			
ART 254	Advanced Media Design	3			
ENGL 102	Approaches to Literature	3			
Liberal Arts Elective		3			
SUNY GEN ED Natural Sciences Elective <sup>2</sup>		3			
<b>Total Credits</b>		<b>15</b>			
<b>Minimum Credits Required for Graduation: 62      A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
<sup>1</sup> A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> SUNY GEN ED Natural Sciences Elective: A Lab science is recommended. The course should be chosen in consultation with the student's advisor based on the intended four-year transfer program.					

Nursing, A.A.S.		Fall 2024			
Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> BIOL 101 and CHEM 101 OR <input type="checkbox"/> BIOL 104	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 - Academic Writing I			
	<input type="checkbox"/> MATH Skills and Support Course *	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
Course ID		Course Title	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
BIOL 131 OR BIOL 201	Principles of Human Anatomy & Physiology I OR Human Anatomy & Physiology I	4	C		
ENGL 101	Academic Writing II <sup>1</sup>	3	C		
NURS 110	Fundamentals of Nursing	7	C		
PSYC 103 <sup>1</sup>	Introduction to Psychology	3	C		
<b>Total Credits</b>		<b>17</b>			
<b>SPRING</b>					
BIOL 132 OR BIOL 202	Principles of Human Anatomy & Physiology II OR Human Anatomy & Physiology II	4	C		
NURS 120	Critical Thinking in Medical Surgical Nursing	9	C		
SOCI 101 <sup>1</sup>	Introduction to Sociology	3	C		
<b>Total Credits</b>		<b>16</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
NURS 208	The Art and Science of Nursing Across the Lifespan	10	C		
NURS 241	Pharmacology for Nurses & Allied Health Professionals	3	C		
MATH Elective <sup>2</sup>		3	C		
<b>Total Credits</b>		<b>16</b>			
<b>SPRING</b>					
BIOL 112 OR BIOL 216	Essentials of Medical Microbiology OR General Microbiology	3	C		
NURS 225	Professional Practice and Complex Nursing Care	10	C		
ENGL210	Intercultural Communication	3	C		
<b>Total Credits</b>		<b>16</b>			
<b>Minimum Credits Required for Graduation: 65 A cumulative GPA of at least 2.0 is required for graduation.</b>					
*To be eligible for admission to the Nursing program, students must have math placement or prior math coursework that meets the pre-requisite for Anatomy & Physiology.					
A minimum grade of "C" (75 percent) in theory and "S" (Satisfactory) in clinical in each nursing (NURS) course is required to earn a degree in Nursing.					
A "C" or better grade is required in all courses. All courses in the first two semesters must be completed before a student may take NURS 208 and NURS 225.					
ENGL 100, if required, must be completed with a "C" or better grade before the first semester.					
<sup>1</sup> A 200-level or higher course in the same discipline may be substituted without a waiver.					
<sup>2</sup> MATH 200 Statistics is recommended.					

Outdoor Recreation, A.S.			Fall 2024			
Student's Name:		Advisor's Name:				
Student may need to take the following courses:	<input type="checkbox"/> ENGL 098 Accelerated Writing Skills for ENGL 100	<input type="checkbox"/> MATH 017 – Skills & Support Quantitative Reasoning				
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 020 – Skills & Support College Algebra <input type="checkbox"/> MATH 029 – Skills & Support Statistics				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T = Transfer	Semester Completed	
<b>FIRST YEAR</b>						
<b>FALL</b>						
ENGL 100	Academic Writing I <sup>1</sup>	3	C			
PSYC 103 OR SOCI 101	Introduction to Psychology OR Introduction to Sociology	3				
RECR 110	Introduction to Recreation	3				
RECR 163	Team Building & Group Initiative Activities	1				
SUNY GEN ED Mathematics Elective		3				
SUNY GEN ED U.S. History & Civic Engagement OR World History & Global Awareness Elective		3				
<b>Total Credits</b>		<b>16</b>				
<b>SPRING</b>						
ENGL 101	Academic Writing II	3				
HLTH 205 OR FITN 102 AND FITN 216 OR RECR 140	First Aid & Safety Education OR Swimming II AND Lifeguard Training OR Wilderness First Aid <sup>2</sup>	1				
ENVS 102 Technology & the Environment OR SUNY GEN ED The Arts Elective		3				
Outdoor Activity Elective <sup>3</sup>		1				
RECR 120	Leadership in Recreation	3				
RECR 220	Programming in Recreation & Leisure	3				
<b>Total Credits</b>		<b>14</b>				
<b>SECOND YEAR</b>						
<b>FALL</b>						
ENGL 201	Public Speaking	3				
RECR 210	Diversity & Inclusion in Recreation	3				
RECR 270	Wilderness and the American Culture	3				
RECR 274	Outdoor Recreation Pursuits	3				
SUNY GEN ED World Languages Elective		3				
<b>Total Credits</b>		<b>15</b>				
<b>SPRING</b>						
BIOL 115	Field Natural History	3				
RECR 150	Play Across Diverse Cultures	3				
RECR 260	Camp Counseling and Outdoor Education	3				
RECR 276 OR RECR 284	Outdoor Recreation Field Adventure OR Outdoor Recreation Proficiency	1				
RECR 285	Recreation Field Work	3				
Unrestricted Elective		3				
<b>Total Credits</b>		<b>16</b>				
<b>Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of degree.</b>						
<sup>1</sup> A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.						
<sup>2</sup> Students who can provide a current Lifeguard and CPR Certification OR a First Aid Certification of Responding to Emergencies or higher OR a Wilderness First Aid Certification (or higher) AND an Adult, Child, and Infant CPR Certification or higher can substitute an unrestricted elective. A waiver request form must be submitted and approved.						
<sup>3</sup> Outdoor Activity Electives: FITN 101, 109, 119, 120, 166, 221, RECR/FITN 159, 160, 161, 162, 164, or 165.						



# Paralegal, A.A.S.

Fall 2024

Student's Name:		Advisor's Name:			
<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH Skills and Support Course			
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
	ECON 101 Introduction to Economics <b>OR</b> ECON 120 Principles of Microeconomics <b>OR</b> ECON 121 Principles of Macroeconomics	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
PARA 101	Introduction to Paralegalism	3	C		
PSYC 103	Introduction to Psychology	3			
	SUNY GEN ED Mathematics Elective	3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
ACCT 101	Financial Accounting	4			
BUAD 201	Business Law I	3	C		
ENGL 101	Academic Writing II	3			
PARA 130	Legal Research and Drafting <sup>2</sup>	3	C		
SOCI 101	Introduction to Sociology	3			
<b>Total Credits</b>		<b>16</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
ENGL 102	Approaches to Literature <sup>3</sup>	3			
PARA 205	Litigation/Civil Procedure (FALL ONLY)	3	C		
PARA 215	Family Law/Domestic Relations (FALL ONLY)	3	C		
	SUNY GEN ED Natural Sciences Elective	3			
	Unrestricted Elective <sup>4</sup>	3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
ENGL 204 <sup>5</sup>	Interpersonal Communication	3			
PARA 210	Real Estate/Property Law (SPRING ONLY)	3	C		
PARA 220	Wills, Trusts, Estate Planning (SPRING ONLY)	3	C		
PARA 230 <sup>6</sup>	Paralegal Internship	3	C		
PARA 231	Paralegal Seminar	3	C		
<b>Total Credits</b>		<b>15</b>			
<b>Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.					
<sup>2</sup> <b>PARA 130 Legal Research and Drafting MUST be completed at Tompkins Cortland Community College. This requirement may not be satisfied via transfer.</b>					
<sup>3</sup> ENGL 102: Students who have met the SUNY GEN ED Diversity: Equity, Inclusion, and Social Justice requirement through another course may instead take ENGL103 if they choose. A waiver would not be required.					
<sup>4</sup> Unrestricted Elective: Students should select a course from a subject area in which they intend to seek employment. CRJU 205, PARA 206, PARA 213, PARA 216, or PARA 225 is recommended to satisfy this requirement.					
<sup>5</sup> ENGL 201 <i>Public Speaking</i> or ENGL 210 <i>Intercultural Communication</i> may be substituted without a waiver.					
<sup>6</sup> A student with prior experience working under the supervision of a lawyer may submit a portfolio to seek Experiential Learning credit for PARA 230. Consult with the Chair for more details.					
<b>Additional Notes:</b>					
1. Any student wishing to complete the program in three semesters must take PARA 101 and PARA 130 concurrently in the first semester.					
2. Alternative program requirement plans are available for students intending to transfer, honors college students, and students with prior college credits or degrees.					
3. CRJU 205, PARA 205, PARA 213, PARA 215, PARA 225 are offered fall semesters only; PARA 206, PARA 210, PARA 216 & PARA 220 are offered spring semesters only.					



# Paralegal Studies Certificate

Fall 2024

Student's Name:

Advisor's Name:

Baccalaureate College, Degree, and Year:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>SEMESTER 1</b>					
BUAD 201	Business Law I	3	C		
PARC 101	Introduction to Paralegalism	3	C		
PARC 130	Legal Research and Drafting <sup>1</sup>	3	C		
PARC 205	Litigation/Civil Procedure	3	C		
PARC 215	Family Law/Domestic Relations	3	C		
<b>Total Credits</b>		<b>15</b>			
<b>SEMESTER 2</b>					
PARC 210	Real Estate/Property Law	3	C		
PARC 220	Wills, Trusts, Estate Planning	3	C		
PARC 230	Paralegal Internship <sup>2</sup>	3	C		
PARC 231	Paralegal Seminar	3	C		
Paralegal Elective <sup>3</sup>		3	C		
Paralegal Elective <sup>3</sup>		3	C		
<b>Total Credits</b>		<b>18</b>			

**Minimum Credits Required for Graduation: 33 A cumulative GPA of at least 2.0 is required for conferral of certificate.**

**<sup>1</sup> PARC 130 Legal Research and Drafting MUST be completed at Tompkins Cortland Community College. This requirement may not be satisfied via transfer.**

<sup>2</sup> PARC 230: A student with prior experience working under the supervision of a lawyer may apply to obtain Experiential Learning credit for this requirement.

<sup>3</sup> Paralegal Elective options: Students should select an elective course from a subject area in which they intend to seek employment or have a special interest. CRJU 205, PARA 206, PARC 213, PARC 216, PARC 225, PARC 226, or BUAD 202. With program chair permission, a student can choose an alternative class in place of a Paralegal Elective. A waiver form must be submitted and approved to make a substitution.

**Notes:**

1. **To be admitted to this program, a student must have already earned a baccalaureate degree.**
2. For any course requirement waived, another course must be substituted, chosen with the approval of the program chair.
3. A grade of "C" or better is required in all courses.
4. CRJU 205, PARC 205, PARC 213, PARC 215, PARC 225 are offered fall semesters only; BUAD 202, PARA 206, PARC 210, PARC 216 & PARC 220 are offered spring semesters only.

# Photography, A.S.

Fall 2024

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

- ENGL 098 – Accelerated Writing Skills for ENGL100
- RDNG 116 - College Reading and Study Skills

- MATH 017 - Skills & Support Quant Reasoning
- MATH 020 - Skills & Support College Algebra
- MATH 029 - Skills & Support Statistics

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

ART 111	Photography I	3			
ART 117	Design Foundations I	3			
ART 120	Drawing I	3			
ENGL 100	Academic Writing I*	3	C		
SUNY GEN ED Mathematics Elective <sup>2</sup>		3			

**Total Credits** **15**

**SPRING**

ART 104	History of Photography & Video	3			
ART 118	Design Foundations II	3			
ART 212	Digital Photography	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Natural Sciences Elective		3			

**Total Credits** **15**

**SECOND YEAR**

**FALL**

ART 101	Art History: Ancient to Early Medieval	3			
ART 112	Photography II	3			
ART 255	Lighting Principles	3			
ART 262	Portfolio Preparation - Photography	1			
ENGL 102	Approaches to Literature	3			
SUNY GEN ED Social Sciences Elective		3			

**Total Credits** **16**

**SPRING**

ART 102	Art History: Renaissance to Contemporary	3			
ART 213	Dynamic Media I	3			
ART 222	Advanced Digital Photography	3			
ENGL 201 <b>OR</b> ENGL 204 <b>OR</b> ENGL 210	Public Speaking <b>OR</b> Interpersonal Communication <b>OR</b> Intercultural Communication	3			

Restricted Elective<sup>3</sup> 3

**Total Credits** **15**

**Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of the degree.**

<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.

<sup>2</sup> SUNY GEN ED Mathematics Elective: The course should be selected in consultation with the student's advisor in accord with the student's transfer plans.

<sup>3</sup> Restricted Elective: Select a 3-credit ALEX course approved by the department chair OR choose from the following courses: ART 106; ART 233; ART 248; ART 290; COMM 115.

# Recreation Leadership, A.S.

Fall 2024

## Therapeutic Recreation - Business Management - Coaching

Student's Name:

Advisor's Name:

**Student may need to take the following courses:**

ENGL 098 - Accelerated Writing Skills for ENGL 100

RDNG 116 - College Reading and Study Skills

MATH Skills and Support Course

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T= Transfer	Semester Completed
<b>FIRST YEAR</b>					
<b>FALL</b>					
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
PSYC 103 or SOCI 101	Introduction to Psychology <b>OR</b> Introduction to Sociology <sup>2</sup>	3			
RECR 110	Introduction to Recreation	3			
RECR 163	Teambuilding and Group Initiative Activities	1			
SUNY GEN ED Natural Sciences Elective <sup>3</sup>		3			
SUNY GEN ED Mathematics Elective		3			
<b>Total Credits</b>		<b>16</b>			
<b>SPRING</b>					
ENGL 101	Academic Writing II	3			
RECR 120	Leadership in Recreation	3			
RECR 220	Programming in Recreation and Leisure	3			
Restricted Elective <sup>4</sup>		3			
SUNY GEN ED The Arts Elective <sup>5</sup>		3			
FITN Elective		1			
<b>Total Credits</b>		<b>16</b>			
<b>SECOND YEAR</b>					
<b>FALL</b>					
ENGL 102 <b>OR</b> RECR 270	Approaches to Literature <b>OR</b> Wilderness and the American Culture	3			
RECR 150	Play Across Diverse Cultures	3			
RECR 210	Diversity and Inclusion in Recreation	3			
ENGL 201	Public Speaking	3			
Unrestricted Elective <sup>6</sup>		3			
<b>Total Credits</b>		<b>15</b>			
<b>SPRING</b>					
HLTH 205 <b>OR</b> FITN 102 <b>AND</b> FITN 216 <b>OR</b> RECR 140	First Aid and Safety Education <b>OR</b> Swimming II <b>AND</b> Lifeguard Training <b>OR</b> Wilderness First Aid <sup>7</sup>	1			
RECR 130 <b>OR</b> RECR 201 <b>OR</b> RECR 260	Foundations of Coaching: Principles and Theories <b>OR</b> Introduction to Therapeutic Recreation <b>OR</b> Camp Counseling and Outdoor Education <sup>8</sup>	3			
RECR 285	Recreation Field Work	3			
SUNY GEN ED World Languages Elective		3			
SUNY GEN ED US History and Civic Engagement <b>OR</b> World History and Global Awareness Elective		3			
<b>Total Credits</b>		<b>13</b>			
<b>Minimum Credits Required for Graduation: 60      A cumulative GPA of at least 2.0 is required for conferral of degree.</b>					
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective.					
<sup>2</sup> Students in the Therapeutic Recreation Track should take PSYC 103.					
<sup>3</sup> SUNY GEN ED Natural Sciences Elective - Students interested in Therapeutic Recreation or Coaching should take BIOL 101 <b>and</b> BIOL 102, or BIOL 104. A lab science should be considered based on the requirements of the student's selected transfer institution.					
<sup>4</sup> Restricted Elective: Students interested in Therapeutic Recreation should choose PSYC 209 or PSYC 263. Students interested in Coaching should take RECR 112. Students in the Business Management track should choose ACCT 101, BUAD 204, BUAD 208, or ECON 120.					
<sup>5</sup> Business Management track students should take ART 124. All other tracks can take any SUNY GEN ED The Arts course.					
<b>CONTINUED ON NEXT PAGE</b>					
<sup>6</sup> Unrestricted Elective: Consider CAPS as needed. Students interested in Therapeutic Recreation should take BIOL 201. Students in the Business Management track should choose ACCT 101, BUAD 103, BUAD 204, BUAD 208, or ECON 120. Students in the Coaching Track should take FITN 240 or SPMT 150.					

<sup>7</sup> Students who can provide a current Lifeguard and CPR Certification **OR** a First Aid Certification of Responding to Emergencies or higher **OR** a Wilderness First Aid Certification (or higher) **and** an Adult, Child, and Infant CPR Certification or higher can substitute an unrestricted elective. A waiver request form must be submitted and approved. Therapeutic Recreation and Coaching students should take HLTH 205.

<sup>8</sup> Students in the Therapeutic Recreation Track should take RECR 201. Students in the Coaching Track should take RECR 130. Students in the Management track can choose any of the three courses.

Recreation: Exercise Studies, A.S.				Fall 2024		
Student's Name:			Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL100		<input type="checkbox"/> MATH 017 - Skills & Support Quant Reasoning			
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills		<input type="checkbox"/> MATH 020 - Skills & Support College Algebra			
		<input type="checkbox"/> MATH 029 - Skills & Support Statistics				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	
<b>FIRST YEAR</b>						
<b>FALL</b>						
BIOL 101 <sup>3</sup> OR BIOL 104 <sup>1,3</sup>	Principles of Biology I OR General Biology I	3	C			
ENGL 100 <sup>2</sup>	Academic Writing I	3	C			
FITN 215	Aerobic Conditioning	1				
PSYC 103 OR SOCI 101	Introduction to Psychology OR Introduction to Sociology	3				
RECR 110	Introduction to Recreation	3				
SUNY GEN ED Mathematics Elective		3				
<b>Total Credits</b>		<b>16</b>				
<b>SPRING</b>						
BIOL102 <sup>3</sup> OR BIOL105 OR CHEM 101	Principles of Biology II OR General Biology II OR Principles of Chemistry I	3				
ENGL 101	Academic Writing II	3				
FITN 217	Strength and Conditioning	1				
RECR 112	Introduction to Kinesiology	3				
RECR 120	Leadership in Recreation	3				
RECR 220	Programming in Recreation and Leisure	3				
<b>Total Credits</b>		<b>16</b>				
<b>SECOND YEAR</b>						
<b>FALL</b>						
BIOL 201	Human Anatomy and Physiology I	4				
FITN 256	Group Fitness Instructor	1				
RECR 230	Personal Training & Aerobic Leadership	3				
RECR 210 OR RECR 150	Diversity and Inclusion in Recreation OR Play Across Diverse Cultures	3				
SUNY GEN ED Humanities Elective		3				
<b>Total Credits</b>		<b>14</b>				
<b>SPRING</b>						
BIOL 202	Human Anatomy and Physiology II	4				
BIOL 114	Essentials of Nutrition	3				
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3				
RECR 285	Recreation Field Work	3				
SUNY GEN ED Restricted Elective <sup>4</sup>		3				
<b>Total Credits</b>		<b>16</b>				
<b>Minimum Credits Required for Graduation: 62     A cumulative GPA of at least 2.0 is required for conferral of degree.</b>						
<sup>1</sup> Students with High School Biology and Chemistry with minimum Regents exam grades of 80% within the past 5 years can take BIOL 104. The BIOL101 and BIOL102 sequence is recommended.						
<sup>2</sup> A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. This course should be selected in consultation with the student's advisor.						
<sup>3</sup> Students must complete both BIOL101 and 102 with a C or better grade; or BIOL 104 with a C or better grade as a prerequisite for BIOL 201.						
<sup>4</sup> SUNY GE Restricted Elective: Choose one class from the following SUNY GEN ED Knowledge and Skills Areas: US History and Civic Engagement, World History and Global Awareness, The Arts, OR World Languages.						

Sport Management, A.S.			Fall 2024			
Student's Name:			Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL 100	<input type="checkbox"/> MATH Skills and Support course				
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills					
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T = Transfer	Semester Completed	
<b>FIRST YEAR</b>						
<b>FALL</b>						
ACCT 101	Financial Accounting	4				
CAPS Elective		1				
CAPS Elective		1				
CAPS Elective		1				
ENGL 100	Academic Writing I <sup>1</sup>	3	C			
FSS 175	Freshman Seminar - Sport Management	1				
SPMT 150	Foundations of Sport Management	3				
SUNY GEN ED Mathematics Elective <sup>2</sup>		3				
<b>Total Credits</b>		<b>17</b>				
<b>SPRING</b>						
BUAD 204	Principles of Marketing	3				
BUAD 208	Principles of Management	3				
ENGL 101	Academic Writing II	3				
PSYC 103 OR SOCI 101	Introduction to Psychology OR Introduction to Sociology	3				
SPMT 190	Event Practicum I	1				
SUNY GEN ED Restricted Elective <sup>3</sup>		3				
<b>Total Credits</b>		<b>16</b>				
<b>SECOND YEAR</b>						
<b>FALL</b>						
ECON 120 OR ECON 121	Principles of Microeconomics OR Principles of Macroeconomics	3				
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3				
SPMT 255	Sport Event Management	3				
SPMT 260	Sport Media Management	3				
SUNY GEN ED Natural Sciences Elective <sup>4</sup>		3				
<b>Total Credits</b>		<b>15</b>				
<b>SPRING</b>						
ENGL 102	Approaches to Literature	3				
SPMT 195	Event Practicum II	1				
SPMT 270	Sport Facilities/Venue Management	3				
Liberal Arts Elective		3				
SUNY GEN ED Restricted Elective <sup>3</sup>		3				
<b>Total Credits</b>		<b>13</b>				
<b>Minimum Credits Required for Graduation: 61      A cumulative GPA of at least 2.0 is required for conferral of degree.</b>						
<sup>1</sup> A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED liberal arts elective. The course should be selected in consultation with the student's advisor.						
<sup>2</sup> SUNY GEN ED Mathematics Elective: MATH 200 recommended.						
<sup>3</sup> SUNY GEN ED Restricted Electives: Select two courses that satisfy two of the following SUNY GEN ED Areas: U.S. History & Civic Engagement, World History & Global Awareness, The Arts, or World Languages. The courses should be selected in consultation with the student's advisor.						
<sup>4</sup> SUNY GEN ED Natural Sciences Elective: A lab science is recommended.						

# Sustainable Farming & Food Systems A.A.S. Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	RDNG 116 – College Reading and Study Skills ENGL098 – Accelerated Writing Skills for ENGL 100	MATH Skills and Support Course
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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**FIRST YEAR**

**FALL**

ENGL 100*	Academic Writing I <sup>1</sup>	3	C		
ENVS 110	Food Systems I:Introduction to US Food Systems	3	C		
FSS 142	Exploration of A Local Food Systems: Finger Lakes	1			
BIOL 119	Botany	3	C		
BUAD 106 or 103	Foundations of Business or Entrepreneurship	3			
SUNY GEN ED Math Elective ** (MATH 117, 120, or 200)		3 or 4			

**Total Credits 16-17**

**SPRING**

ENGL 101	Academic Writing II	3			
ENVS 111	Food Systems II:Food Movements	3	C		
ENVS 141	Agroecology	3	C		
ENVS 142	Sustainable Farming I	3	C		
Unrestricted Elective (CHEM 101 for Cornell Transfer)		4			

**Total Credits 16**

**SECOND YEAR**

**SUMMER SESSION**

ENVS 202	Integrated Pest Management	3	C		
ENVS 203	Summer Farm Internship	3	<b>C</b>		
ENGL 201 or ENGL 204 or ENGL 210	Public Speaking OR Interpersonal Communications OR Intercultural Communications (ENGL 204 for transfer)	3			
CAPS 121	Intro to Spreadsheets	1			
Unrestricted Elective (For Cornell transfer MATH 120 or 200)		3 or 4			

**Total Credits 13-14**

**FALL**

ENVS 112	Food Systems III:Identity, Ethics & Culture in the Global Food Systems	3	C		
ENVS 285	Sustainable Farming and Food Systems Capstone	3	C		
ENVS 217	Sustainable Farming II	3	C		
ENVS 116	Soil Science	3			
Unrestricted Elective (BIOL104 or BIOL 105 for Cornell transfer)		4			

**Total Credits 16**

**Minimum Credits Required for Graduation: 61**

**SPRING- for Cornell Transfer Only**

CHEM 107	General Chemistry I	4			
ACCT 101	Accounting	4			
BUAD 204	Marketing	3			

**NOTES:** Minimum credits required to graduate 61. Students that wish to transfer to other schools may need to take additional courses.

<sup>1</sup> A student exempted from ENGL 100 must substitute a three credit unrestricted elective. The course should be selected in consultation with the student's advisor

<sup>2</sup> Recommended Electives: See advisor for electives recommended for transfer to various partner schools. ACCT 101, BIOL 104 or BIOL 105, CHEM 107, and MATH 200 needed for Cornell transfer. MATH 120 and CHEM 101 may be necessary prerequisites to CHEM 107. Unrestricted electives for non transfer- CULI 101, CULI 120, ENVS 105, ENVS 107, SPAN 101, SPAN 102, or WINE. Students may also wish to consider Study Abroad trips to Italy or the Dominican Republic (HRMG 220) with corresponding coursework.

<sup>3</sup> SUNY Math elective should be chosen in consultation with an advisor. Students wishing to transfer should take MATH 200. Students that want to transfer to Cornell should take both MATH 120 and MATH 200. Additional math skills and support courses may be taken if needed.



# Wine Marketing, A.A.S.

Fall 2024

Student's Name:	Advisor's Name:
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<b>Student may need to take the following courses:</b>	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH Skills and Support Course
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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<b>FIRST YEAR</b>					
<b>FALL</b>					
BUAD 106	Foundations of Business	3			
ENGL 100	Academic Writing I <sup>1</sup>	3	C		
HRMG 100	Introduction to the Hospitality Industry	3	C		
HRMG 107	Safe Alcohol Handling	1	B-		
WINE 120	Survey of Wine and Alcoholic Beverages	3	C		
Humanities Elective		3			
<b>Total Credits</b>		<b>16</b>			

<b>SPRING</b>					
BUAD 204	Principles of Marketing	3			
CAPS 121	Introduction to Spreadsheets	1			
ENGL 101	Academic Writing II	3			
PSED 213	Job Search	1	C		
WINE 130	Grape Growing and Wine Business	3	C		
MATH Elective <sup>2</sup>		3			
Science Elective <sup>3</sup>		3			
<b>Total Credits</b>		<b>17</b>			

<b>SECOND YEAR</b>					
<b>FALL</b>					
ACCT 101	Financial Accounting	4			
ENGL 201 <b>OR</b> ENGL 204	Public Speaking <b>OR</b> Interpersonal Communication	3			
WINE 200	Sensory Evaluation for Wine and Food Pairing	3	C		
Restricted Social Science Elective <sup>4</sup>		3			
Restricted Elective <sup>5</sup>		2	C		
<b>Total Credits</b>		<b>15</b>			

<b>SPRING</b>					
HRMG 201	Hospitality Law	3	C		
HRMG 206	Food and Labor Cost Control	3	C		
WINE 202	Beverage Studies	3	C		
WINE 220	Wine Marketing and Merchandising	3	C		
Restricted Applied Learning Elective <sup>6</sup>		3	C		
<b>Total Credits</b>		<b>15</b>			

**Minimum Credits Required for Graduation: 63 A cumulative GPA of at least 2.0 is required for conferral of degree.**

A "C" or better grade is required in HRMG 100, HRMG 201, HRMG 206, PSED 213, WINE 120, WINE 130, WINE 200, WINE 202, WINE 213 and WINE 220. A "B-" or better grade is required in HRMG 107.

<sup>1</sup> A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.

<sup>2</sup> MATH Elective: MATH 110 should be selected unless student plans to transfer to a four-year program. A MATH course for transfer should be chosen in consultation with the student's advisor according to requirements at the intended transfer institution.

<sup>3</sup> Science Elective: BIOL 114, ENVS 116 or CHEM course recommended. Students planning to transfer to a four-year program should choose a course in consultation with the student's advisor according to requirements at the intended transfer institution.

<sup>4</sup> Restricted Social Sciences Elective: Choose from an ANTH Study Abroad Course, an ECON course, or SOCE 205 *Organizational Behavior*.

<sup>5</sup> Restricted Elective: Choose from BUAD, COMM, CULI, ENVS, HRMG or WINE.

<sup>6</sup> Restricted Applied Learning Elective: Choose an ALEX course approved by the department chair, or BUAD 261, HRMG 213 or 216, or WINE 213.

# Wine Marketing, Certificate

Fall 2024

Student's Name:		Advisor's Name:																																																																				
<b>Student may need to take the following courses*:</b>	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> ENGL 100 - Academic Writing I <input type="checkbox"/> ENGL 101 - Academic Writing II	<input type="checkbox"/> ENGL 201 - Public Speaking <b>OR</b> <input type="checkbox"/> ENGL 204 - Interpersonal Communication																																																																				
	<table border="1"> <thead> <tr> <th>Course Requirement</th> <th>Course Title</th> <th>Credits</th> <th>Min. Grade</th> <th>Grade Earned T = Transfer</th> <th>Semester Completed</th> </tr> </thead> <tbody> <tr> <td>BUAD 204</td> <td>Principles of Marketing</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HRMG 107</td> <td>Safe Alcohol Handling</td> <td>1</td> <td>B-</td> <td></td> <td></td> </tr> <tr> <td>HRMG 201</td> <td>Hospitality Law</td> <td>3</td> <td>C</td> <td></td> <td></td> </tr> <tr> <td>WINE 120</td> <td>Survey of Wine and Alcoholic Beverages</td> <td>3</td> <td>C</td> <td></td> <td></td> </tr> <tr> <td>WINE 130</td> <td>Grape Growing and Wine Business</td> <td>3</td> <td>C</td> <td></td> <td></td> </tr> <tr> <td>WINE 200</td> <td>Sensory Evaluation for Wine and Food Pairing</td> <td>3</td> <td>C</td> <td></td> <td></td> </tr> <tr> <td>WINE 202</td> <td>Beverage Studies</td> <td>3</td> <td>C</td> <td></td> <td></td> </tr> <tr> <td>WINE 213</td> <td>Wine Marketing Internship</td> <td>3</td> <td>C</td> <td></td> <td></td> </tr> <tr> <td>WINE 220</td> <td>Wine Marketing and Merchandising</td> <td>3</td> <td>C</td> <td></td> <td></td> </tr> <tr> <td colspan="6"><b>Total Credits</b></td> </tr> </tbody> </table>	Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T = Transfer	Semester Completed	BUAD 204	Principles of Marketing	3				HRMG 107	Safe Alcohol Handling	1	B-			HRMG 201	Hospitality Law	3	C			WINE 120	Survey of Wine and Alcoholic Beverages	3	C			WINE 130	Grape Growing and Wine Business	3	C			WINE 200	Sensory Evaluation for Wine and Food Pairing	3	C			WINE 202	Beverage Studies	3	C			WINE 213	Wine Marketing Internship	3	C			WINE 220	Wine Marketing and Merchandising	3	C			<b>Total Credits</b>						<b>Minimum Credits Required for Graduation: 25    A cumulative GPA of at least 2.0 is required for conferral of certificate.</b>		
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T = Transfer	Semester Completed																																																																	
BUAD 204	Principles of Marketing	3																																																																				
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WINE 202	Beverage Studies	3	C																																																																			
WINE 213	Wine Marketing Internship	3	C																																																																			
WINE 220	Wine Marketing and Merchandising	3	C																																																																			
<b>Total Credits</b>																																																																						
*While ENGL 100, ENGL 101, and ENGL 201 or 204 are not required, they may be prerequisites for one or more program courses.																																																																						

# APPENDIX B: MICROCREDENTIAL AUDIT SHEETS



## Chemical Dependency Counselor Assistant Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ENGL 100	Academic Writing I	3			<input type="checkbox"/>
CSDC 101	Introduction to Chemical Dependency Counseling	4			<input type="checkbox"/>
HLTH 207	Drug Studies	3			<input type="checkbox"/>
HLTH 208	Alcohol & Alcoholism	3			<input type="checkbox"/>
PSYC 103	Introduction to Psychology	3			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 16**

**Approved: May 2024**

**Notes:**

Students who complete this Credential can apply the credits toward the Chemical Dependency Counseling AAS and the Chemical Dependency Counseling Certificate.

For more details, visit: <https://www.tompkinscortland.edu/academics/programs/chemical-dependency-counseling>

- Required courses completed successfully
- Waivers for any required course substitutions approved
- Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Civil Engineering Technician Level 1 Credential

Student's Name:

Advisor's Name:

Placement evaluation is required for students who do not have prior college coursework. The student may be required to take ENGL 100 or ESL courses, if applicable, concurrently or before registering for this Credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
CONT 104	Print Reading for Construction	3			<input type="checkbox"/>
CONT 107	Construction Materials	3			<input type="checkbox"/>
DRAF 117	Architectural Drafting I	3			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 9**

**Approved: May 19, 2022**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Clinical Medical Assistant Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL100 – Academic Writing I
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Min. Credits	Min. Grade	Grade Earned T - Transfer	Completed
BIOL 100 (recommended) <b>OR</b> BIOL 101 <b>OR</b> BIOL 104	Human Biology <b>OR</b> Principles of Biology I <b>OR</b> General Biology I	3			<input type="checkbox"/>
HLTH 104	Medical Terminology	3			<input type="checkbox"/>
HLTH 111	Clinical Medical Assistant Fundamentals	4	C		<input type="checkbox"/>
HLTH 112	Clinical Medical Assistant Internship	2			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 12**

**Approved: May 19, 2022**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



**Direct Service Provider I Credential**

Student's Name:

Advisor's Name:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
HUMS 105	Introduction to Human Services	3			<input type="checkbox"/>
HUMS 107	Introduction to Disability Studies	3			<input type="checkbox"/>
HUMS 120	Direct Service Provider I Field Work	1			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 7**

**Approved**

**Notes:**

- Required courses completed successfully
- Waivers for any required course substitutions approved
- Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Direct Service Provider II Credential

Student's Name:

Advisor's Name:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
HLTH 206	Personal Health	3			<input type="checkbox"/>
HUMS 109	Case Management & Documentation	3			<input type="checkbox"/>
HUMS 121	Direct Service Provider II Field Work	1			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 7**

**Approved**

**Notes:**

- Required courses completed successfully
- Waivers for any required course substitutions approved
- Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*





## Direct Support Provider III Credential

Student's Name:

Advisor's Name:

- Student are required to complete DSP I and DSP II before they can take DSP III.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
HLTH 230	Healthcare Ethics	3			<input type="checkbox"/>
PSYC103	Intro to Psychology	3			<input type="checkbox"/>
HUMS122	DSP III Field Work	1			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 7**

Approved:

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Direct Support Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**  
ENGL098 – Accelerated Writing Skills for ENGL100
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ENGL 100 <b>OR</b> ENGL 101	Academic Writing I <b>OR</b> Academic Writing II	3			<input type="checkbox"/>
HUMS 105	Introduction to Human Services	3			<input type="checkbox"/>
HUMS 107	Introduction to Disability Studies	3			<input type="checkbox"/>
HUMS 128	The Family: Strength-Based Intervention	3			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 12**

**Approved: March 21, 2019**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Early Childhood Assistant Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL100 – Academic Writing I
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ECHD 110	Children and the Arts	3	C		<input type="checkbox"/>
ECHD 125 OR HUMS 125	Introduction to Early Childhood Education	3	C		<input type="checkbox"/>
ECHD 206	Infant/Toddler Environments and Curriculum	3	C		<input type="checkbox"/>
ECHD 225 OR HUMS 225	Early Childhood Curriculum Development	3	C		<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 12**

**Approved: June 18, 2020**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Electrical Engineering Technician Level 1 Credential

Student's Name:

Advisor's Name:

Placement evaluation is required for students who do not have prior college coursework. The student may be required to take ENGL 100 or ESL courses, if applicable, concurrently or before registering for this Credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ELEC 102	Introduction to Electrical Engineering Applications	4			<input type="checkbox"/>
DRAF 107	Engineering Graphics	2			<input type="checkbox"/>
CAPS 121	Introduction to Spreadsheets	1			<input type="checkbox"/>
CAPS 123	Advanced Spreadsheets	1			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 8**

**Approved: May 5, 2022**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Food & Beverage Service Credential

Student's Name:

Advisor's Name:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
HRMG 107	Safe Alcohol Handling	1			<input type="checkbox"/>
HRMG 108	Food & Beverage Service Operations	3			<input type="checkbox"/>
WINE 110	Bartending & Mixology	3			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 7**

**Approved December 16, 2021**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Geotechnical Lab Technician Credential

Student's Name:

Advisor's Name:

Placement evaluation is required for students who do not have prior college coursework. The student may be required to take ENGL 100 or ESL courses, if applicable, concurrently or before registering for this credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
CONT 209	Soil Mechanics	3			<input type="checkbox"/>
CONT 216	Materials Testing	2			<input type="checkbox"/>
ENGL 103	Report Writing	3			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 8**

**Approved May 19, 2022**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Medical Office Administrative Assistant Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL100 – Academic Writing I
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Min. Credits	Min. Grade	Grade Earned T - Transfer	Completed
CAPS 111	Introduction to Word Processing	1			<input type="checkbox"/>
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
HLTH 104	Medical Terminology	3			<input type="checkbox"/>
HLTH 113	Healthcare Office Assistant Fundamentals	3	C		<input type="checkbox"/>
HLTH 114	Healthcare Office Assistant Internship	2			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 11**

**Approved:** May 19, 2022

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Micro-Nano Fabrication Safety Credential

Student's Name:

Advisor's Name:

Prior completion of, or concurrent enrollment in, MATH 122 *Technical Mathematics* or equivalent is required for this credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
CHEM 101 OR CHEM 107	Principles of Chemistry I OR General Chemistry I	4			<input type="checkbox"/>
ELEC 128	Fundamentals of Electricity	4			<input type="checkbox"/>
MNT 100	Cleanroom Orientation & Safety	1			<input type="checkbox"/>
MNT 101	Technology & Characterization at the Nanoscale	1			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 10**

**Approved January 19, 2023**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*





## Residential Aide Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework.

Course Requirement	Course Title	Min. Credits	Min. Grade	Grade Earned T - Transfer	Completed
ENGL 100	Academic Writing I	3			<input type="checkbox"/>
CSDC 101 OR HUMS 105	Introduction to Chemical Dependency Counseling OR Introduction to Human Services	3/4			<input type="checkbox"/>
CDSC 210 OR HUMS 114	Group Counseling: Theory & Practice OR The Process of Group Communication	3			<input type="checkbox"/>
HLTH 207 OR HLTH208	Drug Studies OR Alcohol & Alcoholism	3			<input type="checkbox"/>
PSYC 103	Introduction to Psychology	3			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 15 or 16**

**Approved: May 2024**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Special Education Advocacy Credential

Student's Name:

Advisor's Name:

Placement testing is required for students without prior college coursework. Test scores may indicate that student must take INTD 095 *Integrated Developmental Reading/Writing* and/or ENGL 100 *Academic Writing I* before registering for courses required for this credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
ENGL 101	Academic Writing II	3			<input type="checkbox"/>
PARA 101 OR PARC 101	Introduction to Paralegalism	3			<input type="checkbox"/>
PARA 130 OR PARC 130	Legal Research & Drafting	3			<input type="checkbox"/>
PARA 206	Special Education Law & Advocacy	3			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 12**

**Approved: May 16, 2019**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



## Surveying Technician Credential

Student's Name:

Advisor's Name:

Placement evaluation is required for students who do not have prior college coursework. The student may be required to take RDNG 116 and/or MATH 122, if applicable, before registering for this Credential.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
CONT 202	Surveying I	3			<input type="checkbox"/>
CONT 203	Surveying II	3			<input type="checkbox"/>

**Minimum Credits Required for Certificate of Completion: 6**

**Approved May 19, 2022**

**Notes:**

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
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# APPENDIX C: COURSE DESCRIPTIONS

**TC3**

**COURSE DESCRIPTIONS**

**FALL 2024**

## **ACAD**

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

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

### **ACAD150 College Success Seminar**

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

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

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

## **ACCT**

### **ACCT101 Financial Accounting**

This course introduces basic accounting concepts and principles for the sole proprietorship, partnerships, and corporations 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: Prior completion of, or concurrent enrollment in, ENGL100 if required by placement. 4 Cr. (4 Lec.) Fall and spring semesters.

### **ACCT102 Managerial Accounting**

This course is a continuation of ACCT 101 Financial Accounting. Cost and managerial accounting principles are introduced and include job costing, process costing, activity based costing, cost-volume-profit (CVP), budget planning, standard costing, incremental analysis, pricing, planning for capital investments, and capital budgeting. Prerequisites: ACCT 101; prior completion of, or concurrent enrollment in, ENGL100 if required by placement. 4 Cr. (4 Lec.) Fall and spring semesters.

### **ACCT120 Accounting on Microcomputers**

This course provides a realistic approach to computerized accounting applications. It covers small business accounting using small business accounting software (e.g., QuickBooks Online, which is a cloud-based version of a general ledger software package). Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports. In addition, setting up a new company is covered, as well as advanced topics such as exporting to Excel software. The course integrates six of the major accounting systems commonly found in computerized accounting environments: General Ledger, Accounts Receivable, Accounts Payable, Financial Statement Analysis, Payroll, and Inventory. Prerequisites: ACCT 101 (required); completion of CAPS 111, CAPS 121, and CAPS 131 recommended. 3 Cr. (3 Lec.) Spring semesters.

### **ACCT203 Intermediate Accounting I**

Intermediate Accounting I is a continuation of the introductory principles of ACCT 101 and ACCT 102. Intermediate topics include financial accounting standards, the conceptual framework, information systems, form and content of financial statements, time value of money, advanced inventory valuation methods, accounting for property, plant and equipment, intangible assets. Professional opinions of the American Institute of CPAs (A.I.C.P.A.) and the Financial Accounting Standards Board (F.A.S.B.) are included. Prerequisites: ACCT 102. 4 Cr. (4 Lec.). Fall semester.

### **ACCT204 Intermediate Accounting II**

Intermediate Accounting II is a continuation of the introductory principles of ACCT 101/102 and ACCT 203 - Intermediate Accounting I. Topics include: Current and long-term liabilities, form and content of financial statements, dilutive securities and earnings per share, revenue recognition, accounting for income taxes, pensions and post-retirement benefits, leases, and changes and error analysis. Professional opinions of the American Institute of CPAs (A.I.C.P.A.) and the Financial Accounting Standards Board (F.A.S.B.) are included. Prerequisites: ACCT 203. 4 Cr. (4 Lec.). Spring semester.

### **ACCT205 Cost Accounting**

Cost Accounting is a study of the principles of accounting for the cost of materials, labor, and overhead in job order and process cost systems. Included are an introduction to standard costs and analysis of variances, analysis of cost information, and preparation of cost statements for administration and control purposes. Prerequisites: ACCT 102. 4 Cr. (4 Lec.). Spring semester.

**ACCT207            Income Taxation**

This course 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; prior completion of, or concurrent enrollment in, ENGL100 if required by placement. 4 Cr. (4 Lec.) Fall semester.

**ACCT280            Independent Study-Accounting**

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisites: ENGL 101 and instructor permission. 1-3 Cr.



## **ALEX**

### **ALEX249 Special Topics: Project-Based Learning**

Designed to respond to unique student and community interests, this course emphasizes activities and techniques that demonstrate and encourage adaptability, independent and collaborative problem-solving, communication, and digital fluency. Students receive instruction and participate in experiential activities in the areas of project management, personal and workplace skills, oral and written communication techniques, and networking. Students will work with a faculty mentor and an external manager to address and solve real-world problems through inquiry and creativity. Credit may be granted for multiple yet unique project experiences. 1 - 6 Cr.

### **ALEX231 Project Based Learning**

This course is designed to provide internship opportunities aligned with unique student interests and community opportunities. Placements will be selected to demonstrate and encourage adaptability, independent and collaborative problem-solving, communication, and digital fluency. Students may receive instruction and can participate in experiential activities in the areas of project management, personal and workplace skills, oral and written communication techniques, and networking. Students will work with a faculty mentor and an external supervisor to address and solve real-world problems through inquiry and creativity. Credit may be granted for multiple unique project experiences. Prerequisites: Instructor permission. 1 credit (3 Lab) Fall and Spring semesters.

### **ALEX232 Project-Based Learning**

I. Course Description: This course is designed to provide internship opportunities aligned with unique student interests and community opportunities. Placements will be selected to demonstrate and encourage adaptability, independent and collaborative problem-solving, communication, and digital fluency. Students may receive instruction and can participate in experiential activities in the areas of project management, personal and workplace skills, oral and written communication techniques, and networking. Students will work with a faculty mentor and an external supervisor to address and solve real-world problems through inquiry and creativity. Credit may be granted for multiple unique project experiences. Prerequisites: Instructor permission. 2 credits (6 Lab) Fall and Spring semesters.

### **ALEX233 Project-Based Learning**

This course is designed to provide internship opportunities aligned with unique student interests and community opportunities. Placements will be selected to demonstrate and encourage adaptability, independent and collaborative problem-solving, communication, and digital fluency. Students may receive instruction and can participate in experiential activities in the areas of project management, personal and workplace skills, oral and written communication techniques, and networking. Students will work with a faculty mentor and an external supervisor to address and solve real-world problems through inquiry and creativity. Credit may be granted for multiple unique project experiences. Prerequisites: Instructor permission. 3 credits (9 Lab) Fall and Spring semesters.

### **ALEX210 Ke'lab: The Arts Publication**

This course is designed for students interested in working on Ke'lab, the College arts publication which focuses on literary, visual, and performance-based arts. The course is intended for all students interested in working as publication staff, but especially for students majoring in the Graphic Design and Creative Writing programs. Students work together in teams in this interdisciplinary collaborative project-based learning course to create the publication, which is published in print and online. Students engage in the following publication production tasks including but not limited to solicitation, curating work, editing and proofreading, large-scale project management and organization, teamwork and interdisciplinary collaboration, writing issue introduction and press releases, in-house and external marketing and promotion, graphic design layout and pre-press, managing correspondence with contributors, and submitting each issue for awards for publications, design, and the arts. Students in the course gain relevant experience that is applicable to professional positions and opportunities. Coursework culminates in the college's annual arts publication. ALEX 210 fulfills The Arts SUNY General Education Knowledge and Skills Area. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. Graphic Design majors require prior completion of, or concurrent enrollment in, ART 271. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **ANTH**

### **ANTH149 Anthropology-Spl Tpc**

A special topic(s) course, identified by discipline and a 149 or 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

### **ANTH201 Introduction to Anthropology**

Anthropology is a discipline that studies every phase of human existence, from the genesis of humans and their physical and cultural evolution, to the study of the ways of modern human life 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 Anthropology (physical, primates, and genetics), Archaeology (Ancient Civilizations), Sociocultural Anthropology (ethnography), and Linguistic Anthropology. A fifth subfield of Applied Anthropology that investigates the effect of globalization on living cultures may also be explored. ANTH 201 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100.

### **ANTH202 Cultural Anthropology**

Cultural Anthropology focuses on understanding current living human cultures, and the beliefs and practices that make social life possible. Special attention is given to cultural areas, including family and kinship structure, economic organization, gender roles, enculturation, spirituality and religion, human rights, and stratification, cultural change, and globalization. This course is designed to broaden one's worldview of people living in various cultures. The issues of ethnocentrism and cultural relativism are addressed through cross-cultural perspectives. Students will also conduct an interview or observation and research a specific culture of their choice. ANTH 202 fulfills the SUNY General Education Other World Civilizations or Social Sciences requirement. An honors section is occasionally offered. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

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

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

### **ANTH260 Culture Survey for Study Abroad**

**Cross-listed as IED 260**

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

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

This course provides students with an opportunity to draw on a variety of disciplines, perspectives, and methods from the social sciences in application to a specific research problem of local and/or global importance. In consultation with the course instructor(s), students will choose a relevant research topic to explore for the class. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the Liberal Arts and Sciences: Social Science AS degree program. In the psychology-focused section of the course (PSYC 290), students will read and understand primary research in order to synthesize it into a coherent background paper on their topic. In the section not focused on psychology (ANTH/HSTY/SOCI 290), students will conduct both primary and secondary research on their topic. Prerequisites: ENGL 101; PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Spring semesters

**ANTH295                      Global Seminar                      Cross-listed as ENVS295**

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. ENVS/ANTH 295 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters

**ANTH295H                      Global Seminar Honors                      Cross-listed as ENVS 295H.**

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. ENVS/ANTH 295 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement. 3 Cr. (3 Lec.) Spring semester

**ANTH220                      Applied Anthropology in a Globalizing World                      Cross-listed as SOCI 220**

This course prepares students for citizenship in a global society by focusing on the challenges of globalization and development and its impact on micro-cultures. Focus is placed on local people's views and skills as central to development. Differences between western and indigenous views are also examined. Students are introduced to the history and theories of Development (applied) Anthropology, with special attention given to recent case studies. Examination of the role of applied anthropologists are considered, including ethics, research tools, people-entered appropriate technology, environmental and cultural sustainability, and the participatory model of development. ANTH 220 fulfills the SUNY General Education Other World Civilizations requirement. Prerequisites: Prior completion of, or concurrent enrollment in, ANTH 202 and ENGL 101. 3 Cr. (3 Lec.) Spring semester

**ANTH261                      Study Abroad Culture Survey                      Cross-listed with IED 261.**

Provides a full cultural immersion experience via a short term study abroad trip to a western culture, such as France, Italy or Spain. Students are guided to practice cultural relativism using a holistic approach thereby broadening their global perspective. They practice hands-on ethnographic research methods such as interviewing, observing, and reflective journal writing. Cultural focus areas that are examined include expressive arts, cuisine, family structure, gender roles, religion, human rights, and globalization. Pre and post-trip work is required. Students meet during the semester preceding the trip. Significant additional costs. Scholarships available. Co-requisites: Designed as part of a six credit Learning Community, the course can be offered with courses such as HRMG 220, ENGL 250, ENGL 149 Transformative Travel Writing, etc. An interview and permission of instructor(s) are required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ANTH 201 or ANTH 202, and language speaking skills of destination country are recommended. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

### **ANTH220H      Applied Anthropology in a Globalizing World**

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

### **ANTH239      Selected Topics in Anthropology**

A selected topics course, identified by the discipline and a 239 course number, covers discipline-specific subject matter that is not contained in the regularly offered program/discipline-specific courses. Selected topics courses are part of the permanent course offerings, and can award one to four credits. A student can earn credit for multiple selected topics courses provided that the subject matter of each course is unique, and subject to other individual program requirements.

### **ANTH249      Special Topics - Anthropology**

A special topic(s) course, identified by discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements.

### **ANTH270      Fieldwork in Cultural Anthropology**

This course provides a full cultural immersion experience via a short-term study trip domestically or internationally. Students are guided to practice cultural relativism using a holistic approach, thereby broadening their global perspective. They practice hands-on ethnographic research methods such as interviewing, observing, and reflective journal writing. Cultural focus areas that are examined can include indigenous lifestyles, health care, family structure, gender roles, religion, human rights, and globalization. Pre- and post-trip work is required. Students meet during the semester preceding the trip. ANTH 270 fulfills the SUNY General Education Social Sciences, World History and Global Awareness, and Diversity: Equity, Inclusion, and Social Justice requirements. This course has significant additional costs; scholarships are available. This course is often part of a six-credit Learning Community, and can be coupled with courses such HRMG 220, BIOL 116, HSTY 260, HLTH 216, or ENGL 250. An interview with the instructor(s) is required. ANTH 202 and some language speaking skills of destination culture are recommended. Note: This course is repeatable with either a new destination culture or course theme, and can be taken as an Independent Study for a subsequent trip. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

## **ARAB**

### **ARAB101          Arabic I**

This course is designed to develop beginning level speaking, listening, reading, and writing skills in Arabic. Cultural aspects of the Arabic-speaking world are covered. Speaking and understanding colloquial Arabic are emphasized. Substantial outside preparation and lab work are required. ARAB 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in RDNG 116 and prior completion or concurrent enrollment in ENGL 100 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

### **ARAB102          Arabic II**

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

## **ART**

### **ART 101            Art History: Ancient to Early Medieval**

This course is a survey of representative works of art through Prehistory and Prehistoric Art in Europe to Early Medieval Art. The course is designed to develop critical thinking skills by promoting the ability to recognize, examine, interpret, investigate, and articulate an understanding of art history in written, visual, and verbal forms. Works are analyzed within their historic, social, religious, and political contexts. To foster a broader understanding of the global impact art has on culture and society emphasis will also be focused on exploring art's cross-cultural influences and the connections between art history and contemporary art, design, and aesthetics. Class discussions will encourage an informed dialogue that explores cultural heritage and global awareness. Art of the Western world is featured in the course, but non-European works will be explored. A diverse collection of objects are surveyed in the course from applied to fine art such as jewelry, ceramics, textiles, architecture, painting, and sculpture. ART 101 fulfills the SUNY General Education requirement in The Arts or Western Civilization. Prerequisites: ENGL 100; RDNG 116 if required by placement. 3 Cr. (3 Lec.) Fall semester.

### **ART 102            Art History: Renaissance to Contemporary**

This course is a survey of representative works of art from the Renaissance to the 21st century. The course is designed to develop critical thinking skills by promoting the ability to recognize, examine, interpret, investigate, and articulate an understanding of art history in written, visual, and verbal forms. Works are analyzed within their historic, social, religious, and political contexts. To foster a broader understanding of the global impact art has on culture and society emphasis will also be focused on exploring art's cross-cultural influences and the connections between art history and contemporary art, design, and aesthetics. Class discussions will encourage an informed dialogue that explores cultural heritage and global awareness. Art of the Western world is featured in the course but non-European works will be explored. A diverse collection of objects are surveyed in the course from applied to fine art. ART 102 fulfills the SUNY General Education requirement for The Arts. Prerequisites: ENGL 100; RDNG 116 if required by placement. 3 Cr. (3 Lec.) Spring semester.

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

Students examine the creative works and evolving technologies that contributed to the development and popularization of photography and video. The use of these mediums in a social context, as an art form, as a method of communication, for advertising, and for entertainment will be explored. Students will increase their knowledge and appreciation of the seminal works in each medium. The time period covered is mid-19th century to the present. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

### **ART 106            Introduction to Photojournalism**

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

### **ART 109            Introduction to Graphic Design**

This course serves as an introduction to the strategies, tools, and practices used in graphic design. Students learn to apply the design process, design thinking, and CRAP principles in order to create strong visual communication in a variety of graphic design projects. The course emphasizes the topics of problem-solving, concept development, and the role of psychology in graphic design. An overview of the history of graphic design is explored in the course to foster a broader understanding of the global impact design has on culture and society. Emphasis will be focused on exploring the connections between design history and contemporary design. Additional course fee required. ART 109 fulfills the SUNY General Education requirement in The Arts, but is not a Liberal Arts course. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122. 3 Cr. (2 Lec., 2 Lab). Fall semester.

### **ART 110            Design I**

Introduces the basic visual vocabulary of two-dimensional design and provides a variety of experiences addressing the creative application of design concepts. Projects, lectures, and critiques address the development of visual and aesthetic judgment. Critiques and discussions also provide the opportunity to analyze and verbally communicate the visual experience. ART 110 fulfills the SUNY General Education requirement in The Arts, but is not a Liberal Arts course. Additional course fee (included in tuition bill) required. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

### **ART 111            Photography I**

Photography I provides students with the skills needed to accurately expose and develop film and make black and white prints in a traditional darkroom. Students utilize these skills to explore the creative and expressive applications of photography. Topics include craftsmanship, visual composition, communication of ideas, proper use of equipment, and an overview of photographic history. Note: An adjustable 35mm camera is required. A limited number of cameras are available on a rental basis from the Photography Department and the college bookstore. ART 111 fulfills the SUNY General Education requirement in The Arts, but is not a Liberal Arts course. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

### **ART 112            Photography II**

A continuation of the study of black and white photography as a technical craft and an expressive artistic medium. Topics include an overview of photographic history, the work of contemporary photographers, use of studio electronic flash, introduction to medium and large format cameras, use of fiber paper, and the production of student portfolios. Emphasis is on the development of personal vision and the exploration of the creative applications of photography. Note: An adjustable 35mm camera is required. A limited number of cameras are available on a rental basis from the Photography Department and the college bookstore. ART 112 fulfills the SUNY General Education requirement in The Arts, but is not a Liberal Arts course. Prerequisites: ART 111; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

### **ART 114            Design II**

Focuses on three-dimensional design and the application of advanced color theory. Topics include color organizational systems, visual and perceptual forces of color, creating and fabricating in three dimensions, creative problem solving, and development of technical and conceptual skills. Critiques and discussions of student projects provide an opportunity to analyze and communicate the visual experience. Additional course fee (included in tuition bill) required. ART 114 fulfills the SUNY General Education requirement in The Arts, but is not a Liberal Arts course. Prerequisites: ART 110 or ART 117; prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

### **ART 115            Painting I**



This course introduces the methods, techniques, and process of painting through a variety of media, but primarily acrylic painting. The elements and principles of art, color theory, form, light, and composition are explored. Executing conceptual and aesthetic solutions through the creative process, ideation, and experimentation is emphasized. Students are introduced to various styles, techniques, and artists through examples of professional work, demonstrations, and class activities. Students learn the process of developing a painting from sketches and studies to building compositions for final rendering. ART 115 fulfills The Arts SUNY General Education Knowledge and Skills Area. Prerequisites: None. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

### **ART 116            Painting II**

This course is a continuation of Painting I and focuses on the creative use of both acrylics and oils with an emphasis on oil painting. Developing expressive, conceptual, and aesthetic solutions through the creative process, ideation, and experimentation are emphasized. Students will examine various styles, techniques, and artists and improve their use of the elements and principles of art, color theory, form, light, and composition in their work. Mixed media techniques are also explored. ART 116 fulfills The Arts SUNY General Education Knowledge and Skills Area. Prerequisite: ART 115. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

### **ART 117            Design Foundations I**

This course introduces the principles and elements of two-dimensional design and the foundations of visual communication through digital design and media. Conceptual and aesthetic problem-solving are explored through creative and practical applications of digital media in the course. Vector software is the main application utilized in the creation of projects but raster graphics are also introduced. Typography and typographic layouts are explored in the course. ART 117 fulfills the SUNY General Education requirement for The Arts. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120/121/122. 3 Cr. (2 Lec. 2 Lab.) Fall and spring semesters.

### **ART 120            Drawing I**

This course introduces the process of drawing and develops crucial observational skills required in all of the visual arts. Translating the three-dimensional world to a two-dimensional surface is explored through a variety of media. Conceptual and aesthetic solutions for drawing are explored by utilizing the creative process and analyzing light, composition, the elements and principles of art, and various styles, techniques, and media. Students are introduced to these concepts by examining examples of professional work, demonstrations, and class activities. The course also explores how observational drawing develops relevant skills that apply to other media and creative fields such as illustration, photography, animation, painting, computer graphics, and graphic design. The relationship of drawing to commercial art, fine art, and design and its integration into the creative and design process is emphasized. ART 120 fulfills The Arts SUNY General Education Knowledge and Skills Area. Prerequisites: None. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

### **ART 122            Drawing II**

By focusing on the human figure, Drawing II provides a continued study of how we see and analyze form. Students work from the live model, a traditional method of attaining basic mastery in drawing. Artistic drawing skills are developed through the exploration of line, value, gesture, basic anatomy and composition. Slide presentations, lectures, and group critiques aim to broaden the student's knowledge of drawing in general, and drawing as it relates to the human figure. ART 122 fulfills the SUNY General Education requirement in The Arts, but is not a Liberal Arts course. Prerequisites: ART 120; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semesters.

### **ART 130            Ceramics**

This course provides an introduction to clay as a material that serves both expressive and functional purposes. Topics include various hand building techniques, demonstration (only) of the potter's wheel, the glazing and firing of projects, and an overview of the history of ceramics. ART 109 fulfills the SUNY General Education requirement in The Arts, but is not a Liberal Arts course. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

**ART 149            Special Topic - Art**

A special topic(s) course, identified by discipline and a 149 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements.

**ART 180            Typography**

This course provides a comprehensive foundation in typography for both print and screen. Typographic terminology, systems, layout, tools and practices, and history are covered. The course explores visual problem-solving, concept development, context, and the practical use of type as an element of design. Students study professional typographic designs, exploring the various aesthetic choices, techniques, and connections between historic and contemporary design in order to understand the crucial role typography plays in visual communication and utilize it in their work. ART 180 fulfills The Arts SUNY General Education Knowledge and Skills Area. Prerequisites: ART 109; ART 117. 3 Cr. (2 Lec., 2 Lab.). Spring semester.

**ART 200            Illustration**

An overview of the theory and practice of illustration. Students create illustrations in a variety of media and formats. A history of illustration and current applications are discussed. ART 200 fulfills the SUNY General Education requirement in The Arts, but is not a Liberal Arts course. Prerequisites: ART 110; ART 120; MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

**ART 212            Digital Photography**

This course emphasizes the production of creative photography in a digital environment. Topics include use of a digital camera, image manipulation using Adobe Photoshop, scanning, and digital printing. The works of digital photographers are studied in the context of contemporary photography. Students are required to have an adjustable digital camera with manually adjustable aperture and shutter speed settings. Please check with the instructor for more information on recommended cameras. A limited number of digital cameras are available from the Photography Department to rent. Prerequisites: ART 111; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

**ART 213            Dynamic Media I**

This course explores the use of 2D and 3D digital media to create compelling projects for distribution via electronic media. Time-based media and the elements of form and space are explored through the artistic and practical applications of digital media with an emphasis on the creative process. ART 213 fulfills The Arts SUNY General Education Knowledge and Skills Area. Prerequisites: ART 117; prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, ESL 121, and ESL 122 if required by placement. 3 Cr. (2 Lec. 2 Lab.) Fall semester.

**ART 214            Dynamic Media II**

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

**ART 233            Animation**

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

**ART 249            Special Topic-Art**

Specialized courses designed to respond to unique student interests or current events. Special topics course descriptions are given in each semester's course schedule. Occasionally.

**ART 254            Advanced Media Design**

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

**ART 260            Portfolio Preparation - Graphic Design**

Topics include selecting works for a professional portfolio, options for non-website related portfolio systems, creating a portfolio website, developing an online presence, standard professional job search elements and documents, and tailoring portfolios and job documents for specific audiences. Resumes, networking, personal branding, and future steps to careers and four-year college transfer paths are explored. Open to Graphic Design majors who have completed two semesters of program courses. Prerequisites: ART 109; ART 180; prior completion of, or concurrent enrollment in, ART 270; prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (2 Lec. 2 Lab) Fall semester.

**ART 261            Portfolio Preparation - New Media**

ART 261 is intended for New Media program majors in their third semester of study. The course helps students understand and meet transfer requirements, and create a visual portfolio. Topics include researching transfer schools, selecting works for the portfolio, considering different portfolio delivery and presentation methods, writing artist statements, writing resumes, interviewing skills, and creating finished portfolios that meet the requirements of the targeted institutions. Open to New Media majors who have completed two semesters of program courses.

Prerequisites: prior completion or concurrent enrollment in ENGL 101; MATH 090 if required by placement testing; RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

**ART 262            Portfolio Preparation - Photography**

ART 262 is intended for Photography program majors in their third semester of study. This course helps students understand and meet transfer requirements, and create a visual portfolio. Topics include researching transfer schools, selecting works for the portfolio, considering different portfolio delivery and presentation methods, writing artist statements, writing resumes, writing cover letters, and creating finished portfolios that meet the requirements of the targeted institutions. Open to Photography majors who have completed two semesters of program courses. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

### **ART 270            Computer Graphics**

This course introduces the essential elements required to proficiently create raster and vector graphics using professional computer software. The student learns to apply compositional, stylistic, and conceptual solutions to computer graphics. The course focuses on the mastery of learning the main components and workflow of a raster and a vector software application to create a variety of graphics. Students study professional work in the graphics fields in order to explore various aesthetic choices and techniques and understand the various uses of digital graphics in the field of Graphic Design. ART 270 fulfills the SUNY General Education requirement in The Arts, but is not a Liberal Arts course. Additional course fee (included in tuition bill) required. Prerequisites: ART 109; prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120/ 121/122. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

### **ART 271            Layout Design**

This course provides advanced instruction in layout design, typesetting, and using design thinking to create comprehensive marketing campaigns. Projects in the course focus on creating collateral for print or digital output. Projects emphasize effective visual communication with a focus on typographic and informational hierarchy and the concept development process. This is an advanced capstone course that requires skills in the foundations of composition, typography, raster & vector graphics, and concept development cultivated in previous courses. ART 271 fulfills the SUNY General Education requirement in The Arts. Prerequisites: ART 118, ART 180, ART 270, ART 259, and ART 260. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

### **ART 276            Independent Art Studio - Ceramics**

This is an advanced course of study in ceramics developed through an agreement between the faculty member and the student. The student must demonstrate competence in ceramics by successfully completing the College's highest level course or by faculty assessment. The student must also receive signed permission by the instructor prior to registration. A student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

### **ART 280            Independent Art Studio - Design**

An advanced course of study in design developed through an agreement between the faculty member and the student. The student must demonstrate competence in design by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

### **ART 282            Independent Art Studio - Drawing**

An advanced course of study in drawing developed through an agreement between the faculty member and the student. The student must demonstrate competence in drawing by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

**ART 284                    Independent Art Studio - Graphic Design**

An advanced course of study in graphic design developed through an agreement between the faculty member and the student. The student must demonstrate competence in graphic design by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

**ART 288                    Independent Art Studio - Painting**

An advanced course of study in painting developed through an agreement between the faculty member and the student. The student must demonstrate competence in painting by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

**ART 290                    Independent Art Studio - Photography**

An advanced course of study in photography developed through an agreement between the faculty member and the student. The student must demonstrate competence in photography by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

**ART 298                    Independent Art Studio - Media Arts**

An advanced course of study in media arts developed through an agreement between the faculty member and the student. The student must demonstrate competence in media arts by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

**ART STUDIO            Art Studio Elective**

This course is used in the evaluation of transfer credit.

**ART 222                    Advanced Digital Photography**

This course builds on the basic digital photography skills introduced in ART 212 Digital Photography I. A series of creative visual assignments, presentations, and independent projects encourage students to develop aesthetic and conceptual thinking, become acquainted with contemporary photographers, evolve their own individual photographic styles, and build technical expertise. Advanced digital capture, editing, and output are studied, including digital SLR camera technique, file management, RAW workflow, color management and ICC profiles, and digital printing on different media types. Prerequisites: ART 111; ART 212; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

**ART 248                    Word & Photographic Image**

In this workshop, students explore artist and writer William S. Burroughs' "Third Mind" practices. By working with two or more mediums, visual media and language, he created a new third state of mind and creative expression. Students explore how playing with language impacts both the photographic process and their creative expression. A series of creative visual assignments, presentations, and independent projects encourage students to develop aesthetic and conceptual thinking, become acquainted with contemporary photographers, evolve their own individual photographic styles, and build technical expertise. ART 212 or instructor permission; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

### **ART 272            Art Internship**

This course is an internship elective for selected students who have completed at least one year of the Graphic Design A.S. degree. Students are chosen based on their level of familiarity with and independence using professional vector, raster, and layout software and the quality of work in their existing portfolio. Other considerations for student enrollment are the student's organizational skills, time management, ability to meet deadlines, ability to take direction, and to work as part of a collaborative team. Internship experience will enhance student portfolios, resumes, and level of professional experience and understanding of their field of study. Prerequisites: Successful completion of at least 30 credits in the Graphic Design A.S. program; ENGL 101; MATH 090 and RDNG 116 if required by placement testing; permission of instructor. 3 Cr. (9 Lab). Fall and spring semesters.

### **ART 255            Lighting Principles**

This course introduces studio lighting as a tool to produce unique, creative photographs in a studio environment and on-site locations. Assignments include lighting for portraiture, still life, and architectural spaces. Techniques studied include studio strobes, on-camera flash, digital camera functions, optimizing images in Photoshop, and analysis and discussion of the masters of studio lighting. A digital camera is required. Prerequisite: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121 and 122 if required by placement testing; MATH 090 and RDNG 099 if required by placement testing; prior completion of ART 111 or permission of the instructor. 3 Cr. (2 Lec., 2 Lab) Spring semesters.

### **ART 131            Ceramics II**

This course follows Ceramics to provide a continued exploration of clay as a material that serves both expressive and functional purposes. Topics include advanced experimentation of various hand building techniques, innovative decorating materials, and a variety of firing processes. Beginning instruction using the potter's wheel to create basic thrown forms is included. ART 131 fulfills the SUNY General Education requirement for The Arts (Area 8), but is not a Liberal Arts course. Prerequisite: ART 130. 3 Cr. (2 Lec. 2 Lab) Occasionally.

### **ART 123            Exploring Artistic Techniques**

This course serves as an introduction to art making and the 8 Studio Habits of Mind (develop craft, engage & persist, envision, express, observe, reflect, stretch & explore, understand art worlds). The course explores various artistic mediums, techniques, tools, and styles and how the process of art making can aid in developing craft and attention to detail, expression, focus and persistence, critical thinking, problem-solving, and observational skills. Topics include creating two-dimensional images and three-dimensional forms from materials and techniques such as pastel, acrylic paint, graphite, ink, sun-printing, printmaking, photography, assemblage, papermaking, corrugated fiberboard, and wire. Various styles, movements, and artists/designers associated with the topics will be explored to add context to the historic and cultural significance of the mediums, with an emphasis placed on connecting the medium's context to current professional applications. The elements and principles of design will be introduced to provide students a better understanding of how to make dynamic compositions and discuss the arts/design. Media and techniques taught may change to coordinate with current faculty expertise and interest from the community. Demonstrations, lectures, and critiques support art assignments. ART 123 fulfills the SUNY General Education requirement for The Arts (Area 8), but is not a Liberal Arts Elective. Prerequisites: None. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

**ART 124                    Graphic Design for Non-Majors**

This is an accelerated course in graphic design and design thinking meant for non-majors to help them apply design to various circumstances in their field of study and everyday life. With a focus on visual communication and the design thinking process, this course aims to develop creative problem-solving and communication skills that are required in professional careers. ART 124 fulfills the SUNY General Education The Arts and Humanities Knowledge and Skills Areas. Prerequisites: None. 3 Cr. (2 Lec., 2 Lab.) Spring and fall semesters.

**ART 118                    Design Foundations II**

This course is a continuation of ART 117 Design I Foundations that builds on the foundations of visual communication through digital design and media. The design-thinking process is explored through creative and practical applications of 2D and 3D digital media in the course. Color theory is explored through digital and print media. Course projects focus on concept development and hierarchy. Vector, raster, and layout design software are explored in the course along with the output of digital and print media. ART 118 fulfills the SUNY General Education requirement for The Arts. Prerequisites: ART 117, ENGL 100 or ESL 120, 121, and 122. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

**ART 259                    Web and Digital Application Design**

This course provides an introduction to web and digital application design with a focus on designing for user experience (UX). Students will also explore subjects like user-interface design (UI), informational architecture (IA), web accessibility, and typography on-screen. The basics of using the design thinking steps in designing for on-screen media, various fields of employment in the industry, and how code is used in the field of web and digital application design is explored. ART 259 fulfills the SUNY Gen Ed The Arts requirement. Prerequisites: ART 118; ART 180; ART 270. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

## **ASL**

### **ASL 101            Beginning American Sign Language I**

This course is an introduction to the linguistic features and core vocabulary needed to develop basic communicative competence in American Sign Language (ASL). Students learn basic ASL grammar and apply this knowledge when using ASL to ask and answer questions, introduce themselves, exchange personal information, talk about family and friends, talk about surroundings, provide descriptions, and discuss activities. Discussion of deaf culture is infused throughout the course. Practicing conversations, video recording and active participation in and out of class are required. ASL 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 cr. (3 Lec.) Fall and spring semesters.

### **ASL 102            Beginning American Sign Language II**

In this course, students learn additional linguistic features, cultural protocols, and core vocabulary. Students practice using ASL grammar for giving directions, describing others, making requests, attributing qualities to others, and talking about family, occupations, and routines. Discussion of Deaf culture is infused throughout the course. Practicing conversations and videotaping use of ASL in and out of class are required. ASL 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: ASL 101. 3 Cr. (3 Lec.) Spring semesters.



## **ASTR**

### **ASTR101            Introductory Astronomy**

This course is a general study of the fundamental principles of astronomy. Topics include the motions of the earth, members of the solar system, stars, galaxies and universe. ASTR 101 fulfills the SUNY General Education Natural Sciences requirement, but is not a laboratory science course. Students do not need a background in science or mathematics to take this course. Prerequisites: MATH 090 and RDNG 099 or INTD 095 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

## **BIOL**

### **BIOL100            Human Biology**

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

### **BIOL101            Principles of Biology I**

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

### **BIOL102            Principles of Biology II**

BIOL 102 presents an overview of major biological principles. It is appropriate for students who are not planning to transfer to an upper level major in science, environmental science, medicine, or a science-related field. Major topics will include evolution, biodiversity, animal form and function, and ecology. Prior completion of BIOL 101 is not required. Substantial outside preparation for lectures and laboratories is required. BIOL 102 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 102 and BIOL 105 toward their degree. There are no biology course prerequisites. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. This course has no BIOL prerequisite. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

### **BIOL104            General Biology I**

This is one of two semesters of an introductory level biology sequence designed for students who plan to transfer to an upper level program in science, environmental science, medicine, or a science-related field. Students who are interested in a rigorous study of biology may also enroll. Topics include basic chemistry and biochemistry, cell morphology, physiology and energetics; and classical and molecular genetics. Laboratories are strongly quantitative. Substantial outside preparation for lectures and laboratories is required. BIOL 104 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree. Prerequisites: High School biology and chemistry with minimum Regents exam grades of 80% within the past five years or BIOL 101; prior completion or concurrent enrollment in ENGL 100, MATH 095 or MATH 098, and RDNG 116 if required by placement testing;. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

### **BIOL105            General Biology II**

This course is intended for students who plan to transfer to an upper-level program in science, environmental science, medicine, or a science-related field. Students who have a strong interest in a rigorous study of biology may also enroll. Topics include evolution, biodiversity, botany, and ecology. Substantial outside preparation for lectures and laboratories is required. Prior completion of BIOL 104 is not required. BIOL 105 fulfills the SUNY General Education Natural Sciences Knowledge and Skills Area. Students may not apply credit for both BIOL 102 and BIOL 105 toward their degree. Prerequisites: High school biology and chemistry with minimum regents exam grades of 80% within the past five years or BIOL 101; prior completion of, or concurrent enrollment in, ENGL 100 and MATH 098 if required by placement. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

### **BIOL112                   Essentials of Medical Microbiology**

Provides a general overview of medical microbiology, including morphology, physiology, genetics and structure, and function of microorganisms. Epidemiology, host/microbe interaction and control, and infectious diseases are emphasized. Emerging infectious diseases and bioterrorism are addressed. Microbiology laboratory experiences are integrated throughout the course. Substantial outside preparation for lectures and laboratories is required. BIOL 112 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: Recent (within the last 5 years) high school Regents biology and chemistry with a C or better grade, or completion of BIOL 104, or BIOL 101 and CHEM 101; ENGL 100, MATH 095 or MATH 098 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

### **BIOL114                   Essentials of Nutrition**

An integration of basic nutritional science, diet and clinical nutrition. Basic concepts in chemistry, biochemistry and physiology are included, as well as diet assessment of the normal individual. A variety of consumer topics are considered. BIOL 114 fulfills the SUNY General Education Natural Sciences requirement, but is not a laboratory science course. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

### **BIOL115                   Field Natural History**

This course is an introduction to the study of local biodiversity. Emphasis is placed upon identification of organisms in the field and development of an understanding of their ecological relationships. Most class meetings will be at off-campus field sites. On-site modes of travel may include walking, bicycling, snow shoeing, canoeing, and horse-drawn wagon. Substantial outside preparation for the laboratories may be required. This will include the planning, implementation, and presentation of an independent field-based student research project. BIOL 115 fulfills the SUNY General Education requirement in Natural Sciences. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (2 Lec. 2 Lab.) Spring semester.

### **BIOL116                   Tropical Field Natural History**

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

### **BIOL125                   Biology and Earth Science for Teachers                   Cross-listed as GEOL 125**

This course is designed for students intending to pursue a degree program in early childhood and/or childhood education. Basic concepts in earth science and biology are covered with an emphasis on topics necessary for informed decision-making in our modern society. Students will participate in field and laboratory activities and invite guest speakers to class or visit them at sites of interest. Emphasis is on a student-driven agenda with student-planned activities. Student presentations will result in some variability in our agenda from semester to semester. BIOL/GEOL 125 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 090 if required by placement; prior completion of, or concurrent enrollment in, RDNG 116 and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Spring semesters

**BIOL131                    Principles of Human Anatomy and Physiology I**

Students are introduced to the basic organization of the human body, basic biochemistry involved in physiological interactions, basics of tissue organization, and histology. In addition, the course surveys the integumentary, skeletal, muscular and nervous systems of the human body. BIOL 131 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: Recent (within the last five years) NYS Regents exam in biology and chemistry (passed with an 80% grade or better) or a C or better in BIOL 104 or a C or better CHEM 101 and BIOL 101. MATH 095 or MATH 098, RDNG 116, and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

**BIOL132                    Principles of Human Anatomy and Physiology II**

Topics covered include the endocrine, cardiovascular, lymphatic, respiratory, digestive, and urogenital systems. BIOL 132 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: C or better in BIOL 131; MATH 095 or MATH 098; RDNG 116, and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

**BIOL201                    Human Anatomy and Physiology I**

The first course of a two-semester introductory level sequence in human anatomy and physiology intended for students pursuing a career in fields such as medicine, chiropractic, physical therapy, physical education, or recreation. Topics considered are body plan and organization, biochemical organization and function of cells, metabolism, homeostasis, tissues, skeletal and muscular systems, and the nervous system. Dissection of the cat supplements the laboratory materials. Substantial outside preparation for lectures and laboratories is required. BIOL 201 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: BIOL 104, or BIOL 101 and 102; MATH 095 or MATH 098 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

**BIOL202                    Human Anatomy and Physiology II**

The second course of a two-semester introductory level sequence in human anatomy and physiology intended for students pursuing a career in fields such as medicine, chiropractic, physical therapy, physical education, or recreation. Topics considered are the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, and early development. Dissection of the cat supplements the laboratory materials. Substantial outside preparation for lectures and laboratories is required. BIOL 202 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: BIOL 201; prior completion or concurrent enrollment in ENGL 100 and MATH 095 or MATH 098 and RDNG 116 if required by placement testing;. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

**BIOL205                    General Genetics**

Intended for students pursuing careers in the biological or health sciences. Fundamental principles in Mendelian genetics, chromosomal function, structure, and expression are covered. Current topics including population genetics, mutation and evolution, cancer, and application of molecular genetics in the biomedical sciences are discussed. Computer access is required for bioinformatic activities. Corequisite: BIOL 206. Prerequisites: BIOL 104 or equivalent; MATH 095 or MATH 098 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

### **BIOL206            Molecular Genetic Techniques**

This laboratory module provides hands-on experience with modern molecular techniques employed in today's society. The project requires recloning a gene from a prokaryotic expression vector into an eukaryotic vector and demonstrating expression in vitro. The course is designed for the Biotechnology program, but is also applicable to biological, natural, forensic, and agricultural science majors who want to augment their skill set and/or retrain for job advancement in their field. Prerequisites: Previous laboratory course; BIOL 101 or BIOL 104 or work-related experience; MATH 095 or MATH 098 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (3 Lab.) Fall semester.

### **BIOL211            Ecology**

This course is an introduction to the ecology of plants and animals, including consideration of population dynamics, community structure and function, energy flow and nutrient cycling, physiological and behavioral ecology, and biogeography. Human impacts on natural ecosystems are considered. Off-campus field trips beyond scheduled lab periods may be included. BIOL 211 fulfills the SUNY General Education Natural Sciences Knowledge and Skills area. Prerequisites: BIOL 105; MATH 120 or MATH 200; prior completion of, or concurrent enrollment in, ENGL 101. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

### **BIOL216            General Microbiology**

Intended for students pursuing advanced studies in the biological science and health fields, and for individuals with a serious interest in the microbial world. Fundamental concepts and principles of microbiology, their application to the health sciences, and the relationship between microbes and our society are covered. Current topics of discussion include infectious disease and immunity, STDs, bioterrorism, and environmental issues. Substantial outside preparation for inquiry-based laboratories is required. Prerequisites: BIOL 101 and 102, or BIOL 104; MATH 095 or MATH 098 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

### **BIOL220            Cell Biology**

Intended for students pursuing careers in the biological or health sciences. The fundamental structure and function of the eukaryotic cell, from proteins to DNA, to signal transduction, and development of cancer are covered. Students present topics of discussion related to advances in cell biology as they are applied to medicine (stem cells) and industry (cloning). Corequisite: BIOL 221. Prerequisites: BIOL 104 or equivalent; RDNG 116 and MATH 095 or MATH 098 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

### **BIOL221            Cell Culture Techniques**

Required in the Biotechnology degree and certificate programs, this laboratory module, a co-requisite to BIOL 220 - Cell Biology, provides hands-on experience with current techniques to isolate and analyze proteins in the research or diagnostic lab. Primary cell cultures and immortalized cell lines are established. The course is applicable to biological, natural, forensic, and agricultural science majors who want to augment their skill set and/or retrain for job advancement in their field. Prerequisites: Previous laboratory course; BIOL 101 and 102, or BIOL 104, or related work experience; RDNG 116 and MATH 095 or MATH 098 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (3 Lab.) Fall semester.

**BIOL249 Special Topics In Biology**

A special topic(s) course, identified by discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Instructor permission required. Occasionally.

**BIOL280 Biology-Independent Study**

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

**BIOL232 Exercise Physiology Cross-listed as RECR 232.**

This course covers the acute physiological responses and chronic adaptations to exercise including scientific evaluation of neuromuscular, metabolic, and cardiovascular, hormonal, and respiratory systems as they pertain to the human mechanism as a whole, and acute and chronic exercise. Substantial outside preparation is required in addition to class meetings. Prerequisites: MATH 095 or MATH 098 and RDNG 116 if required by placement testing; ENGL 100; prior completion of, or concurrent enrollment in, BIOL 131 or BIOL 201. 3 Cr. (2 Lec, 1 Lab). Spring semester

**BIOL LAB Biology Lab Elective**

This course is used in the evaluation of transfer credits.

**BIOL NOLAB Biology Elective - no lab**

This course is used in the evaluation of transfer credits.

**BIOL216H General Microbiology-Honors**

Intended for students pursuing advanced studies in the biological science and health fields, and for individuals with a serious interest in the microbial world. Fundamental concepts and principles of microbiology, their application to the health sciences, and the relationship between microbes and our society are covered. Current topics of discussion include infectious disease and immunity, STDs, bioterrorism, and environmental issues. Substantial outside preparation for inquiry-based laboratories is required. Prerequisites: BIOL 101 and 102, or BIOL 104; MATH 095 or MATH 098 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and instructor permission. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

**BIOL104H General Biology I Honors**

This is one of two semesters of an introductory level biology sequence designed for students who plan to transfer to an upper level program in science, environmental science, medicine, or a science-related field. Students who are interested in a rigorous study of biology may also enroll. Topics include basic chemistry and biochemistry, cell morphology, physiology and energetics; and classical and molecular genetics. Laboratories are strongly quantitative. Substantial outside preparation for lectures and laboratories is required. BIOL 104 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree. Prerequisites: High School biology and chemistry with minimum Regents exam grades of 80% within the past five years or BIOL 101; prior completion or concurrent enrollment in ENGL 100, MATH 095 or MATH 098, and RDNG 116 if required by placement testing; instructor permission. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

**BIOL105H Gen Biology II Honors**

Intended for students who plan to transfer to an upper level program in science, environmental science, medicine, or a science-related field. Students who have a strong interest in a rigorous study of biology may also enroll. Topics include evolution, biodiversity, botany, and ecology. Substantial outside preparation for lectures and laboratories is required. Prior completion of BIOL 104 is not required. BIOL 105 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 102 and BIOL 105 toward their degree. Prerequisites: High School biology and chemistry with minimum Regents exam grades of 80% within the past five years or BIOL 101; prior completion or concurrent enrollment in ENGL 100 if required by placement testing; MATH 095 or MATH 098 and RDNG 116 if required by placement testing; permission of instructor. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

### **BIOL215            Tropical Field Ecology**

This class is designed to provide students with the opportunity to explore the ecology of tropical systems. Students will build on their prior ecological knowledge to research and design a field project to be completed in Colombia, South America as part of a BIOL/HSTY study-abroad learning community. In addition to reviewing and expanding on knowledge of basic ecological concepts, students will explore the ecological differences between temperate and tropical ecosystems, the structure and function of tropical lowland rainforests and cloud forests, evolutionary processes, and the mechanisms by which diversity in tropical ecosystems is maintained. Students will work with BIOL 116 students as research mentors and attend all class meetings. Instructor permission and international travel is required. Additional fees apply. Prerequisites: BIOL 116; BIOL 105; prior completion or concurrent enrollment in ENGL 101; MATH 120 or MATH 200; RDNG 116 if required by placement testing. 4 Cr. (2 Lec., 6 Lab.) Spring semesters.

### **BIOL119            Botany**

This course provides an introduction to plant biology including the structure, function, physiology and development, genetics and evolution, and ecology of plants. Topics include the structure and function of plant cells and tissues; plant physiology and development; plant genetics and evolution; systematics and taxonomy of plants; plant ecology; and the relationship between plants and human welfare. BIOL 119 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

## **BIOT**

### **BIOT101 Introduction to Biotechnology**

A survey course for students enrolled in the Biotechnology degree and certificate programs. Career opportunities in biotechnology (modern biology) are discussed. Students map their educational paths to their career objectives. Issues related to intellectual property rights, bioentrepreneurship, regulations in biomanufacturing, and bioethics are covered. Employability (soft) skills, including group work and presentation, are developed. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL103; prior completion or concurrent enrollment MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

### **BIOT249 Special Topics In Biotechnology**

A special topic(s) course, identified by discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

### **BIOT295 Biotechnology Seminar**

Designed as a capstone event for the second-year student completing requirements for an A.S. degree or certificate in Biotechnology. The course is also appropriate for natural science, health, forensic, and agricultural science majors who wish to perform independent research. The experience provides the opportunity for the student to assimilate the knowledge and understanding gained from his/her program, and to demonstrate his/her mastery of the subject area. Each student will select a topic, research and assemble background information, delineate a current problem issues, implement a solution, and present his/her findings at the conclusion of the seminar. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; MATH 120 or higher; BIOL 206 or 221; two 200 level biology courses selected from other than BIOL 206 or 221; and permission of the instructor. 3 Cr. (9 Lab) Spring semester.

### **BIOT295H Biotechnology Seminar Honors**

Designed as a capstone event for the second-year student completing requirements for an A.S. degree or certificate in Biotechnology. The course is also appropriate for natural science, health, forensic, and agricultural science majors who wish to perform independent research. The experience provides the opportunity for the student to assimilate the knowledge and understanding gained from his/her program, and to demonstrate his/her mastery of the subject area. Each student will select a topic, research and assemble background information, delineate a current problem issues, implement a solution, and present his/her findings at the conclusion of the seminar. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; MATH 120 or higher; BIOL 206 or 221; two 200 level biology courses selected from other than BIOL 206 or 221; and permission of the instructor. 3 Cr. (9 Lab) Spring semester.

### **BIOT102 Introduction to Biotechniques**

This introductory laboratory module, required in the Biology A.S. program provides hands-on experience with current laboratory techniques and current Good Manufacturing Practices (GMP) for research or diagnostic labs. These skills are not typically encountered until the junior/senior year at four-year institutions or until individuals have entered the workforce. This course is applicable to the biological, natural, forensic and health sciences and is appropriate for those in agricultural science fields who want to augment their skill set and/or train for job advancement. Topics include lab safety, documentation, aseptic tissue culture techniques, recombinant DNA, and protein purification. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL100 if required by placement: prior completion of, or concurrent enrollment in, college-level math. 1 Cr. (3 Lab.) Fall and spring semesters.



## **BUAD**

### **BUAD104 Business Mathematics**

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

### **BUAD106 Foundations of Business**

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

### **BUAD108 Sales and Sales Management**

This course presents an overview of the key elements involved in selling and sales management in order to develop students' understanding of how to sell professionally in today's society. They will also learn the critical role sales professionals and sales managers play in the success of any enterprise. The course will include all of the major functions involved in sales and sales management, including the various legal and ethical considerations involved when selling, and managing sales professionals. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement assessment. 3 Cr. (3 Lec.) Spring semester.

### **BUAD111 International Business**

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

### **BUAD201 Business Law I**

This is an introduction to law which covers the basic origins, structure, procedures, and terminology of the American legal system and the foundation of law. This course enables students to understand legal aspects of common business activities, to become aware of potentially serious legal situations, and learn legal terminology to facilitate discussion of legal issues. Topics include legal procedure, constitutional law, torts, and criminal law, with significant emphasis on contract law. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall, spring, and summer semesters

### **BUAD202 Business Law II**

This course continues the study of the American legal system and foundation of 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 Uniform Commercial Code and other legal aspects of business activity. Prerequisites: BUAD 201.3 Cr. (3 Lec.) Spring semester.

**BUAD203 Business Communications**

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

**BUAD204 Principles of Marketing**

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

**BUAD207 Entrepreneurship II**

Building upon the information learned in Entrepreneurship I, this course provides an overview of the key elements involved in creating a professional, informative business plan. The business plan will include concepts in economics, accounting, marketing, management, sales, and finance, which are needed to create and successfully manage a small start-up operation. Prerequisites: BUAD 103; RDNG 116 if required by placement; prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Fall semester.

**BUAD208 Principles of Management**

This course provides the student with a thorough overview of how to manage people and organizations in today's society. Emphasis is on personal and corporate ethics, social responsibility, corporate strategy and decision-making, and human resource activities necessary to lead people in the corporate world in the twenty-first century. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement assessment. 3 Cr. (3 Lec.) Fall and spring semesters.

**BUAD211 Marketing Applications**

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

**BUAD212 Quality Customer Service**

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

**BUAD215 International Marketing**

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

**BUAD217            Fundamentals of Exporting**

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

**BUAD219            Human Resource Management**

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

**BUAD220            Principles of Bank Operations**

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

**BUAD222            Money and Banking**

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

**BUAD249            Business Administration Special Topics**

A special topic(s) course, identified by discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

**BUAD261            Walt Disney World College Program**

Through employment, classes, and self-directed studies at Walt Disney World Resort in Orlando, Florida, students enhance their understanding of leadership, teamwork, communication, and diversity as they experience the day-to-day workings of a Fortune 100 company. An integral part of the program is the opportunity to meet and live with people from all over the world. Participants are selected by Walt Disney World Co. representatives. This course is open to students of all majors. For more information, go to <https://jobs.disneycareers.com/disney-programs>. Prerequisites: At least 12 college credits completed before applying (not including high school dual credit); 18 years or older; minimum cumulative GPA of 2.0; instructor permission, appropriate proficiency in English as determined by placement. Additional requirements or restrictions may apply for international students. 3-15 Cr. Fall and spring semesters.

#### **BUAD264 Entrepreneurial Internship**

This course provides a capstone applied learning experience, primarily for Entrepreneurship majors. Students will work closely with an instructor (normally the Program Chair) to identify, apply for, and get approval for an internship with a local business. The internship, consisting of at least 100 hours of work with the chosen business, is intended to help students further develop their understanding of how to operate a successful small business in a specific field that they are interested in and passionate about. Prerequisites: ENGL 101; prior completion of, or concurrent enrollment in, BUAD 207. 3 Cr. (3 Lab.) Spring semester.

#### **BUAD290 Strategic Management**

This is a capstone course that requires students to draw on insights from core business courses they have completed (such as marketing and management) to understand how top-level executives make the strategic decisions that determine an organization's success. Emphasis is on ethical principles, core values, and socially responsible management practices needed to manage and lead an organization successfully. Prerequisites: BUAD 204; BUAD 208; prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

#### **BUAD109 Personal Money Management**

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

#### **BUAD263 Business Internship**

Through employment, mentorship, and self-directed studies via an industry-based experiential learning environment, students enhance their understanding of leadership, teamwork, communication, necessary professional skills, and diversity as they experience and work within the daily operations of a degree related organization. An integral part of the program is the opportunity to meet people from the industry, test skills, and apply knowledge. Participants will also be exposed to business-to-business relationships as well as individual customers/clients. The Internship is a meaningful learning experience that contributes positively to the student's professional development and facilitates creating recruitment networks and supporting industry leaders in the global workplace. Prerequisites: Completion of a minimum of 15 credits enrolled at Tompkins Cortland Community College; ENGL 101; MATH 090 if required by placement testing; PSED 213; 9 credits of BUAD or related discipline courses; good academic standing; advisor and department chair permission. 3 cr. (9 Lab) Fall and spring semesters.

#### **BUAD266 Business Internship**

Through employment, mentorship, and self-directed studies via an industry-based experiential learning environment, students enhance their understanding of leadership, teamwork, communication, necessary professional skills, and diversity as they experience and work within the daily operations of a degree related organization. An integral part of the program is the opportunity to meet people from the industry, test skills, and apply knowledge. Participants will also be exposed to business-to-business relationships as well as individual customers/clients. The Internship is a meaningful learning experience that contributes positively to the student's professional development and facilitates creating recruitment networks and supporting industry leaders in the global workplace. Prerequisites: Completion of a minimum of 15 credits enrolled at Tompkins Cortland Community College; ENGL 101; MATH 090 if required by placement testing; PSED 213; 9 credits of BUAD or related discipline courses; good academic standing; advisor and department chair permission. 6 cr. (18 Lab) Fall and spring semesters.

**BUAD241 Principles of Property & Liability Insurance**

This course provides students with a basic understanding of the principles of insurance. Topics include an introduction to insurance contracts, an overview of company functions and operations, including ratemaking, underwriting, claims, adjusting, and marketing. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100; prior completion of, or concurrent enrollment in, RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semesters.

**BUAD242 Personal Insurance**

This course provides students with a basic understanding of the principles of personal insurance. Topics may include an analysis of personal loss exposures and personal insurance coverages including homeowner's, other dwelling coverages, personal liability, auto, life, health, and government programs. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100; prior completion of, or concurrent enrollment in, RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

**BUAD243 Commercial Insurance**

This course provides students with a basic understanding of the principles of commercial insurance. Topics include an analysis of commercial coverages including property, business income, inland marine, ocean marine, crime, boiler, general liability, auto and worker's compensation. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100; prior completion of, or concurrent enrollment in, RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

## **CAPS**

### **CAPS100            Keyboarding for Computers**

This course introduces the touch-typing system for inputting the alphabet, numbers, and symbols with speed and accuracy. Basic machine operation of a computer is covered. Prerequisites: None. 1 Cr. (2 Lec., 2 Lab. for 5 weeks). Occasionally

### **CAPS101            Introduction to Computers**

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

### **CAPS105            Word for Personal Use**

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

### **CAPS111            Introduction to Word Processing**

This course is an introduction to the operation and uses of a word-processing program that covers topics related to the objectives used for the Microsoft Office Specialist (MOS) Core Exam in Word. Topics include inserting and modifying text, creating and modifying paragraphs, formatting documents, managing documents, working with graphics, and workgroup collaboration. Prerequisites: None. Familiarity with file management on a personal computer is recommended. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

### **CAPS113            Advanced Word Processing**

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

### **CAPS121            Introduction to Spreadsheets**

This course is an introduction to the operation and uses of a spreadsheet program. Topics covered include working with cells and cell data, managing workbooks, formatting and printing worksheets, modifying workbooks, creating and revising formulas, creating and modifying graphics, and workgroup collaboration. Students taking this course in an online format must have access to a computer with a spreadsheet program. Prerequisites: None. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

### **CAPS123            Advanced Spreadsheets**

Advanced topics in Microsoft Excel that fulfill most of the objectives for the Microsoft Office Specialist (MOS) Expert Exam in Excel. Topics include planning, recording, running and editing macros, creating VBA procedures, enhancing charts, adding sparklines, identifying data trends, using what-if-analysis (scenario manager, goal seek, data tables), analyzing data, creating PivotTables and PivotCharts, exchanging data with other programs such as Microsoft Word, PowerPoint and Access, sharing, customizing and maintaining workbooks, importing and exporting data and auditing worksheets. Students taking this course in an online format should have access to a computer with Excel. Prerequisites: CAPS 121; RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

### **CAPS131 Introduction to Databases**

This course is an introduction to the operation and uses of a database management program. The student will learn how to create and manipulate a simple relational database using Access. Topics include creating and modifying tables, addition of and modification of data in tables, using queries to view data in one or more tables, use of forms to view and update tables, and creation of simple reports including mailing labels. Students taking this course in an online format must have access to a computer with Microsoft Access. Prerequisites: None. Familiarity working in a Microsoft Windows environment is recommended. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

### **CAPS133 Advanced Databases**

This course focuses on advanced concepts and techniques in the use of a relational database management program. Students will learn how to establish relationships and manipulate data in multiple tables using Access. Topics include enforcing referential integrity, linking multiple tables in queries, using forms with sub-forms, generating reports with grouping and sub-reports, using calculated controls in forms and reports, and creating switchboards. Students taking this course in an online format must have access to a computer with Microsoft Office. Prerequisites: CAPS 131; prior completion or concurrent enrollment in MATH 090, RDNG 116 and ENGL 100 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

### **CAPS141 Presentation Software**

This course is an introduction to the operation and uses of presentation software. Topics parallel the objectives used for the Microsoft Office Specialist (MOS) Core Exam in PowerPoint and include creation of a presentation, insertion and modification of text, insertion and modification of visual elements, modification of presentation formats, customizing slide formats, printing presentations, working with data from other sources, management and delivery of presentations, and workgroup collaboration. Students taking this course in an online format must have access to a computer with a presentation software. Prerequisites: None. Familiarity with file management on a personal computer is recommended. 1 Cr. (2 Lec., 2 Lab. for 5 weeks). Fall and spring semesters.

### **CAPS152 Web Page Design**

This course is an introduction to the development of web pages for the Internet. Topics include HyperText Markup Language (HTML), Cascading Style Sheets (CSS), and Extensible HyperText Markup Language (XHTML), including links, graphics, backgrounds, and colors. Prerequisites: One CAPS, CIS or CSCI course. 1 Cr. (2 Lec., 2 Lab. for 5 weeks). Fall and spring semesters.

### **CAPS153 Advanced Web Page Design**

This course is designed for the student who can build basic web pages, but would like to incorporate more advanced features into the site. Topics include document types (Strict, Transitional, and Frameset), CSS (Cascading Style Sheets), internet graphics developments, advanced metatags. Prerequisites: WD/CAPS 152; prior completion or concurrent enrollment in ENGL 099, MATH 090, and RDNG 116 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks)Occasionally.

**CAPS154          JavaScript**

This course is designed for the student who is experienced with HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets), and would like to learn how to use the JavaScript programming language to add dynamic interactivity and other advanced features to his/her web pages, and to enhance his/her ability to create practical and compelling web sites. Prerequisites: WD/CAPS 153; prior completion or concurrent enrollment in ENGL 099, MATH 090, and RDNG 116 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

**CAPS155          Extensible Markup Languages          Cross-listed as WD 155.**

Designed for the student who is experienced with HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets), and would like to learn how to use XML (Extensible Markup Language) for advanced web site design. Students are introduced to SSI (Server Side Includes). Prerequisites: WD/CAPS 153; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters



## **CDSC**

### **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 of, or concurrent enrollment in, ENGL 101. 4 Cr. (4 Lec.) Fall and spring semesters.

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

This course is the first of two semesters of field placement and practicum in the Chemical Dependency Counseling degree and certificate programs. Students enter the field placement as interns and are subject to all legal, ethical, and professional standards required of the designated agency staff. A minimum of 120 hours of work experience and 15 hours of lecture must be completed per semester. Students review fundamental principles of theory in practicum and have an opportunity to discuss varying topics related to the field work experiences. Prerequisites: Program Chair permission is required; CDSC 101 with a C or better grade; ENGL 101; HLTH 207 or HLTH 208; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. Students must meet in person or consult via phone, or email with the Program Chair, and obtain written permission by May 15th for fall semester field placements, or November 15th for spring semester field placements. Students must receive a C or better to successfully complete this course. 4 cr. (1 Lec., 9 Lab) Fall and spring semesters.

### **CDSC201 Counseling Individuals: Theory & Practice**

This is the second theory course in the Chemical Dependency Counseling 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, and 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 of CDSC 101 with a grade of C or better or concurrent enrollment in CDSC 101; ENGL 101. 3 Cr. (3 Lec.) Fall semester.

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

The second of two semesters of field placement and practicum required in the Chemical Dependency Counseling degree and certificate programs. Students enter the field placement as interns and are subject to all legal, ethical, and professional standards required by the designated agency staff. A minimum of 120 hours of work experience and 15 hours of lecture must be completed. Students review fundamental principles of theory in practicum and have an opportunity to discuss varying topics related to the field work experiences. Prerequisites: Program Chair permission is required; CDSC 200 with a C or better grade; ENGL 101; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. Students must meet in person or consult via phone, or email with the Program Chair, and obtain written permission by May 15th for fall semester field placements, or November 15th for spring semester field placements. Students must receive a C or better grade to successfully complete this course. 4 Cr. (1 Lec., 9 Lab.) Fall and spring semesters.

### **CDSC225 Counseling Families & Significant Others: Theory & Practice**

This is the final theory course in the Chemical Dependency degree and certificate. The course focuses on the interaction between chemically addicted individuals and significant others or family members. A variety of theoretical perspectives and empirically supported approaches are reviewed. Techniques for assessment, treatment, and care coordination are discussed. Prerequisites: ENGL 101; prior completion of, or concurrent enrollment in, CDSC 101. 3 Cr. (3 Lec.) Spring semester.

### **CDSC232            Chemical Dependency Counseling Field Wk**

This course is the field work component of the Chemical Dependency Counseling degree and certificate programs. Students enter the field placement as interns and are subject to all legal, ethical, and professional standards required of the designated agency staff. A minimum of 120 hours of work experience and 12.5 hours of lecture must be completed per semester. Students review fundamental principles of theory in practicum and have an opportunity to discuss varying topics related to the field work experiences. Prerequisites: Program Chair permission is required; CDSC 101 with a C or better grade; ENGL 101; HLTH 207 or HLTH 208. Students must meet in person or consult via phone, or email with the Program Chair, and obtain written permission by May 15th for fall semester field placements, or November 15th for spring semester field placements. Students must receive a C or better to successfully complete this course. 4 Cr. (1 Lec., 9 Lab.) Fall and spring semesters.

### **CDSC210            Group Counseling: Theory & Practice**

This is one of four theory courses in the Chemical Dependency A.A.S. and Certificate. The course is devoted to group theory and interventions with chemically dependent individuals. A variety of theoretical perspectives and empirically supported approaches are reviewed. Techniques for assessment, treatment, and care coordination are discussed. This course includes material on special populations, best practices, and relapse issues. Prerequisites: ENGL 101. Prior completion of, or concurrent enrollment in, CDSC 101 is required. 3 Cr. (3 Lec.) Spring semesters

### **CDSC103            Introduction to Prevention**

This course provides an introduction to, and an overview of, Alcohol and Other Drugs (AOD) prevention. Students will explore topics such ethics, cultural competence, program evaluation, community organization, and policy development. Students will practice development of curriculum and training materials for AOD. They will distinguish between counseling and prevention functions, and demonstrate an understanding of the continuum of care. Additionally, students will be exposed to key strategies/interventions used in health, nutrition, mental health, and violence prevention. Prerequisites: HLTH 207 or HLTH 208; prior completion of, or concurrent enrollment in, ENGL 101. 4 Cr. (4 Lec.) Fall and spring semesters.

### **CDSC110            Clinical Supervision Foundations II**

This course will focus on clinical supervision in substance use disorder treatment. This 16- hour classroom training is Part 2 of the OASAS-approved Clinical Supervision Foundations, and fulfills the Clinical Supervision training requirement as stated in the Substance Use Disorder Counselor Scope of Practice. This course will review the role of the supervisor, definitions of clinical supervision, models of supervision, the supervisory alliance, modalities and methods of supervision, assessment resources, performance evaluation, and counselor development. This course is offered online only. Participants must complete the free, 14 hour on-line Clinical Supervision Foundations I (CSFI) course prior to taking this course and submit their certificate of completion prior to beginning this class. Contact the Chemical Dependency Counseling program chair with any questions. 1 Cr. (1 Lec.) Five weeks, fall and spring semesters.

## CHEM

### **CHEM101 Principles of Chemistry I**

This is a study of the basic principles of chemistry including measurement, atomic structure, bonding, mole concept, stoichiometry, and chemical formulas and equations. It is intended for students who have not had a chemistry course. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. CHEM 101 fulfills the SUNY General Education Natural Sciences requirement. A student may only apply credit earned in CHEM 101 or CHEM 107 toward degree requirements. PREREQUISITES: MATH 095 or MATH 098 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 4 Cr. (3 Lec., 2 Lab.)

### **CHEM102 Principles of Chemistry II**

This course is a continuation of CHEM 101 including studies of liquids, solids, chemical equilibrium, electrochemistry, aqueous solutions, gases, organic chemistry, acids and bases. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. A student may only apply credit earned in CHEM 102 or CHEM 108 toward degree requirements. CHEM 102 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: CHEM 101; MATH 095 or MATH 098 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Spring semester.

### **CHEM107 General Chemistry I**

This is a more thorough study of basic principles than CHEM 101. Topics include atoms, molecules, ions, chemical formulas, equations, stoichiometry, gases, electronic structure of atoms, periodic table, bonding, physical properties, phase changes, and thermochemistry. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. CHEM 107 fulfills the SUNY General Education Natural Sciences requirement. A student may only apply credit earned in CHEM 101 or CHEM 107 toward degree requirements. PREREQUISITES: MATH 120 and college prep chemistry or CHEM 101; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 4 Cr. (3 Lec. 2 Lab.) Fall semester.

### **CHEM108 General Chemistry II**

This course is a more thorough study of basic principles than CHEM 102. Topics covered include solutions, chemical equilibrium, acids and bases, electrochemistry, organic chemistry, thermodynamics, and kinetics. Laboratory experiments relate to the lecture topics, and are of a quantitative nature. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. A student may only apply credit earned in CHEM 102 or CHEM 108 toward degree requirements. CHEM 108 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: CHEM 107; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Spring semester.

### **CHEM205 Organic Chemistry I**

This course is designed to give students a basic background in organic chemistry. The following topics are covered: bonding and atomic theory, nomenclature, stereochemistry, functional groups, aromaticity, (NMR, MS, IR, UV.) cycloalkane, types of reactions, mechanisms, and spectrometry. Emphasis is placed on the chemistry of alkanes, alkenes, alkynes, alkyl halides, and simple aromatics. Lab exercises include the synthesis, isolation, purification, and identification of organic compounds. CHEM 205 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: CHEM 102 or CHEM 108; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.)

### **CHEM206            Organic Chemistry II**

This course is designed to develop and build upon the basic background in organic chemistry learned in CHEM 205. The following topics will be covered: general synthesis, reaction and reaction mechanisms of major organic functional groups: alcohols, ethers, carbonyl compounds [aldehydes, ketones, carboxylic acids and their derivatives, beta di keto compounds, amino compounds, heterocyclic aromatic compounds, and various biological compounds. In addition, Aromatic compounds, the rule of aromaticity and the preparation, reaction, and reaction mechanism of Electrophilic Substitution and Nucleophilic addition. Emphasis will be placed on reaction mechanisms and a survey of biological macromolecules. Brief details about the structure of Carbohydrates, Proteins, Lipids, and Nucleic acids. In addition, of DNA and RNA Sequences, and the Polymerase Chain Reaction (PCR). CHEM 206 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: CHEM 205; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.)

### **CHEM280            Chemistry - Independent Study**

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-2 Cr. Occasionally.

### **CHEM LAB            Chemistry Lab Elective**

This course is used in the evaluation of transfer credits.

### **CHEM NOLAB        Chemisty Elective no lab**

This course is used in the evaluation of transfer credits.

### **CHEM239            Selected Topics-Chem**

A selected topics course, identified by the discipline and a 239 course number, covers discipline-specific subject matter that is not contained in the regularly offered program/discipline-specific courses. Selected topics courses are part of the permanent course offerings, and can award one to four credits. A student can earn credit for multiple selected topics courses provided that the subject matter of each course is unique, and subject to other individual program requirements.

### **CHEM107H            General Chemistry I Honors**

This is a more thorough study of basic principles than CHEM 101. Topics include atoms, molecules, ions, chemical formulas, equations, stoichiometry, gases, electronic structure of atoms, periodic table, bonding, physical properties, phase changes, and thermochemistry. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. CHEM 107 fulfills the SUNY General Education Natural Sciences requirement. A student may only apply credit earned in CHEM 101 or CHEM 107 toward degree requirements. PREREQUISITES: MATH 120 and college prep chemistry or CHEM 101; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; permission of the instructor. 4 Cr. (3 Lec., 2 Lab.) Fall semester.

**CHEM228      Biochemistry**

This course is designed for students committed to a career in the life sciences and interested in advanced study of current issues in biochemistry. This course will focus on how life works at the molecular level. The topics will cover the structure and function relationships for biological macromolecules such as amino acids, nucleic acids, proteins, lipids, carbohydrates, enzymes, vitamins and hormones, to the signal transduction, metabolic and energy transfer pathways. This course will examine the correlation between these bio-macromolecules, signal transduction and metabolism with human diseases. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; C or better grade in MATH 100 or appropriate qualifying test score; RDNG 116 if required by placement testing; CHEM 205. 3 Cr. (3 Lec.)

## CIS

### **CIS 108            Introduction to Computer Information Systems**

This course is an introduction to computer technology, models, and systems/networks as well as computer programming designed for Computer Information Systems students. Students are introduced to important hardware/software terminology, models and designs used in the industry, and to problem-solving and programming using a current programming language, such as Python, or Java. Topics include technological models, network and structured program design protocols, algorithm development, testing and debugging, and program documentation. Students may not apply credit for both CIS 108 and CSCI 160 toward degree requirements. Prerequisites: MATH 095 if required by placement; prior completion of, or concurrent enrollment in, ENGL100 or ESL 120, 121, and 122 if required by placement. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

### **CIS 132            Network Design**

Covers design, installation, and maintenance of local area networks. Topics include installation of hardware and network software, installation of application software, system configuration, hardware and software testing, setting up directories, user accounts, and user access rights. Discussion of different network topologies, medium, and software are also included. Prerequisites: CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

### **CIS 213            Programming in C++**

An introduction to the C++ programming language using structured programming and Object Oriented Programming techniques. Students learn basic program structure, data types, control structures, pointers, arrays, strings, and are introduced to classes and objects. Emphasis is on writing structured programs to solve business-oriented problems. Prerequisites: C or better grade in CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

### **CIS 214            Systems Analysis and Design**

An introduction to the concepts of systems development. Emphasis is placed on taking a structured approach to analyzing existing business-oriented systems, and designing solutions to problems with those systems. Students work in a team environment to solve specific problems and present solutions to the class. Prerequisites: CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

### **CIS 215            Operating Systems**

This course is an introduction to computer operating systems. Operating system theory and a comparison of major operating systems in use are discussed, along with the technical and operational trade-offs among them. Prerequisites: CIS 132; prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122 if required by placement. 3 Cr. (3 Lec.) Fall semester.

### **CIS 220            Database Concepts**

This course covers 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, implementation, and Structured Query Language (SQL). Prerequisites: CIS 108 or CSCI 160; prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122 if required by placement. 3 Cr. (3 Lec.) Fall semester.

### **CIS 223                    Programming in C++ Advanced Topics**

This course is an advanced study of the C++ programming language, focusing on the object-oriented aspects of the language. Topics include classes and objects, inheritance, composition, overloading, and data abstraction. Prerequisites: C or better grade in CIS 213; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

### **CIS 225                    JAVA**

This course is an in-depth study of the JAVA programming language, designed for students who have programming experience. Prerequisites: CIS 108 or CSCI 160. 3 Cr. (3 Lec.) Spring semester.

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

Focuses on the fundamentals of web programming and the development of web-based applications. Client and server-side programming are discussed. Topics include advanced web page development, including Active Server Pages, CGI/Perl, database-driven content, and scripting languages. Prerequisites: CAPS 152; CIS 220; CIS 213 or CSCI 165; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

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

Students work a minimum of eight hours per week in local CIS settings. Tasks performed include: programming in high-level languages, evaluation or use of software packages, analysis of problem situations, design of databases, training of users, hardware upgrades and installation, network support, and writing supporting documentation. Pass/Fail grading. Prerequisites: CAPS 123; CAPS 133; CIS 132; CIS 214; CIS 220; CIS 223; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (1 Lec., 8 Lab.) Spring semester.

### **CIS 240                    Offensive Security**

This course applies experiential learning of techniques and tools used in offensive security also known as penetration testing. This course includes hands-on labs, individual and/or team competition practice in security assessment, vulnerability discovery, security analysis, testing, documentation, recommendation, and reporting. Students will perform an ethical white-hat attack of networks, hosts (servers, clients, web servers, mobile devices, etc.), web sites, social media, and/or apps using various methods for target reconnaissance, host and service enumeration, vulnerability identification and exploitation. Substantial outside preparation required. Due to the various competition levels and testing platforms, this course may be taken more than once giving students the opportunity to level-up. Prerequisites: CIS 132, ENGL101. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

### **CIS 249                    Special Topics: Computer Info Systems**

A special topic(s) course, identified by discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

**CIS 224                    Fundamentals of Security**

This course will focus on the practical and theoretical knowledge of information security. Topics covered include network security threats, mitigation/defense techniques, virtual private networks (VPNs), firewalls, intrusion detection, and security policies in the information technology organization. The course will introduce students to the requirements and outcomes covered by the CompTia Security+ exam. Prerequisite: CIS 132. 3 Cr. (3 Lec.) Fall semesters.

**CIS 228                    Server Configuration & Administration**

This course will focus on the configuration and administration of server appliances. Topics covered include Windows and Linux-based server installation, configuration, and administration. Additionally, the course will explore available cloud-based server appliances. Prerequisite: CIS 132. 3 Cr. (2 Lec. 2 Lab) Spring semesters.

**CIS 246                    Organizational Cybersecurity**

This course examines management issues and practical implications related to securing information systems. The course focuses on the threat environment, security policy and planning, cryptography, secure networks, access control, firewalls, host hardening, application security, data protection, incident response, and networking and review of Transmission Control Protocol/Internet Protocol (TCP/IP). A clear theoretical understanding is established to support the practical components covered. Students learn to audit information systems and use contemporary security software. Prerequisite: CIS 224. 3 Cr. (2 Lec., 2 Lab.) Spring semesters.



## **COMM**

### **COMM100      Creating Online Media**

This course introduces students to the fundamentals of producing online media. The creation and positioning of web sites, online reporting and writing skills, and incorporating audio, video, and graphics in story development will be emphasized. Fundamental journalism skills such as identifying news, reporting and verifying information, and writing with rigor and accuracy will also be emphasized. Other topics covered include basic HTML and website design, legal and ethical problems emerging in online media, and copyright and intellectual property laws related to digital media. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

### **COMM101      Mass Media**

This is a critical issues survey course of national mass media that focuses on media literacy while addressing diversity, equity, inclusion, and social justice. The historical development, economic structure, organization, function, and effects of mass media in society today are emphasized. The course studies the influence of media on American culture through advertising, print, books, news, radio, television programming, the Internet, games, movies, popular music, and other media. It reviews ideological, technological, and regulatory developments that produced our existing media system, and analytical tools and techniques that enhance media literacy. Topics include media's role in shaping attitudes towards race, gender, sexuality, and class, and relationships between media and society. COMM 101 fulfills the SUNY General Education Diversity; Equity, Inclusion, Social Justice, Social Sciences, and Humanities Knowledge and Skills Areas. Prerequisites: None. 3 Cr. (3 Lec.) Fall and spring semesters.

### **COMM110      Aesthetics/Techniques of Video and Film Editing**

This course provides the student with the basic skills necessary to read a film. This course concentrates on formal analysis of the aesthetic and ideological elements that comprise the multiple languages of cinema. The course introduces the student to various genres of narrative cinema as well as to different categories of cinema such as experimental, documentary, animation, and hybrid forms. Students look at the artistic and aesthetic principles of editing pictures and sound. The course combines theory, history, and practice to help students understand the storytelling choices they face in film and video editing. Prerequisite: None. 1 Cr. (2 Lec., 2 Lab for 5 weeks.) Fall and spring semesters.

### **COMM111      Foundations of Digital Editing**

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

### **COMM112      Foundations of Motion Graphics**

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

### **COMM115      Introduction to Digital Video**

This is a basic, practical, hands-on introduction to the creation of video material for digital presentation. Students learn the theoretical knowledge of basic production along with the tactile and artistic skills to design and produce basic video material. Composition, lighting, sound techniques, and artistic arrangement in video productions are covered. Digital equipment, including camera and non-linear editing systems, are used. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (2 Lec. 2 Lab.) Fall and spring semesters.

### **COMM120      Broadcast Operations**

This course provides hands-on experience in the operation of radio and television equipment. In the radio portion of the course (half of the course) students are trained to operate a broadcast audio board, edit audio tape, and speak into a microphone. In the television portion of the course (half of the course) students are trained to operate studio cameras, audio boards, video switcher, and to direct a simple television program with a student crew. Students will learn professional level production equipment literacy. Prerequisites: Prior completion of, or concurrent enrollment in, MATH 090 if required by placement. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

### **COMM140      Introduction to Field Production**

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

### **COMM145      DVD Authoring**

DVD Authoring is a comprehensive introduction to making DVDs and bringing titles to the market. Students bring video clips to class and learn how to place and store them on a DVD. Students should have basic knowledge and experience with computers and software applications. Prerequisites: MATH 090 if required by placement. 1 Cr. (2 Lec., 2 Lab. for 5 weeks). Spring semesters.

### **COMM160      Media Writing**

This is an intensive writing seminar based on basic principles and techniques of writing for media which may include but are not limited to writing for TV, print, radio, and online formats. Students will learn how to write news, persuasive copy, and public relations materials. Prerequisites: RDNG 116 if required by placement testing; prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Spring semester.

### **COMM170      Broadcast Copywriting**

This is a second-level writing course intended to teach students to write creative radio, television, and web commercials. Correct grammar, structure, and style will be important factors in student success. In-class writing assignments will be a significant part of the learning experience. Those, as well as homework assignments, will be read aloud in class and critiqued on the spot. Prerequisite: ENGL 101. 3 Cr. (3 Lec.) Fall semester.

### **COMM210      Production and Direction**

This course is an introduction to the directing language and techniques from the viewpoint of the director of both broadcast and sitcom television. Students explore the different production dynamics between broadcast format and sitcom television/film style. Major objectives are to develop a basic competence in the fundamentals of studio directing, to introduce the creative dimensions of the television medium of human communication, and to develop skills working as a production team. Students will learn to work with performers, production crew, and scripts. Substantial outside preparation for the laboratories will be required. Open to Broadcast Production, Communication and Media Arts, Creative Writing, and Digital Cinema program majors. Prerequisites: COMM 120 or COMM 140; prior completion of, or concurrent enrollment in, ENGL 100 if required by placement. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

### **COMM225            Communication Law and Ethics**

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

### **COMM230            Broadcast Communication Skills**

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

### **COMM235            Recording Technology II**

Students are trained in multi-track recording techniques used by professionals in the broadcast industry. They are exposed to the specialized practices involved in the production of commercial jingles, music beds and narrative programs, SFX, and mix to film/video. Course activities include participation in analog and digital editing, voice-over, multi-track production recording, and final production for broadcast and digital production. Students work on professional, "industry-standard" editing programs. Advanced sound production techniques and special effects used in audio art post-production are emphasized. Prerequisites: COMM 127 and COMM 135; prior completion of, or concurrent enrollment in, ENGL 100 if required by placement. 3 Cr. (2 Lec, 2 Lab.) Spring semesters.

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

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

### **COMM245            Professional Video Editing and Post Production**

This course, designed for students with video editing experience, focuses on advanced techniques to help streamline system, media, and project management. The theory and practice of editing through overall projects, and post-production collaboration are emphasized. Specific topics discussed and demonstrated include the principles, terms, and concepts of random access digital editing, along with storytelling, emotion, pacing, openings, and intercutting. Screenings, class exercises and individual projects are integral parts of the course. Prerequisites: COMM 111; COMM 112; COMM 140. 3 Cr. (3 Lec.) Fall semester.

#### **COMM249      Special Topics-Communication & Media Art**

Specialized courses designed to respond to unique student interests or current events. Special topics course descriptions are given in each semester's course schedule. Occasionally.

#### **COMM250      Sports Field Production**

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

#### **COMM262      Portfolio Preparation-Communication**

This course is intended for Broadcast Production, Communication and Media Arts, and Digital Cinema program majors in their second year of study. Students explore transfer options and/or potential employers/clients and create a visual/audio portfolio. Topics include researching transfer schools and/or employment opportunities, selecting works for the portfolio, considering different portfolio delivery and presentation methods, writing mission statements and resumes, interviewing skills, and creating a finished portfolio that meets the requirements of the targeted transfer institutions or employers. Prerequisites: Broadcast Production or Communication and Media Arts or Digital Cinema major; completion of two semesters of program courses; prior completion of, or concurrent enrollment in, ENGL 101. 1 Cr. (1 Lec.) Spring semester.

#### **COMM280      Communication & Media Arts-Independent Study**

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

#### **COMM285      Radio & Digital News Production**

This is a second-year news course designed to help students build on the writing skills learned in COMM 160 Media Writing. Students have the opportunity to take the next step in the news process by applying the written material and news gathering skills they have learned to produce radio and online content. This content includes, but is not limited to, hourly newscasts, radio news magazine, long-format programming, remote reporting, emergency, large-event coverage, and online formats. Students will be expected to produce content under real and simulated pressure. Prerequisites: ENGL 101; COMM 120; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (2 Lec. 2 Lab.) Fall semester.

#### **COMM290      Television News Production**

This is an advanced production course that covers studio news operations. The class functions as a working news crew with attendance and class participation critical for each student's success. Prerequisites: COMM 120; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

**COMM295      Television News Production and Origination**

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

**COMM265      Communication & Media Arts Internship**

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

**COMM298      Cinema Capstone      Cross-listed as ENGL 298.**

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

**COMM270      Hollywood: On Location**

Students spend 20 days in California touring studios, speaking with industry leaders, and working as interns on Hollywood productions. Intended for second year Digital Cinema and Broadcast Production -Television majors, the entertainment industry and the vast history of storytelling in Hollywood are explored and researched. Students produce a film or television episode working alongside industry professionals. They develop research skills, storytelling techniques, networking skills, collaboration and leadership skills. The course consists of 40 lecture hours in meetings prior to the Hollywood trip; 30 lecture hours during the trip; and 105 lab hours for fifteen out of the 20 days in Hollywood. Students must be in good academic standing with a 3.2 GPA or higher; they must submit a faculty recommendation and an application. The Dean of Instruction and the course instructor select a limited number of students based on the course requirements and completed prerequisites. Substantial course fee. Prerequisites: COMM 210; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 095 if required by placement testing; RDNG 116 if required by placement testing. 6 Cr. (4 Lec, 2 Lab) Occasionally.

**COMM105      Careers in Audio/Music**

This course is designed to guide students through the variety of careers available in Audio and Music Production and Design. The class will explore the roles and responsibilities for positions that include but are not limited to: producer, recording engineer, studio director or manager, film scorer/composer, MIDI technician, sound designer, AV installer, video conference tech, music editor, music supervisor/director, film arranger/adaptor. Prerequisites: None. 1 Cr. (1 Lec.) Spring semester.

### **COMM127      Audio Production I**

Students will learn the fundamentals of both analog and digital audio production. Topics include recording consoles: design, function, and signal flow; signal processing: reverberation, delay, equalization, compression, and a host of effects; introduction to microphones and speaker technologies; introduction to music production and radio production techniques. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 if required by placement. 3 Cr. (2 Lec., 2 Lab). Fall semester.

### **COMM135      Recording Technology I**

This course covers the basics in recording technology using industry standard hardware and software with digital audio workstations. Students will use microphones, outboard processors, and basic concepts in music theory, including studio set-up, microphone technique, and principles of analog and digital audio mixing to produce audio programs. This course is designed for students pursuing a career in audio design and production. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 if required by placement. 3 Cr. (2 Lec., 2 Lab) Fall semester.

### **COMM227      Audio Production II**

This course covers the fundamentals and practical applications of a digital audio system, as well as methods for functioning in an integrated MIDI/digital audio workstation (DAW)/analog studio environment. This includes techniques for the analysis and study of audio signals and systems; decibels in audio and acoustical applications; systems analysis of contemporary recording and synthesis technology. Course topics include system setup and interconnections; MIDI interface and synchronization; aspects of digital recording consoles/mixers, I/O, sample rate, and bit depth; and basics of a DAW, such as the elements of hard-disk recording, track and file management, digital audio, and sequencing strategies. Assignment-based lab time required. Prerequisites: COMM 127; prior completion of, or concurrent enrollment in, RDNG 116 if required by placement. 3 Cr. (2 Lec., 2 Lab) Spring semester.

### **COMM257      Advanced Writing & Reporting**

An advanced course for Journalism majors with a focus on writing under deadline. Students will learn professional-level writing, editing and interviewing techniques. Students will write features, hard news and investigative pieces for the converging print, online and broadcast mediums. Students will learn advanced reporting techniques including; record searches, computer-assisted research and interviewing skills. Prerequisite: Prior completion or concurrent enrollment in ENGL 101; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

### **COMM157      Podcasting**

This course will concentrate on the basics of narrative podcasting. Students will learn how to interview, organize their workflow, and construct episodes. Topics include research, pre-production planning, scriptwriting, recording techniques, postproduction editing and mixing, scoring, and distribution. Successful students will leave the course with episodes for an audio portfolio. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (2 Lec, 2 Lab) Fall semester.

## **CONT**

### **CONT107          Construction Materials**

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

### **CONT115          Construction Estimating and Planning**

This is a study of construction cost estimating and planning, consisting of quantity take-off, material and labor costs and project planning. Emphasis is placed on interpreting architectural and engineering plans and specifications. Prerequisites: CONT 107; DRAF 117; MATH 095 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (1 Lec., 2 Lab.) Spring semester.

### **CONT202          Surveying I**

CONT 202 is the first of a sequence of two courses in plane surveying. It focuses on fundamental surveying theory and terrestrial-based survey measurements. Computations are made using an orthogonal 2D coordinate reference system and vertical datum. Use of traditional and modern surveying instruments is covered as well as computation methods using Coordinate Geometry (COGO) software. The emphasis of the course is primarily on construction and civil engineering applications. Instruction includes lectures and field use of traditional and modern instruments to perform measurements of distances, areas, angles, directions, elevations, and coordinates. Prerequisites: MATH 122; RDNG 116 if required by placement. 3 Cr. (2 Lec., 3 Lab.) Fall semesters.

### **CONT203          Surveying II**

This is the second of two surveying courses. It expands on terrestrial-based survey, the use of total station and Coordinate Geometry (COGO) software, but it primarily focuses on geomatics and spaced-based survey measuring. Computation methods involve a geodesic 3D coordinate reference system. Use of Global Navigation Satellite Systems (GNSS) equipment, remote sensing, and geographic information systems technologies will be covered. The emphasis of the course is on construction, civil, and environmental engineering applications. Instruction includes lectures and field use of modern instruments to perform subdivision, topographical survey, route alignments, Earthwork, and hydrographic survey. Prerequisites: CONT 202. 3 Cr. (2 Lec., 3 Lab.) Spring semesters.

### **CONT208          Construction Management and Regulation**

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

### **CONT210          Structural Design**

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

**CONT216            Materials Testing**

Laboratory testing procedures pertaining to a variety of construction materials are discussed, followed by performance of those tests. Special attention is placed on concrete testing in accordance with procedures set by ASTM standards. Course content is presented through lecture, class discussion, and demonstrations. Students perform lab exercises either individually or in groups and prepare individual, complete, formal reports of each exercise to professional standards. Lab fee required. Prerequisites: CONT 107; ENGL 100; prior completion of, or concurrent enrollment in, MATH 122 or MATH 138. 2 Cr. (1 Lec., 2 Lab.) Spring semesters.

**CONT280            Const.Tech Independent Study**

This course provides the opportunity for more in depth study of a construction and environmental technology topic. Faculty member approval is required prior to registration. 1-3 Cr. Occasionally.

**CONT209            Soil Mechanics**

This course is an overview of soil types, properties of soils, and their behavior under stress. Students learn soil classification and basic soil property tests, including field testing. The standards for laboratory testing by the American Society of Testing and Materials (ASTM) are used in most soil testing processes. Lab fee required. This course fulfills the SUNY GEN ED Natural Science requirement and is a lab science course. Prerequisites: MATH 122; prior completion of, or concurrent enrollment in, ENGL 103. 3 cr. (2 Lec, 3 Lab). Fall semesters.

**CONT104            Print Reading for Construction**

This course is an overview of interpreting and visualizing large-print, construction drawings both residential and commercial. Site plans, architectural drawings, foundation, structural, residential framing, plumbing, HVAC, electrical, and welding prints are studied. Green building characteristics are also included and careers in construction are reviewed. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122. 3 cr. (3 Lec). Fall semesters.

**CONT260            Hydraulics and Hydrology**

This course is an introduction to hydraulics and hydrology with applications in civil engineering technology. The first part of the course covers the principles of fluid mechanics, focusing on water as the fluid. Applications such as pressures on conduits and submerged surfaces, flow in pipes and open channels, and flow measurement techniques are explored from study of hydrostatics, hydrodynamics, and open channels hydraulics. The second part of the course covers the study of fundamental hydrology and its application to perform runoff calculations using the rational method to determine peak discharges for storm sewer design. Prerequisites: RDNG 116 if required by placement and MATH 122. 4 cr. (3 Lec., 2 Lab). Spring semesters.



## **CRJU**

### **CRJU CAREER**

#### **CRJU104 Introduction to Corrections**

This course focuses on the components and programs that constitute the correctional system within the United States. Major topics include origins and history of correctional philosophies, rationales, practices, programs, and institutions; administration and management of correctional facilities and programs; constitutional requirements and requirements in the operations of corrections; legal rights of inmates; incarceration of special-needs offenders; supervision of offenders who are not incarcerated; and the future of punishment and corrections. Prerequisites: RDNG 116 if required by placement testing; prior completion of, or concurrent enrollment in, ENGL 100. Cross-listed as HUMS 104. 3 Cr. (3 Lec.) Fall semester.

#### **CRJU105 Introduction to Criminal Justice**

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

#### **CRJU110 Introduction to Policing**

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

#### **CRJU205 Concepts of Criminal Law**

In this course, 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 penal statutes and discuss constitutional implications and become familiar with both the common law and statutory definitions and applications. Prerequisites: C or better grade in CRJU 105; prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Fall semester.

#### **CRJU210 Introduction to Criminal Investigation**

In this course, 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; RDNG 116 if required by placement; prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

**CRJU212****Community Corrections****Cross-listed as HUMS 212.**

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

**CRJU215****Legal Aspects of Evidence****Cross-listed as PARA 216**

This course is a survey of issues involving U.S. Constitutional Law, including the content and history of the Constitution and its amendments, landmark Supreme Court decisions, 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 prior to taking this course. Prerequisites: ENGL 101. 3 Cr. (3 Lec.) Fall semester

**CRJU230****Criminal Justice Internship**

This course is an opportunity for criminal justice majors to gain work experience in a criminal justice, human service, or community-based social service agency. A student may participate in the criminal justice internship after completing 12 semester hours of criminal justice courses and meeting other requirements. However, placements are prioritized and first offered to criminal justice majors in their final semesters. Before registering for the course, students must contact the criminal justice program chair. Eligibility criteria include an overall minimum GPA of 2.5 and a valid New York State driver's license. In addition, students must undergo legal history/court record background checks by host agencies. Convictions of certain crimes and other violations of the law may preclude participation. Prerequisites: C or better grade in CRJU 105; CRJU 210 or CRJU 205 and SOCI 207; ENGL 101 and RDNG 116 if required by placement testing. Prior completion or concurrent enrollment in MATH 090 if required by placement testing. Instructor permission is required; the instructor may allow concurrent enrollment in CRJU 210 or CRJU 205 and SOCI 207. 3 Cr. (9 Lab.) Fall and spring semesters.

**CRJU280****Independent Study-Criminal Justice**

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

**CRJU217****Ethics in Criminal Justice**

This course is an examination of ethical considerations facing criminal justice practitioners. Topics include defining moral behavior; developing moral and ethical behavior; exploring ethics within law enforcement systems; ethics and the courts; ethics and corrections; the ethics of punishment; policy implications; professionalism; and the role of pride for practitioners. CRJU 217 fulfills the SUNY GEN ED Humanities requirement. Prerequisites: Prior completion or concurrent enrollment in CRJU 105 or SOCI 101, and prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. Cr. 3 (3 Lec.) Fall semester.

**CRJU249****Special Topics - Criminal Justice**

A special topics course, identified by the discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved course offerings. A given topic(s) course may be offered up to three times. Approval occurs at the department level (1). The content-specific title and description are published only in the semester course schedule(s). Credit may be earned in multiple special topic(s) courses provided that the subject matter of each course is unique, and subject to other individual program requirements.

## **CSCI**

### **CSCI160            Computer Science I**

This course introduces students to computer programming as a discipline to solve problems and process information. Topics include computer memory, variables, data types, algorithms, decisions, repetition, files, arrays and modules using a common programming language such as Python, Java, or C++. Students may not apply credit for both CIS 108 and CSCI 160 toward degree requirements. Prerequisites: Prior completion of, or concurrent enrollment in, MATH 120 or MATH 122, or three years of high school math including Algebra II; prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122 if required by placement. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

### **CSCI165            Computer Science II**

This is an introductory computer science course covering problem-solving, algorithm development, and object oriented design in a modern programming language in such as Java, Python, or C++. Specific topics include objects, methods, data structures, classes, abstraction, encapsulation, inheritance, polymorphism, and exception handling. 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 Algebra II; prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122 if required by placement. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

### **CSCI205            Computer Science III-Data Structures**

This course builds upon the content in CSCI 165 Computer Science II covering algorithms, data structures, and object-oriented design. Topics include built-in data structures, user defined data structures such as stacks, queues, linked lists, trees, hash tables and graphs. Algorithms include recursion, sorts, searches, and efficiency considerations. Data encapsulation is emphasized. The programming environment is a modern language such as Python, Java, or C++. Prerequisites: CSCI 165; prior completion of, or concurrent enrollment in, MATH 138 or equivalent. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

### **CSCI210            Computer Architecture & Organization**

This course develops basic concepts of electronic computers and introduces the subject of computer architecture. Assembly language programming is covered in considerable detail. Other topics include machine language, addressing techniques, subroutines and control linkage, and macros. Prerequisites: CSCI 205; MATH 138 or higher; prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semesters.

## CSS

### **CSS 112            Hardware Repair and Maintenance**

This course prepares students to design, build, upgrade, maintain, and repair computer information system devices. Students will develop skills which prepare them to pursue an A+ certification in hardware. Students develop these skills through hands-on and virtual lab experiences. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122 if required by placement. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

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

This course covers user support, help desk management, and troubleshooting techniques. The Help Desk and User Support Specialist will provide technical support to other employees, vendors and business customers for computers (hardware), applications (software), and peripherals. These technical support personnel investigate, analyze, troubleshoot, and document both first level and second level (complex) problems. Students use established process and procedures including documenting and tracking trouble tickets using database systems. Prerequisites: CSS 112; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

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

Provides a 14-week supervised work experience in the field of computer support. Students work a minimum of eight hours per week in local computer support settings. Duties performed include: installation and upgrades of various hardware peripherals, detection and diagnosis of hardware and software problems, and repair of hardware devices. Pass/Fail grading. Prerequisites: CSS major and completion of all required CAPS, CIS, and CSS courses; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (1 Lec., 8 Lab.) Spring semester.

## **CULI**

### **CULI101 Introduction to Professional Cooking**

This course is designed for students entering the Culinary Arts degree program. Students will learn to identify and apply standards of professionalism in a working kitchen and adhere to professional brigade requirements. Through hands on demonstration and participation, students will practice key fundamental cooking techniques and classic culinary preparations. Students will explore basic cooking reactions, and learn how and when to apply them to create a desired outcome. Students will begin to learn product identification, taste evaluation and development of a culinary palate. Practice in sanitation and safety, equipment operation, table service, teamwork and problem solving are integral to this course. Special projects in menu planning, purchasing, preparation, and services are required. Lab fee required. Basic math skills recommended Prerequisites: Prior completion of, or concurrent enrollment in, HRMG 105. 4 Cr. (2 Lec., 6 Lab.) Fall and spring semesters.

### **CULI102 Food Preparation II**

Building on introductory concepts learned in CULI 101, the course focuses on culinary operations concepts, including kitchen structures and design, inventory and control, service systems and advanced menu development within a commercial setting. Attention is given to food combinations, types of cuisine, and the creative as well as practical process in menu planning and costing of product from local sources when practical. Lab fee required. Prerequisites: C or better grade in CULI 101; HRMG 105, ENGL 100; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 4 Cr. (2 Lec., 6 Lab.) Fall and spring semesters.

### **CULI160 Back of House Kitchen Practicum**

An experiential learning course within a 'back of the house' culinary operation teaches students about the nuances of a busy kitchen. Practical workplace training is supported by an individualized learning plan. Prerequisites: C or better grade in CULI 101; prior completion or concurrent enrollment in CULI 102 and ENGL 101; HRMG 100, HRMG 105; MATH 090 if required by placement testing; previous completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (6 Lab.) Fall and spring semesters.

### **CULI205 Garde-Manger & Catering Kitchen**

The basics of garde manger production are learned through preparation of appetizers, condiments, and hors d'oeuvres. Emphasis is placed on buffets and other catering production and presentation concepts. Topics include: hot and cold hors d'oeuvres; salads, dressings, and relishes; sandwiches; patés and terrines; chaudfroids, gelees, and molds; canapés; and garnishing, carving, and decorating. Laboratory practice parallels class work. Lab fee required. Prerequisites: C or better grade in CULI 101; prior completion or concurrent enrollment in ENGL 101; HRMG 105; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 4 Cr. (2 Lec., 6 Lab.) Fall semester.

### **CULI270 Restaurant Operations & Front of House Practicum**

Students are introduced to the use of technology in group restaurant reservations, guest orders, point of sale, scheduling and inventory. Students are required to complete a minimum of 90 work hours of field experience at the TC3 culinary lab facility in downtown Ithaca. Rotations include classic and contemporary table service, beverage preparation and service, guest relations, order taking in an à la carte environment, service sequence and etiquette, point-of-sale systems, cash handling, merchandising, public area sanitation and safety, dining room preparation and hosting/reservations. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; C or better grade in HRMG 100; HRMG 105; HRMG 107; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. CULI 101 is recommended. 4 Cr. 4 Cr. (2 Lec., 6 Lab) Fall and spring semesters.

**CULI120 Principles of Food Preservation**

This lab course is designed to explore the basic principles of food preservation for students interested in culinary arts and or sustainable farming. No prior experience in a commercial kitchen necessary but encouraged. Students will learn safe and efficient methods for preserving foods through classroom instruction and hands on processing of foods sourced primarily from the Tompkins Cortland Community College farm. Topics to be covered include basic knife and kitchen equipment safety, state and local regulations for commercial vs cottage goods, labeling requirements, economic and nutritional considerations, licensing and recipe development requirements, pickling, fermenting, canning, curing, dehydration, freezing and jams and jellies. Students are required to complete special projects in recipe development. Lab fee required. Prerequisites: Prior completion of or concurrent enrollment in ENGL 100; prior completion of or concurrent enrollment in Math 090. 2 credits (1 lec. 3 lab). Fall semester.

**CULI110 Introduction to Baking & Pastry**

This introductory-level course covers the basic theory and skill sets used throughout the field of baking and pastry. Topics covered include the use of hand tools and equipment found in a bake shop, as well as the exploration of baking and pastry ingredients and their functions. Students will practice scaling and converting recipes and mixing procedures, and learn chemistry as it relates to baking. Issues relating to ingredient selection, production scheduling, and sustainability considerations for bake shops will be discussed. Students will taste and evaluate products they create in class to enhance their understanding of the course material and begin to differentiate between classic dessert and pastries. Techniques practiced in lab include production of yeast breads, pastry doughs and batters, custards creams, and mousses, fillings, frostings, and dessert sauces, and plated desserts. Special projects in student-created desserts will be showcased during a student-led event. Prerequisites: CULI 101 or HRMG 101, and MATH 090 if required by placement assessment. Lab fee required. 4 Cr. (2 Lec. 6 Lab.) Spring Semester.

**CULI153 Culinary Cannabis**

Cooking with cannabis is a growing trend and an exciting career path in the culinary industry. As states continue to legalize the sale and use of cannabis, creativity and skills in this field are in high demand. Using industrial hemp as a model, this course will prepare students with the credentials needed to navigate a broad range of skills for cooking with cannabis including creating butters, oils, alcohol based tinctures, extractions, and wine. Topics covered include plant anatomy, storing and cooking of cannabis, concentrates and extracts, the endocannabinoid system, terpene pairing, math and potency, and safety After successfully completing this course, students will be prepared for the Specialization Certification in Culinary Cannabis and Edibles exam offered by the American Culinary Federation (optional). Students will be working with hemp plants containing 0.3% or less THC in accord with federal regulations. Prerequisites: ENVS 150, CULI 101, and HRMG 105. 4 Cr. (1 lec., 6 lab). Spring semesters.

## **DRAF**

### **DRAF107          Engineering Graphics**

This course introduces students to the graphical "language of the engineer," and is designed for students planning to enter an engineering-related field. Students explore graphical communication through freehand sketching and 3-D modeling using SolidWorks. The course emphasizes drafting standards in the creation of multi-view and pictorial drawings, and incorporates dimensioning and tolerances. Prerequisites: MATH 095 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (1 Lec., 3 Lab.) Fall and spring semesters.

### **DRAF117          Architectural Drafting I**

The first of a two course sequence intended to introduce and develop proficiency in basic drafting techniques used in building and construction drawing. In addition, related light construction principles are introduced. Using AutoCad, the student creates building plans, sections and details. Note: The course no longer includes any manual instrument drawing and it is not an architectural "design" course. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 3 Lab.) Fall semester.

### **DRAF118          Architectural Drafting II**

This course is a continuation of DRAF 117. New material to be explored includes electrical, plumbing and HVAC systems, building code requirements, site considerations, and basic concepts of residential planning, and alternate energy systems. Using techniques developed in various software programs, students develop site and system plans, research alternative energy and new technologies in the construction industry, and develop and demonstrate team work and presentation skills. Prerequisites: DRAF 117 or equivalent; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 3 Lab.) Spring semester.

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

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

## **DRN**

### **DRN 101            Intro to Drones: Regulations & Operation**

This course is designed to give students an introduction to drones and to prepare them for the FAA Part 107 remote drone pilot certification exam. This course covers the five knowledge areas on the exam namely regulations, the national airspace system, weather, aeronautical map reading, and operations. Students will get hands-on training with drones and with the software that drones utilize. 2 Cr. (1 Lec. 2 Lab). Fall and spring semesters



## **ECHD**

### **ECHD110 Children and the Arts**

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

### **ECHD125 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. The NYS (New York State) Common Core standards will be discussed. Students will be required to spend 20 hours of observation and participation in an early childhood setting throughout the semester. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters

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

This course focuses on the education and care of infants and toddlers while building a partnership with each child's family through meaningful and respectful communication. This course examines the principles of planning a developmentally appropriate environment for each age group and emphasizes that nurturing a positive identity and appreciation of diversity is essential for children to thrive. The relationship between the infant and toddler learning environment and the curriculum is thoroughly investigated, including the role of teachers in the creation and facilitation of both. Learning through play, relationship building, and observation are put into action in a mandatory 45 - hour field study. Students are expected to complete 22.5 hours in an infant room and 22.5 hours in a toddler room. Prerequisites: ECHD/HUMS 125. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

### **ECHD225 Early Childhood Curriculum Development Cross-listed as HUMS 225.**

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

### **ECHD240 Techniques for Observing and Recording Young Children's Development**

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

**ECHD242            Guided Field Work - Early Childhood  
Education**

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

**ECHD242H            Guided Field Work Early Child Honors**

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

## **ECON**

### **ECON101            Introduction to Economics**

This course is an introduction to macro- and micro-economic theory emphasizing economic concepts and principles as tools in clarifying major issues facing contemporary society. ECON 101 fulfills the SUNY General Education Social Sciences Knowledge and Skills Area. A student who completes ECON 120 and/or ECON 121 may not use credit earned in this course toward degree requirements Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 cr. (3 Lec.) Fall and spring semesters.

## **EDUC**

### **EDUC201 Introduction to Education**

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

### **EDUC295 Foundations of Education**

**Cross-listed as SOCI 295.**

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

## **ELEC**

### **ELEC121          Digital Electronics I**

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

### **ELEC127          Circuit Analysis**

This course is designed to extend the topics covered in ELEC 126 (Basic Electricity) to AC circuits. Phasor mathematics and complex number algebra are used to apply techniques such as series/parallel analysis, nodal and mesh methods, superposition, and network theorems to AC circuits. Transformers, resonance, AC power, and delta-wye circuits are also covered. A graphing calculator (TI 86 or equivalent) is required. Prerequisites: ELEC 126; prior completion or concurrent enrollment in MATH 120 or MATH 122; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

### **ELEC130          Electronic Devices and Circuits**

An introduction to analog electronic circuit elements and their operating characteristics. Components used are bipolar transistors, FETs, diodes, thyristors and opto-devices. Coverage includes the operating characteristics and design of power supplies, zener regulators, clipper/clamper circuits, small and large signal amplifiers, and lag/lead frequency response circuits. Prerequisites: ELEC 126; prior completion or concurrent enrollment in MATH 120 or MATH 122; RDNG 099 if required by placement testing; and prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

### **ELEC207          Fabrication Techniques**

This course is designed to teach and practice the basic procedures and skills required for circuit and chassis layout, design, and manufacture. Topics include soldering characteristics and methods, component packaging and mounting techniques, electronic tools, printed circuit-board characteristics and design, wire wrapping, wire harness, PCB manufacture, chassis layout and manufacture, and PCB repair techniques for thru-hole and SMD components. Prerequisites: ELEC 130; DRAF 107; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (1 Lec., 2 Lab.) Occasionally.

### **ELEC222          Digital Electronics II**

A continuation of the fundamental concepts discussed in ELEC 121, addressing specific digital technologies such as flip-flops, counters, registers, oscillators, analog converter ICs, memories, and programmable logic devices. Sequential logic, trouble-shooting, and timing analysis are covered in detail. Prerequisites: ELEC 121; ELEC 130; MATH 122 or MATH 132; prior completion or concurrent enrollment in ENGL 101; and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

### **ELEC223          Microcontroller Fundamentals**

Complete coverage of microcontroller assembly language instruction set, including hardware interfacing. All logical operations and the software required for input/output to MSI ICs are included. Other topics include microcontroller architecture, address decoding, memory ICs, keyboard and display scanning, interrupts, breakpoints, software control of peripherals, and troubleshooting strategy. Prerequisites: CSCI 160; ELEC 222; MATH 120 or MATH 122; and prior completion or concurrent enrollment in ENGL 101; and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

**ELEC233            Linear Integrated Circuits**

An introduction to comparator and operational amplifier IC applications used in modern electronic circuitry. Topics include inverting and noninverting amplifiers, signal generators, opamp specifications, frequency considerations, precision rectifiers, and active filters. Prerequisites: ELEC 130; MATH 120 or MATH 122; prior completion or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

**ELEC240            Computer Applications for Data Acquisition  
& Control**

An introduction to the latest software and computer hardware in the modern electronic and computer fields. The goal of this course is to give the students the up-to-date skills needed to gain immediate employment in this rapidly changing area. This goal is accomplished by gaining proficiency in writing original programs to interface to electronic instruments for data acquisition and control. Students will also learn to use several different software applications for acquiring, analyzing, and graphing data, as well as controlling industrial processes using FPGA's, PLC's, Lab View, and Robotics. Prerequisites: CSCI 160; ELEC 222 or ENSC 203; ELEC 233 or ENSC 203; MATH 138; prior completion or concurrent enrollment in ENGL 101; and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

**ELEC128            Fundamentals of Electricity**

This course provides the fundamental prerequisite theory and laboratory experience to begin studies in electronics subject areas. Students will learn terminology, solutions to engineering problems, and circuit construction and measurement techniques. The material will provide a firm background for further studies in electricity and electronics. Topics include principles of electricity, DC series and parallel circuits, network theorems, magnetism, AC circuits, inductors, capacitors, and frequency response. The lab component will include testing, measurement, and troubleshooting of DC and AC electrical circuits. Computer simulation and calculations will also be used to solve engineering problems. Prerequisites: ELEC 102, prior completion of, or concurrent enrollment in, MATH 120 or MATH 122, and ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Spring semesters.

**ELEC224            Digital Electronics**

Digital Electronics is the foundation of computer systems and automated manufacturing. This course provides the theory and hands-on experience with digital logic and sequential circuits. Topics include number systems, Boolean logic, decoders, encoders, multiplexers, counters, shift registers, and data conversion circuits. Laboratory experience will consist of demonstrating digital logic functions on a simulator then implementing the actual digital circuit on an FPGA project board programmed in VHDL. Prerequisites: ELEC 127 or ELEC 128; ENGL 100; MATH 120 or MATH 122. 4 Cr. (3 Lec. 3 Lab). Fall semesters.

**ELEC244            Industrial Electronics with PLCs**

This course is the study of industrial electronics as it relates to factory automation. It prepares the student to connect and troubleshoot the sensors and transducers used in modern manufacturing facilities. Emphasis is placed on the operating characteristics of the sensors and transducers and the electrical theory of how to connect them to automated controllers like a Programmable Logic Controller (PLC). The students will learn how to automate processes by writing control software such as Ladder Logic to operate the PLC. The inputs and outputs of the PLC will be connected to, and operate, actual sensors and transducers in a lab environment. Prerequisites: ELEC 128; ELEC 224; prior completion or concurrent enrollment in MATH 120 or MATH 122. 4 Cr. (3 Lec, 3 Lab). Spring semesters.

**ELEC102            Intro to Electrical Engineering Apps**

Designed for students with interest in Electrical Engineering Technology, the course focuses on establishing basic mathematical and programming concepts needed to successfully complete academic and lab work in the field, as well as providing an overview of hardware and software used in the industry. Topics covered include mathematical concepts, logic, logic circuits, print reading for electronics, basic programming techniques, problem solving, troubleshooting of electronics equipment, programmable Arduino boards, S4A, and data manipulation applications. Additional topics explored include soldering, macros in Excel, and introduction to electrical engineering software. Prerequisites: Prior completion of, or concurrent enrollment in, ESL 120, ESL 121, and ESL 122 or ENGL 100. 4 Cr. (3 Lec., 3 Lab.). Fall semesters.

#### **ELEC234            Analog Electronics**

This course covers analog electronic circuit elements and their operating characteristics and comparator and operational amplifier IC applications used in modern electronic circuitry. Discrete components as well as integrated circuits are studied. Components used are bipolar transistors, FETs, diodes, thyristors, and opto-devices. Topics include the operating characteristics and design of power supplies, zener regulators, clipper/clamper circuits, small and large signal amplifiers, lag/lead frequency response circuits, inverting and noninverting amplifiers, signal generators, opamp specifications, frequency considerations, precision rectifiers, and active filters. Prerequisites: ELEC 127 or ELEC 128; MATH 120 or MATH 122; ENGL 100. 4 Cr. (3 Lec., 3 Lab). Fall semesters.

## **ENGL**

### **ENGL099 Foundations of Academic Writing**

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

### **ENGL100 Academic Writing I**

This is the first of a two-course sequence of academic writing. Students learn how to write a variety of essays, usually in response to readings. They review grammar and basic writing skills, learn an effective writing process, begin to engage and respond to academic texts, and are introduced to research and documentation of sources appropriate for introductory-level college essays. Special sections may center on a theme. Students must earn a grade of C or better to take the second course in the sequence, ENGL101. ENGL 100 fulfills the SUNY General Education Basic Communication Requirement. Prerequisites: C or better grade in ENGL 099 or C or better grade in ESL 120, 121, and 122 (or prior completion of ESL 103 with C or better grade) if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.)

### **ENGL101 Academic Writing II**

This course develops and refines student written communication through the study and practice of writing across the academic disciplines. Students learn to support their ideas with authoritative information from credible sources and to recognize audience, purpose, and bias. Emphasis is placed on the process of writing and not just outcome. Students engage in challenging texts of diverse information to develop critical thinking skills. Some sections may center on a theme. ENGL 101 fulfills the written component of the SUNY General Education Written and Oral Communication Knowledge and Skills Area. An honors section is offered. Prerequisites: C or better grade in ENGL 100 if required by placement or appropriate assessment; prior completion of, or concurrent enrollment in, RDNG 116 if previously placed in ENGL 098. 3 Cr. (3 Lec.) Fall and spring semesters.

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

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

### **ENGL102 Approaches to Literature**

This course provides a comprehensive introduction to the major aspects of three genres of literary expression: short fiction, drama, and poetry. Students will respond critically to readings of different historical and cultural contexts through class discussion, various projects, and written evidence-based literary analysis. These contexts will include different worldviews, politics, classes, ethnicities, races, ability, genders, or sexual orientations. Special attention will also be given to the power of voice in literature, in relation to issues of sustainability. ENGL 102 fulfills the SUNY General Education. Diversity: Equity, Inclusion, and Social Justice and Humanities Knowledge and Skills Areas. An honors section is offered. Prerequisites: ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.



**ENGL102H      Approaches to Literature-Honors**

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

**ENGL103      Report Writing**

Report Writing incorporates discussion, analysis and design of the principal types of formal and informal reports including incident, field trip, investigation, evaluation, feasibility, instructions, and description. Students are introduced to the basics of report writing style. A review of fundamentals of grammar and usage needed for clear, concise reports, as well as the mechanics of writing are included. ENGL 103 fulfills the SUNY General Education Basic Communication requirement. Prerequisites: ENGL 100 with grade of C or better; prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

**ENGL105      Beginning Acting**

Students experience the various techniques involved in acting using body, voice, movement and character development. Activities include improvisation and scene development, with emphasis on participation and in class exercises using the Stanislavsky System of actor training. Students maintain weekly character observation journals and write two short papers on the Stanislavsky System. ENGL105 fulfills the SUNY General Education requirement in The Arts, but is not a Liberal Arts course. Prerequisites: Prior completion or concurrent enrollment RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Occasionally.

**ENGL149      Special Topics- English**

A special topic(s) course, identified by discipline and a 149 or 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

**ENGL200      Screenwriting**

Creative Writing course: This course introduces students to the fundamentals of writing feature-length screenplays. Major topics include story development, character development, screenplay structure, and the writing process. ENGL 200 fulfills the SUNY General Education requirement in The Arts. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100; RDNG 116 if required by placement. 3 Cr. (3 Lec.) Fall and spring semesters; occasional summer semesters.

**ENGL201      Public Speaking**

Public speaking is designed for students from any discipline at any level to improve skills for speeches and oral presentations. Analyzing and adapting to different audiences, purposes, and situations is required. A primary focus of the course will be selecting and organizing information into effective and ethical speeches while using available technology to enhance presentations. The course offers an opportunity for practice and discussion of the role of research, civility and diversity in public discourse, and delivery strategies. ENGL 201 fulfills the SUNY General Education Basic Communication requirement for oral skills skills and can be used as a Liberal Arts, Humanities, or Unrestricted Elective in any program. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

**ENGL204      Interpersonal Communication**

This course is an introduction to the basic principles of interpersonal communication for students in all degree programs. Theoretical perspectives are presented and integrated with practical applications. The focus is on developing awareness and knowledge that contributes to effective interpersonal communication. Topic areas include relational development, self-awareness, interpersonal perception, listening, social roles, and conflict management. Emphasis is placed on class participation and application of content. ENGL 204 fulfills the SUNY General Education Basic Communication requirement for oral skills and can be used as a Liberal Arts, Humanities, or Unrestricted Elective in any program. Prerequisites: ENGL 100, RDNG 116 if required by placement. 3 Cr. (3 Lec.) Fall and spring semesters.

### **ENGL205            American Literature I**

This course examines the foundation and development of the literature of the United States from the Colonial period through Transcendentalism. Students develop their abilities to analyze, interpret, and use effective research and writing processes to produce papers that examine the major themes, historical perspective, significant form, style and the artistic convention of literary works from this period. ENGL205 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

### **ENGL206            American Literature II**

This course traces the traditions and innovations in American literature from the time of Mark Twain to the present day. Class sessions are divided into three modules that reflect the three genres of literature covered: the novel, poetry, and drama. ENGL 206 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

### **ENGL210            Intercultural Communication**

This course is designed for students in any program and is an introduction to the theories and practices of communicating across different cultures. It expands the understanding of culture to include national heritage, race, gender, religion, class, and sexual orientation and explores not only cultures across the globe but also the interaction of values, beliefs, traditions, identities, and contributions of cultural groups in the United States. These concepts will be applied to personal, social, and institutional settings. Students will explore their own cultural formation with the explicit goal of mastering ethical, mindful, and self-reflexive intercultural practices. The course will rely on diverse readings, examples from popular culture and media, writing assignments, class discussions, and research activities. ENGL 210 fulfills the SUNY General Education Basic Communication-Oral and Diversity: Equity, Inclusion, and Social Justice Knowledge and Skills Areas. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

### **ENGL215            Short Fiction**

This course focuses on a critical discussion of short stories, covering a broad range of forms and techniques. American, British, and/or Continental authors of short fiction are studied. 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 the Humanities. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Spring semester.

### **ENGL216            Advanced Screenwriting**

Creative Writing course: This course explores the use of traditional three-act narrative structure and alternative narrative structures in the feature-length screenplay through analysis of screenplays and films. Major topics include organizational strategies, story and character development, and the writing process. Students develop and write a feature-length screenplay. Prerequisites: ENGL 200. 3 Cr. (3 Lec.) Fall semester.

### **ENGL220            Literature for Children**

Literature for Children presents a study of the poetry and prose available for children from preschool through junior high school. Students examine the characteristics of children's books including picture, folk, fantasy, biography, historical fiction, information books, contemporary realistic fiction, and poetry. Topics include evaluation of children's books, principles of book selection, illustrations in books, cultural diversity in children's literature, and motivating children's responses to books. ENGL 220 fulfills the SUNY General Education requirement in the Humanities. Prerequisites: ENGL 102; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

### **ENGL225            World Literature I**

Covers reading and analysis of master works of world literature from the Greeks and the Hebrews through the time of the Renaissance. ENGL 225 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

### **ENGL226            World Literature II**

An analytical overview of the master works of world literature from the Age of Reason to the present. ENGL 226 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

### **ENGL227            Fundamentals of Creative Writing**

In this Creative Writing Course, students write in the four genres: fiction, poetry, creative nonfiction and drama. Students learn to read to study the craft of writing, practice the art of imitation, and develop a sustainable writing practice. Students also learn the art of effective participation in writers' workshops and in literary citizenship. ENGL 227 fulfills the SUNY General Education requirement in the Humanities. Prerequisites: Prior completion or concurrent enrollment ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

### **ENGL229            Introduction to Poetry**

This course is a study of theme, form, and imagery in lyric and narrative poetry. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

### **ENGL233            Film Analysis**

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

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

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

### **ENGL237            Journalism**

This is an introductory course that emphasizes beat reporting, feature writing, community journalism, and career preparation. Students work toward mastery in information gathering, reporting, and editing. They learn to apply ethical codes and practices in their work and to report fairly and accurately on issues of interest to diverse audiences. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Spring semester.

**ENGL245                      Survey of British Literature I**

A survey of the major British literary works from the Anglo-Saxon era to the beginning of English romanticism. ENGL 245 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

**ENGL246                      Survey of British Literature II**

The continuation of ENGL 245 including selected works of major British authors from the Romantic period to the present. ENGL 246 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

**ENGL247                      Beat Movement in American Literature**

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

**ENGL248                      Contemporary Women Writers                      Cross-listed as WGST 248.**

This course is designed for students in all disciplines and examines women's writings from the last twenty-five years. The readings might be limited to a specific issue or region of the world, but will provide exposure to distinctive and disparate women's voices. Students use formal literary analysis techniques and contextual history to recognize the diversity of women's experience and expertise across the globe and to review the major genres and concerns of women writers. ENGL 248 fulfills the SUNY General Education requirement in the Humanities. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Spring semester

**ENGL249                      Special Topics-English**

Specialized courses designed to respond to unique student interests or current events. Special topics course descriptions are given in each semester's course schedule. Occasionally.

**ENGL250                      Field Studies in Literature**

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

**ENGL255                      Writing Television Drama & Comedy**

This course explores the process of writing series drama and comedy. After close analysis of series episodes and scripts, students develop and write scenes for a current comedy and a current drama. In addition, they develop and write a pilot and bible for an original series in a genre of their choice. ENGL255 fulfills the SUNY General Education requirement in The Arts. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL100; RDNG116 if required by placement. 3 Cr. (3 Lec). Spring semester.

### **ENGL256            Playwriting**

Creative Writing Course: Students focus on critical elements of playwriting, and write a short play of at least 20 pages, which then is refined, edited, and work-shopped. Various techniques are used, including reading of dramatic texts, improvisation, scenarios, and group exploration. Emphasis is on class participation and in-class exercises. Outside work includes seeing two professional plays and writing short papers based on critical elements therein. ENGL 256 fulfills the SUNY General Education Th Arts requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

### **ENGL257            Directing**

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

### **ENGL260            Creative Writing Portfolio**

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

### **ENGL261            Visiting Writer Series**

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

### **ENGL262            Poetry Writing**

Creative Writing Course: In this workshop students write and share poems. Voice, form, rhythm, imagery, figures of speech, symbolism, and other elements of poetry are emphasized. Peer work is critiqued and revised in a workshop environment. In addition, students read and discuss the work of selected poets. ENGL 262 fulfills the SUNY General Education requirement in The Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

### **ENGL271            Writing Internship**

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

#### **ENGL274 Marketing the Screenplay**

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

#### **ENGL275 Getting Published - Prose and Poetry**

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

#### **ENGL280 English-Independent Study**

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

#### **ENGL285H Classic Epic in Transition - Honors**

**Cross-listed as HUMN 285H.**

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

#### **ENGL218 Smart TV**

**Cross-listed as SOCI 218.**

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

#### **ENGL135 Short Narrative Film Writing**

Creative Writing course: This course explores creative techniques used to write screenplays for short films. Topics include story concept, structure, theme, setting, characters and dialogue, visual images, and sound. Students complete an original screenplay for a short film (under 30 minutes). Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement. 1 Cr. (1 Lec.) Fall semester (five weeks).

**ENGL298                      Cinema Capstone    Cross-listed as COMM 298.**

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

**ENGL108                      Literary Performance & the Spoken Word**

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

**ENGL258                      Creative Nonfiction Writing    Cross-listed with SOCE258.**

Creative Writing Course: This course offers an introduction to the art of writing creative nonfiction, focusing on the genre's five hallmarks (Gerard, Creative Nonfiction: Researching and Crafting Stories of Real Life). Using real life as its focus, creative nonfiction has an apparent subject and a deeper subject; addresses enduring human concerns; is rendered as narrative; is based on the author's observations, reflection and research; and employs the conventions of the writing craft. Combining observation, research, and the writing process, students will produce original texts that artfully render lived experience. ENGL/SOCE 258 fulfills the SUNY General Education requirement in the Arts. Prerequisites: ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters

**ENGL233H                      Film Analysis - Honors**

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

**ENGL049                      Special Topics in English**

A pre-college special topic(s) course, identified by discipline and a 049 course number, which addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. This is a non-credit course that can not be applied toward any certificate or degree program, but it may be counted toward a full time load for financial aid purposes. Fall and spring semesters.

**ENGL098                      Accelerated Writing Skills for ENGL 100**

This course is designed as a writing workshop class supporting students who have placed into 098 but are also concurrently enrolled in ENGL 100. Students will develop the writing and reading skills essential for success in ENGL 100, including writing about readings, essay structure, paragraph development, grammatical precision, and the essentials of punctuation. In addition, students will be introduced to a variety of supports, both academic and non-cognitive. Students must receive at least a "C" grade to pass. This course is not intended for non-native speakers of English who have yet to complete ESL classes. This is a non-credit course that may not be applied toward any degree or certificate, but it may be counted towards a full-time load for financial aid purposes. Prerequisites Appropriate placement. 3 Equiv. Cr. (3 Lec.) Fall and spring semesters.

### **ENGL201H          Public Speaking - Honors**

Public speaking is designed for students from any discipline at any level to improve skills for speeches and oral presentations. Analyzing and adapting to different audiences, purposes, and situations is required. A primary focus of the course will be selecting and organizing information into effective and ethical speeches while using available technology to enhance presentations. The course offers an opportunity for practice and discussion of the role of research, civility and diversity in public discourse, and delivery strategies. ENGL 201 fulfills the SUNY General Education Basic Communication requirement for oral skills. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3 Lec.)

### **ENGL212          Fiction Writing**

Creative Writing Course: This is an introduction to fiction writing with a focus on short, literary fiction. You will read and analyze the work of master short story writers while working on your own stories. Topics of discussion include character, plot, theme, setting, style, tone, structure, conflict, point of view, simile, metaphor, symbol, dialog, beginnings, endings, and imagery. During the workshops, you will read and critique the work of your classmates. ENGL 212 fulfills the SUNY General Education Th Arts requirement. Prior completion or concurrent enrollment ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

### **ENGL134          Transformative Travel Writing**

This course provides students with an opportunity to study, reflect upon, and write about a culture other than their own. Students will look to both literature and personal narratives written by contemporary authors of the target area to help expand their own understanding and knowledge of that culture. Emphasis will be placed on how specific social inequalities are addressed. Through a process of reading, writing, and discussing, an overall deeper appreciation of how voice and narrative can reflect a culture's framework will be achieved. Upon return from travel, students will write a formal essay explaining a transformation of thought about a chosen aspect of the culture based on their own journal entries and travel experiences. Significant additional costs. Prerequisites: Instructor permission. 3 Cr. (1 Lec. 6 Lab.)

### **ENGL104          Shakespeare in Text and Performance**

Utilizing a very hands-on, active classroom that fully commits to learning through engagement, students in "Shakespeare in Text and Performance" will be introduced to a handful (3-4) of Shakespeare's plays and encouraged to make his language their own. Students will engage in the Folger Shakespeare teaching method to explore language, character development, and overall themes. Recognizing that drama is not meant to be just read, but also imagined, students will examine stagecraft, dramaturgy, director's decisions, production value, and page-to-screen/stage challenges. Whenever possible, students will be provided with the opportunity to attend at least one live or filmed-live production of one of the plays studied, at no cost to the student. In addition, Shakespeare's works will be made accessible to any type of learner, from any program of study, with no prior experience necessary. ENGL 104 fulfills the SUNY GEN ED Humanities Knowledge and Skills Area. Prerequisites: None. 3 Cr. (3 Lec.) Spring semesters.



## **ENSC**

### **ENSC137 Introduction to Engineering**

Students will be introduced to the study and practice of engineering with emphasis on the design process.

Prerequisites: MATH 201; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in both PHSC 211 and ENGL 101. 1 Cr. (2 Lab.) Spring semester.

### **ENSC203 Electrical Science**

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

### **ENSC204 Mechanics of Materials**

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

### **ENSC209 Engineering Mechanics: Statics**

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

### **ENSC212 Dynamics**

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

## **ENVS**

### **ENVS101 Introduction to Environmental Science**

This course explores the biological dimensions of natural-resource management issues. A basic introduction to evolutionary and ecological principles helps support discussions of topics such as human population dynamics, human health and toxicology, wildlife biology and management, food production, pest control, and maintenance of biodiversity. Both local and global issues are addressed. ENVS 101 is intended for all students, regardless of major field of study. ENVS 101 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122. 3 Cr. (2 Lec; 2 Lab.) Fall and spring semesters.

### **ENVS102 Technology and the Environment**

This course examines the technological aspects of resource problems. Topics include air and water pollution, traditional and alternative energy sources, climate change, and management of non-renewable resources. Technical and economic constraints are considered, along with alternatives for future development. Local and global issues are addressed. ENVS 102 is intended for all students, regardless of major field of study. ENVS 102 fulfills the SUNY General Education Natural Sciences requirement, but is not a laboratory science course. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122. 3 Cr. (3 Lec.) Fall and spring semesters.

### **ENVS105 Environmental Ethics**

This humanities course will function as a framework for analyzing the belief systems that underlie environmental controversies and for discussing the application of ethical theories to environmental decisions. At heart, all environmental controversies are composed of ethical dilemmas. For example, how much value should be placed on endangered species? What is the equitable way to control greenhouse gas emissions? What moral obligations do we have to non-human animals? Ultimately, this course will ask the student to articulate their own ethical approach to the natural world. Local and global issues are addressed. Intended for all students, regardless of major field of study. ENVS 105 fulfills the SUNY General Education Humanities requirement. Prerequisites: prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement. 3 Cr. (3 Lec.) Fall and spring semesters.

### **ENVS149 Special Topics-Environmental Studies**

A special topic(s) course, identified by discipline and a 149 or 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

### **ENVS249 Special Topics In Environmental Studies**

A special topic(s) course, identified by discipline and a 149 or 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

### **ENVS295 Global Seminar**

### **Cross-listed as ANTH 295**

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. ENVS/ANTH 295 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters

**ENVS295H                      Global Seminar-Honor                      Cross-listed as ANTH 295H.**

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. ENVS/ANTH 295 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement. 3 Cr. (3 Lec.) Spring semester

**ENVS107                      Economy, Society & Environment                      Cross-listed as POSC 107.**

This course is a survey of environmental problems viewed from an economic standpoint. It will analyze political and economic strategies for formulating sustainable resource management. Potential topics include renewable energy, resource scarcity, ecosystem goods and services, international trade, and globalization. The course is useful to students seeking careers involving sustainability, environmental policy/decision-making, and green entrepreneurship and to students who have an interest in global/social awareness. ENVS/POSC 107 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: RDNG 116 and MATH 090 if required by placement; prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3 Lec.) Spring semester

**ENVS108                      Environmental Psychology                      Cross-listed as PSYC 108.**

A review of various topics and concerns regarding our environment, human behavior, the power of place on our mind and body, and the reciprocal nature of human-environment interactions. Current environmental problems will be examined from a variety of psychological perspectives. Emphasis will be placed on how our surroundings shape our thoughts, emotions, and actions. ENVS 108 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL103; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester

**ENVS110                      Food Systems I: Introduction to the U.S.  
Food System**

What is a Food System? How does our U.S. Food System work? Who gets to eat the food produced each day and how does it get there? In this course these questions will be examined. We will evaluate the social, political, economic, and environmental impact and consequences associated with the way food is produced, distributed, and consumed. Topics include a brief history of food and the industrialization of agriculture, environmental and political influences on food production and its distribution, societal health and waste, and the complexities of these areas in relation to our human society. Through various class activities, students consider alternative approaches to our food system, including the farm-to-table and local food movement. Students will be introduced to systems thinking, valuable research, communication, and analytical methods. ENVS 110 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement. 3 Cr. (3 Lec.) Fall semester.

**ENVS111                      Food System II: Food Movements**

The prevailing food system is unsustainable. From production systems that degrade the environment to distribution systems that are unjust, we need to make changes. This course will explore the role of social movements in challenging the dominant food production and distribution system, and in building sustainable alternatives. Student will become familiar with several social movements including, but not limited to: the local food movement, the organic movement, the environmental movement, the animal rights movement and the food justice movement. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement. 3 Cr. (3 Lec.) Spring semester.

**ENVS112                      Food Systems III: Identity, Ethics, and  
Culture in the Global Food System**

This course explores the many ways in which our personal and cultural identities are linked to food; investigates the ethical choices involved in preparing and eating food; and examines the dynamic interaction of food and culture in an increasingly globalized world. Should we eat animals? Should we only grow food organically? Should we consume genetically modified (GMO) foods? Are locally-produced foods ethically superior to globally-sourced foods? Are our ways of producing and consuming food fair to everyone? Should government play a role in promoting food safety and public health? Should our government play a role in easing world hunger? Students will develop an understanding of how individual choices help to shape the food system, and the ethical implications of these choices. ENVS 112 fulfills the SUNY General Education Humanities and Diversity: Equity, Inclusion, and Social Justice Knowledge and Skills Areas. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement. 3 Cr. (3 Lec.) Fall semester.

**ENVS285                    Sustainable Farming and Food Systems  
                                  Capstone**

Through in-class discussion and hands-on learning, students will develop their knowledge of food systems practices, problems, and solutions. Students will complete a food-systems based research, community outreach, or service project on a topic of their choosing. The course will facilitate development of job skills, research skills, communication skills, and an understanding of the practical application of food systems concepts. Prerequisite: Prior completion or concurrent enrollment in ENGL 099, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 3 Lab) Fall semester.

**ENVS280                    Environmental Science Independent Study**

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: instructor permission. 1-3 Cr. Occasionally.

**ENVS116                    Soil Science**

This course will explore the physical, chemical, biological, hydrologic, and ecological aspects of agricultural soils. Students in this course will become familiar with the processes of soil formation and classification, the importance of soils to human societies, and the techniques used in soil fertility management. Lab fee required. ENVS 116 fulfills the SUNY General Education Natural Sciences requirement. Prerequisite: Prior completion or concurrent enrollment in ENGL 099 if required by placement testing or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103); prior completion or concurrent enrollment in MATH 090 if required by placement testing; RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab). Fall semester.

**ENVS117                    Fall Farming Internship**

Through hands-on farming experience and site visits to area farms, students will be immersed in the use of farm management techniques that apply key sustainable agriculture concepts. Students will learn proper techniques for harvesting, postharvest handling, transplanting, seeding, weeding, marketing, crop planning, seed and supply inventory, variety selection, record keeping, and other aspects of diversified farm management and maintenance. Lab fee required. 2 Cr. (6 Lab). Fall semester.

**ENVS141                    Agroecology**

Agroecology is defined as the application of ecological principles to the design and management of sustainable farming systems. Through this course, students will move away from a narrow concern with farming practices, and toward a scientific understanding of the complex interactions among crop plants, soil, soil organisms, insects, insect enemies, other biotic and abiotic elements of farming systems, environmental conditions, and agricultural management decisions. Students will also learn to understand and appreciate the effects of farming systems on surrounding ecosystems, the food system, and the planet. Lab fee required. ENVS 141 fulfills the SUNY General Education Natural Sciences requirement. Prerequisite: Prior completion or concurrent enrollment in ENGL 099 if required by placement testing or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103); prior completion or concurrent enrollment in MATH 090 if required by placement testing; RDNG 099 if required by placement testing. 3 cr. (2 Lec. 2 Lab.). Spring semester.

#### **ENVS142            Spring Farming Internship**

Through hands-on farming experience and site visits to area farms, students will be immersed in the use of farm management techniques that apply key sustainable agriculture concepts. Students will learn proper techniques for farm planning, crop rotation, soil preparation, seed starting, transplanting, direct seeding, season extension, marketing, record keeping, and other aspects of spring farm management and maintenance. Lab fee required. 2 Cr. (6 Lab). Spring semester.

#### **ENVS202            Integrated Pest Management**

This course will provide an introduction to the scientific concepts and principles of entomology, plant pathology, and weed science. Students will learn to identify common insect, disease, and weed pests and understand how cultural, biological, and chemical controls can be used to manage pests in a sustainable farming system. Lab fee required. ENVS 202 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: ENGL 099 if required by placement testing or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103); MATH 090 if required by placement testing; RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Summer semester.

#### **ENVS203            Summer Farming Internship**

Through hands-on farming experience and site visits to area farms, students will be immersed in the use of farm management techniques that apply key sustainable agriculture concepts. Students will learn proper techniques for farm planning, transplanting, harvesting and postharvest handling, integrated pest management, marketing, record keeping, and other aspects of summer farm management and maintenance. Lab fee required. 3 Cr. (9 Lab). Summer semester.

#### **ENVS150            Introduction to Cannabis:History, Practice, and Social Justice**

Cannabis legalization in New York has set the stage for a burgeoning industry with many career possibilities. This course will introduce students to the history of cannabis, its use across cultures, and career opportunities within the industry. Students will examine New York State reform of cannabis legalization that promotes social equity and justice with an in-depth look at racism, sexism, and other forms of oppression pertaining to cannabis. Students will explore career opportunities, including but not limited to policy, production, retail, and processing and identify ways in which work in the cannabis industry can contribute to a more equitable and just society. ENVS 150 fulfills the SUNY GEN ED Diversity: Equity, Inclusion, and Social Justice Knowledge and Skills Area. Additional fees. Prerequisites: None. 3 Cr. (3 Lec.). Fall semesters.

#### **ENVS151            Cannabis Cultivation I: Growing Techniques**

In this introductory course, students will gain hands-on experience and understanding of cultivation techniques of cannabis. Students will assess the qualities of varying species of cannabis and learn to apply techniques used in commercial growing operations including but not limited to indoor cultivation, outdoor cultivation, and hydroponics. Essential topics include plant life cycle and physiology, genetics and plant propagation, cannabinoid properties of different types of cannabis, pest and disease management strategies using IPM (Integrated Pest Management), basic equipment, nutrition management, growing media and marketing opportunities. Please note: due to federal regulations, students will be working with hemp plants containing 0.3% or less THC. Additional fees. Prerequisite: ENVS 150. 4 Cr. (2 lec., 4 lab.) Spring semesters.

**ENVS152 Cannabis Cultivation II: Post Harvest Handling and Processing**

This course will build on the concepts and techniques learned in ENVS 151 and introduce students to cannabis harvesting and processing techniques. Students will explore basic chemistry of the cannabis plant, the flowering cycle, pest and disease management, harvesting and drying, trimming, and processing, curing and storage, basic extractions, industrial hemp, and marketing channels. Please note: due to federal regulations, students will be working with hemp plants containing 0.3% or less THC. Additional fees. Prerequisites: ENVS 150; ENVS 151. 4 Cr. (2 lec., 4 lab). Fall semesters.

**ENVS155 Cannabis Externship**

Through employment, mentorship, and self-directed studies at a cannabis-related organization, students will practice concepts learned in class and enhance their understanding of necessary industry skills. Each student must complete an externship, to complete a microcredential in Cannabis Cultivation and/or Culinary Cannabis. A minimum of 150 hours (10 hours per week for 15 weeks) of acceptable and appropriate employment at an approved organization is required. Prerequisites: Prior completion of ENVS 150; prior completion of, or concurrent enrollment in, ENVS 151, ENVS 152, or CULI 153; approval by faculty advisor. 3 Cr. (9 Lab.) Fall, spring, and summer semesters.

## **ENVT**

### **ENVT121            Stream Assessment Methods**

In this course, students learn to conduct basic habitat and bioassessment of local streams using the New York State Department of Environmental Conservation Standard Operating Procedure: Biological Monitoring of Surface Waters in New York State. Students will be introduced to basic concepts of stream ecology, habitat assessment, macroinvertebrate sampling and identification, and data management. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122. 1 Cr. (2 Lec; 3 Lab for 5 weeks). Fall and spring semesters.

## ESL

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

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

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

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

### **ESL 149                    Special Topics ESL**

A special topic(s) course, identified by discipline and a 149 or 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Summer semester.

### **ESL 110                    Intermediate Writing and Grammar**

This intermediate ESL course focuses on strengthening academic writing, editing, and revising skills, along with expanding students' repertoire of grammar structures and vocabulary needed for making their writing more effective. In addition to the structure of the paragraph, students explore unity, coherence, and audience. Through spontaneous and planned writing tasks using college-level materials, peer and individual editing activities, and class discussion, students will become familiar with both the academic writing process and the key features of academic style. Students must receive a C or better grade to successfully complete this course. Prerequisites: Appropriate assessment test score. 4 Cr. (4 Lec.) Fall and spring semesters.

### **ESL 111                    Intermediate Reading and Vocabulary**

This intermediate ESL course develops reading comprehension skills so that students will be able to develop pre-reading skills (e.g., skimming and scanning texts, titles, graphs, illustrations), predict meaning from pre-reading activities and visual aids, identify and restate main ideas and supporting details, develop dictionary skills, and make personal connections with and respond to reading selections. Students will also become familiar with the Academic Word List as well as prefixes, suffixes, and roots as aids in understanding new vocabulary. Students must receive a C or better grade to successfully complete this course. Prerequisites: Appropriate assessment test score. 4 Cr. (4 Lec.) Fall and spring semesters.

### **ESL 112                    Intermediate Speaking & Listening**



This intermediate ESL course develops conversation, pronunciation, idiomatic, and aural comprehension skills. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social and academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation, and rhythm of English. Listening comprehension stresses understanding verbal instructions, questions, and academic lectures, including note taking. Students learn appropriate verbal and non-verbal behavior as well as conversational management techniques to exchange ideas in small and large group conversation. Students must receive a C or better grade to successfully complete this course. Prerequisites: Appropriate assessment test score. 4 Cr. (4 Lec.) Fall and spring semesters.

### **ESL 120                    Advanced Writing and Grammar**

This advanced ESL course focuses on strengthening academic writing, editing, and revising skills, along with expanding students' repertoire of grammar structures and vocabulary needed for making their writing more effective. Students practice different writing processes and rhetorical strategies in order to write essays that are purposeful, thoughtful, and coherent, and that conform to the conventions of standard written English. Through spontaneous and planned writing tasks using college-level materials, peer and individual editing activities, and class discussion, students will become familiar with both the academic writing process and the key features of academic style. Students must receive a C or better grade to successfully complete this course. Prerequisites: Appropriate assessment test score or successful completion of ESL 110 with a C or better grade. 4 Cr. (4 Lec.) Fall and spring semesters.

### **ESL 121                    Advanced Reading & Vocabulary**

This advanced ESL course strengthens reading comprehension skills by providing guided reading, critical analysis, and interpretation of a variety of academic texts in English in order to prepare students for college courses. Students will also expand their vocabulary and further their knowledge of the Academic Word List. Students must receive a C or better grade to successfully complete this course. Prerequisites: Successful completion of ESL 111 with a C or better grade or Appropriate assessment test score. 4 Cr. (4 Lec.) Fall and spring semesters.

### **ESL 122                    Advanced Speaking and Listening**

This advanced ESL course further develops conversation, pronunciation, idiomatic, and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of oral communication skills in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation, and rhythm of English. The course continues to build the students' listening comprehension in academic lectures. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. Students must receive a C or better grade to successfully complete this course. Prerequisites: Successful completion of ESL 112 with a grade of C or better or appropriate assessment test score. 4 Cr. (4 Lec.) Fall and spring semesters.

### **ESL 090                    Writing & Grammar I**

This is a high-level beginning writing and grammar course intended for non-native speakers of English who need additional support to move from general to academic English. Students will develop basic writing skills including, but not limited to, the composing process, development of ideas, and sentence structure. Grammar work will emphasize simple verb tenses, uses of nouns, pronouns, and adjectives. Prerequisites: Appropriate assessment test score. 4 Equivalent credits. (4 Lec.)

### **ESL 091                    Reading & Vocabulary I**

This is a high-level beginning reading course intended for non-native speakers of English who need additional support to move from general to academic English. Students will develop skills and strategies for reading and comprehending simple short stories and articles, writing related sentences, and decoding. Students will also learn to infer meaning from contextual clues and become familiar with the Academic Word List. Prerequisites: Appropriate assessment test score. 4 Equivalent credits. (4 Lec.)

**ESL 092                    Speaking & Listening I**

This is a high-level beginning speaking and listening course intended for non-native speakers of English who need additional support to move from general to academic English. Students will develop both formal and informal classroom discourse. Through oral presentations and spoken interactions with teachers and classmates, students develop fluency and accuracy in speaking and apply strategies for comprehending and processing short spoken passages. Prerequisites: Appropriate assessment test score. 4 Equivalent credits. (4 Lec.)

**ESL 130                    ESL First Year Seminar**

Intended for first-year ESL students, this course will allow students to engage in an in-depth exploration of issues and language related to college success. These include, but are not limited to, engaging themselves in the college community; understanding college resources, policies, and procedures; and acquiring a self-understanding of one's own strengths and intelligences, and how these can be applied to academic goals, wellness issues, and issues related to future academic plans both within TC3 as well as following earning a degree at TC3. Open to any non-native speaker of English. Prerequisites: None. 2 Cr. (2 Lec.) Fall and spring semesters.

## **FITN**

### **FITN101            Swimming I**

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

### **FITN102            Swimming II**

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

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

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

### **FITN106            Modern Dance**

This is a diversified study of the fundamentals of modern dance, and a combination of dance movement, theory, and imagination. Other styles of dance may be introduced. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

### **FITN107            Scuba Diving**

Introduction to the basic concepts of safe scuba diving. Students learn elementary scuba techniques and safety practices while participating in instructional classes taught by a certified instructor in the TC3 swimming pool. No prior scuba experience required; all scuba equipment provided. Additional fee required. Prerequisites: RDNG 099; prior completion or concurrent enrollment in ENGL 099 and MATH 090. 1 Cr. (2 Lab.) Occasionally.

### **FITN108            Adult Recreation and Fitness**

This course operates on an independent study basis and follows the physical fitness guidelines established by the President's Council on Physical Fitness. It is designed for the student who already incorporates physical exercise into his/her daily routine. Students are required to actively participate in an approved exercise mode (physical activity), and to document the frequency and intensity of their activity. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103) and RDNG 099 if required by placement testing. A medical clearance for physical activity is strongly recommended. 1 Cr. (2 Lab.) Fall and spring semesters.

### **FITN109            Skiing and Snowboarding**

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

**FITN112            Water Safety Instruction**

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

**FITN116            Tennis I**

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

**FITN119            Fly Fishing**

This course is intended to introduce students to the sport and the literature of fly fishing, with special emphasis upon stream fishing for trout and salmon. Topics covered will include tackle selection, casting techniques, knot tying, applied entomology, conservation, and safety in a stream. Weather permitting, field trips will be a part of the instructional program. Letter grade or P/F option is available. Hip boots or waders and a valid New York State fishing license are required. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

**FITN120            Archery I**

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

**FITN121            Archery II**

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

**FITN130            Varsity Athletics I**

This course provides academic credit to first-year varsity athletes who successfully complete course requirements and a sport season. Students involved in formal athletic programs are exposed to a myriad of learning experiences in the classroom and during practice sessions and contests. Health/fitness, social process issues, and mechanical principles are addressed. Prerequisites: Verification of eligibility to participate in a varsity sport activity. 1 Cr. (2 Lab.) Fall and spring semesters.

**FITN140            Coed Sports**

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

**FITN141 Coed Basketball**

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

**FITN145 Coed Soccer**

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

**FITN147 Coed Softball**

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

**FITN149 Coed Volleyball**

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

**FITN160 Backpacking Cross-listed as RECR 160.**

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

**FITN161 Mountain Biking Cross-listed as RECR 161**

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

**FITN163 Teambuilding and Group Initiative Activities Cross-listed as RECR 163.**

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

**FITN164                      Snowshoeing    Cross-listed as RECR 164**

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

**FITN165                      Canoeing    Cross-listed as RECR 165.**

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

**FITN203                      Bowling**

Students taking this course learn the basics of bowling, including, but not limited to the techniques of bowling, rules of the game, scoring, history of bowling, and governing organizations. The class meets each week at a local bowling facility. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. Transportation is not furnished. Additional fee for lane rental. A medical clearance for physical activity is strongly recommended. 1 Cr. (2 Lab.) Spring semester.

**FITN204                      Karate I**

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

**FITN205                      Karate II**

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

**FITN208                      Weight Control**

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

**FITN213                      Self Defense**

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

### **FITN215            Aerobic Conditioning**

This course will examine the basics of aerobic conditioning through a combination of group lecture and hands-on instruction. Each student will participate in a variety of cardiovascular workouts to improve fitness, health and overall wellbeing. The course will provide knowledge and skills needed to perform safe and effective group and individual cardiovascular workouts. Principles of physical fitness and fitness program development will be discussed so students can successfully design training programs for themselves or others. Prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement. 1 Cr. (2 Lab.) Fall semester.

### **FITN216            Lifeguard Training**

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

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

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

### **FITN230            Varsity Athletics II**

This course provides academic credit to second year varsity athletes who successfully complete course requirements and a sport season. Emphasis in FITN230 will be on athletic communication, teamwork, and leadership. Students involved in formal athletic programs are exposed to myriad learning experiences in the classroom, as well as during practice sessions and contests. Health/fitness, social process issues, and mechanical principles are addressed. Prerequisites: Verification of eligibility to participate in a varsity sport activity at the second year level and FITN 130. 1 Cr. (2 Lab.) Fall and spring semesters.

### **FITN240            Sports Officiating**

Prepares students for sports officiating in soccer, volleyball, basketball, or lacrosse. Emphasis is placed on the rules, proper positioning, officiating mechanics, and etiquette. The course includes philosophy, theory, physical, and mental training. It provides an opportunity for those interested in becoming involved professionally in officiating New York State sport contests and pursuing sport specific officials' certification(s). Successful completion of the course prepares students for sport officiating examinations in New York State. A required practicum of understudy assignments makes up 25 percent of the grade. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

**FITN180 Introduction to Tango**

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

**FITN166 Cross Country Skiing****Cross-listed as RECR 166**

This course covers the fundamentals of Cross Country Skiing as a lifetime leisure activity including specific techniques, skills, information, and practical experiences. The majority of the class is held outside skiing in the local winter weather. Cross Country Skis and boots are provided; however, students are welcome to use their own personal equipment as well. No previous experience in Cross Country Skiing is necessary. Additional fee required Prerequisite: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester

**FITN170 Hatha Yoga**

This is an introduction to Hatha Yoga class for beginners, providing tools to reduce stress and focus the mind. This class will use yoga postures, breathing exercises, and meditation techniques. The class will also use readings, reflection, and discussion to examine the scientific and philosophical knowledge of yoga as a way to ease stress, strengthen the bone and muscle structures, lower blood pressure, increase flexibility and strength, improve mind functioning, and sustain health. Each student will keep weekly reflection journal observations on the changes noticed throughout the semester. Prerequisites: None. 1 Cr. (2 Lab). Fall and spring semesters.

**FITN124 PanAfrika Drumming and Dance**

Introduction to PanAfrika Drumming and Dance is a music and arts program designed to introduce students to African culture through instruction in traditional African drumming and dance. Students will learn a variety of African dance moves, rhythms, songs and drumming as a group. Students will experience traditional dances that celebrate rites of passage, harvest, courtship and healing. Dancers will use their bodies to tell stories of African life and discover the common thread that runs throughout all cultures. The class will help students develop a sense of community and bonding as they work together for their performance. No prior music or dance experience is required. 1 Cr. (2 Lab.)

**FITN217 Strength and Conditioning**

This course will examine the basics of strength and conditioning through a combination of group lecture and hands on instruction. Each student will participate in various exercise and programming techniques to learn various strength and conditioning principles. The course will include proper instruction on weight lifting technique, directions for proper equipment usage, and introductory strength training theory and application so students can successfully create training programs for themselves or others. Prior completion of, or concurrent enrollment in, ENGL100 and RDNG116 if required by placement. 1 Cr. (2 Lab.) Fall and Spring Semesters.

**FITN159 Introduction to Outdoor Experiences****Cross-listed with RECR 159.**

This course will introduce students to a variety of outdoor skills and knowledge. Research shows that contact with nature and the outdoors has numerous health, psychological, and physical benefits. However, the single largest barriers to participating in outdoor recreation activities and connecting to nature are lack of knowledge, skills, and/or fear. This course for beginners introduces students to a multitude of outdoor recreational activities to build familiarity with recreating safely outside. It covers the fundamentals of several different outdoor recreational skills as lifetime leisure activities including, but not limited to, camping, trail navigation, snowshoeing/skiing, hiking, and teambuilding while following Leave No Trace guidelines. Additional fee required to cover the transportation and equipment costs of a mandatory camping trip. Prerequisites: None. 1 Cr. (2 lab). Fall and/or spring semesters

**FITN256 Group Fitness Instructor**



This course will prepare student to plan, lead, and evaluate group fitness programs. Principles of physical fitness and fitness program development will be discussed so students can safely and successfully lead others in a group fitness setting. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 100. 1 Cr. (2 Lab.) Fall semesters.

## **FREN**

### **FREN101            Beginning French I**

This course is designed to develop beginning level speaking, listening, reading, and writing skills in French and covers cultural information about the French-speaking world. Course emphasis is on speaking and understanding colloquial French. FREN 101 fulfills the SUNY General Education World Languages Knowledge and Skills Area. Prerequisites: None. (3 Lec.) Fall semester.

### **FREN102            French II**

This course is designed to develop high-beginning to low-intermediate level speaking, listening, reading, and writing skills in French and covers cultural information about the French-speaking world. Course emphasis is on speaking and understanding colloquial French. FREN 102 fulfills the SUNY General Education World Languages Knowledge and Skills Area. Prerequisites: FREN 101. (3 Lec.) Spring semester.

### **FREN201            Intermediate French I**

This course is designed to develop solid intermediate level speaking, listening, reading, and writing skills in French and covers cultural information about the French-speaking world. Course emphasis is on speaking and understanding colloquial French, but also includes an introduction to French literature and some expository writing. Substantial outside preparation and lab work are required. FREN 201 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: FREN 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 103. 3 Cr. (3 Lec.) Occasionally.

### **FREN202            Intermediate French II**

This course is designed to develop solid intermediate level speaking, listening, reading, and writing skills in French and covers cultural information about the French-speaking world. Course emphasis is on speaking and understanding colloquial French, but also includes an introduction to French literature and some expository writing. Substantial outside preparation and lab work are required. FREN 202 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: FREN 201; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 103. 3 Cr. (3 Lec.) Occasionally.

## **FSS**

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

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

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

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

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

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

### **FSS 131            Self and World**

"Welcome students! This class will help you 1) create strong relationships with your teachers and peers; 2) figure out how to "do college" successfully; 3) discover how to apply your experiences, interests, and strengths to your learning; and 4) explore academic majors and career possibilities that match your interests. Unlike many classes you have taken in the past, where your job was to learn the "material" the teacher taught, this class is about learning from your own and your classmates' experiences. You will be thinking deeply, reading actively, and writing a lot, but what you think, read, and write about will be relevant to you. You'll work hard, and you'll have fun. Modest fee for aptitude testing. Prerequisites: Prior completion or concurrent enrollment in ENGL 99 and RDNG 99 if required by placement testing. 3 Cr. (3 Lec.)

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

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

**FSS 137                      Freshman Seminar-New Media**

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

**FSS 140                      Freshman Seminar-App Science/Technology**

This is a first-year course for students in the Applied Science and Technology program. Students will explore career opportunities in technology and applied science fields and will map their career objectives to appropriate academic paths. Industry employment competency models will be studied with self- and gap-assessments completed. Best practices and resources for academic and professional success will also be reviewed. Prerequisites: None. 1 cr. (1 Lec.) Fall semesters.

**FSS 160                      Freshman Seminar - Communication and Media**

This course is designed to enhance the college experience for first-year matriculated students. The Freshman Seminar employs an interactive design and a variety of instructional modalities (e.g., discussion, lecture, research, multi-media) to enhance student development in three areas vital to student success: study skills, program development, and career/transfer awareness. Students may not apply credit for more than one Freshman Seminar and may not apply credit for both ACAD 150 and a Freshman Seminar toward their degree. Prerequisites: None. 1 Cr. (1 Lec.) Fall semester.

**FSS 175                      Freshman Seminar - Sport Management**

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

**FSS 138                      Freshman Seminar - Math/Science**

This is a required first semester course for students in the Liberal Arts and Sciences Math/Science A.S. degree program. Students will be given instruction in support services (faculty suites, secretaries, counseling, labs, etc.) and online instruction for Blackboard courses and creating schedules. Students are introduced to the Liberal Arts and Sciences Math/Science program, career options and transfer options in math, biology, chemistry, and physics. Prerequisite: Prior completion or concurrent enrollment in ENGL 099, MATH 090, and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

## **GEOG**

### **GEOG120            World Regional Geography**

This course analyzes human settlement and modification of the Earth's major regions. It uses a social science perspective to review key aspects of our on-going economic, historical and cultural development in a comparative context. GEOG 120 fulfills the SUNY General Education requirement in Social Sciences. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

### **GEOG130            Geovisualization: Mapping to Understand**

This course introduces spatial thinking and GIS. The course includes map reading and interpretation, fundamental concepts upon which GIS is based, a survey of applications and uses of GIS and geospatial technology used to understand the natural and human environment as well as a mapping project using web-based ready-made tools. Data acquisition and evaluation, cartographic conventions and skills, data collection methods, and ethics in mapping are included in the context of researching a social, cultural, or environmental issue. GEOG 130 fulfills the SUNY General Education Social Sciences requirement. Prior completion of, or concurrent enrollment in, ENGL100 or ESL 120, 121, and 122 if required by placement. 3 Cr. (3 Lec). Fall semesters.

## **GEOL**

### **GEOL101            Introductory Geology**

This is an introductory course in physical geology. Topics include structure of the earth, rocks and minerals, weathering and erosion, glaciation, plate tectonics, earthquakes, mountain building, igneous activity, geologic time, and local geology. Laboratories include the study of rocks, minerals, fossils, and topographic maps. Substantial outside preparation for the laboratories is required. GEOL 101 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 122. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

### **GEOL125            Biology and Earth Science for Teachers            Cross-listed as BIOL 125**

This course is required for students intending to pursue a degree program in childhood/early childhood education but it may be of interest to others who do not plan to major specifically in science or a related field. Basic concepts in earth science and biology are covered with an emphasis on topics necessary for informed decision making in our modern society. The intent of the instructor is to provide students with the knowledge necessary to function as an informed parent, citizen, and perhaps teacher in a world very much affected by human activity. BIOL/GEOL 125 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters

### **GEOL LAB            Geology Lab Elective**

This course is used in the evaluation of transfer credits.

### **GEOL NOLAB        Geology Elective no lab**

This course is used in the evaluation of transfer credits.

## **GERM**

### **GERM101            Beginning German I**

This course is designed to develop beginning level speaking, listening, reading, and writing skills in German. Cultural information about the German-speaking world is presented. Course emphasis is on speaking and understanding colloquial German. Substantial outside preparation and lab work are required. GERM 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or current enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103) and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

### **GERM102            Beginning German II**

This course is a continuation of GERM 101. Students are required to write short compositions and discuss required reading assignments in German. Substantial outside preparation is required. GERM 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: GERM 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 103. 3 Cr. (3 Lec.). Occasionally.

## **GIS**

### **GIS 110            Introduction to GIS**

This course is an introduction to the principles and practices of GIS (Geographic Information Systems), a key geospatial technology. Through hands-on computer-based exercises using ArcGIS Pro software, the student will source, create, and manage spatial data, learn geoprocessing operations, and create meaningful maps. The student will develop a comprehensive project to answer a spatial problem or research question using GIS skills: sourcing the data, visualization, and analysis, and will present findings. Prerequisite: GEOG 130. 3 cr. (2 Lec., 3 Lab) Spring semesters.



## **HLTH**

### **HLTH104**

#### **Medical Terminology**

**Cross-listed as NURS 104.**

Using a body systems approach, students enrich their understanding of basic medical terminology by learning to break words into functional parts based on their Greek and Latin meanings. Topics include anatomic terms, all major body systems, and pathology terminology. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3 Lec.) Fall, winter, spring and summer semesters

### **HLTH126**

#### **Health and Fitness**

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

### **HLTH135**

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

**Cross-listed as NURS 135.**

This course covers massage techniques to address common and specific health concerns such as pain/stress management, fluid retention, skin integrity, self-esteem, depression, and anxiety. Students should be familiar with the concept of homeostasis as it pertains to health care issues. Students must have good listening skills and general knowledge of anatomy and physiology and basic psychology to be successful in this course. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement. 2 Cr. (1.5 Lec., .5 Lab.) Fall and spring semesters

### **HLTH205**

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

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

### **HLTH206**

#### **Personal Health**

This course 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, caffeine, illicit drugs, cardiovascular disease, cancer, infectious diseases, sexually-transmitted infections, noninfectious conditions, healthy aging, environmental health, consumerism, and complementary and alternative medicine. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 if required by placement. 3 Cr. (3 Lec.) Fall and spring semesters.

### **HLTH207**

#### **Drug Studies**

This course deals with current problems, views, and attitudes concerning psychoactive drugs and their usage. Students explore the effects of drugs on human physiology and interpersonal functioning. They are encouraged to consider their own relationship with chemicals and to evaluate information related to specific subject matter. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or prior completion of, or concurrent enrollment in, ESL 120, 121, and 122 if required by placement testing, prior completion of, or concurrent enrollment in, RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters

#### **HLTH208            Alcohol and Alcoholism**

This course is a basic 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: Prior completion of, or concurrent enrollment in, ENGL 100 or prior completion of, or concurrent enrollment, in ESL 120, 121, and 122 if required by placement testing; prior completion of, or concurrent enrollment in, RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

#### **HLTH210            Consumer Health Issues**

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

#### **HLTH215            World Health Problems**

Major causes of morbidity and mortality around the world are analyzed and discussed in the context of socio-economics, culture and evidence-based research. Potential topics discussed in a seminar format include: potable water and sanitation, food insecurity, mental health, gender bias, and culture, along with disease prevalence and prevention. 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: Prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Occasionally.

#### **HLTH216            Public Health Field Work**

A service-learning field work experience, this course is an on-site exploration of public health issues. This course is typically coupled with ANTH 270. Students participate in health care clinics and other settings. Pre- and post-field experience meetings and assignments are required. Significant additional costs. HLTH 216 fulfills the Diversity: Equity, Inclusion, and Social Justice Knowledge and Skills Area. Prerequisites: Instructor permission. 3 Cr. (1 Lec. 6 Lab.) Offered fall semester with travel in January OR spring semester with travel in May/June depending on site and college needs.

#### **HLTH249            Special Topic-Health**

A special topic(s) course, identified by discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

#### **HLTH111            Clinical Medical Assistant Fundamentals**

This course covers skills required to offer clinical hands-on support as a versatile employee able to multi-task in today's busy medical office setting. Topics include vital signs, EKGs, aseptic techniques, infection control, rooming patients, confidentiality, communication, professionalism, medical documentation, law and ethics of health care, point of care (POC) patient testing, introduction to medical office management, and insurance and billing basics. Students must pass this course with a C or better to be eligible for field placement as interns in HLTH 112. Prerequisites: Prior completion of, or concurrent enrollment in, HLTH 104 and BIOL100 OR BIOL101 OR BIOL104. 4 Cr. (3 Lec./3 Lab for 10 weeks). Fall and spring semesters.

### **HLTH112            Clinical Medical Assistant Internship**

Students will complete a minimum of 90 hours of practical, hands-on experience in a healthcare setting performing the skills of a Clinical Medical Assistant and will be subject to all legal, ethical, and professional standards required of the designated agency staff. Students will review fundamental principles of theory in practicum and discuss varying topics related to the internship experience. Students must meet in person or consult with course instructor for placements. Prerequisite: HLTH 111 with a C or better grade. 2 Cr. (2 Lab for 5 weeks). Fall and spring semesters.

### **HLTH113            Healthcare Office Assistant Fundamentals**

This course covers skills required to offer administrative support in healthcare offices. Topics include professionalism, teamwork, interpersonal communication skills, reception skills, proper telephone techniques, business electronic correspondence, closing the loop, scheduling, appointment books (paper and electronic), handling of incoming and outgoing mail, filing, overview of medical billing and coding, and preparation of standard insurance forms and medical records. Emphasis will be placed on ethics, confidentiality, legal considerations, HIPAA (Health Insurance Portability and Accountability Act), and office management. Students must earn a C or better grade to be eligible for field placement as interns in HLTH 114. Prerequisites: Prior completion of, or concurrent enrollment in, HLTH 104, CAPS 111, CAPS 121, and CAPS 131. 3 Cr. (3 Lec. for 10 weeks). Fall and spring semesters.

### **HLTH114            Healthcare Med Office Asst Internship**

Students will complete a minimum of 90 hours of practical, hands-on experience in a healthcare setting performing the skills of a medical office administrative assistant and will be subject to all legal, ethical, and professional standards required of the designated agency staff. Students will review fundamental principles of theory in practicum and discuss varying topics related to the field work experience. Students must meet in person or consult with the instructor for field placements. Prerequisite: HLTH 113 with a C or better grade. 2 Cr. (2 Lab for 5 weeks). Fall and spring semesters.

## **HRMG**

### **HRMG100 Introduction to the 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; MATH 090; and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

### **HRMG101 Food Service and Preparation I**

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

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

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

### **HRMG103 Lodging Operations Management**

This course explores the basic principles and strategies for a variety of lodging operations including resorts, hotels, select service inns, camping operations, vacation rentals, institutional operations, and others. Specific topics include revenue strategy, reservations, forecasting, budgeting, cash control procedures, night audit and accounting techniques, front office functions, safety, security & emergency procedures, inventory management, service standards and guest services, housekeeping, and engineering department functions. An introduction to public relations and sales strategies is included and industry terminology and technical tools are covered. Prerequisites: Prior completion of HRMG 100 is recommended. 3 Cr. (3 Lec.) Fall and spring semesters.

### **HRMG201 Hospitality Law**

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

### **HRMG205 Hospitality Marketing**

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

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

Operation of a quality hospitality business depends on quantitative and qualitative business planning and controls. In this course, the use of effective control systems related to handling food, beverage, labor, and financial assets are a critical focal point. Tools and methods to standardize procedures and create policies will be studied. Ethical operational practices, quality checks, and controls for fraud prevention are also examined. Prerequisites: None. Prior completion of MATH 110 is recommended. 3 Cr. (3 Lec.) Fall and spring semesters.

#### **HRMG213 Hospitality Internship**

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

#### **HRMG216 Hospitality Internship**

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

#### **HRMG105 Food Sanitation & Safety**

The basics of sanitation and management of food safety in the hospitality industries are the foundation of this training course. Students are prepared for industry certification testing which is required and monitored by the NYS Health Department to assure adherence to good sanitation and food handling practices. If the final exam is passed with a 80% grade or better, certification is awarded by the National Restaurant Association. Additional fee is required. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

#### **HRMG107 Safe Alcohol Handling**

The principles of responsible alcohol transactions, which include understanding alcohol laws, evaluating intoxication levels, dealing with difficult situations, and checking identification, are covered. Students prepare for industry certification testing. If the final exam is passed with a 80% grade or better, certification is awarded by the National Restaurant Association. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

**HRMG220            Exploration of Culture & Cuisine - Study  
                          Away**

This course offers exposure and historical insight to cuisines and culture of the world. The particular aspects of regional ingredients, production methods, and traditional cooking techniques are discovered. A deep dive into the food ways of other peoples of the world including customs, expectations, and offerings enhances the education of students preparing to embark on a career in a globalized food system. Understanding labor conditions, diverse marketing channels, sustainability practices and regional production techniques enables students to become better global food citizens. This course is a full cultural immersion in a distinct international or domestic region. Significant additional cost. Prerequisites: Prior completion of, or concurrent enrollment in, ENVS 112: prior completion of ENVS 110 and ENVS 111 recommended; instructor permission. 3 Cr. (1 Lec 6 Lab) Occasionally.

**HRMG218            International Hospitality Experience - Study  
                          Abroad**

Through a unique study abroad partnership, students will be immersed in classes and other self-directed studies with a world class international hospitality partner. Students will build on the fundamental skills learned in prior coursework. An integral part of this program is the opportunity for students to meet and live with people from all over the world and study hospitality principles in a country other than their own. Prerequisites: ENGL100; HRMG 100; HRMG 101 or WINE 120; MATH 090 if required by placement testing. Based on the location of the experience, basic proficiency in a foreign language may be required. Minimum of 7 college credits must be completed at TC3 before applying for the experience (not including high school Dual/Concurrent Enrollment credit); minimum GPA of 2.5; instructor permission. Additional requirements may apply for students who are not US citizens. 3-12 Cr. (9 -36 Lab.) Occasionally.

**HRMG249            Special Topics - Hotel/Restaurant Mngmt**

Specialized courses designed to respond to unique student interests or current events. Special topics course descriptions are given in each semester's course schedule. Occasionally.

**HRMG108            Food & Beverage Service Operations**

A guest's dining experience can be defined by the service they receive. In this course, students will examine concepts and techniques in front-of-house dining operations. Service, management, technology, trends, and communication will be presented. Students will engage in learning theory and in practice of hospitality service fundamentals through both lecture and lab experience. Prerequisites: None. 3 Cr. (1 Lec., 2 Lab). Spring semester.

## **HSTY**

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

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

### **HSTY102            Development of the Western Tradition II**

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

### **HSTY110            World History to 1500**

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

### **HSTY111            World History Since 1500**

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

### **HSTY201            American History to 1877**

This course surveys the major historical developments of the United States of America from the pre-Columbian era to the end of Reconstruction in 1877. Special emphasis is placed on reading, interpreting, and discussing primary source documents so students become familiar with the practice of historical research. HSTY 201 fulfills the SUNY General Education US History and Civic Engagement Knowledge and Skills Area. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr., 3 Lec. Fall and spring semesters.

### **HSTY201H          American History to 1877 - Honors**

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

**HSTY202 American History Since 1877**

This course surveys the major historical developments of the United States of America from the end of Reconstruction to the present. Special emphasis is placed on reading, interpreting, and discussing primary source documents so students become familiar with the practice of historical research. HSTY 202 fulfills the SUNY General Education US History and Civic Engagement requirement. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr., 3 Lec. Fall and spring semesters.

**HSTY202H American History Since 1877 - Honors**

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

**HSTY225 African American History**

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

**HSTY230 History of Ireland - Study Abroad Cross-listed as POSC 230.**

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

**HSTY233 Women in U.S. History**

This course emphasizes the experiences and activism of women from a variety of cultures within the U.S. from colonial times to the present. Among the topics discussed are women's familial roles; the changing nature of work, education, and sexual identities; racial and ethnic differences in women's experiences; and women's coalitions, political movements, and disputes. Note: For students scoring above 84 on the N.Y. State Regents U.S. History & Government Exam, this course fulfills the SUNY General Education American History requirement. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 101 and RDNG 116 if required by placement. 3 Cr. (3 Lec.) Occasionally.

**HSTY252 Native American History: Colonial Policies**

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



**HSTY255 Labor History**

This course focuses on the individual and collective experience of workers from European colonization to the early twentieth century. Students are introduced to some of the major events in the history of the American working class through readings, lecture, online sources, videos and discussions. The course explores the construction of class and class-consciousness; studies changes in union philosophies and activities; and begins to understand the historical forces that helped shape the contemporary workplace. Material unfolds conceptually as the course considers how and why the workforce has changed over time. HSTY 255 fulfills the SUNY General Education American History requirement. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Occasionally.

**HSTY260 Topics in Modern Latin America Cross-listed as HSTY 260**

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

**HSTY280 History-Independent Study**

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

**HSTY290 Social Science Capstone Course Cross-listed as ANTH 290 or PSYC 290 or SOCI 290.**

This course provides students with an opportunity to draw on a variety of disciplines, perspectives, and methods from the social sciences in application to a specific research problem of local and/or global importance. In consultation with the course instructor(s), students will choose a relevant research topic to explore for the class. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the Liberal Arts and Sciences: Social Science AS degree program. In the psychology-focused section of the course (PSYC 290), students will read and understand primary research in order to synthesize it into a coherent background paper on their topic. In the section not focused on psychology (ANTH/HSTY/SOCI 290), students will conduct both primary and secondary research on their topic. Prerequisites: ENGL 101; PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Spring semesters

**HSTY249 Special Topics in History**

A special topic(s) course, identified by discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

**HSTY149 Special Topics in History Cross-listed with POSC 149.**

A special topic(s) course, identified by discipline and a 149 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally

**HSTY261****Modern Columbia****Cross-listed as POSC 261.**

This travel course continues introducing students to the modern history and politics of the Republic of Colombia. Building on elements introduced in HSTY/POSC 260 Topics in Modern Latin America: Colombia, students have the opportunity to gain deeper appreciations and understandings of current socio-economic, historical, and political developments. Colombia is rapidly developing and emerging from over 50 years of civil war, offering students social science perspectives on the challenges and promises of land use changes, political culture, nature preserve creation, sustainable economics, export economics, demographic shifts, the peace process, education, tourism development, and infrastructure. Elementary Spanish skills highly recommended. Significant additional costs. Prerequisites: HSTY/POSC 260; permission of instructor. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods

**HSTY115****Caribbean History Since 1491**

This course surveys the major historical developments of the Caribbean Region from 1491 to the modern era. Special emphasis is placed on reading, interpreting, and discussing primary source documents so students can engage in the practice of historical research. HSTY 115 fulfills the SUNY General Education World History and Global Awareness Knowledge and Skills Area. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3. Lec.) Fall and spring semesters.

**HSTY116****The West in the World to 1500**

This course surveys the major historical developments of world regions from the ancient era to 1500 CE (Common Era). Special emphasis is placed on reading, interpreting, and discussing primary source documents to familiarize students with the practice of historical research. HSTY 116 fulfills the SUNY General Education World History and Global Awareness Knowledge and Skills Area. Prerequisite: Prior completion of, or concurrent enrollment, in ENGL 100. Fall and spring semesters.

**HSTY117****The West in the World Since 1500**

This course surveys the major historical developments of world regions from 1500 CE (Common Era) to the modern era. Special emphasis is placed on reading, interpreting, and discussing primary source documents to familiarize students with the practice of historical research. HSTY 117 fulfills the SUNY General Education World History and Global Awareness Knowledge and Skills Area. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 100. Fall and spring semesters.

## **HUMN**

### **HUMN149 Special Topics**

A special topic(s) course, identified by discipline and a 149 or 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

### **HUMN232 Introduction to World Religions**

An introduction to several of the world religious traditions including Buddhism, Hinduism, Chinese religions, African tribal religions, Judaism, Christianity, and Islam. Students will learn about the key doctrines, beliefs, and practices of seven major religious world views. Although the course provides only a foundation for understanding different world religions, students will be given the opportunity to study one religious tradition in more depth. HUMN 232 fulfills the SUNY General Education Other World Civilizations or Humanities requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

### **HUMN249 Special Topics-Humanities**

Specialized courses designed to respond to unique student interests or current events. Special topics course descriptions are given in each semester's course schedule. Occasionally.

### **HUMN285H Classic Epic in Translation - Honors Cross-listed as ENGL 285H.**

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

## **HUMS**

### **HUMS104 Introduction to Corrections**

This course focuses on the components and programs that constitute the correctional system within the United States. Major topics include origins and history of correctional philosophies, rationales, practices, programs, and institutions; administration and management of correctional facilities and programs; constitutional requirements and requirements in the operations of corrections; legal rights of inmates; incarceration of special-needs offenders; supervision of offenders who are not incarcerated; and the future of punishment and corrections. Prerequisites: RDNG 116 if required by placement testing; prior completion of, or concurrent enrollment in, ENGL 100. Cross-listed as CRJU 104. 3 Cr. (3 Lec.) Fall semester.

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

The purpose of this course is to identify agencies in the community that provide human services. Emphasis is placed on examination of the particular mission, objectives, organization, staffing patterns, and funding of such agencies. The interaction of various roles of the human services network is also examined. The course is intended for human services students, as well as for interested community members. The instructional modes include lecture, seminar, agency visits, and presentations. Prerequisites: None. 3 Cr. (3 Lec.) Fall and spring semesters.

### **HUMS111 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, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

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

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

### **HUMS120 Direct Service Professional Field Work I**

This course provides an opportunity for students to have hands-on experience with clients in a Disability Service Provider agency. The course is intended for those enrolled in the Direct Service Provider Credential. Students will earn five of the National Alliance of Disability Service Providers (NADSP) Badges required to earn the Disability Service Provider (DSP) I Credential. The instructional modes will be determined by the Disability Service Provider agency supervisor. Prerequisites: Prior completion of, or concurrent enrollment in, HUMS 105. 1 Cr. (1 Lab.)

### **HUMS125 Introduction to Early Childhood Education Cross-listed as ECHD 125.**

This course focuses on the functioning of the total child, stressing the importance of early childhood education in a diverse society. Emphasis is placed upon the need to understand child growth and development, developmentally appropriate practices, positive guidance, and the importance of working with families. The students use observational worksheets in natural settings. Educational philosophy, legislation, public policy concerning the young child, and an overview of child care services are also discussed. The NYS (New York State) Common Core standards will be discussed. Students will be required to spend 20 hours of observation and participation in an early childhood setting throughout the semester. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters



This course is designed to orient students to the knowledge, values, and skills utilized in generalist social work practice. This course utilizes an array of perspectives including ecological, strengths based, and systems perspectives. This course introduces students to ethics, the helping relationship, cultural competency, professional role expectations and phases of practice. Utilizing a problem solving approach, students practice observation, reflective listening, communication, interviewing, and assessment through experiential exercises. Prerequisites: HUMS 105; prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. C or better is required for students in Human Services programs. Students cannot apply credit for both HUMS 110 and HUMS 200 toward their degree. 3 Cr. (3 Lec.) Fall and spring semesters.

### **HUMS232            Human Service Internship & Seminar**

This course is intended to provide students with a practical experience in a community human services agency. Students enter the internship as volunteers or trainees, and are subject to all legal, ethical, and professional standards required of designated agency staff. A minimum of 135 hours of work experience per semester (10 hrs. per week in a 15 week semester), and 1 hour of seminar per week. Students review fundamental principles of practice in their internship, and are provided with opportunities to discuss varying topics in seminar. Students cannot apply credit for both HUMS 232 and HUMS 230 toward their degree. Prerequisites: Written permission from Program Chair is required; HUMS 200; HUMS 229; ENGL 101. C or better is required for students in Human Services Programs. 4 Cr. (1 Lec., 9 Lab.) Fall and spring semesters.

### **HUMS107            Introduction to Disability Studies**

This course will introduce students to the emerging field of disability studies. Students will explore cultural, historical, political, and social antecedents that have influenced contemporary conceptualizations of disability. Students will examine how the social inequities of race, class, gender, and sexual orientation have impacted disabled individuals, and how disability status has contributed to exclusion and oppressive practices. Prerequisites: None. 3 Cr. (3 Lec.) Fall and spring semesters.

### **HUMS109            Case Management & Documentation**

The purpose of this course is to identify best practices in case management, including the importance and purpose of high-quality case documentation when working with individuals with disabilities. Areas of case documentation, including client confidentiality and privacy, cultural awareness and competence, intake, assessment, progress notes, and case closure will be reviewed. The course is intended for human services students, those enrolled in the Direct Service Provider II Credential, as well as for interested community members. The instructional modes include lecture, seminar, agency visits, and presentations. Prerequisites: Prior completion of, or concurrent enrollment in, HUMS 105. 3 Cr. (3 Lec.) Fall semesters.

### **HUMS121            Direct Professional Field Wrk II**

This course provides an opportunity for students to have hands-on experience with clients in a Disability Service Provider agency. The course is intended those enrolled in the Direct Service Provider Credential. Students will earn five of the National Alliance of Disability Service Providers (NADSP) Badges required to earn the Disability Service Provider (DSP) II Credential. The instructional modes will be determined by the agency supervisor. Prerequisites: Prior completion of, or concurrent enrollment in, HUMS 105. 1 Cr. (1 Lab.)

## IED

### **IED 160 International Education**

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

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

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

### **IED 261 Study Abroad Culture Survey Cross-listed with ANTH 261.**

Provides a full cultural immersion experience via a short term study abroad trip to a western culture, such as France, Italy or Spain. Students are guided to practice cultural relativism using a holistic approach thereby broadening their global perspective. They practice hands-on ethnographic research methods such as interviewing, observing, and reflective journal writing. Cultural focus areas that are examined include expressive arts, cuisine, family structure, gender roles, religion, human rights, and globalization. Pre and post-trip work is required. Students meet during the semester preceding the trip. Significant additional costs. Scholarships available. Co-requisites: Designed as part of a six credit Learning Community, the course can be offered with courses such as HRMG 220, ENGL 250, ENGL 149 Transformative Travel Writing, etc. An interview and permission of instructor(s) are required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ANTH 201 or ANTH 202, and language speaking skills of destination country are recommended. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

## **IRM**

### **IRM 101            Research Strategies**

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



## **ITAL**

### **ITAL101 Italian I**

This course is designed to develop beginning level speaking, listening, reading, and writing skills in Italian. Cultural information about the Italian-speaking world is covered. Course emphasis is on speaking and understanding colloquial Italian. Substantial outside preparation and lab work are required. ITAL 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103) and in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

### **ITAL102 Italian II**

Building on the skills and knowledge acquired in Italian I, students continue developing listening comprehension, speaking, reading, and writing skills in Italian. By the end of the course students will be able to express themselves in Italian using past, conditional, future, and subjective tenses, both orally and in writing. Outside language lab work required. ITAL 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: ITAL 101; prior completion or concurrent enrollment in ENGL 100 or ESL 103 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

## **MATH**

### **MATH090      Pre-Algebra**

This non-credit course is designed for students who need to review certain mathematical skills in pre-algebra, including operations with negative numbers, fractions, decimals, and percents; ratios and proportions; introduction to geometry, algebra, probability and statistics; estimation, approximation, and mathematical notation. It is intended to help those who have not had experiences in math for a number of years, and to improve the skills of those who have had difficulty mastering these topics. Portions of this course are conducted without a calculator. A C or better grade is required to pass the course and to take additional mathematics courses. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 or INTD 095 if required by placement testing. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters.

### **MATH095      Beginning Algebra**

This is a beginning algebra course intended for students who have never had algebra or had it many years ago. Topics include operations of the integers, algebraic operations (distribution, addition of like terms, evaluation of algebraic expressions), linear equations and inequalities with applications, coordinate graphing, linear graphing and equations of lines, exponents, operations with polynomials, factoring, solving higher degree equations by factoring, and solving quadratics by factoring, graphing, and using the quadratic formula. A C or better grade is required to pass the course, and to take additional algebra based mathematics courses. A scientific calculator is recommended. This is a noncredit course, which may not be applied toward any degree or certificate program. It may be counted toward a full-time load for financial aid purposes. Prerequisites: C or better grade in MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and RDNG 099, or in ESL 101, if required by placement testing. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters.

### **MATH109      Statistical Literacy**

This course is a study of selected topics from basic probability and statistics, including equally likely outcomes, conditional probability, mutually exclusive events, independent events, multiplication rule, mean, median, mode, standard deviation, normal curve, margin of error, and expected value. It is intended as a math elective for students without a background in algebra and is not a substitute for a standard statistics course. Students are required to have a calculator capable of computing mean and standard deviation, TI-34II recommended. Cooperative work is encouraged. Math 109 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 090 if required by placement testing; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

### **MATH110      Topics in Mathematics**

This course covers topics in mathematics related to everyday life applications. Such topics include proportions, customary units of measure, ratios and conversions, consumer mathematics, algebraic expressions and equations, introduction to quadratic and exponential functions with rates of change, regression analysis, probability, and statistics. These topics are studied through practical and quantitative reasoning applications as well as the use of technology. MATH 110 fulfills the SUNY General Education Mathematics requirement. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL100 or ESL 120, 121, and 122 if required by placement. 3 Cr. (3 Lec.) Fall and spring semesters.

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

This is the first in a two-semester course sequence for students who intend to become elementary school teachers, or for students in the Early Childhood program. It is designed to provide an understanding of the various mathematical concepts presented in elementary schools. There is an emphasis on problem solving, communicating using mathematical language and theory, rational numbers and decimals. No calculator use is allowed during class or on tests. Prerequisites: C or better grade in Math 098 or MATH 120 if required by placement testing; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

**MATH115            Mathematics for Elementary School  
Teachers II**

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

**MATH122            Technical Mathematics**

Designed specifically to meet the needs of students in technology programs, this course is a study of fundamental algebraic operations, linear equations, functions, applied geometry, trigonometry, and vector analysis. MATH 122 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 095 or appropriate qualifying test score; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semesters.

**MATH200            Statistics**

This course is a study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods for presentation of data; measures of center, dispersion and position; sampling techniques; elementary probability; hypothesis testing and confidence intervals for both one and two population; and linear correlation and regression. Use of the binomial, normal, student's T and chi-square distributions are also covered. Technology such as a graphing calculator or Excel is required. MATH 200 satisfies the SUNY Gen Ed Mathematics category. Prerequisites: Prior completion of MATH 098 or a C or better in Math 120 or concurrent enrollment in MATH 029 if required by placement; prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

**MATH201            Calculus I**

This is a first course in calculus for all disciplines. Topics include limits, continuity, derivatives, and anti-derivatives of algebraic, trigonometric, logarithmic, and exponential functions. Applications include sketching, area under the curve, optimization problems and related rates. MATH 201 fulfills the SUNY General Education Mathematics Knowledge and Skills Area. Prerequisites: C or better grade in MATH 138 or appropriate placement. 4 Cr. (4 Lec.) Fall and spring semesters.

**MATH202            Calculus II**

This course is a continuation of Calculus I. Topics include: slope fields, applications of separable differential equations, area between two curves, volumes of revolution, arc-length, work, advanced integration techniques (parts, trig integrals, trig substitution, and partial fractions), L'Hopital's Rule, improper integrals, infinite series, parametric equations, and polar coordinates. Use of a graphing calculator is required. MATH 202 fulfills the SUNY General Education Mathematics (and Quantitative Reasoning) Knowledge and Skills area. Prerequisites: C or better grade in MATH 201. 4 Cr. (4 Lec.) Fall and spring semesters.

**MATH203          Calculus III**

A continuation of Calculus II, this course is intended for students in the Computer Science, Engineering Science, Liberal Arts - Adolescence Teacher Education: Mathematics and Physics concentrations, and the Liberal Arts-Math/Science A.S. degree programs. Topics include vectors, lines and planes and surfaces in space, cylindrical and spherical coordinates, differentiation and integration of vector-valued functions, tangent vectors and normal vectors, partial derivatives, directional derivatives and gradients, tangent planes and normal lines, multiple integrals, multiple integrals in cylindrical and spherical coordinates, line integrals, conservative vector fields and independence of path, Green's theorem, surface integrals, divergence theorem, flux, and Stoke's theorem. MATH 203 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 202 or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103). 4 Cr. (4 Lec.) Fall semester.

**MATH206          Differential Equations**

An introduction to solution methods for ordinary differential equations and partial differential equations. Topics include separable equations, exact equations, linear equations, numerical approximations, reduction of order, undetermined coefficients, Cauchy-Euler equations, variation of parameters, power series solutions, Laplace transforms, unit step function, Dirac delta, and introduction to partial differential equations. Applications discussed include orthogonal trajectories, growth and decay, springs, beams, heat flow, and the wave equation. MATH 206 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 203, or B or better grade in MATH 202, or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Spring semester.

**MATH208          Linear Algebra**

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

**MATH249          Special Topics in Mathematics**

A special topic(s) course, identified by discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

**MATH201H          Calculus I Honors**

This is a first course in calculus for all disciplines. Topics include limits, continuity, derivatives and anti-derivatives of algebraic, trigonometric, logarithmic, and exponential functions, and the definite integral. Applications include curve sketching, optimization problems, and related rates. A graphing calculator is recommended. MATH 201 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 138 or appropriate qualifying test score; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103); instructor permission. 4 Cr. (4 Lec.) Fall and spring semesters.

**MATH200H          Statistics-Honors**

A study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods of presentation of data, measures of central tendency and dispersion, sampling techniques, elementary probability, hypothesis testing, confidence intervals on both one and two populations, and linear regression and correlation. Use of the binomial, the normal, the student's T, and the chi-square distributions are covered. A TI-83, TI-83 plus, or TI-84 graphing calculator is required. MATH 200 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 098 or MATH 120 or equivalent; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100; instructor permission. 3 Cr. (3 Lec.) Fall and spring semesters.

### **MATH098            Quantitative Literacy**

This course focuses on math for everyday life. It integrates fluency with numbers, proportional reasoning, data interpretation, algebraic reasoning, modeling, and communicating quantitative information. Mathematical concepts are investigated through group problems and class discussions based on real-life contexts of citizenship, personal finances, and medical literacy. This course prepares students to take a college-level non-STEM course in mathematics, such as MATH 200, or MATH 113. Students placing at this level and needing MATH 120 should take MATH 095 instead of this course. Additional fee required. Prerequisites: Prior completion of MATH 090 if required by placement testing.

### **MATH120            College Algebra**

This course covers college algebra up to pre-calculus. Topics include linear, quadratic, absolute value, polynomial, rational, exponential, and logarithmic expressions, equations, and functions, and quadratic inequalities. A scientific calculator is recommended. MATH 120 fulfills the SUNY General Education Mathematics Knowledge and Skills Area. Co-requisite: MATH 020 if required by placement. 4 Cr. (4 Lec.) Fall and spring semesters.

### **MATH138            Precalculus**

This course 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 (and Quantitative Reasoning) Knowledge and Skills area. Prerequisites: C or better grade in MATH 122 or MATH 120 or as determined by initial placement 4 Cr, (4 Lec.) Fall and spring semesters.

### **MATH216            Discrete Mathematics**

This is an introductory course in Discrete Mathematics with emphasis on Computer Science applications. Topics include set theory, functions and relations, logic, methods of proof, induction and recursion, number theory, counting methods and discrete probability, graph theory, trees, and finite state automata. MATH 216 fulfills the SUNY General Education Mathematics (and Quantitative Reasoning) Knowledge and Skills area. Prerequisites: C or better grade in MATH 120, MATH 122, or as determined by initial placement; prior completion of, or concurrent enrollment in, ENGL 100. 4 Cr. (4 Lec.) Spring semester.

### **MATH239            Selected Topics-Math**

A selected topics course, identified by the discipline and a 239 course number, covers discipline-specific subject matter that is not contained in the regularly offered program/discipline-specific courses. Selected topics courses are part of the permanent course offerings, and can award one to four credits. A student can earn credit for multiple selected topics courses provided that the subject matter of each course is unique, and subject to other individual program requirements.

### **MATH049            Special Topics - Mathematics**

A pre-college special topic(s) course, identified by discipline and a 049 course number, which addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. This is a non-credit course that can not be applied toward any certificate or degree program, but it may be counted toward a full time load for financial aid purposes. Fall and spring semesters.

**MATH008            Skills & Support Quantitative Literacy**

This course is a support course for MATH 098 Quantitative Literacy. It is co-requisite class for those students who place at a level below MATH 098. The course will cover relevant pre-requisite mathematics material as well as provide extra support for MATH 098 coursework. Co-requisite: MATH 098. 2 Equiv. Cr. (2 Lec.) Fall and spring semesters.

**MATH020            Skills & Support for College Algebra**

This course is a support course for MATH 120 College Algebra. It is a required co-requisite class for those students who place at a level below college-level mathematics. The course will cover relevant pre-requisite material as well as provide extra support for MATH 120 coursework. Co-requisite: MATH 120. 2 Equiv. Cr. (2 Lec.) Fall and spring semesters.

**MATH022            Skills & Support Technical Mathematics**

This course is a support course for MATH122 Technical Mathematics. It is a required co-requisite class for those students who place below college-level mathematics. The course will cover relevant pre-requisite material as well as provide extra support for MATH122 coursework. Co-requisite: MATH 122. 2 Equiv. Cr. (2 Lec.) Fall and spring semesters.

**MATH029            Skills & Support for Statistics**

This course is designed to support students by addressing the skills necessary to be successful in MATH 200 Statistics. The course will be required for students whose math placement is below Statistics level. Pre-requisite mathematical material required for MATH 200 will be reviewed, and extra support with study skills, homework assignments, and statistical technology will be provided. Review and reinforcement of MATH 200 concepts are also included in the instruction. Prerequisites: None. 3 Equiv. Cr. (3 Lec.) Fall and spring semesters.

**MATH117            Quantitative Reasoning**

This course gives students a foundation in quantitative reasoning across several mathematics topics. Students will use critical thinking skills to solve problems and examine where math is used and impacts the world around them. Topics will include number theory, proportional reasoning, probability, statistics, beginning algebra, math modeling, geometry, and financial math. Other mathematical topics may be explored at the discretion of the instructor. MATH 117 fulfills the SUNY GEN ED Mathematics requirement. 3 Cr. (3 Lec.) Fall and spring semesters.

**MATH017            Skills & Support Quantitative Reasoning**

This course is a co-requisite to support success in MATH 117 Quantitative Reasoning. The course will cover relevant pre-requisite mathematics material as well as provide extra support for MATH 117 coursework. Students not eligible for placement in a stand-alone Quantitative Reasoning class are required to complete this support course as a co-requisite with the college-level MATH117 course. The minimum passing grade for this course is C. Co-requisite: MATH 117. 1 Equiv. Cr. (1 Lec.) Fall and spring semesters.

## **METR**

### **METR101 Introduction to Meteorology**

This course is 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 Knowledge and Skills Area and is a laboratory science. Prerequisites: Prior completion of, or concurrent enrollment in, MATH 120 or equivalent; prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

### **METR LAB Meteorology Elective with Lab**

This course is used in the evaluation of transfer credits.

### **METR NOLAB Meteorology Elective NoLab**

This course is used in the evaluation of transfer credits.

## **MNT**

### **MNT 100            Cleanroom Orientation and Safety**

This course provides initial training on laboratory safety in the cleanroom environment including overview of cleanroom suits and proper attire, chemical safety, and functionality of the cleanroom. Societal and ethical implications of nanoscale research are also discussed. All training associated with cleanroom orientation is in alignment with OSHA, EPA, and GLP standards. Prerequisites: CHEM 101 or CHEM 107 and ELEC 128. 1 cr. (1 Lec 1 Lab). Fall and spring semesters.

### **MNT 101            Technology & Characterization Nanoscale**

This is a short course on the key concepts of micro- and nanofabrication. This course instructs students on the key concepts they need to understand in order to begin to fabricate semiconductor devices. The course includes hands-on fabrication of practical devices. Prerequisites: MNT 100. 1 Cr. (1 Lec. 1 Lab) Fall and spring semesters.



## **MUSI**

### **MUSI101 Music Appreciation**

This course is designed to help students develop their understanding of music as a language of human expression. The melodic, rhythmic, harmonic form, and historical significance of selected pieces are examined. Students are introduced to a wide variety of music from primitive to modern times and develop the skill to recognize patterns, forms, and styles found in music. MUSI 101 fulfills the SUNY General Education The Arts Knowledge and Skills Area. Prerequisites: None. 3 Cr. (3 Lec.) Fall and spring semesters.

### **MUSI103 College Community Chorus**

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

### **MUSI108 Music Theory I**

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

### **MUSI109 Music Theory II**

This course is a study of fundamental chords structures, the ways in which they are formed, and the ways they work. This material should be of use to musicians as they improvise all styles of existing music. Prerequisites: MUSI 108. 3 Cr. (3 Lec.) Spring semester.

### **MUSI115 Small Ensemble-Recorder**

This course helps students develop the skill of playing in a group. Students learn by performing a variety of music from all parts of the world. The course is open to students with some experience playing the recorder or other instrument. It may be taken more than once. Familiarity with basic melody and rhythmic notation. Prerequisite: RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

### **MUSI117 Applied Music-Piano**

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

### **MUSI118 Applied Music-Guitar**

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

### **MUSI120 Applied Music-Voice**

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

**MUSI127            Applied Music-Piano**

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

**MUSI128            Applied Music-Guitar**

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

**MUSI130            Applied Music-Voice**

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

## **NURS**

### **NURS MTGS      NURS Meeting**

One-time meeting for various NURS courses

### **NURS102      New York State Coalition: LPN to RN Transition**

This course is designed to validate prior learning and to update/enhance the student's knowledge, and facilitates transition from the role of practical nurse to that of a student preparing for the role of registered nurse. Nursing process is used as the framework for critical thinking and problem solving. In addition to the regular admissions requirements, individuals holding current Licensed Practical Nurse (LPN) registration in a United States jurisdiction must successfully complete this course before they will be considered advanced placement in the Nursing A.A.S. degree program. Grading is Pass/Fail. Offered exclusively in an online format. Prerequisites ENGL 101; MATH 095 or MATH 098. 3 Cr. (3 Lec.) Spring semester.

### **NURS104      Medical Terminology      Cross-listed as HLTH 104.**

Using a body systems approach, students enrich their understanding of basic medical terminology by learning to break words into functional parts based on their Greek and Latin meanings. Topics include anatomic terms, all major body systems, and pathology terminology. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3 Lec.) Fall, winter, spring and summer semesters

### **NURS110      Fundamentals of Nursing**

The nursing curriculum, which is based on developing critical thinking skills and habits of mind, and attaining clinical judgment, is introduced, as are the professional and legislative standards that govern nursing practice, including the NYS Nurse Practice Act, HIPAA, and principles of safety and infection control. Students explore and apply basic concepts and skills of evidence-based nursing practice. Emphasis is placed on learning caring behaviors and therapeutic communication, with a focus on health assessment using Gordon's functional health patterns. Particular emphasis is given to the coping/stress, self-perception/self-concept, sleep/rest, health perception/health management, values/beliefs, and roles/relationships patterns. All levels of prevention are introduced, with a focus on primary prevention activities aimed at healthy individuals across the lifespan. Course experiences provide an active learning environment in a variety of settings. Prerequisites: Prior completion of, or concurrent enrollment in, BIOL131 or BIOL 201 and ENGL101; C or better grade in all program prerequisites. 7 Cr. (4 Lec., 9 Lab). Fall semesters.

### **NURS120      Critical Thinking in Medical Surgical Nursing**

Utilizing and building upon previously-learned critical thinking skills and habits of mind, nursing concepts, and clinical skills, the student learns to apply nursing process, caring behaviors, and therapeutic communication to the care of clients in acute-care settings, particularly those with alterations in Gordon's functional health patterns of activity/exercise and nutrition/metabolism. The student applies clinical judgment to providing evidence-based nursing care, with emphasis on clients' learning needs for self-care and other aspects of secondary prevention. Course experiences provide an active learning environment in a variety of settings. Prerequisites: NURS 110; C or better grade in ENGL 101 & BIOL 131 or BIOL 201; prior completion of, or concurrent enrollment in, BIOL 132 or BIOL 202. 9 Cr. (4 Lec., 15 Lab).

### **NURS208      The Art and Science of Nursing Across the Lifespan**

Utilizing and building upon previously-learned critical thinking skills and habits of mind, nursing concepts, and clinical skills, the student learns to apply nursing process, caring behaviors, and therapeutic communication to the care of clients across a variety of settings, particularly those with alterations in Gordon's functional health patterns of sexuality/reproduction, cognition/perception, and elimination. The student applies clinical judgment to providing evidence-based nursing care, with emphasis on factors that create uniqueness in client situations, including family, culture, and psychosocial and physiologic life-span challenges, as well as tertiary prevention. Consideration is also given to legal and ethical issues in nursing, including NYS Mandated Reporter Child Abuse training. Course experiences provide an active learning environment in a variety of settings. Prerequisites: C or better in all courses required in the first two semesters of the nursing program. 10 Cr. (6 Lec., 12 Lab). Fall semesters.

**NURS225            Professional Practice and Complex Nursing  
Care**

The student uses and incorporates all previously-learned critical thinking skills and habits of mind, all Gordon's functional health patterns, concepts of primary, secondary, and tertiary prevention, therapeutic communication, and care skills to plan and implement evidence-based care for clients with complex health problems, including clients with chronic and multi-system health issues, across a variety of settings. Emphasis is placed on professional issues and the transition from student to RN role. The student examines and applies leadership and client care management concepts and skills. Course experiences provide an active learning environment in a variety of settings. Prerequisite: C or better in all courses required in the first three semesters of the nursing program; prior completion of, or concurrent enrollment in, BIOL 112 or BIOL 216. 10 Cr. (6 Lec., 12 Lab). Spring semesters.

**NURS225H        Professional Practices & Complex Nursing  
Care - Honors**

The student uses and incorporates all previously-learned critical thinking skills and habits of mind, all Gordon's functional health patterns, concepts of primary, secondary, and tertiary prevention, therapeutic communication, and care skills to plan and implement evidence-based care for clients with complex health problems, including clients with chronic and multi-system health issues, across a variety of settings. Emphasis is placed on professional issues and the transition from student to RN role. The student examines and applies leadership and client care management concepts and skills. Course experiences provide an active learning environment in a variety of settings. The honors section is available to students who, based on a variety of criteria, including grades in previous coursework and demonstrated interest, receive permission from course faculty and/or the chair of the nursing program. Students will complete an assignment which demonstrates the ability to be successful in coursework at the baccalaureate level. Prerequisite: C or better in all courses required in the first three semesters of the nursing program; prior completion of, or concurrent enrollment in, BIOL 112 or BIOL 216; instructor permission. 10 Cr. (6 Lec., 12 Lab). Spring semesters.

**NURS232            Nursing Internship**

This internship is a cooperative education experience for currently-enrolled Tompkins Cortland nursing students who have successfully completed the first year of academic course work and clinical experiences. Students have the opportunity to use previously learned nursing knowledge and skills in the work setting of Cayuga Medical Center, Guthrie Cortland Medical Center, SUNY Upstate Medical University, or other area health care agencies. In addition to completion of the prerequisites, students must have a minimum 2.5 GPA, and may be required to complete interviews and necessary forms with appropriate agency personnel. Students have the option to enroll in a two or three credit internship. A minimum of 100 hours (2 credits) of acceptable and appropriate time at an approved organization must be completed to get credit for the course. Prerequisites: NURS 120; BIOL 132 or BIOL 202. 2 Cr. (6 Lab.) Winter and summer semesters.

**NURS233            Nursing Internship**

This internship is a cooperative education experience for nursing students who have successfully completed the first year of academic course work and clinical experiences and are currently enrolled Tompkins Cortland nursing students. Students have the opportunity to use previously learned nursing knowledge and skills in the work setting of Cayuga Medical Center, Guthrie Cortland Medical Center, SUNY Upstate Medical University, or other area health care agencies. In addition to completion of the prerequisites, students must have a minimum 2.5 GPA, and may be required to complete interviews and necessary forms with appropriate agency personnel. Students have the option to enroll in a two or three credit internship. A minimum of 150 hours (3 credits) of acceptable and appropriate time at an approved organization must be completed to get credit for the course. Prerequisites: NURS 120; BIOL 132 or BIOL 202. 3 Cr. (9 Lab.). Winter and summer semesters.

**NURS241                      Pharmacology for Nurses and Allied Health Professionals**

This is a comprehensive pharmacology course which explores the basic principles of pharmacology, the legal and ethical foundations of safe medication administration, the role of the nurse in medication administration, lifespan considerations, and the major classifications of medication, including therapeutic actions and uses, clinical significance, nursing implications, adverse effects, and client and family teaching. Prerequisites: NURS 110 and BIOL 131 or BIOL 201. 3 Cr., (3 Lec.) Fall, spring, and summer semesters.

**NURS249                      Special Topic - Nursing**

A special topic(s) course, identified by discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

**NURS135                      Therapeutic Touch: Massage Techniques                      Cross-listed as HLTH 135.**

This course covers massage techniques to address common and specific health concerns such as pain/stress management, fluid retention, skin integrity, self-esteem, depression, and anxiety. Students should be familiar with the concept of homeostasis as it pertains to health care issues. Students must have good listening skills and general knowledge of anatomy and physiology and basic psychology to be successful in this course. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement. 2 Cr. (1.5 Lec., .5 Lab.) Fall and spring semesters

**NURS200                      Simulation in Nursing**

This is a web-enhanced and applied learning course which explores the role of the nurse, appropriate nursing skills, critical thinking, ethical decision making, clear communication skills, team collaboration, delegation, cultural sensitivity/awareness, and professionalism in a safe environment using high fidelity simulation. Real life clinical reasoning scenarios, instructioning, reflective learning, and debriefing are course components. Through the application of multiple levels of patient case scenarios and simulations, integration of quality and safety in patient care is demonstrated through the utilization of nursing and scientific knowledge related to disease processes including effects on the pathophysiology of the patient. Students are administered sequential decision-making events within an environment that mimics a clinical setting. Student simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the professional registered nurse. Prerequisites: NURS 120; BIOL132 OR BIOL 202. 2 Cr. (1.5 Lecture/Seminar, .5 Lab)

**NURS149                      Special Topic - Nursing**

A special topic(s) course, identified by discipline and a 149 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

**NURS208H          Nursing Across Lifespan - Honors**

Utilizing and building upon previously-learned critical thinking skills and habits of mind, nursing concepts, and clinical skills, the student learns to apply nursing process, caring behaviors, and therapeutic communication to the care of clients across a variety of settings, particularly those with alterations in Gordon's functional health patterns of sexuality/reproduction, cognition/perception, and elimination. The student applies clinical judgment to providing evidence-based nursing care, with emphasis on factors that create uniqueness in client situations, including family, culture, and psychosocial and physiologic life-span challenges, as well as tertiary prevention. Consideration is also given to legal and ethical issues in nursing, including NYS Mandated Reporter Child Abuse training. Course experiences provide an active learning environment in a variety of settings. The honors section of NURS208 provides a challenging curriculum for highly-motivated students who have demonstrated their academic ability. The honors section is available to students who, based on a variety of criteria, including grades in previous coursework and demonstrated interest, receive permission from course faculty and/or the chair of the nursing program. Students will complete an assignment which demonstrates the ability to be successful in coursework at the baccalaureate level. Students must be admitted to the nursing program to enroll in this course. Prerequisites: C or better in all courses required in the first two semesters of the nursing program; instructor permission. 10 Cr. (6 Lec., 12 Lab). Fall and alternating spring semesters.

## **OFFC**

### **OFFC101            College Keyboarding and Document Processing**

Basic keyboarding skills are developed, with emphasis on correct touch-typing techniques for tabulation, rough drafts, letters and envelopes, memos, tables, and business reports. The goal is development of speed and accuracy on straight copy material with a minimum speed requirement of 34 words per minute for three minutes with a maximum of five errors. Students may not receive credit for both OFFC 101 and CAPS 100 toward their degree program. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 3 Lab.). Occasionally.

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

Students are prepared in using the most advanced word processing software available using a Windows environment. Students learn and practice the major functions of the program. Lecture hours are spent introducing the lessons and discussing various problems that may arise during practice. Discussion of format, layout, and other topics that relate to machine operations are covered. Applications designed for reinforcement are completed during lab hours. Throughout the semester, unit tests are given which require students to apply the skills they have acquired. Prerequisites: OFFC 101; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 4 Cr. (3 Lec.,3 Lab.). Occasionally.

### **OFFC203            Administrative/Automated Office Procedures**

Basic office/computer skills common to most office situations are covered. Students learn about the techniques and principles of electronic/manual filing. Skills such as handling the telephone, electronic messaging, mailing, assisting/coordinating office meetings and conferences are developed through classroom exercises and discussions. Time management techniques, both in personal life as well as in business careers, are discussed, along with those qualities and skills necessary for promotion to positions of management and supervision. Strong emphasis is placed on proper office dress and grooming, and those attitudes and qualities essential to success in the business world. Interviewing skills and resume writing are emphasized. Prerequisites: ENGL 101; OFFC 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Occasionally.

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

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

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

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

**OFFC230            Office Management and Administration  
                         Internship**

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



## **PARA**

### **PARA101 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. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall, spring, and summer semesters.

### **PARA130 Legal Research and Drafting**

Students develop an understanding of legal research and legal writing. Topics include statutes, case law, drafting and writing process, types of documents, and types and use of research tools, including online legal research with Westlaw and Lexis. In particular, the student gains familiarity with a law library (can be online only) and researching a topic from general topic to specific case. Although this course is intended to be a general course, the primary focus is on New York and federal law. However, after successful completion of the course, students have the tools necessary for legal research of all types, in any jurisdiction. While access to a physical law library is desirable, it is not required. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 101; C or better grade in PARA 101. Concurrent enrollment in PARA 101 is permissible with instructor permission. 3 Cr. (3 Lec.) Fall and spring semesters.

### **PARA205 Civil Litigation & Procedure**

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

### **PARA210 Real Estate/Property Law**

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

### **PARA213 Constitutional Law**

**Cross-listed as POSC 213.**

This course is a survey of issues involving U.S. Constitutional Law, including the content particulars and history of the Constitution and its amendments, landmark Supreme Court decisions over the past 200+ 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 prior to taking this course. Prerequisites: ENGL 101. 3 Cr. (3 Lec.) Fall semester

### **PARA215 Family and Domestic Relations Law**

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

**PARA216                      Legal Aspects of Evidence**

**Cross-listed as CRJU 215/PARC 216**

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

**PARA220                      Wills, Trusts, Estate Planning**

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

**PARA225                      Criminal Law and Procedure**

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

**PARA226                      Bankruptcy, Collections and Foreclosure**

Topics covered are terminology, US Bankruptcy Code, fact and case analysis, pleadings and documents, procedures and remedies, bankruptcy petition and plan preparation, debtor and creditor rights and remedies, consumer protection, fraudulent conveyances, preferences, stays, reorganization plans, ethics, and policy considerations in the development of statutory and decisional law on these topics. Students become familiar with the common forms and pleadings used. Although the course is general, the primary focus is on the applicable New York and federal laws and practices. Students acquire an understanding of the similarities and differences in federal bankruptcy practice in New York and other jurisdictions. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.). Occasionally.

**PARA230                      Paralegal Internship**

This course, to be taken concurrently with PARA 231 Paralegal Seminar, is a capstone course for all paralegal students. The internship is a first step toward obtaining employment as it gives the student some marketable work experience. Students in the final semester of the paralegal program apply what they have learned in paralegal courses, and learn how a paralegal functions at work. Each student completes 150 hours of field work in a legal environment under the supervision of an attorney. Each student is required to keep a weekly journal of activities and submit a final written paper on the internship experience. A student with comparable prior law office experience may apply to receive experiential credit. If approved the student will need to take PARA 231 Paralegal Seminar only. Co-requisite: PARA 231. Prerequisites: C or better grade in PARA 130, PARA 205, PARA 210, PARA 215, PARA 220 and BUAD 201; cumulative grade point average of at least 2.0; instructor permission. Up to two prerequisite courses may be taken concurrently. 3 cr. (9 Lab.) Fall and spring semesters.

### **PARA231 Paralegal Seminar**

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

### **PARA213H Constitutional Law - Honors**

This course is a survey of issues involving U.S. Constitutional Law, including the content particulars and history of the Constitution and its amendments, landmark Supreme Court decisions over the past 200+ 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 prior to taking this course. Prerequisites: ENGL 101. 3 Cr. (3 Lec.) Fall semester.

### **PARA206 Special Education Law & Advocacy**

This is a paralegal elective course that will give students a background in education law with a focus on special education advocacy on behalf of public school children. Special education advocacy requires extensive knowledge of education law, disability needs, and the legal standards that apply. Participants will be introduced to the history of special education law, develop an understanding of key concepts of special education expressed in case law, understand educational evaluations, develop an understanding of the business of special education law, and learn the ethics of advocating for students with disabilities. The history of special education law is rooted in *Brown v. Board of Education* and is traced through legislative and judicial history to include the Education for All Handicapped Children Act, the IDEA, the IDEIA, Section 504 of the Rehabilitation Act of 1973, through No Child Left Behind and the related other acts, such as the Every Student Succeeds Act. This course will focus on the substance and procedural aspects of federal and state education laws, rules and regulations for a law office paralegal as well as for a lay advocate. Topics will include pragmatic concerns such as dealing with children, parents, and school administrators. Prerequisite: PARA 130. 3 credits (3 Lec.) Spring semester.

### **PARA249 Special Topics - Paralegal**

A special topic(s) course, identified by discipline and a 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

## **PARC**

### **PARC101 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. Enrollment in this course is limited to students in the Paralegal Studies Certificate. Prerequisites: No paralegal courses. 3 Cr. (3 Lec.) Fall, spring, and summer semesters.

### **PARC130 Legal Research and Drafting**

Students develop an understanding of legal research and legal writing. Topics include statutes, case law, drafting and writing process, types of documents, and types and use of research tools, including online legal research with Westlaw and Lexis. In particular, the student gains familiarity with a law library (can be online only) and researching a topic from general topic to specific case. Although this course is intended to be a general course, the primary focus is on New York and federal law. However, after successful completion of the course, students have the tools necessary for legal research of all types, in any jurisdiction. While access to a physical law library is desirable, it is not required. Enrollment in this course is limited to students in the Paralegal Studies Certificate. Prerequisites: No paralegal courses. 3 Cr. (3 Lec.) Fall and spring semesters.

### **PARC205 Civil Litigation & Procedure**

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

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

: Students develop an understanding of real estate and property law in general and with respect to a paralegal's functions. Topics include terminology, contracts, title to property, deeds, estates in land, foreclosure, mortgages, landlord-tenant, tax issues, ethics, and real estate closings. In particular, students become familiar with deeds, abstracts, survey maps, and closing statements and the drafting of law office documents. The primary focus is on the laws of New York with comparisons to the laws of other jurisdictions. Enrollment in this course is limited to students in the Paralegal Studies Certificate. Prerequisites: C or better grade in BUAD 201, PARC 101, and PARC 130. 3 Cr. (3 Lec.) Spring semester.

### **PARC213 Constitutional Law**

This course is a survey of issues involving U.S. Constitutional Law, including the content particulars and history of the Constitution and its amendments, landmark Supreme Court decisions over the past 200+ 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 prior to taking this course. Prerequisites: ENGL 101. 3 Cr. (3 Lec.) Fall semester.

### **PARC215 Family and Domestic Relations Law**

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

**PARC216                      Legal Aspects of Evidence**

**Cross-listed as CRJU 215/PARA 216**

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

**PARC220                      Wills, Trusts, Estate Planning**

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

**PARC225                      Criminal Law and Procedure**

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

**PARC226                      Bankruptcy, Collections and Foreclosure**

Topics covered are terminology, US Bankruptcy Code, fact and case analysis, pleadings and documents, procedures and remedies, bankruptcy petition and plan preparation, debtor and creditor rights and remedies, consumer protection, fraudulent conveyances, preferences, stays, reorganization plans, ethics, and policy considerations in the development of statutory and decisional law on these topics. Students become familiar with the common forms and pleadings used. Although the course is general, the primary focus is on the applicable New York and federal laws and practices. Students acquire an understanding of the similarities and differences in federal bankruptcy practice in New York and other jurisdictions. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.). Occasionally.

**PARC230                      Paralegal Internship**

This course, to be taken concurrently with PARA 231 Paralegal Seminar, is a capstone course for all paralegal students. The internship is a first step toward obtaining employment as it gives the student some marketable work experience. Students in the final semester of the paralegal program apply what they have learned in paralegal courses, and learn how a paralegal functions at work. Each student completes 150 hours of field work in a legal environment under the supervision of an attorney. Co-requisite: PARA 231. Prerequisites: ENGL 101; C or better grade in PARA 130, PARA 205, PARA 210, PARA 215, PARA 220 and BUAD 201; overall grade point average of 2.0; instructor permission. Up to two prerequisite courses may be taken concurrently. 3 Cr. (9 Lab.) Fall and spring semesters.

**PARC231            Paralegal Seminar**

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

## **PHIL**

### **PHIL101 Introduction to Philosophy**

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

### **PHIL201 Contemporary Moral Issues**

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

## **PHSC**

### **PHSC104            General Physics I**

This is the first half of a two-course sequence. Topics include motion, statics, dynamics, conservation of energy and momentum, rotation, waves, thermodynamics, fluids, vibrations, and sound. In the laboratory sessions, error analysis and graphical analysis are emphasized. The course is intended for those with an interest in physics and without a background in calculus. A scientific calculator is required. PHSC 104 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 120 or MATH 122, or 3 years of high school Regents Mathematics; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Fall and spring semesters.

### **PHSC105            General Physics II**

This is the second half of a two-course sequence. Topics include electricity, magnetism, electromagnetic induction, optics, relativity, quantum physics, atomic, nuclear and elementary particle theories. In the laboratory sessions, error analysis and graphical analysis are emphasized. The course is intended for those with an interest in physics and without a background in calculus. A scientific calculator is required. PHSC 105 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: PHSC 104; MATH 120 or MATH 122, or 3 years of High School Regents Mathematics; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.). Spring semester.

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

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

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

This second semester of a three-semester calculus-based physics course. Topics include electrostatic fields, electric potential, resistance, capacitance, inductance, current, dc electrical circuits, magnetic fields and forces, electromagnetic induction, ac circuits, and Maxwell's equations. A calculator capable of solving systems of linear equations is required. PHSC 212 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: PHSC 211; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 203. 4 Cr. (3 Lec., 2 Lab.). Fall semester.

### **PHSC213            Physics III (Waves, Optics and Modern Physics)**

This is the third semester of a three-semester calculus-based physics course. Topics include wave motion, sound, electromagnetic waves, relativity, geometrical and wave optics, polarization, duality of waves and particles, atomic theory, quantum mechanics, and nuclear and particle physics. A calculator capable of solving systems of linear equations is required. PHSC 213 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: PHSC 212; MATH 203; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 2 Lab.). Spring semester.

### **PHSC LAB            Physics Lab Elective**

This course is used in the evaluation of transfer credits.



**PHSC NOLAB      Physics Elective -No Lab**

This course is used in the evaluation of transfer credits.

**PHSC105H      General Physics II Honors**

This is the second half of a two-course sequence. Topics include electricity, magnetism, electromagnetic induction, optics, relativity, quantum physics, atomic, nuclear and elementary particle theories. In the laboratory sessions, error analysis and graphical analysis are emphasized. The course is intended for those with an interest in physics and without a background in calculus. A scientific calculator is required. PHSC 105 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: PHSC 104; MATH 122 or MATH 132, or 3 years of High School Regents Mathematics; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.). Spring semester.

**PHSC104H      General Physics I Honors**

This is the first half of a two-course sequence. Topics include motion, statics, dynamics, conservation of energy and momentum, rotation, waves, thermodynamics, fluids, vibrations, and sound. In the laboratory sessions, error analysis and graphical analysis are emphasized. The course is intended for those with an interest in physics and without a background in calculus. A scientific calculator is required. PHSC 104 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 120 or MATH 122, or 3 years of high school Regents Mathematics; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; instructor permission. 4 Cr. (3 Lec., 2 Lab.) Fall and spring semesters.

## **POSC**

### **POSC103 American National Government**

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

### **POSC104 American State and Local Government**

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

### **POSC112 Introduction to Public Administration**

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

### **POSC213 Constitutional Law**

**Cross-listed as PARA 213.**

This course is a survey of issues involving U.S. Constitutional Law, including the content and history of the Constitution and its amendments, landmark Supreme Court decisions, 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 prior to taking this course. Prerequisites: ENGL 101. 3 Cr. (3 Lec.) Fall semester

### **POSC230 History of Ireland**

**Cross-listed as HSTY 230.**

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

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

**Cross-listed as HSTY 260**

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

**POSC107**                      **Economy, Society & Environment**                      **Cross-listed as ENVS 107.**

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

**POSC225**                      **Comparative Politics**

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

**POSC149**                      **Special Topics in Political Science**

A special topic(s) course, identified by discipline and a 149course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

**POSC261**                      **Modern Colombia**                      **Cross-listed as HSTY 261.**

This travel course continues introducing students to the modern history and politics of the Republic of Colombia. Building on elements introduced in HSTY/POSC 260 Topics in Modern Latin America: Colombia, students have the opportunity to gain deeper appreciations and understandings of current socio-economic, historical, and political developments. Colombia is rapidly developing and emerging from over 50 years of civil war, offering students social science perspectives on the challenges and promises of land use changes, political culture, nature preserve creation, sustainable economics, export economics, demographic shifts, the peace process, education, tourism development, and infrastructure. Elementary Spanish skills highly recommended. Significant additional costs. Prerequisites: HSTY/POSC 260; permission of instructor. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods

## **PSED**

### **PSED160            Career Exploration**

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

### **PSED213            Job Search**

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

## **PSYC**

### **PSYC101            Psychology of Personal Growth**

An applied psychology course providing opportunities for students to learn about and examine their own personal growth. PSYC 101 fulfills the SUNY General Education Social Science requirement. Prerequisites: Prior completion or current enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec) Fall and spring semesters.

### **PSYC103            Introduction to Psychology**

This course provides students with a basic understanding of the scientific study of mental processes and behavior. Prevalent psychological theories and research will be introduced. Topics may include: psychological research, biology and behavior, sensation, perception, learning, memory, cognition, development, emotion, motivation, personality, mental disorders, therapy and social psychology. An honors offering is available. PSYC 103 fulfills the SUNY General Education Social Science requirement. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120, 121, and 112; prior completion of, or concurrent enrollment in, RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

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

This course provides students with a basic understanding of psychology. Theories and research relating to emotions and stress, abnormal behavior, motivation, learning, personality, methods of therapy, biology and behaviors, developmental psychology, and social psychology are discussed. PSYC 103H fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103); MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall and spring semesters.

### **PSYC200            Theories of Personality**

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

### **PSYC201            Social Psychology**

A survey course examining the nature and causes of individual behavior and thought in social situations. Emphasis is on applications useful for everyday living. PSYC 201 fulfills the SUNY General Education Social Science requirement. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; PSYC 103; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.). Fall and spring semesters.

### **PSYC205            Childhood Psychology**

The biological, cognitive, and social-emotional development of the child from birth to puberty will be examined from a social scientific perspective. Special attention will be given to recent, as well as seminal research and theories, and the scientific base of developmental psychology. PSYC 205 fulfills the SUNY General Education Social Science requirement. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; PSYC 103; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Fall and spring semesters.

### **PSYC207            Adolescent Psychology**

Physical, cognitive, and social-emotional development of the adolescent (age 12 through 17) and emerging adult (age 18-20) are studied from multiple psychological and developmental perspectives. Emphasis is placed on normative experiences, cultural differences, as well as problems adolescents and emerging adults face as they mature in today's rapidly changing society. Methods of research in the field and concepts such as intellectual development, identity formation, moral development, gender roles, gender and sexual development, and family and peer relations are discussed. Special attention is given to recent developments in research and theory in the field. PSYC 207 fulfills the SUNY General Education Social Science requirement. Prerequisites: RDNG 116 if required by placement testing; PSYC 103; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

**PSYC208                    Adult Psychology**

Adult development is studied from the following major perspectives of research design and methodology: theories of adult development, age divisions (young, middle, late adulthood, and old age), physiology, cognition, perception, gender roles and personality, work, physical and social/family environments. Recent developments in research and theory in the field of adult development and gerontology are discussed. Either a research paper or a summary of a primary research article is required. PSYC 208 fulfills the SUNY General Education Social Science requirement. Prerequisites: PSYC 103; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

**PSYC209                    Abnormal Psychology**

This course helps students acquire a better understanding of the origins of maladaptive personal reactions to life and its problems. Diagnostic symptoms, etiology, treatment, and prevention of each category of psychological disorders are emphasized. PSYC 209 fulfills the SUNY General Education Social Science requirement. Prerequisites: PSYC 103; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.). Fall and spring semesters.

**PSYC216                    Introduction to Experimental Psychology**

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

**PSYC218                    Educational Psychology**

An examination of how psychological concepts affect learning and the classroom behavior of students and teachers. Topics such as cognitive development, social and emotional development, individual differences, exceptionality, classroom management, motivation, memory, and constructivism are discussed theoretically and as they are applied in the classroom. This course is appropriate for individuals interested in a career in teaching, as it is a required course in most education major sequences. It also provides valuable background for individuals planning to enter helping professions such as counseling, human service, early childhood education or, more generally, parenting. PSYC 218 fulfills the SUNY General Education Social Science requirement. Prerequisites: PSYC 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100; prior completion or concurrent enrollment in EDUC 201 is recommended. 3 Cr. (3 Lec.). Fall and spring semesters.

**PSYC290                    Social Science Capstone Course**

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

This course provides students with an opportunity to draw on a variety of disciplines, perspectives, and methods from the social sciences in application to a specific research problem of local and/or global importance. In consultation with the course instructor(s), students will choose a relevant research topic to explore for the class. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the Liberal Arts and Sciences: Social Science AS degree program. In the psychology-focused section of the course (PSYC 290), students will read and understand primary research in order to synthesize it into a coherent background paper on their topic. In the section not focused on psychology (ANTH/HSTY/SOCI 290), students will conduct both primary and secondary research on their topic. Prerequisites: ENGL 101; PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Spring semesters

**PSYC200H            Theories of Personality-Honors**

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

**PSYC209H            Abnormal Psychology-Honors**

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

**PSYC149            Special Topics in Psychology**

A special topic(s) course, identified by discipline and a 149 or 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

**PSYC108            Environmental Psychology    Cross-listed as ENV5 108.**

A review of various topics and concerns regarding our environment, human behavior, the power of place on our mind and body, and the reciprocal nature of human-environment interactions. Current environmental problems will be examined from a variety of psychological perspectives. Emphasis will be placed on how our surroundings shape our thoughts, emotions, and actions. ENV5 108 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL103; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Spring semester

**PSYC263            Development Across the Lifespan**

This course will examine human development across the lifespan. Focus will be on physical, cognitive, psychosocial aspects of development as a life-long process. Special attention will be given to the major themes, theories, research findings and debates in the field. The impact of ethnic, gender, and cultural factors on development will be examined. PSYC 263 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Completion of RDNG 116 if required by placement testing; PSYC 103; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

## **RECR**

### **RECR110 Introduction to Recreation**

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

### **RECR120 Leadership in Recreation**

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

### **RECR150 Play Across Diverse Cultures**

### **Cross-listed as SOCE 150**

This course is a study of the similarities and differences in young peoples' play and celebration through an examination of world cultures. Through play, culture is both learned and perpetuated. Play Across Diverse Cultures is intended to increase awareness of how play, especially young peoples' play, and celebration, are both different and alike around the world. Students will examine examples of the impact of structure and dynamics of power, privilege, oppression, opportunities, and social justice action on the play and celebration of cultures examined. The course fosters development of interest in, appreciation of, and respect for, contrasting cultures and cultural differences, and understanding of diversity, equity, inclusion, and social justice. The course satisfies the SUNY General Education Diversity: Equity, Inclusion and Social Justice Knowledge and Skills Area. Prerequisites: prior completion of, or concurrent enrollment in, ENGL 100 if required by placement. 3 Cr. (3 Lec.) Fall and spring semester

### **RECR160 Backpacking**

### **Cross-listed as FITN 160.**

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

### **RECR161 Mountain Biking**

### **Cross-listed FITN 161**

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

### **RECR163 Teambuilding and Group Initiative Activities Cross-listed as FITN 163.**

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



**RECR164                      Snowshoeing    Cross-listed as FITN164**

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

**RECR165                      Canoeing    Cross-listed as FITN 165.**

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

**RECR201                      Introduction to Therapeutic Recreation**

A holistic review of the history and philosophy of therapeutic recreation in the health care spectrum, the course explores the principles, practices and procedures of therapeutic recreation. Students examine the role of therapeutic recreation professionals in quality of life enhancement for individuals with disabilities, and illness in diverse settings. Prerequisites: ENGL100. 3 Cr. (3 Lec.) Spring semester.

**RECR210                      Diversity and Inclusion in Recreation**

This course was created on the premise that all people deserve to be included in recreation and leisure services. Students consider the general impact of prejudice and discrimination on peoples' lives, most especially the potential impact they can have on the quality of peoples' leisure lives. Students are encouraged to celebrate differences, their own as well as others. RECR 210 fulfills the SUNY General Education Diversity: Equity, Inclusion, and Social Justice Knowledge and Skills Area. Prerequisites: RDNG 116 if required by placement; prior completion or concurrent enrollment in ENGL 100.3 Cr. (3 Lec.) Fall semesters.

**RECR215                      Recreation and the Expressive Arts**

This course presents the expressive disciplines of music, dance, drama, and visual art from a historical, social and leisure perspective. Students will develop an understanding of art's main concerns, function and purpose while examining the various fundamentals of art. Students will develop an appreciation for these art forms and have opportunities to express themselves through these artistic outlets. Students will learn basic skills to develop and organize programs that incorporate expressive arts in a variety of recreational settings. A combination of lectures, studios, assignments and field trips are utilized. RECR 215 fulfills the SUNY General Education requirement in The Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. Additional Activity Fee Required. 3 Cr. (2 Lec., 2 Lab). Fall semester.

**RECR220                      Programming in Recreation and Leisure**

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

**RECR260                      Camp Counseling and Outdoor Education**

This course, which includes field experiences, teaches the methods, techniques, strategies, skills, activities, and current practices for traditional summer camps, outdoor education, and recreation. Students learn about the chief functions of a camp counselor/outdoor educator as a leader, teacher, arbitrator, and friend to participants in an organized camp program. Emphasis on camper safety and youth protection will be a central focus of the course. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3 Lec.) Spring semesters.

**RECR274 Outdoor Recreation Pursuits**

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

**RECR276 Outdoor Recreation Field Adventure**

Students learn basic outdoor recreation pursuit skills in the classroom and practice those skills in an extended (typically week-long) field experience. Basic knowledge for outdoor and adventure recreation activities that take place in the United States are covered. Depending on the trip route, students could participate in activities including, but not limited to: backpacking, canoeing, hiking, mountain climbing, white-water rafting, and primitive camping. Additional fee required. Prerequisites: ENGL 100 and RDNG 116 if required by placement; instructor permission. 3 Cr. (1 Lec., 6 Lab.) Spring semester.

**RECR284 Outdoor Recreation Proficiency**

This course is designed as an independent study, in which the student advances their outdoor recreation adventure skills and knowledge to a level beyond those learned in introductory activity classes such as backpacking, canoeing, snowshoeing, etc. The student selects an activity of their choice and, in consultation with the instructor; a customized learning plan is developed in order for the student to master standard proficiencies of the activity. Prerequisites: ENGL100; instructor permission. 1 Cr. (3 Lab.) Fall and spring semesters.

**RECR285 Recreation Field Work**

Integrating prior classroom education with field experience, students complete at least 120 service learning hours in an approved recreational or fitness agency under the combined supervision of a field professional and the course instructor. During this experience, students are required to observe recreation professionals, assess needs, plan, and lead recreational and/or fitness experiences for the agency. Prerequisites: ENGL 100; prior completion of, or concurrent enrollment in, RECR 120, RECR 220, or RECR 230. 3 Cr. (9 Lab.) Fall and spring semesters.

**RECR232 Exercise Physiology**

**Cross-listed with BIOL 232.**

This course covers the acute physiological responses and chronic adaptations to exercise including scientific evaluation of neuromuscular, metabolic, and cardiovascular, hormonal, and respiratory systems as they pertain to the human mechanism as a whole, and acute and chronic exercise. Substantial outside preparation is required in addition to class meetings. Prerequisites: MATH 095 or MATH 098 and RDNG 116 if required by placement testing; ENGL 100; prior completion of, or concurrent enrollment in, BIOL 131 or BIOL 201. 3 Cr. (2 Lec, 1 Lab). Spring semester

**RECR230 Personal Training & Aerobic Leadership**

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

**RECR166 Cross Country Skiing**

**Cross-listed as FITN 166**

This course covers the fundamentals of Cross Country Skiing as a lifetime leisure activity including specific techniques, skills, information, and practical experiences. The majority of the class is held outside skiing in the local winter weather. Cross Country Skis and boots are provided; however, students are welcome to use their own personal equipment as well. No previous experience in Cross Country Skiing is necessary. Additional fee required Prerequisite: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester

**RECR107 Scuba Diving**

**Cross-listed with FITN 107**

Introduction to the basic concepts of safe scuba diving. Students learn elementary scuba techniques and safety practices while participating in instructional classes taught by a certified instructor in the TC3 swimming pool. No prior scuba experience required; all scuba equipment provided. Additional fee required. Prerequisites: RDNG 099; prior completion or concurrent enrollment in ENGL 099 and MATH 090. 1 Cr. (2 Lab.) Occasionally

**RECR112 Introduction to Kinesiology**

This course will provide an overview of the sub-discipline areas within Kinesiology as well as the vocational opportunities, certifications, and professional associations within the field. Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

**RECR270 Wilderness and the American Culture**

This course is a chronological survey of wilderness and the philosophy of wilderness through the ages encouraging increased aesthetic perception and deepened awareness of the human experience through contact with the wilderness. Studying the history and concept of wilderness helps us to understand ourselves and circumstances of our situation. Concepts such as art, literature, politics, romanticism, the enlightenment, and religion are explored through our relationship with the wilderness. Though the focus of this course is on the wilderness and its impact on the American culture, the concept of wilderness from non-western civilizations is explored, and contrasted as well. RECR 270 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL100; prior completion of RDNG 116 if required by placement. 3 Cr. (3 Lec.) Fall semesters

**RECR140 Wilderness First Aid**

Wilderness First Aid is an introduction to general medical concepts and basic life support skills for outdoor and delayed help settings. It is targeted to the outdoor enthusiast on day trips or short adventures and for outdoor guides. Upon successful completion of this course, students will be certified in Wilderness First Aid from a state and nationally recognized provider. 1 Cr. (1 Lab.) Semesters offered: Occasionally

**RECR159 Introduction to Outdoor Experiences**

**Cross-listed with FITN 159.**

This course will introduce students to a variety of outdoor skills and knowledge. Research shows that contact with nature and the outdoors has numerous health, psychological, and physical benefits. However, the single largest barriers to participating in outdoor recreation activities and connecting to nature are lack of knowledge, skills, and/or fear. This course for beginners introduces students to a multitude of outdoor recreational activities to build familiarity with recreating safely outside. It covers the fundamentals of several different outdoor recreational skills as lifetime leisure activities including, but not limited to, camping, trail navigation, snowshoeing/skiing, hiking, and teambuilding while following Leave No Trace guidelines. Additional fee required to cover the transportation and equipment costs of a mandatory camping trip. Prerequisites: None. 1 Cr. (2 lab). Fall and/or spring semesters

**RECR130                    Foundations of Coaching: Princ & Theories**

This course will explore the principles and theories coaches use to lead and manage their athletic teams. It will also cover motivation, training basics, drug use issues, and planning practices that can be applied to a variety of sports and age groups. Prior completion of, or concurrent enrollment in, ENGL 100 and RDNG 116 if required by placement. 3 Credits (3 Lec.). Fall or spring semesters.

**RECR240                    Wilderness First Responder**

Wilderness First Responder (WFR) is an advanced approach to general medical concepts and basic life support skills for outdoor and delayed help settings. It is targeted to the outdoor professional who guides people on multiple-day adventure trips in wilderness settings and to search and rescue personnel. Upon successful completion of this course, students will be certified in Wilderness First Responder from a state- and nationally-recognized provider. Additional course fee required. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

## SOCE

### **SOCE131 Introduction to Men's Studies Cross-listed as WGST 130.**

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

### **SOCE150 Play Across Cultures Cross-listed as RECR 150**

This course is a study of the similarities and differences in young peoples' play and celebration through an examination of world cultures. Through play, culture is both learned and perpetuated. Play Across Diverse Cultures is intended to increase awareness of how play, especially young peoples' play, and celebration, are both different and alike around the world. Students will examine examples of the impact of structure and dynamics of power, privilege, oppression, opportunities, and social justice action on the play and celebration of cultures examined. The course fosters development of interest in, appreciation of, and respect for, contrasting cultures and cultural differences, and understanding of diversity, equity, inclusion, and social justice. The course satisfies the SUNY General Education Diversity: Equity, Inclusion and Social Justice Knowledge and Skills Area. Prerequisites: prior completion of, or concurrent enrollment in, ENGL 100 if required by placement. 3 Cr. (3 Lec.) Fall and spring semester

### **SOCE200 Baseball in American Culture**

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

### **SOCE201 Human Sexuality**

The biological, psychological, and sociological aspects of human sexuality are addressed in this course. Evolving norms and customs, cross-cultural comparisons, sexual development, and sexual choices are some of the topics covered. Controversial issues such as abortion and pornography are also discussed, with emphasis on understanding the complexity of issues rather than teaching a particular perspective. SOCE 201 fulfills the SUNY General Education Social Science requirement. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; PSYC 103 or SOCI 101. 3 Cr. (3 Lec.). Fall and spring semesters.

### **SOCE205 Organizational Behavior**

Intended to acquaint students with psychological and sociological concepts, methods, and findings that are relevant to the needs of employees and employers, as well as to people in other organizational settings. Major topics include employee attitudes, motivation, and job satisfaction. Research in topic areas such as leadership, power, conflict, group behavior, corporate culture, organizational analysis, and change within organizations is also covered. SOCE 205 fulfills the SUNY General Education Social Science requirement. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; PSYC 103 or SOCI 101 or ECON 101. 3 Cr. (3 Lec.). Occasionally.

### **SOCE258 Creative Nonfiction Writing Cross-listed with ENGL258.**

This course offers an introduction to the art of writing creative nonfiction, focusing on the genre's five hallmarks (Gerard, *Creative Nonfiction: Researching and Crafting Stories of Real Life*). Using real life as its focus, creative nonfiction has an apparent subject and a deeper subject; addresses enduring human concerns; is rendered as narrative; is based on the author's observations, reflection and research; and employs the conventions of the writing craft. Combining observation, research, and the writing process, students will produce original texts that artfully render lived experience. ENGL/SOCE 258 fulfills the SUNY General Education requirement in the Arts. Prerequisites: ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall and spring semesters

**SOCE281                    Social Science Internship**

Each student completes a minimum of 135 hours of field work in a social science community service setting under the supervision of a professional employed by the agency served. Weekly updates and future plans for action must be submitted to the instructor. A letter of completion from the agency supervisor detailing hours worked and describing student's accomplishments, goals achieved, and impact of the work will be submitted by the student's supervisor. Prerequisites: Permission of the instructor. 3 Cr. (9 Lab.). Occasionally.

**SOCE121                    Intro to Gender & Sexuality Studies**

This course is designed for students in any degree program as an introduction to the interdisciplinary study of gender and sexuality. The course explores how many disciplines (e.g., biology, psychology, sociology, history, literature, economics, and the arts) grapple with issues and theories of gender and sexuality. The course examines the intersection of social, cultural, economic, and political forces that shape the understanding of gender and sexuality, and how that understanding has changed over time. This course fulfills the SUNY GEN ED Social Science requirement. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 100. Fall semesters. 3 Cr. (3 Lec.)

## **SOCI**

### **SOCI101 Introduction to Sociology**

This is an introductory study of the basic concepts, theoretical principles, and methods used within the discipline of sociology. Emphasis is on group interaction, social and cultural processes, and the structure and organization of American society. SOCI 101 fulfills the SUNY General Education Social Sciences Knowledge and Skills Area. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

### **SOCI101H Introduction to Sociology - Honors**

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

### **SOCI149 Special Topics-Sociology**

A special topic(s) course, identified by discipline and a 149 or 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

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

This course uses both sociological and ecological approaches to study the family. Several areas of inquiry are emphasized including the sociological and historical context of family life, relationships between the family and other social institutions, diversity in childhood and family experiences related to race, ethnicity, social class, gender, and public policy. SOCI 201 fulfills the SUNY General Education Social Science requirement. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

### **SOCI203 Sociology of Race, Power, and Privilege**

This course introduces students to the sociological study of race, power, and privilege in the U.S. context. Emphasis is placed on the social construction of race; the historical foundations and contemporary expressions of structural inequalities in wealth, power, and prestige along racial lines; the counter-stories of historically underrepresented racial groups contrasted to the dominant narrative; and the "normalization of whiteness" and resulting privileges. SOCI 201 fulfills the SUNY General Education Social Science requirement. Prerequisites: SOCI 101; MATH 090. Prior completion or concurrent enrollment in RDNG 116 and ENGL 100, if required by placement testing. Cr. (3 Lec). Fall and spring semesters.

### **SOCI205 Contemporary Social Problems**

A variety of sociological perspectives and theories are used to understand and analyze contemporary local and global social problems. The course focuses on social problems and inequities related to housing, immigration, race, health care, socioeconomic class, gender, poverty, criminal justice, education, employment, governance, the environment, etc. Major objectives of the course are to research and comprehend the origins and histories of various social problems, to understand how and why social problems affect particular social groups, and to analyze and construct resolutions to contemporary social problems. SOCI 205 fulfills the SUNY General Education Social Science requirement. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

**SOCI206                      Juvenile Delinquency                      Cross-listed as HUMS 206.**

This course focuses on 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/HUMS 206 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: SOCI 101; RDNG 116 if required by placement; prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Spring semester

**SOCI207                      Introduction to Criminology**

In this course, 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. Topics include fundamental concepts of crime causation and theories, methodologies of offenders and victims, crime typologies and focuses such as personal crime, property crime, economic crime, terrorism, serial killing and sexual offenses, statistical compilation approaches, and crime control measures. SOCI 207 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: SOCI 101; prior completion of, or concurrent enrollment in, ENGL 101 and RDNG 116 if required by placement. 3 Cr. (3 Lec.) Fall semester.

**SOCI249                      Special Topics-Sociology**

Specialized courses designed to respond to unique student interests or current events. Special topics course descriptions are given in each semester's course schedule. Occasionally.

**SOCI280                      Independent Study-Sociology**

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

**SOCI290                      Social Science Capstone Course                      Cross-listed as ANTH 290/HSTY 290/PSYC 290**

This course provides students with an opportunity to draw on a variety of disciplines, perspectives, and methods from the social sciences in application to a specific research problem of local and/or global importance. In consultation with the course instructor(s), students will choose a relevant research topic to explore for the class. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the Liberal Arts and Sciences: Social Science AS degree program. In the psychology-focused section of the course (PSYC 290), students will read and understand primary research in order to synthesize it into a coherent background paper on their topic. In the section not focused on psychology (ANTH/HSTY/SOCI 290), students will conduct both primary and secondary research on their topic. Prerequisites: ENGL 101; PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Spring semesters

**SOCI295                      Foundations of Education                      Cross-listed as EDUC 295.**

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

**SOCI218                      Smart TV                      Cross-listed as ENGL 218.**



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

**SOCI220                      Dev Anthropology in a Globalizing World                      Cross-listed as ANTH 220**

This course prepares students for citizenship in a global society by focusing on the challenges of development and its impact on micro cultures. How can local people's views and skills be brought to the center of development and how do western and indigenous views differ? Students are introduced to the history and theories of development anthropology and sociology, with special attention given to recent case studies. Examination of the role of applied anthropologists and sociologists are considered, including ethics, research tools, people centered appropriate technology, environmental and cultural sustainability, and the participatory model of development. SOCI 220 fulfills the SUNY General Education Other World Civilizations requirement. Prerequisites: ANTH 202; prior completion or concurrent enrollment in ENGL 101; MATH 090 and RDNG 116 if required by placement testing; or instructor's permission. 3 Cr. (3 Lec.) Fall semester

**SOCI228                      Sociology of Popular Culture**

This course uses sociology in order to gain an understanding of the role that media and popular culture play in the larger society as well as within our own lives. Students gain an overview of the sociology of media and popular culture and explore more focused topics in the area, including the creation of identities, fads, advertising, the establishment of "decency" and social norms, and the impact of the news media. Prerequisite: SOCI 101; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Spring semester.

## **SPAN**

### **SPAN101            Beginning Spanish I**

This course is designed to develop beginning-level speaking, listening, reading, and writing skills in Spanish and covers cultural information about the Spanish-speaking world. Course emphasis is on speaking and understanding colloquial Spanish. SPAN 101 fulfills the SUNY General Education World Languages Knowledge and Skills Area. Prerequisites: None. Fall and spring semesters.

### **SPAN102            Beginning Spanish II**

This course is designed to develop high-beginning to low-intermediate level speaking, listening, reading, and writing skills in Spanish and covers cultural information about the Spanish-speaking world. Course emphasis is on speaking and understanding colloquial Spanish. SPAN 102 fulfills the SUNY General Education World Languages Knowledge and Skills Area. Prerequisites: SPAN 101. 3 Cr. (3 Lec.) Fall and spring semesters.

### **SPAN201            Intermediate Spanish I**

This is an intermediate Spanish course focusing on speaking, reading, writing and listening comprehension. Grammar learned in first year Spanish is reviewed. Major emphasis is placed on improving oral communication skills and reading comprehension. Students explore different aspects of the cultures, history and current events of the Spanish-speaking world. Outside preparation using CD ROMs, the internet, or other audio-visual materials is required. Students are expected to be able to communicate in the present, past, and future tenses in Spanish. The class is conducted exclusively in Spanish. SPAN 201 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: SPAN 102; Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 or (prior completion of ESL 103). 3 Cr. (3 Lec.) Occasionally.

### **SPAN202            Intermediate Spanish II**

This is a continuation of Intermediate Spanish I. Major emphasis is placed on helping students to improve their oral communication skills and reading comprehension. Students continue to explore different aspects of the cultures, history, and current events of the Spanish speaking world. Outside preparation using CD-ROMs, the internet, or other audio-visual materials may be required. Students are expected to be able to communicate in the present, past, and future tenses in Spanish and should be able to use indicative, subjunctive and imperative moods. The class is conducted exclusively in Spanish. SPAN 202 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: SPAN 201; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103). 3 Cr. (3 Lec.) Occasionally.

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

This is an advanced-intermediate course, intended to be a bridge to upper level literature courses. Major emphasis is placed on helping students to improve their oral communication skills and reading comprehension. Students continue to explore different aspects of the cultures, history, and current events of the Spanish speaking world. Students are expected to be able to communicate in the present, past, and future tenses as well in the indicative, subjunctive and imperative moods in Spanish. The class is conducted exclusively in Spanish. Prerequisites: SPAN 202 or equivalent; prior completion or concurrent enrollment in ENGL101. 3 Cr. (3 Lec.) Occasionally.

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

As a continuation of SPAN 280, this course is designed to further develop students' knowledge and understanding of important elements of Hispanic culture and civilization as well as to advance their oral, listening, writing, and reading comprehension proficiencies in Spanish. Representative literary works of Spanish and Latin American authors are covered primarily through class discussions and small group work. (This course is open to native Spanish speakers. They should have the equivalent reading and writing ability in SPANISH to take this course.) This course is conducted exclusively in Spanish. It is not a grammar course but rather an advanced introduction to literature and culture. Prerequisites: SPAN 280; prior or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

**SPAN100            Occupational Spanish**

Provides basic foreign language tools necessary for effective and service-oriented employment. Students develop communication and cross-cultural skills crucial for successful work in an organization with a diverse staff. Field specific vocabulary, key cultural differences, and team building guidelines are emphasized. Phonetic software facilitates the learning process. Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103) and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall semester.

**SPAN149            Special Topics in Spanish**

A special topic(s) course, identified by discipline and a 149 or 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements. Occasionally.

**SPAN249            Special Topics in Spanish**

A special topic(s) course, identified by discipline and a 149 or 249 course number, addresses experimental or short-lived subject matter not covered by the formally approved curriculum. A given topic(s) course may be offered up to three times. Credit may be granted for multiple special topic(s) courses provided that the subject matter is unique, and subject to other individual program requirements.

## **SPMT**

### **SPMT150 Foundations of Sport Management**

Gives students a basic understanding of the various dimensions of the sports industry in the United States and throughout the world. The course includes a survey of management principles in relation to planning, organizing, managing and staffing sport organizations. Topics examined include types of sport organizations, governance systems, segments of the sport industry, contemporary issues and career and professional development in the field.

Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

### **SPMT190 Event Practicum I**

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

### **SPMT195 Event Practicum II**

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

### **SPMT255 Sport Event Management**

Students examine the foundations of sports event management, including finance, operations, marketing/ticketing, sponsorship, hospitality/service, volunteer management, and community relations. They develop capital and operating budgets for a sports event and learn how to identify and deliver equipment needs, ensure that maintenance requirements are met, and understand current technologies as they relate to specific sport/athletic events. Students are required to participate in the development and operational administration of a game or special sport event.

Prerequisites: ACCT 101; SPMT 150; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

### **SPMT260 Sport Media Management**

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

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

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

## **WGST**

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

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

### **WGST120      Women and Health Care**

Health issues affecting women, and women's roles as consumers/recipients, and/or providers of health care are explored. Emphasis is placed upon historical events and social trends affecting contemporary health care, including the influence/impact/consequences of culture, religion, economics, politics, ethics, globalization, the environment, and medical knowledge on the roles of women in health and in illness. Discussions of women's health concerns across the life cycle are included. Global perspectives in women's health and multicultural health care concerns of women worldwide are studied. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 credits. (3 Lec.). Fall semester.

### **WGST125      Women and Work**

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

### **WGST130      Introduction to Men's Studies      Cross-listed as SOCE 131.**

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

### **WGST200      Images of Women**

An exploration of the manner in which women have been, and are portrayed in literature, films, and mass media. Prerequisites: RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.). Occasionally.

### **WGST225      Women & Gender Studies Internship**

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

**WGST233                      Women in U.S. History                      Cross-listed as HSTY 233.**

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

**WGST248                      Contemporary Women Writers                      Cross-listed as ENGL 248.**

This course is designed for students in all disciplines and examines women's writings from the last twenty-five years. The readings might be limited to a specific issue or region of the world, but will provide exposure to distinctive and disparate women's voices. Students use formal literary analysis techniques and contextual history to recognize the diversity of women's experience and expertise across the globe and to review the major genres and concerns of women writers. WGST 248 fulfills the SUNY General Education requirement in the Humanities. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Spring semester

**WGST280                      Women & Gender Studies-Independent  
Study**

This is an advanced course of study enabling the student to conduct in-depth research on an aspect of interest in the field of Women and Gender Studies based on a mutual agreement between the student and faculty member. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.). Occasionally.

## **WINE**

### **WINE120            Survey of Wine and Alcoholic Beverages**

This is an introductory course that covers the many categories of alcoholic beverages available on the market today. Topics include the wine styles of the major wine producing countries in the world, spirits and beer. Critical tasting is an integral part of the course. Additional fee required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in HRMG 107, ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

### **WINE130            Grape Growing and Wine Business**

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

### **WINE200            Sensory Evaluation for Wine and Food Pairing**

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

### **WINE202            Beverage Studies**

This course is a study of a range of both alcoholic and non-alcoholic beverages that explores coffees, teas, beers, and spirits from production to final usage. Students learn about beverages and their use in a variety of establishments including, bars, clubs, casinos, tasting rooms, coffee/tea house, breweries, and restaurants. Students gain the knowledge needed to work or manage a variety of industry establishments. Additional fee required. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; HRMG 100; WINE 120; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

### **WINE213            Wine Marketing Internship**

Through employment, mentorship and self-directed studies at a vineyard, tasting room, restaurant, distributor, or wine tourism establishment, wine marketing majors enhance their understanding of leadership, teamwork, communication, necessary industry skills, and diversity. Each student must complete this course during the summer between the first and second year of the program. A minimum of 150 hours of acceptable and appropriate employment at an approved organization is required. Prerequisites: ENGL 101, PSED 213; at least 12 college credits must be completed at TC3 (not including high school concurrent enrollment credit); minimum GPA of 2.0; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; and instructor permission. Additional requirements may apply, including preparation for the internship. 3 Cr. (9 Lab.) Summer semester.

### **WINE220            Wine Marketing and Merchandising**

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

**WINE110            Bartending & Mixology**

This course will introduce students to the essentials of working within a bar and beverage service environment. Beginning with an introduction to the world of beverages, from the first distillates to modernist mixology, the history of spirits and their uses will be explored. Students will become familiar with base spirits, liqueurs, aromatized beverages, brews, wine pours, and other mixers. Through readings and hands-on, in-class, labs students will examine and practice the composition of classic cocktails as well as explore the new trends in culinary cocktails, beverage offerings, and pairings. Students will also apply learned principles using the proper standard complement of bar tools. The business of bar operations will be incorporated, including controls, costs, sales, safety, and hospitality. Some exposure to a point of sale system and its use will be introduced. Upon successful completion, students will have learned the basic skills necessary for an entry-level bartending position. Minimum age of 18. Course fee required. Prerequisites: None. 3 Cr. (2 Lec., 3 Lab.) Fall, spring, and summer semesters.