

**COLLEGENOW**  
COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

**TOMPKINS  
CORTLAND**  
COMMUNITY COLLEGE

# ONLINE COURSE CATALOG

**SUMMER 2021**



## **Online Asynchronous**

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

## **Live Online Meetings**

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

## **Live Online and Online Asynchronous Blend**

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

## **Online Flex**

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

# Summer 21 | Online Courses

Listed courses are anticipated to run. Please check [tompkinscortland.edu/catalog](http://tompkinscortland.edu/catalog) for an updated list of sections. Students must meet all course prerequisites.

## First 5 weeks | June 2 - July 7

Course ID	Title	Section	Credits
ACCT 101	Principles of Accounting I	BL1	4
BIOL 114	Essentials of Nutrition	BL1	3
BUAD 103	Entrepreneurship I	BL1	3
BUAD 106	Foundations of Business	BL1	3
CAPS 111	Introduction to Word Processing	BL1	1
CAPS 121	Introduction to Spreadsheets	BL1	1
COMM 100	Creating Online Media	BL1	3
COMM101	Mass Media	BL1	3
COMM 110	Aesthetics/Techniques Video & Film Editing	BL1	1
ECHD 125	Introduction to Early Childhood Education	BL1	3
ENGL 100	Academic Writing I	BL1	3
ENGL 101	Academic Writing II	BL1	3
ENGL 102	Approaches to Literature	BL1	3
ENGL 201	Public Speaking	BL1	3
ENGL 204	Interpersonal Comm.	BL1	3
HLTH 207	Drug Studies	BL1	3
MATH 109	Statistical Literacy	BL1	3
PHIL 201	Contemporary Moral Issues	BL1	3
PSYC 103	Introduction to Psychology	BL1	3
SOCI 101	Introduction to Sociology	BL2	3

## Second 5 weeks | July 8 - August 11

ACCT 102	Principles of Accounting II	BL2	4
ANTH 202	Cultural Anthropology	BL2	3
ASTR 101	Introduction to Astronomy	BL1	3
BIOL100	Human Biology	BL1	3
BIOL101	Principles of Biology	BL2	3
BIOL104	General Biology I	BL1	4
BIOL105	General Biology II	BL1	4
BUAD 106	Foundations of Business	BL2	3
BUAD 109	Personal Money Management	BL1	3
BUAD 207	Entrepreneurship II	BL1	3
CAPS 121	Introduction to Spreadsheets	BL2	1
CAPS 131	Introduction to Databases	BL1	1
ECON 120	Principles of Microeconomics	BL1	3
ENGL 100	Accl Rdnng and Writing Skills for ENGL100	BL3	3
ENGL 101	Academic Writing II	BL3	3
ENGL 102	Approaches to Literature	BL2	3
ENGL 201	Public Speaking	BL1	3
ENGL 204	Fundamentals of Interpersonal Comm.	BL3	3
HLTH 208	Alcohol and Alcoholism	BL1	3
HLTH 215	World Health Problems	BL1	3
PHIL 101	Introduction to Philosophy	BL1	3
PSYC 103	Introduction to Psychology	BL3	3
SOCI 101	Introduction to Sociology	BL2	3
SPAN 101	Beginning Spanish I	BL1	4

# Summer 21 | Online Courses

## 8 weeks | June 2 - August 11

ART 101	History and Appreciation of Art I	BL1	3
BUAD 203	Business Communications	BL1	3
BUAD 208	Principles of Management	BL1	3
CIS 213	Programming in C++	BL1	3
HLTH 104	Medical Terminology	BL1	3
HLTH 206	Personal Health	BL1	3
HSTY 101	Development of the Western Tradition I	BL1	3
HSTY 111	World History Since 1500	BL1	3
HSTY 201	American History to 1877	BL1	3
HSTY 202	American History Since 1877	BL1	3
POSC 103	American National Government	BL1	3
PSYC 103	Introduction to Psychology	BL2	3
PSYC 205	Developmental Psychology: The Child	BL1	3
SOCI 101	Introduction to Sociology	BL1	3

## 10 weeks | June 2 - August 11

BUAD 201	Business Law I	BL1	3
ECHD 125	Introduction to Early Childhood Education	BL1	3
ENGL 100	Academic Writing I	BL1	3
ENGL 101	Academic Writing II	BL1	3
MATH 120	College Algebra	BL1	4
MATH 138	Precalculus Mathematics	BL1	4
MATH 208	Linear Algebra	BL1	4

## Live Online/Online Asynchronous/1st 5W

BIOL 101	Principles of Biology I	M15	3 (MW)	8:30 a.m. - 12:20 p.m.
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## Live Online/Online Asynchronous/2nd 5W

BIOL 101	Principles of Biology I	M25	3 (TR)	8:30 a.m. - 12:20 p.m.
RDNG 116	College Reading & Study Skills	M25	3 (TR)	1:30 - 3:20 p.m.
ENVS 101	Introduction to Environmental Science	M25	3 (TR)	8:30 a.m. - 12:20 p.m.

## Online Flex/1st 5W

CHEM 101	Principles of Chemistry I	BL1	4 (TR)	8:30 a.m. - 12:20 p.m.
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## Online Flex/2nd 5W

CHEM 101	Principles of Chemistry I	BL2	4 (MW)	8:30 a.m. - 12:20 p.m.
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## Online Flex/8W

PSYC 209	Abnormal Psychology	BL1	3 (R)	10:30 a.m. - 12:20 p.m.
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**TOMPKINS  
CORTLAND**  
COMMUNITY COLLEGE

# COURSE DESCRIPTIONS

## ACCOUNTING

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

Introduces basic accounting concepts and principles for the sole proprietorship with an emphasis on the accounting cycle, and the preparation of financial statements along with their supporting schedules. Emphasis is also placed on the use of special journals, subsidiary ledgers, and valuation accounts. *Prerequisites: Basic arithmetic, beginning college-level reading, and minimal writing skills. 4 Cr. (4 Lec.) prior completion or concurrent enrollment in ENGL100\*; basic arithmetic and beginning college-level reading skills. 4 Cr.*

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### **ACCT 102 Principles of Accounting II**

This course is a continuation of ACCT 101, with emphasis on applications of accounting principles to partnerships and corporations. Topics will include accounting for the formation and operation of both types of business organizations. Cost and Managerial Accounting also are introduced. *Prerequisites: ACCT101; prior completion or concurrent enrollment in ENGL100\*; basic arithmetic and beginning college-level reading skills. 4 Cr.*

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## ANTHROPOLOGY

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### **ANTH 202 Cultural Anthropology**

Cultural Anthropology focuses on understanding current living human cultures, and the beliefs and practices that make social life possible. Special attention is given to cultural areas, including family and kinship structure, economic organization, gender roles, enculturation, spirituality and religion, human rights and stratification, cultural change and globalization. Methods and techniques such as field studies and cross-cultural comparisons used by anthropologists to examine cultures will be analyzed and applied. The issues of ethnocentrism and cultural relativism will be addressed through cross-cultural perspectives. Students will also research and conduct a cultural study. **ANTH 202 fulfills the SUNY General Education Other World Civilizations or the Social Sciences requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

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## ART

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

A survey of representative works of art through the ages encouraging increased aesthetic perception and deepened awareness of universal human experience. Studying the arts of our ancestors helps us to understand ourselves and circumstances of our situation. The analysis of architecture, sculpture, and painting during the highlights of the golden ages of western art history from the Paleolithic Period through the Proto-Renaissance are covered. Although art of the Western world are emphasized, art objects from the non-European world are explored. Examination of the art from these cultures offers a valuable perspective and promotes understanding of the life-ways and contributions of these unique societies.

**ART 101 fulfills the SUNY General Education requirement in The Arts or Western Civilization.** *Prerequisites: ENGL100\*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

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## ASTRONOMY

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### **ASTR 101 Introductory Astronomy**

A general study of the fundamental principles of astronomy. The course concerns motions of the earth, members of the solar system, stars, and the universe. **ASTR 101 fulfills the SUNY General Education Natural Sciences requirement.** *Prerequisites: Basic arithmetic and grade-level reading skills. 3 Cr. (3 Lec.)*

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## BIOLOGY

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### **BIOL 100 Human Biology**

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

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### **BIOL 101 Principles of Biology I**

BIOL 101 presents an overview of major biological principles. Course topics include chemistry as it relates to organisms, cell morphology and physiology, and genetics. The course is intended for students who do not plan to transfer to an upper level major in science, environmental science, medicine, or a science-related field. Nursing students may take BIOL 101 and CHEM 101 to meet their program requirements. Substantial outside preparation for lectures and laboratories is required. **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: Prior completion or concurrent enrollment in ENGL 100\*; beginning college-level reading and basic arithmetic skills. 3 Cr. (2 Lec., 2 Lab.)*

**BIOL 104      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. 4 Cr. (3 Lec., 3 Lab.)*

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**BIOL 105      General Biology II**

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. 4 Cr. (3 Lec., 3 Lab.)*

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**BIOL 114      Essentials of Nutrition**

An integration of basic nutritional science, diet and clinical nutrition. Basic concepts in chemistry, biochemistry and physiology are included, as well as diet assessment of the normal individual. A variety of consumer topics are considered. **BIOL 114 fulfills the SUNY General Education Natural Sciences requirement, but is not a laboratory science course.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100\*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

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**BUSINESS ADMINISTRATION****BUAD 103      Entrepreneurship I**

Designed to provide a basic foundation of entrepreneurship, the course presents a general overview of what it takes to create a new small business by establishing a sustainable competitive advantage. Topics include the various forms of business ownership, the need for social responsibility and ethics, how to purchase and operate a new business, the human resources skills needed, an awareness of legal issues involved in starting a business, and how to market the business to acquire loyal, long-term customers. *Prerequisites: Basic arithmetic, minimal writing, and grade-level reading skills. 3 Cr. (3 Lec.)*

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**BUAD 106      Foundations of Business**

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

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**BUAD 109      Personal Money Management**

This course addresses finance at a personal and practical level. Students examine current economic conditions focusing on how they can impact their personal economic situations. Ethics, personal management of cash, debt, credit, investments, insurance, and home buying are examined. *Prerequisites: Basic arithmetic and grade-level reading skills. 3 Cr. (3 Lec.)*

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**BUAD 201      Business Law I**

Covers the basic origins, structure, procedures and terminology of the American legal system and the foundation of law. This course enables students to understand legal aspects of common business activities. Students become aware of potentially serious legal situations, and learn legal language to facilitate discussion of legal issues. They also learn how and when to contact an attorney, and study specific rules and regulations of laws that govern the court system, e.g., crimes, torts, property (real and personal), and contracts. *Prerequisite: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading skills. 3 Cr. (3 Lec.)*

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**BUAD 203      Business Communications**

Introduces fundamental concepts and techniques of effective communications in business with emphasis on writing business letters, memoranda, and reports. Consideration is given to collecting data and organizing materials for the presentation of a business report. The importance of the psychological approach to modern business communications is stressed. *Prerequisite: ENGL100\*; beginning college-level reading skills. 3 Cr. (3 Lec.)*

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**BUAD 207      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; prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.)*

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**BUAD 208      Principles of Management**

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

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



## CHEMISTRY

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### **CHEM 101**      **Principals of Chemistry**

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: basic arithmetic sills; beginning college-level reading skills.* 4 Cr. (3 Lec., 2 Lab.)

## COMMUNICATION AND MEDIA ARTS

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### **COMM 100**      **Creating Online Media**

This course introduces students to the fundamentals of producing online media. The creation and positioning of web sites is examined, as well as the creation of interactive web site content. Journalism skills and writing for online media are emphasized, along with design for digital media. Other topics covered include legal and ethical problems emerging in online media and media convergence. *Prerequisites: Basic arithmetic, minimal writing, and grade-level reading skills.* 3 Cr. (3 Lec.)

### **COMM 101**      **Mass Media**

A critical issues survey course of national mass media that focuses on media literacy. The historical development, economic structure, organization, function, and effects of mass media in society today are emphasized. COMM 101 fulfills the SUNY General Education Social Sciences requirement. *Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing.* 3 Cr. (3 Lec.)

### **COMM 110**      **Aesthetics/Techniques Video & 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: 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 Lec., 2 Lab. for 5 weeks) Fall and spring semesters. required to progress to 200-level CDSC courses. 3 Cr. (3 Lec.)

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

## COMPUTER APPLICATIONS

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### **CAPS 111**      **Introduction to Word Processing**

An introduction to the operation and uses of a word-processing program that covers topics related to the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in Word. Topics include inserting and modifying text, creating and modifying paragraphs, formatting documents, managing documents, working with graphics, and workgroup collaboration. Students taking this course in an online format should have access to a computer with Word. Students may not receive credit for both CAPS 105 and CAPS 111 toward their degree program. *Prerequisite: Familiarity working in a Microsoft Windows environment is recommended; grade-level reading skills.* 1 Cr. (2 Lec., 2 Lab. for 5 weeks.)

### **CAPS 121**      **Introduction to Spreadsheets**

An introduction to the operation and uses of a spreadsheet program. Topics covered parallel the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in Excel and include working with cells and cell data, managing d, formatting and printing worksheets, modifying workbooks, creating and revising formulas, creating and modifying graphics, and workgroup collaboration. Students taking this course in an online format should have access to a computer with Excel. *Prerequisite: Familiarity working in a Microsoft Windows environment is recommended; basic arithmetic, beginning college-level reading, and minimal writing skills.* 1 Cr. (2 Lec., 2 Lab. for 5 weeks.)

### **CAPS 131**      **Introduction to Databases**

An introduction to the operation and uses of a database management program. The student will learn how to create and manipulate a simple relational database using Access. Topics include creating and modifying tables, addition of and modification of data in tables, using queries to view data in one or more tables, use of forms to view and update tables, and creation of simple reports including mailing labels. Students taking this course in an online format must have access to a computer with Access. *Prerequisite: Familiarity working in a Microsoft Windows environment is recommended; basic arithmetic, beginning college-level reading, and minimal writing skills.* 1 Cr. (2 Lec., 2 Lab. for 5 weeks)

## COMPUTER INFORMATION SYSTEMS

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### **CIS 213**      **Programming in C++**

An introduction to the C++ programming language using structured programming and Object Oriented Programming techniques. Students will learn basic program structure, datatypes, control structures, pointers, arrays, strings, and an introduction to classes and objects. Emphasis is on writing structured programs to solve business-oriented problems. *Prerequisite: C or better grade in CIS 108 or CSCI 160.* 3 Cr. (2 Lec., 2 Lab.)ms. Operating system theory and a comparison of major operating systems in use are discussed, along with the technical and operational trade-offs among them. *Prerequisite: CIS 132.* 3 Cr. (3 Lec.)

## EARLY CHILDHOOD

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### **ECHD 125 Introduction to Early Childhood Education**

Cross-listed as HUMS 125. This course focuses on the functioning of the total child, stressing the importance of early childhood education in a diverse society. Emphasis is placed upon the need to understand child growth and development, developmentally appropriate practices, positive guidance, and the importance of working with families. The students use observational worksheets in natural settings. Educational philosophy, legislation, public policy concerning the young child, and an overview of child care services are also discussed. *Prerequisites: Grade-level reading and minimal writing skills.* 3 Cr. (3 Lec.)

## ECONOMICS

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### **ECON 120 Principles of Microeconomics**

An analytical introduction to the processes by which economic resources are allocated and income is distributed. Concepts addressed include scarcity and opportunity cost, utility, supply and demand, elasticity, production costs, pricing under perfect and imperfect competition, the role of government, and the theory of international trade and finance. **ECON 120 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100\*; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

## ENGLISH

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### **ENGL 100 Academic Writing I**

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

### **ENGL 101 Academic Writing II**

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

### **ENGL 102 Approaches to Literature**

Provides a comprehensive introduction to the major aspects of literature. Extensive writing, using various rhetorical modes, helps students appreciate and understand fiction, drama, and poetry as forms of literary expression. **ENGL 102 fulfills the SUNY General Education Humanities requirement. An honors section is offered.** *Prerequisite: ENGL101; beginning college-level reading skills.* 3 Cr. (3 Lec.)

### **ENGL 201 Public Speaking**

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

### **ENGL 204 Interpersonal Communication**

This course is an introduction to the basic principles of interpersonal communication. Theoretical perspectives are presented and integrated with practical applications. The focus is on developing skills that contribute to effective interpersonal communication. Topic areas include relational development, self-awareness, interpersonal perception, language, listening, assertiveness, social roles, and conflict management. Emphasis is placed on class participation. *Prerequisite: ENGL100\*; beginning college-level reading skills.* 3 Cr. (3 Lec.)

## ENVIRONMENTAL SCIENCE

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### **ENVS 101 Introduction to Environmental Science**

Explores the biological dimensions of natural-resource management issues. A basic introduction to evolutionary and ecological principles help 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. Intended for all students, regardless of major field of study. **ENVS 101 fulfills the SUNY General Education Natural Sciences requirement.** *Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100.* 3 Cr. (2 Lec; 2 Lab.)

## HEALTH

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### **HLTH 104 Medical Terminology**

Cross-listed as NURS 104. Using a body systems approach, students enrich their understanding of basic medical terminology by learning to break words into functional parts based on their Greek and Latin meanings. Topics include anatomic terms, all major body systems and pathology terminology. *Prerequisites: Minimal writing; grade-level reading skills.* 3 Cr. (3 Lec.)

**HLTH 206 Personal Health**

Isolates some of the most perplexing health-related problems, and provides opinions, data, and facts to help students make decisions to optimize their personal health. Topics include promoting health behavior change, psychosocial health, managing stress, violence and abuse, human sexuality, nutrition, weight management, personal fitness, addictions and addictive behavior, alcohol, tobacco and caffeine, illicit drugs, cardiovascular disease, cancer, infectious diseases, sexually transmitted infections, noninfectious conditions, healthy aging, environmental health, consumerism and complementary and alternative medicine. *Prerequisite: Prior completion or concurrent enrollment in ENGL100\**; beginning college-level reading skills. 3 Cr. (3 Lec.)

**HLTH 207 Drug Studies**

This course deals with current problems, views, and attitudes concerning psychoactive drugs and their usage. Students explore the effects of drugs on human physiology and interpersonal functioning. They are encouraged to consider their own relationship with chemicals and evaluate information related to specific subject matter. *Prerequisites: Beginning college-level reading and minimal writing skills. 3 Cr. (3 Lec.) prior completion or concurrent enrollment in ENGL100\**; basic arithmetic and beginning college-level reading skills. 4 Cr.

**HLTH 208 Alcohol and Alcoholism**

A study of the drug alcohol and the disease alcoholism. All facets of the subject are discussed, including the sociological, psychological, and physiological. Experts who represent various areas, such as the medical profession, the law, rehabilitation, counseling, and psychiatry are called upon to share their knowledge and expertise with the class. An honest and practical look is taken at a drug affecting most of us in some way. *Prerequisites: Beginning college-level reading and minimal writing skills. 3 Cr. (3 Lec.) prior completion or concurrent enrollment in ENGL100\**; basic arithmetic and beginning college-level reading skills. 4 Cr.

**HLTH 215 World Health Issues**

The major causes of morbidity and mortality around the world are discussed and analyzed. Topics discussed in a seminar format include water availability and quality, human waste disposal, malnutrition, AIDS, and other diseases. The health problems of developed countries are compared and contrasted with those of developing countries, along with the methodologies used by national and international agencies to solve them. *Prerequisites: ENGL101; beginning college-level reading skills. 3 Cr. (3 Lec.)*

**HISTORY**

**HSTY courses do not need to be taken in sequence.**

**HSTY 101 Development of Western Tradition I**

This course surveys the major historical developments of western civilization from the pre-historic era to 1650. Special emphasis is placed on reading, interpreting, and discussing primary sources so students can comprehend the practice of historical research. **HSTY 101 fulfills the SUNY General Education Western Civilization requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100\**; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)

**HSTY 111 World History Since 1500**

This course surveys the major developments in world civilizations since 1500 and uses a chronological and regional approach. Students study social, political, religious and economic changes that have created the complex modern world. Focus is given to areas of the Caribbean Basin, South America, Africa, the Middle East, Asia, and Australasia. **HSTY 111 fulfills the SUNY General Education Other World Civilizations requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100\**; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)

**HSTY 201 American History to 1877**

This is a study of the American people from the point of European contact to the end of the Reconstruction period. Selected issues emphasized include the impact of European intervention on Native American civilizations, the development of the American republic, westward expansion, immigration, economic and religious ideals, the institution of slavery, sectionalism, early social reform movements including women's rights and abolition, and the war between the states. **HSTY 201 fulfills the SUNY General Education American History requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100\**; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)

**HSTY 202 American History Since 1877**

This course analyzes problems faced by the American people since the end of Reconstruction. Issues include the effects of industrialization, social, economic and political reform, imperialism, immigration, urbanization, populism, progressivism, the transformation from isolationism to a position of world power, the New Deal, World War I, World War II, the Cold War, revival of feminism and racism. **HSTY 202 fulfills the SUNY General Education American History requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

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

## MATHEMATICS

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### **MATH 109**      **Statistical Literacy**

This course is a study of selected topics, from basic probability and statistics, including equally likely outcomes, conditional probability, mutually exclusive events, independent events, multiplication rule, mean, median, mode, standard deviation, normal curve, margin of error, and expected value. It is intended as a math elective for students without a background in algebra and is not a substitute for a standard statistics course. Students are required to have a calculator capable of computing mean and standard deviation, TI-30Xa recommended. Cooperative work is encouraged. **MATH 109 fulfills the SUNY General Education Mathematics requirement.** *Prerequisite: Basic arithmetic skills.* 3 Cr. (3 Lec.)

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### **MATH 120**      **College Algebra**

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

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### **MATH 138**      **Precalculus Mathematics**

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

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### **MATH 208**      **Linear Algebra**

This course covers topics that involve emphasis on algebra, geometry, pre-calculus, and calculus skills. Topics include systems of linear equations, matrices and matrix operations, Euclidean n-space, vectors (algebraically and geometrically), linear transformations, vector spaces, eigenvalues, and eigenvectors. *Prerequisites: Beginning college-level reading skills; prior completion or concurrent enrollment in ENGL 100 and MATH 201.* 4 Cr. (4 Lec.)

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## PHILOSOPHY

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### **PHIL 101**      **Introduction to Philosophy**

A study in the historical positions of both ancient and modern philosophers, with respect to the basic philosophical problems of knowledge, reality, matter, soul, mind, and God. **PHIL 101 fulfills the SUNY General Education Humanities requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100; college-level reading skills.* 3 Cr. (3 Lec.)

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### **PHIL 201**      **Contemporary Moral Issues**

An examination of a range of contemporary moral problems and moral theories. Problems for discussion may include patriotism and cosmopolitanism, the rights of the strong and the weak, the moral status of talent and ambition, issues of moral responsibility in light of deterministic theories of brain function, and the relevance of self hood and sentience for moral dignity. **PHIL 201 fulfills the SUNY General Education Humanities requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

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## POLITICAL SCIENCE

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### **POSC 103**      **American National Government**

An examination of the essentials of the American constitutional system, the function of political parties, the concept of the federal system, the role of administrative agencies, the methods by which foreign affairs are conducted, and the manners in which conflicting ideals are resolved in a democratic system. **POSC 103 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

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## PSYCHOLOGY

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### **PSYC 103**      **Introduction to Psychology**

This course provides students with a basic understanding of psychology. Theories and research relating to emotions and stress, abnormal behavior, motivation, learning, personality, methods of therapy, biology and behaviors, developmental psychology, and social psychology are discussed. **PSYC 103 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

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### **PSYC 205**      **Developmental Psychology: The Child**

The biological, cognitive, and social-emotional development of the child from birth to puberty will be examined from a social scientific perspective. Special attention will be given to recent, as well as seminal research and theories, and the scientific base of developmental psychology. A research paper or a summary and critique of a primary research article in child development will be completed. **PSYC 205 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL101, and PSYC103; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

## **PSYC 209      Abnormal Psychology**

This course helps students acquire a better understanding of the origins of maladaptive personal reactions to life and its problems. Diagnostic symptoms, etiology, treatment, and prevention of each category of psychological disorders are emphasized. **PSYC 209 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100\*, and PSYC103; beginning college-level reading and arithmetic and beginning algebra skills.* 3 Cr. (3 Lec.)

## **READING**

### **RDNG116      College Reading and Study Skills**

This course is designed to help students develop a variety of effective college-level reading and studying strategies. Emphasis is placed on students understanding and applying key memory principles, basic learning processes, and fundamental metacognitive strategies. Course topics include reading textbooks and other college-level material, taking text and classroom notes, preparing for and taking tests, and managing time and keeping organized. *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.)

## **SOCIOLOGY**

### **SOCI 101      Introduction to Sociology**

This is an introductory study of the basic concepts, theoretical principles, and methods used within the discipline of sociology. Emphasis is on group interaction, social and cultural processes, and the structure and organization of American social institutions. **SOCI 101 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100\*; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

## **SPANISH**

### **SPAN 101      Beginning Spanish I**

Designed for students with no background in Spanish, the course focuses on the essentials of Spanish grammar and the vocabulary needed for effective communication in everyday situations. Primary emphasis is placed on developing listening comprehension, speaking, reading, and writing skills. The culture, people, and geography of the Spanish-speaking world are also studied. **SPAN 101 fulfills the SUNY General Education Foreign Language requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL 100\*; beginning college-level reading.* 4 Cr. (4 Lec.)

**TOMPKINS  
CORTLAND**  
COMMUNITY COLLEGE

COLLEGE CREDIT FOR  
HIGH SCHOOL STUDENTS

[tompkinscortland.edu/collegenow](http://tompkinscortland.edu/collegenow)  
The State University of New York

**Brent Doane**  
Assistant Director | CollegeNow

Direct: 607.844.8222, Ext. 4413 | Office: 607.844.6503  
Email: [bsd@tompkinscortland.edu](mailto:bsd@tompkinscortland.edu)

**TOMPKINS  
CORTLAND**  
COMMUNITY COLLEGE

**COLLEGENOW**  
COLLEGE CREDITS FOR HIGH SCHOOL STUDENTS

# Your Keys to Online Success

## ONE WEEK BEFORE THE START DATE

Go to [tompkinscortland.edu/collegenow](http://tompkinscortland.edu/collegenow), select CollegeNow online.

Review and discuss the online course with your mentor.

Check myTC3 email for announcements and updates.

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

Schedule meetings with your mentor.

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

Complete the REQUIRED Blackboard Orientation: [tc3bb.open.suny.edu](http://tc3bb.open.suny.edu)

## TECHNICAL SUPPORT AND TUTORING

### On-campus and online tutoring:

[tompkinscortland.edu/library](http://tompkinscortland.edu/library), then select Services.

### OpenSUNY helpdesk:

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

### Tompkins Cortland Tech Support:

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

## IMPORTANT DATES

**SUMMER 2021**

### First 5-week classes

#### June 2 (W) - July 7 (T)

Last day to add — June 4 (F)

Last day to drop — June 8 (T)

Last day to withdraw "W" — June 22 (T)

Last day to withdraw "WP/WF" — June 30 (W)

### Second 5-week classes

#### July 8 (R) - August 11 (W)

Last day to add — July 12 (M)

Last day to drop — July 15 (R)

Last day to withdraw "W" — July 28 (W)

Last day to withdraw "WP/WF" — August 4 (W)

### Eight Week Session

#### June 2 (W) - July 8 (W)

Last day to add — June 8 (T)

Last day to drop — June 11 (F)

Last day to withdraw "W" — July 6 (T)

Last day to withdraw "WP/WF" — July 22 (R)

### Ten Week Session

#### June 2 (W) - August 11 (F)

Last day to add — June 9 (W)

Last day to drop — June 15 (T)

Last day to withdraw "W" — July 14 (W)

Last day to withdraw "WP/WF" — August 4 (4)

## THINGS TO CONSIDER

Eight and 10-week online courses move quickly, and five-week courses are very fast paced, often requiring up to three hours of study and covering several chapters per week. Make sure you have ample time in your schedule before beginning the course.

Juniors taking Regents and final exams should seriously consider your anticipated work load before enrolling in a May-start summer course. It is not advisable to enroll in a first five-week session course.

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

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

## DO'S AND DON'TS

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

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

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

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

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

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

**DO** your best! Your grade will appear on your college transcript. For more info, go to [tompkinscortland.edu/collegenow](http://tompkinscortland.edu/collegenow) and select Starting a College Transcript.

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

# HIGH SCHOOL STUDENT REGISTRATION FORM

PLEASE PROVIDE ALL OF THE INFORMATION. PRINT CLEARLY.

SUMMER 2021

High School \_\_\_\_\_ Anticipated Date of High School Graduation \_\_\_\_\_

Social Security Number \_\_\_\_\_

Name (Last, First, M.I.) \_\_\_\_\_

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

Street Address/P.O. Box \_\_\_\_\_

City/State/Zip \_\_\_\_\_ County \_\_\_\_\_

Email Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Parent/Guardian Name (Last, First, Middle) \_\_\_\_\_

Please provide ALL of the information below. Print clearly.

## COURSES

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

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

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

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

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

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

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

Student Signature \_\_\_\_\_  
Date \_\_\_\_\_

Parent or guardian signature if student under 18 years of age  
\_\_\_\_\_  
Date \_\_\_\_\_

HS Mentor Signature \_\_\_\_\_  
Date \_\_\_\_\_

HS Mentor Email \_\_\_\_\_

HS Counselor Signature \_\_\_\_\_  
Date \_\_\_\_\_

## IMPORTANT:

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

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

## Citizenship Information:

- U.S. Citizen  
 Permanent Resident –  
Country of citizenship \_\_\_\_\_

- Not a U.S. Citizen –  
Country of citizenship \_\_\_\_\_

Visa Type \_\_\_\_\_

Are you Hispanic/Latino?

- Yes  No

If yes, check only ONE of the following:

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

Please indicate your race  
(select one or more):

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

## A VALID CERTIFICATE OF RESIDENCE IS REQUIRED.

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

## METHOD OF PAYMENT

Total Amount Enclosed \$ \_\_\_\_\_

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



MasterCard



Visa



Discover

Cardholder's Name \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Signature \_\_\_\_\_

# SUMMER 2021 | Methods of Payment

Payment is due by May 20, 2021

## PAYMENT

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

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

## TUITION

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

	With COR on file	Without COR on file
Full-Time (per semester)	\$2,677.50	\$5,505.00
Part-Time (per credit hour)	\$200.00	\$410.00

## STUDENT SERVICE FEES

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

Student Life Fee – On-Campus Students	
Full-Time (per semester)	\$330.00
Part-Time (per credit hour)	\$22.00
Evening (per credit hour)	\$10.65

### A VALID CERTIFICATE OF RESIDENCE IS REQUIRED.

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

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

## REFUND POLICY

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

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

### Summer/Winter (Payment of winter session

classes must be made at the time of registration.)

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

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

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

### On Campus/part-time

3 credits X \$200.00/credit hour	\$600.00
ID Fee	\$19.00
Technology Fee	\$69.00
Student Life Fee	\$66.00
OER Fee	\$10.00
<b>TOTAL</b>	<b>\$764.00</b>

### Online/part-time

3 credits X \$200.00/credit hour	\$600.00
ID Fee	\$19.00
Technology Fee	\$69.00
OER Fee	\$10.00
Web Fee	\$18.00
<b>TOTAL</b>	<b>\$716.00</b>



# CAMPUS TECH HOW-TO | TOOLS FOR ONLINE EDUCATION

## BLACKBOARD

Blackboard is the learning management system Tompkins Cortland Community College. Here your faculty can provide content for you (e.g., course outlines & lectures), facilitate discussions and collect assignments. Your faculty can also provide you with course grades.

### Accessing Blackboard

- Go to MyTC3 and log in with your TC3 credentials
- Select Web Courses
- Navigate to your course from the My Courses block

### Learning more about Blackboard

- Learn how to navigate to and in your courses
- Learn how to use discussion forums
- Learn how to submit an assignment
- Learn how to take an online quiz or exam

### Microsoft Teams

- Teams is a communication, collaboration & videoconferencing platform that many faculty at Tompkins Cortland Community College use to facilitate online learning.

## Accessing Teams

- Teams is best experienced using the app, which is available for free for desktop & laptop computers (Windows, Apple, Chrome) computers and devices (iOS & Android)
- Go to Microsoft to download the app for all your devices
- Log in with your TC3 credentials (username@mymail.tc3.edu)
- Teams are automatically created for your courses at TC3, you should see them under the Teams tab once you log in
- Learning more about Teams
- Read the Microsoft Teams Quickstart Guide
- If you prefer, view a video introduction to Microsoft Teams

### Further assistance

**TC Campus Technology** (M-F, business hours)  
1.607.844.8211 Ext. 4550 | techsupport@TC3.edu

**SUNY Online Helpdesk** (evenings & weekends)  
1.844.673.6786 (1.844.OPENSUNY)  
opensunyhelp@suny.edu

### CollegeNow

Text: 607.367.6828

Email: CollegeNow@tompkinscortland.edu