

COLLEGENOW

COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

ONLINE COURSE CATALOG

FALL 2021



Cover photo by Cathy Doane

Fall 21 | Online Courses Asynchronous

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

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_.

15 weeks | August 30 - December 17

Course ID	Title	Section	Credits
ACCT 101	Principles of Accounting I	BL1	4
ACCT 102	Principles of Accounting II	BL1	4
ANTH 202	Cultural Anthropology	BL1	3
ASTR 101	Introductory Astronomy	BL1	3
BIOL 100	Principles of Biology I	BL1	3
BIOL101	Human Biology	BL1	3
BIOL 114	Essentials of Nutrition	BL1	3
BUAD 103	Entrepreneurship I	BL1	3
BUAD 106	Foundations of Business	BL1	3
BUAD 201	Business Law I	BL1	3
BUAD 111	International Business	BL1	3
CDSC 101	Intro to Chemical Dependency Counseling	BL1	3
CDSC 103	Intro to Prevention	BL1	3
CHEM 101	Principals of Chemistry I	BL1	4
CIS 108	Introduction to CIS	BL1	3
CRJU 104	Introduction to Corrections	BL1	3
CRJU 105	Introduction to Criminal Justice	BL1	3
CSCI 160	Computer Science I	BL1	3
CSS 112	Hardware Repair and Maintenance	BL1	3
ECON 101	Introduction to Economics	BL1	3
ECON 120	Principles of Microeconomics	BL1	3
ECON 121	Principals of Macroeconomics	BL1	3
ENGL 100	Academic Writing I	BL1	3
ENGL 101	Academic Writing II	BL1	3
ENGL 102	Approaches to Literature	BL1	3
ENGL 204	Interpersonal Communication	BL1	3
HLTH 104	Medical Terminology	BL1	3
HLTH 207	Drug Studies	BL1	3
HLTH 208	Alcohol and Alcoholism	BL1	3
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
HUMS 104	Introduction to Corrections	BL1	3
MATH 109	Statistical Literacy	BL1	3
MATH 120	College Algebra	BL1	4

Fall 21 | Online Courses Asynchronous

15 weeks | August 30 - December 17

MATH 200	Statistics	BL1	3
METR 101	Meteorology	BL1	3
PARA 101	Introduction to Paralegalism	BL1	3
PHIL 101	Introduction to Philosophy	BL1	3
POSC 103	American National Government	BL1	3
PSYC 101	Psychology for Personal Growth	BL1	3
PSYC 103	Introduction to Psychology	BL1	3
PSYC 205	Childhood Psychology	BL1	3
PSYC 209	Abnormal Psychology	BL1	3
SOCI 101	Introduction to Sociology	BL1	3
SPAN 101	Beginning Spanish I	BL1	4
SPAN 102	Beginning Spanish II	BL1	3

Late Start | October 5 - December 17

ANTH 202	Cultural Anthropology	BL3	3
ASTR 101	Introduction to Astronomy	BL2	3
BIOL 101	Principles of Biology	BL2	3
BUAD 203	Business Communications	BL1	3
COMM 101	Mass Media	BL1	3
CSS 112	Hardware Repair & Maintenance	BL1	3
ECHD 125	Introduction to Early Childhood	BL1	3
ECON 120	Principles of Microeconomics	BL2	3
ENGL 100	Academic Writing I	BL4	3
ENGL 101	Academic Writing II	BL5	3
ENGL 204	Interpersonal Communication	BL3	3
FITN 108	Adult Recreation and Fitness	BL2	1
HLTH 206	Personal Health	BL1	3
HLTH 207	Drug Studies	BL2	3
HLTH 208	Alcohol & Alcoholism	BL1	3
HSTY 102	Development of Western Tradition II	BL1	3
HUMS 105	Introduction to Corrections	BL1	3
PSYC 103	Introduction to Psychology	BL4	3
SOCI 101	Introduction to Sociology	BL3	3

First 5 weeks | August 30 - October 4

CAPS 111	Introduction to Word Processing	BL1	1
CAPS 121	Introduction to Spreadsheets	BL1	1
CAPS 131	Introduction to Databases	BL1	1
CAPS 152	Web Page Design	BL1	1

Second 5 weeks | October 5 - November 9

CAPS 121	Introduction to Spreadsheets	BL1	1
CAPS 131	Intro to Databases	BL2	1
CAPS 133	Advanced Databases	BL1	1
HLTH 126	Health & Fitness	BL1	1

Third 5 weeks | November 10 - December 17

CAPS 121	Introduction to Spreadsheets	BL5	1
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WINTER SESSION

DEC 22 - JAN 24

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NEW! 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.

Fall 21 | Live Online Meetings 15 weeks | August 30 - December 17

Course ID	Title	Section	Credits	Time
ENGL 101	Academic Writing II	M09	3	(R) 3 - 4:15 p.m.
ENGL 201	Public Speaking	ME50	3	(T) 6 - 8:40 p.m.
SOCI 101	Introduction to Sociology	M05	3	(MW) 3 - 4:15 p.m.

Fall 21 | Live Online Meetings Late Start 10 weeks | October 5 - December 17

Course ID	Title	Section	Credits	Time
ANTH 202	Cultural Anthropolopy	M04	3	(W) 3 - 4:15 p.m.

Fall 21 | Live Online Meetings 15 weeks | October 5 - November 9

Course ID	Title	Section	Credits	Time
CAPS 121	Introduction to Spreadsheets	M03	3	(W) 3:30 - 5:10 p.m.

NEW! 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.

Fall 21 | Live Online & Asynchronous Blend 15 weeks | August 30 - December 17

Course ID	Title	Section	Credits	Time
ANTH 202	Cultural Anthropology	M03	3	(W) 3 - 4:15 p.m.

Late Start | October 5 - December 17

HSTY 202	American History Since 1877	ME50	3	(M) 6 - 7:15 p.m.
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2nd 5w | October 5 - November 9

CAPS 121	Introduction to Spreadsheets	M02	1	(W) 3:30 - 5:10 p.m.
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OnCampus/Live Online | 15 Weeks | August 30 - December 17

CHEM 101	Principles of Chemistry	ME50		(R) 6 - 8:40 p.m. Rm 270 (T) 6 - 8:40 p.m. Teams
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COURSE DESCRIPTIONS

ACCOUNTING

ACCT 101 Principles of Accounting I

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

ACCT 102 Principles of Accounting II

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

ANTHROPOLOGY

ANTH 202 Cultural Anthropology

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

ASTRONOMY

ASTR 101 Introductory Astronomy

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

** 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.*

BIOLOGY

BIOL 100 Human Biology

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

BIOL 101 Principles of Biology I

BIOL 101 presents an overview of major biological principles. Course topics include chemistry as it relates to organisms, cell morphology and physiology, and genetics. The course is intended for students who do not plan to transfer to an upper level major in science, environmental science, medicine, or a science-related field. Nursing students may take BIOL 101 and CHEM 101 to meet their program requirements. Substantial outside preparation for lectures and laboratories is required. **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 114 Essentials of Nutrition

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

BUSINESS ADMINISTRATION

BUAD 103 Entrepreneurship I

Designed to provide a basic foundation of entrepreneurship, the course presents a general overview of what it takes to create a new small business by establishing a sustainable competitive advantage. Topics include the various forms of business ownership, the need for social responsibility and ethics, how to purchase and operate a new business, the human resources skills needed, an awareness of legal issues involved in starting a business, and how to market the business to acquire loyal, long-term customers. *Prerequisites: Prior completion of or concurrent enrollment in ENGL 100.* 3 Cr. (3 Lec.)

BUAD 106 Foundations of Business

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

BUAD 111 International Business

Introduces students to the international perspective necessary for businesses to succeed in world markets. Topics related to international business include management, marketing, finance, strategic decision-making, laws and regulations, and the cultural aspects of international business. *Prerequisite: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading skills.* 3 Cr. (3 Lec.)

BUAD 201 Business Law I

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

BUAD 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.)

CHEMICAL DEPENDENCY COUNSELING**CDSC 101 Introduction to Chemical Dependency Counseling**

This course is designed to provide an introduction to clinical interviewing and substance abuse counseling. Students explore and practice basic and essential dimensions of interviewing techniques, methodology, and applications. Students gain insight into theoretical, practical, and ethical issues associated with chemical dependency counseling. Guidelines associated with core skills of the helping relationship and confidentiality are explored. *Prerequisites: PSYC 103; prior completion or concurrent enrollment in ENGL 101 and beginning college level reading. A C or better grade is required to progress to 200-level CDSC courses.* 3 Cr. (3 Lec.)

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

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

CAPS 121 Introduction to Spreadsheets

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

CAPS 131 Introduction to Databases

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

CAPS 133 Advanced Databases

This course focuses on advanced concepts and techniques in the use of a relational database management program. Students will learn how to establish relationships and manipulate data in multiple tables using Access. Topics include enforcing referential integrity, linking multiple tables in queries, using forms with sub-forms, generating reports with grouping and sub-reports, using calculated controls in forms and reports, and creating switchboards. Students taking this course in an online format must have access to a computer with Microsoft Office. *Prerequisites: CAPS131; prior completion or concurrent enrollment in ENGL100*; basic arithmetic skills.* 1 Cr. (2 Lec., 2 Lab. for 5 weeks).

CAPS 152 Web Page Design

An introduction to the development of web pages for the Internet. Topics include HTML and/or XHTML tags, including links, graphics, backgrounds, and colors. *Prerequisites: One CAPS, CIS or CSCI course.* 1 Cr. (2 Lec., 2 Lab. for 5 weeks)

CHEMICAL DEPENDENCY COUNSELING

CDSC 101 **Intro 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.)

CDSC 103 **Intro to Prevention**

This course provides an introduction to, and an overview of, Alcohol and Other Drugs (AOD) prevention. Students will explore topics such as 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.)

CHEMISTRY

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

COMPUTER INFORMATION SYSTEMS

CIS 108 **Introduction to CIS**

This is an introduction to computer technology and computer programming designed for Computer Information Systems students. Students are introduced to important hardware/software terminology used in the industry, and to problem solving and programming using a current programming language, such as Visual Basic, or Java. Topics include structured program design, algorithm development, testing and debugging, and program documentation. Students may not apply credit for both CIS 108 and CSCI 160 toward degree requirements. 3 Cr. (2 Lec., 2 Lab.)

* 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.

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; basic arithmetic and beginning college-level reading.* 3 Cr. (2 Lec., 2 Lab.)

COMMUNICATIONS

COMM 101 **Mass Media**

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

COMPUTER SUPPORT SPECIALIST

CSS 112 **Hardware Repair & Maintenance**

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.* 3 Cr. (2 Lec., 2 Lab.)

CRIMINAL JUSTICE

CRJU 104 **Intro 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: concurrent enrollment in, ENGL 100. Cross-listed as HUMS 104.* 3 Cr. (3 Lec.)

CRJU 105 **Introduction to Criminal Justice**

This is an introductory study of the agencies and processes involved in the criminal justice system. Topics include the roles of the executive, legislative, and judicial branches of government, law enforcement agencies, prosecutors, adult and juvenile courts, the various components of corrections, and causes of crime. Roles and problems of criminal justice in a democratic society are analyzed, and emphasis is placed on the relationships among the major components of the system. *Prerequisite: Prior completion or concurrent enrollment in ENGL100*;* beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)

COMPUTER SCIENCE

CSCI 160 Computer Science I

This course introduces students to computer programming in order to solve problems and process information. Topics include variables, data types, algorithms, decisions, repetition, files, arrays and modules using a common programming language. Students may not apply credit for both CIS 108 and CSCI 160 toward degree requirements. *Prerequisites: Prior completion or concurrent enrollment in MATH 120 or MATH 122, or three years of high school math including trigonometry.* 3 Cr. (2 Lec., 2 Lab.)

EARLY CHILDHOOD

ECHD 125 Introduction to Early Childhood Education

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

ECONOMICS

ECON 101 Introduction to Economics

This course is an introduction to macro and microeconomic theory emphasizing economic concepts and principles as tools in clarifying some of the major issues facing contemporary society, e.g. inflation, unemployment, international trade, health care, and the environment. **ECON 101 fulfills the SUNY General Education Social Sciences requirement. A student who completes ECON 120 and/or ECON 121 may not use credit earned in this course toward degree requirements.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

ECON 120 Principles of Microeconomics

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

ECON 121 Principles of Macroeconomics

An analytical introduction to alternative macroeconomic theories of national output and income determination. Topics include the business cycle, unemployment, inflation, national income accounting, fiscal policy, deficits and debt, monetary policy, the Federal Reserve system, supply-side policy,

theory and reality. This course is expressly designed to serve the needs of students intending to transfer to a four-year institution. ECON 121 fulfills the SUNY General Education Social Sciences requirement. A student who completes this course may not also count credit earned in ECON 101 toward degree requirements. *Prerequisites: prior completion or concurrent enrollment in ENGL 100.* 3 Cr. (3 Lec.)

ENGLISH

ENGL 100 Academic Writing I

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

ENGL 101 Academic Writing II

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

ENGL 102 Approaches to Literature

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

ENGL 204 Fundamentals of Interpersonal Communication

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

** 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.*

FITNESS

FITN 108 Adult Recreation & 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: beginning college-level reading skills.* 1 Cr. (2 Lab.)

HEALTH

HLTH 104 Medical Terminology

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

HLTH 126 Health and Fitness

Students closely examine the elements of health and health-related components of physical fitness in this introductory course. Planning and participating in an interesting successful exercise and nutrition program is a fundamental aspect of this course. Successfully preventing, responding to injury/illness, and increasing or maintaining a productive level of energy are all issues which, when managed properly, contribute to an improved quality of life. Additional topics addressed include finding meaningful work, enjoying leisure activities, growing older successfully, and improving and protecting the environment. *Prerequisites: Beginning college-level reading and math skills.* 1 Cr. (1 Lec.)

HLTH 206 Personal Health

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

HLTH 207 Drug Studies

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

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.)

HISTORY

HSTY courses do not need to be taken in sequence.

HSTY 101 Development of Western Tradition I

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

HSTY 102 Development of 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: prior completion or concurrent enrollment in ENGL 101; 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 ENGL 100, 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.)*

HUMAN SERVICES

HUMS 104 Intro 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: prior completion of, or concurrent enrollment in, ENGL 100. Cross-listed as CRJU 104. 3 Cr. (3 Lec.)*

HUMS 105 Introduction to Human Services

The purpose of this course is to identify agencies in the community that provide human services. Emphasis is placed on examination of the particular mission, objectives, organization, staffing patterns, and funding of such agencies. The interaction of various roles of the human service network is also examined. The course is intended for human service students, as well as for interested community members. The instructional modes include lecture, seminar, agency visits and presentations. *Prerequisites: Prior completion or concurrent enrollment in ENGL 100; beginning college-level reading skills. 3 Cr. (3 Lec.)*

MATHEMATICS

MATH 109 Statistical Literacy

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

MATH 120 College Algebra

This course covers college algebra between beginning algebra and pre-calculus. Topics include linear, quadratic, absolute value, polynomial, rational, exponential, and logarithmic expressions/equations/functions, function notation, graphing functions, transformations of functions, inverses, complex

numbers, and linear, absolute value, and quadratic inequalities. A specified model of a scientific calculator is recommended. **MATH 120 fulfills the SUNY General Education Mathematics requirement.** *Prerequisites: Mastery of basic mathematical skills and beginning algebra skills, such as solving of linear equations, graphing, and factoring; minimal writing and beginning college-level skills. 4 Cr. (4 Lec.)*

MATH 200 Statistics

A study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods of presentation of data, measures of central tendency and dispersion, sampling techniques, elementary probability, hypothesis testing, confidence intervals on both one and two populations, and linear regression and correlation. Use of the binomial, the normal, the student's T, and the chi-square distributions are covered. A TI-83, TI-83 plus, or TI-84 graphing calculator is required. **MATH 200 fulfills the SUNY General Education Mathematics requirement.** *Prerequisites: A grade of C or better in MATH120 or mastery of basic mathematical skills and beginning algebra skills, such as solving of linear equations, graphing, and factoring; minimal writing and beginning college-level reading skills. 3 Cr. (3 Lec.)*

METEOROLOGY

METR 101 Introductory to Meteorology

A study of the weather around us. Topics include the structure of the atmosphere, heat balance of the earth, air masses, circulations, fronts, cyclones, severe weather, and climate and its change. The laboratory will emphasize mathematical calculations for atmospheric physics and processes, gathering meteorological data, analysis of weather systems, and short-term weather forecasting. **METR 101 fulfills the SUNY General Education Natural Sciences requirement.** *Prerequisites: beginning college-level reading and arithmetic and beginning algebra skills; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.)*

PARALEGAL

PARA 101 Introduction to Paralegalism

This course is an examination of the role of paralegals in the legal system, with a particular emphasis on the New York State court system. Topics studied include an overview of the court system and administrative agencies, legal terminology, law office management, and ethical and professional practice standards. *Prerequisite: Prior completion or concurrent enrollment in ENGL100*; college-level reading skills. 3 Cr. (3 Lec.)*

PHILOSOPHY

PHIL 101 Introduction to Philosophy

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

POLITICAL SCIENCE

POSC 103 American National Government

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

PSYCHOLOGY

PSYC 101 Psychology for Personal Growth

An applied psychology course providing opportunities for students to learn about and examine their own personal growth. **PSYC 101 fulfills the SUNY General Education Social Science requirement.** 3 Cr. (3 Lec.)

PSYC 103 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.

PSYC 205 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. 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.)

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.)

SPAN 102 Beginning Spanish II

Building on the skills and knowledge mastered in SPAN 101, students continue to learn the essentials of Spanish grammar and the vocabulary needed for effective communication in everyday situations. Outside preparation using CD-ROMs, the internet, or other audio-visual materials is required. Students are expected to be able to communicate in the present and preterit tenses in Spanish. **SPAN 102 fulfills the SUNY General Education Foreign Language requirement.**

**TOMPKINS
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COLLEGE CREDIT FOR
HIGH SCHOOL STUDENTS

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
P.O. Box 139, 170 North Street | Dryden, NY 13053-0139

**TOMPKINS
CORTLAND**
COMMUNITY COLLEGE

**CREDITS FOR
HIGH SCHOOL STUDENTS**

Start with CollegeNow, Finish with a Degree.

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

Why finish with us?

The reasons are countless. We jotted down ten.

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

The State University of **New York**

Learn more at tompkinscortland.edu/CollegeNow by selecting Concurrent Enrollment, then Tompkins Cortland Degree Completion.

**TOMPKINS
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COMMUNITY COLLEGE

Your Keys to Success

ONE WEEK BEFORE THE START DATE

- Go to tomkinscortland.edu/collegenow, select CollegeNow online.
- Review and discuss the online course with your mentor.
- Check myTC3 email for announcements and updates.
- Log in to Blackboard, review the course outline and available materials.
- Schedule meetings with your mentor.
- Obtain your textbook right away: tomkinscortland.edu/bookstore
- Complete the REQUIRED Blackboard Orientation: tc3bb.open.suny.edu

TECHNICAL SUPPORT AND TUTORING

On-campus and online tutoring:
tomkinscortland.edu/library, then select Services.

OpenSUNY helpdesk:
openSUNYhelp@suny.edu or 800.875.6269

Tompkins Cortland Tech Support:
techsupport@tomkinscortland.edu

IMPORTANT DATES

15 week classes

August 30 (M) - December 17 (F)
last day to add — September 13 (M)
last day to drop — September 20 (M)
last day to withdraw — November 2 (T)
last day to withdraw WP/WF — December 8 (W)

First 5-week classes

August 30 (M) - October 4 (M)
last day to add — September 2 (R)
last day to drop — September 8 (W)
last day to withdraw W — September 20 (M)
last day to withdraw WP/WF — September 28 (M)

Second 5-week classes

October 5 (T) - November 9 (T)
last day to add — October 8 (F)
last day to drop — October 13 (W)
last day to withdraw W — October 26 (T)
last day to withdraw WP/WF — November 4 (R)

Third 5-week classes

November 10 (W) - December 17 (F)
last day to add — November 15 (M)
last day to drop — November 18 (R)
last day to withdraw W — December 3 (F)
last day to withdraw WP/WF — December 10 (F)

Late start classes

October 5 (T) - December 17 (F)
last day to add — October 14 (R)
last day to drop — October 19 (T)
last day to withdraw W — November 16 (T)
last day to withdraw WP/WF — December 10 (F)

THINGS TO CONSIDER

FALL 2021

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

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

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

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

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

DO'S AND DON'T'S

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

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

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

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

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

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

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

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

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

HIGH SCHOOL/HOMESCHOOL STUDENT REGISTRATION FORM

PLEASE PROVIDE ALL OF THE INFORMATION. PRINT CLEARLY.

FALL 2021

High School _____ Anticipated Date of High School Graduation _____

Social Security Number _____

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

Date of Birth (Month/Day/Year) _____ Biological Sex* 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) _____

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

Course Name/Number	Session	Section	Credits
Sample: ECON 101	1st 5w/2nd5w/ 3rd5w/10w/15w	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

Once registered, students have the opportunity to declare preferred gender identity, name, and pronouns by emailing collegenow@tompkinscortland.edu.

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 _____