



Nassau Community College

Distance Education

Online & Hybrid Courses

Spring 2019

Registration for Distance Education courses begins on Thursday, November 15, 2018.

Distance Education courses begin on Tuesday, January 22, 2019.

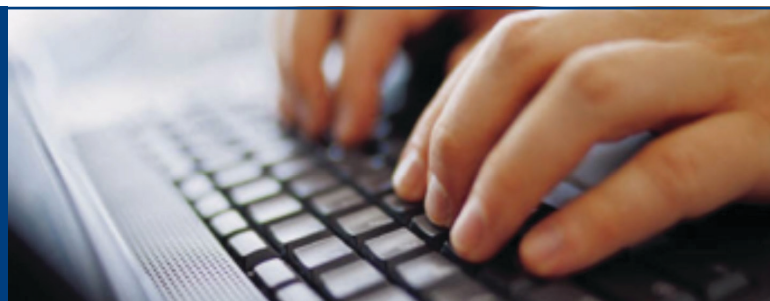


Table of Contents

FREQUENTLY ASKED QUESTIONS	1
SPRING COURSE LIST	3
SPRING COURSE DESCRIPTIONS	6
REGISTRATION INFORMATION	18

FREQUENTLY ASKED QUESTIONS



Distance Education at NCC offers you quality and affordable courses with flexibility to accommodate your schedule. Select from over 200 courses that include fully online and hybrid options.

WHAT IS "DISTANCE EDUCATION"?

Distance Education is a planned teaching/learning experience in which the instructor and students are separated by physical distance and/or time and use a wide spectrum of media to communicate. Distance Education courses are comparable to courses taught in a face-to-face classroom environment at NCC. They are taught by NCC instructors, carry the same number of credits, can be applied to degree or elective requirements and are accepted for transfer.

It is important for students to realize that courses offered through Distance Education are NOT easier than courses provided through face-to-face instruction. Students need to be motivated and disciplined, and they may be required to submit assignments, participate in threaded discussions and complete examinations by designated deadlines.

DISTANCE EDUCATION OPTIONS AT NCC:

➡ ONLINE COURSES

Fully online courses are classes in which the course content and instruction are delivered through the web using the Blackboard learning management system.



NOTE: STUDENTS MAY BE REQUIRED TO TAKE PROCTORED MIDTERM AND FINAL EXAMINATIONS.

➡ HYBRID COURSES

Hybrid courses combine face-to-face classroom instruction with online learning. The coursework is evenly divided between on-campus meetings and web-based activities.

HOW CAN I REGISTER FOR DISTANCE EDUCATION COURSES?

Students who have been admitted to NCC can register for Distance Education courses as part of the normal registration process. Most students will be able to register through the Student Information and Registration System (often referred to as "MyNCC"). Individuals who have never attended NCC may apply as a Degree, Non-Degree or International Student. To obtain complete instructions and the appropriate application visit the College's website at <https://www.ncc.edu/registrar/register.shtml>

HOW DO I TAKE EXAMINATIONS?

Some online courses may require students to come to campus for a mid-term and final examination or schedule a proctored exam. The Office of Distance Education may serve as a proctor for examinations taken outside faculty-scheduled times. Proper college identification will be required at testing sessions. Students who cannot come to campus may make special proctoring arrangements with the Office of Distance Education and their faculty member.

WHAT DO I NEED TO ACCESS THE ONLINE COURSE?

Students in online (fully online and hybrid courses) MUST HAVE access to a computer which has a connection to the Internet. The computer can be a PC or a Macintosh. In addition, access requires a web browser, such as Firefox or Chrome.

HOW IS AN ONLINE COURSE CONDUCTED?

An email will be sent to all registered online students to their NCC email account about a week before the class is scheduled to begin. At that time students will be informed about how to log into their online course. Blackboard provides the instructor with a wide variety of features to create an online course including discussion boards, chatrooms, web links, and assignment and assessment tools.

ARE ONLINE COURSES FOR ME?

To be successful in an online course, students should be:

- ☒ Comfortable using a computer
- ☒ Understand how to navigate web sites
- ☒ Able to communicate well in writing
- ☒ Self-motivated and self-disciplined
- ☒ Able to commit from 9 to 12 hours per week per course
- ☒ Willing to participate in online classroom discussions



You may visit our website **ncc.edu/online** and click on "Student Orientation" link to get a general feel of the features used in an online course.

HOW CAN I FIND OUT MORE ABOUT SPECIFIC ONLINE COURSES?

Additional information about course content and requirements is available from individual academic departments. The best time to call is between 9:00 a.m. and 4:00 p.m. See page 14 for Department locations and phone numbers.

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FOR MORE INFORMATION

Please visit us on the web at
ncc.edu/online

Email the Office of Distance Education at distance.ed@ncc.edu

or call 516.572.7883

SPRING 2019 COURSE LIST

All Distance Education courses require web access.

For the most up-to-date information on course offerings, please visit the NCC website at ncc.edu/online. Follow these instructions to view all Distance Education options for Spring 2019:



- Scroll down to the *Quick Links* menu, click on *Distance Ed/Online Courses* link, and click on *Search for Distance Education Courses*
- Choose the appropriate semester from the drop-down menu to search available courses
- Scroll down to view available online courses and hybrid courses

Course	Number	Credits	Course Name	Delivery Method
ABT	127	3	Legal Office Procedures I	ONLINE
ABT	205	3	Administrative Business Technology Internship	ONLINE
ABT	235	3	E-Commerce for Office Professionals	ONLINE
ABT	244	4	Business Writing	ONLINE
ABT	245	3	Administrative Management	ONLINE
ACC	101	3	Accounting I	ONLINE, HYBRID
ACC	102	3	Accounting II	ONLINE, HYBRID
ANT	203	3	Physical Anthropology	ONLINE
ANT	204	3	Cultural Anthropology	ONLINE, HYBRID
ART	100	3	Introduction to Visual Arts	ONLINE
AST	101	4	Solar System Astronomy	HYBRID
BIO	121	3	A Survey of Mammals	ONLINE
BIO	131	3	Pathophysiology	ONLINE
BUS	110	3	Introduction to Business	ONLINE, HYBRID
BUS	111	3	Entrepreneurship	ONLINE, HYBRID
BUS	112	3	Principles of Management	ONLINE, HYBRID
BUS	114	3	Introduction to International Bus	ONLINE
BUS	140	3	Human Resource Management	ONLINE
BUS	150	3	Organizational Behavior	ONLINE
BUS	180	3	Sport Facility Management	HYBRID
BUS	280	3	Introduction to Sports Management	ONLINE, HYBRID
CLI	101	4	Climatology	HYBRID
CMP	105	4	Electronic Spreadsheets	ONLINE
CMP	115	3	Computers in Business	ONLINE
CMP	117	4	Business Computing: Concept and Application	ONLINE
COM	101	3	Interpersonal Communications	ONLINE, HYBRID
COM	110	3	Understanding Mass Media	ONLINE
COM	203	3	Phonetics	ONLINE
CRJ	106	3	Understanding Criminal Behavior	ONLINE
CRJ	201	3	Criminal Investigation	ONLINE
CRJ	212	3	Research in Crime and Security	ONLINE
ECO	110	3	Personal Finance	ONLINE, HYBRID
ECO	111	3	Introduction to Finance	ONLINE, HYBRID
ECO	112	3	Introduction to Investments	ONLINE, HYBRID
ECO	207	3	Principles of Macroeconomics	ONLINE
ECO	208	3	Principles of Microeconomics	ONLINE, HYBRID
ECO	222	3	Economic Geography of World	ONLINE
EDU	235	3	Exceptional Child	ONLINE

Course	Number	Credits	Course Name	Delivery Method
ENG	001	3	Preparatory English	ONLINE
ENG	101	3	Composition I	ONLINE
ENG	102	3	Composition II	ONLINE
ENG	115	3	Creative Writing	ONLINE
ENG	203	3	Early American Literature to 1865	ONLINE
ENG	204	3	Modern American Literature 1865-Present	ONLINE
ENG	205	3	Early British Literature to 1800	ONLINE
ENG	215	3	Journalism	ONLINE
ENG	222	3	Latin American Literature	ONLINE
ENG	232	3	Studies in Children Literature	ONLINE
ENG	248	3	Women Writers	ONLINE
ENG	251	3	Film and Literature	ONLINE
ENG	263	3	Modern American Short Story	ONLINE
ENG	281	3	Nature in Literature	ONLINE
ENV	101	4	Environmental Science	HYBRID
FBM	120	3	Introduction to Fashion Industry	ONLINE
FBM	125	3	Introduction to Import Buying	ONLINE
FIN	110	3	Personal Finance	ONLINE, HYBRID
FIN	111	3	Introduction to Finance	ONLINE, HYBRID
FIN	112	3	Introduction to Investments	ONLINE, HYBRID
FRS	101	3	Introduction Fire Science	ONLINE
FRS	102	3	Fire Safety and Tactics	ONLINE
GLY	101	4	Physical Geology	HYBRID
GLY	105	3	Beaches and Coasts	ONLINE
GSS	108	4	Science of Light and Color	HYBRID
GSS	122	3	Science of Energy	ONLINE
GSS	126	3	Forensic Technology	ONLINE
HED	200	3	Healthful Living	ONLINE
HED	231	3	Death Education Health Perspective	ONLINE
HED	251	3	Human Sexuality	ONLINE
HIS	101	3	History of Western Civilization I	ONLINE
HIS	102	3	History Western Civilization II	ONLINE
HIS	103	3	History United States I	ONLINE
HIS	104	3	History United States II	ONLINE
HIS	105	3	The World, 1945-Present	ONLINE
HIS	106	3	U.S.A., 1945-Present	ONLINE
HIS	130	3	Ethnic Groups in American History	ONLINE
HIS	162	3	World History 1500-Present	ONLINE
HIS	205	3	The Ancient World	ONLINE
HIS	220	3	Modern Latin America	ONLINE
HIS	232	3	History of the Cold War	ONLINE
HIS	255	3	The Civil War and Reconstruction	ONLINE
HIT	151	3	Medical Terminology	ONLINE
HIT	154	3	Computer Applications-Health Care	ONLINE
HIT	278	3	Health Information Management Internship	ONLINE
HMS	117	3	Introduction to Community Services	ONLINE
HMS	200	3	Community Service Skills	ONLINE
HMS	205	3	Community Service Internship	HYBRID
HRS	101	3	Human Rights Studies	ONLINE
HTL	171	3	Food and Beverage Operations	ONLINE
HTL	175	3	Food and Beverage Merchandising	ONLINE
ITA	101	3	Beginning Italian 1	ONLINE
ITA	102	3	Beginning Italian 2	ONLINE

Course	Number	Credits	Course Name	Delivery Method
LAS	101	3	Introduction to Latin American Studies	ONLINE
LAW	103	3	Business Law I	ONLINE, HYBRID
LAW	104	3	Business Law II	ONLINE
LAW	105	3	Introduction to Current Law	ONLINE
LAW	209	3	Law Office Management	ONLINE
LAW	211	3	Legal Writing and Analysis	ONLINE
MAT	101	3	Concepts of Math	ONLINE
MAT	102	3	Introduction to Statistics	ONLINE
MAT	103	3	Applied Statistics	ONLINE
MAT	109	4	College Algebra and Trigonometry	ONLINE
MAT	111	4	Pre-Calculus	ONLINE
MDC	101	3	Making of the Modern Mind I	ONLINE
MDC	130	3	Post-Modern World	ONLINE
MKT	100	3	Introduction to Marketing	ONLINE, HYBRID
MKT	101	3	Business Mathematics	ONLINE
MKT	106	3	Principles of Advertising	ONLINE
MKT	130	3	Marketing Research	ONLINE
MKT	155	3	Introduction to International Marketing	ONLINE
MKT	160	3	Introduction to Customer Service	ONLINE
MUS	100	3	Listening to Music	ONLINE
NCC	101	1	College Experience	HYBRID
NTR	158	3	Social and Cultural Aspects of Food	ONLINE
NTR	192	3	Principles of Food Science	HYBRID
NTR	195	3	Nutrition Life Cycle	ONLINE
NTR	198	3	Nutrition for Healthcare Professionals	ONLINE
NUR	100	1	Introduction to Associate Degree Nursing	ONLINE
PHI	103	3	Critical Thinking	ONLINE
PHI	110	3	Bio-Medical Ethics	ONLINE
POL	205	3	American National Government	ONLINE
PSA	225	3	Introduction to Emergency Management	ONLINE
PSY	203	3	General Psychology I	ONLINE
PSY	213	3	Child Development	ONLINE
PSY	215	3	Abnormal Psychology	ONLINE
PSY	216	3	Lifespan Human Development	ONLINE
PSY	235	3	Psychology of the Exceptional Child	ONLINE
RDG	101	3	Effective College Reading	ONLINE
RET	107	3	Principles of Retailing	ONLINE
RUS	101	3	Beginning Russian 1	ONLINE
SCI	101	4	Physical Science	HYBRID
SOC	201	3	Introduction to Sociology	ONLINE, HYBRID
SOC	209	3	Race Class Ethnicity	ONLINE, HYBRID
SOC	210	3	Criminology	ONLINE
SOC	212	3	Social Problems	ONLINE, HYBRID
SOC	220	3	Sociology of the Family	ONLINE, HYBRID
SPA	101	3	Beginning Spanish 1	ONLINE
SPA	102	3	Beginning Spanish 2	ONLINE
SPS	102	3	Career Development and Exploration	ONLINE, HYBRID
SPS	111	3	Understanding Substance Use/ Abuse Addiction	ONLINE
SPS	201	3	Perspective-People with Disabilities	ONLINE
SPS	202	3	Career Management	ONLINE
THR	100	3	Theatre Appreciation	ONLINE
WST	101	3	Introduction to Women's Studies	ONLINE

SPRING 2019 COURSE DESCRIPTIONS

ACCOUNTING AND BUSINESS ADMINISTRATION

ACC 101 ACCOUNTING

Prerequisite: A student with two or more remedial requirements cannot take this course.

This course is an introduction to financial statements, analysis of the statements, and accounting concepts for business entities. Other topics include cash, receivables, inventory, non-current assets, and current liabilities. Formerly BUS 101. Students who have completed BUS 101 will not receive credit for ACC 101.

ACC 102 ACCOUNTING II

Prerequisite: ACC 101 with a grade of C or better.

This course is a continuing introduction to accounting concepts for business entities. The course focuses on accounting concepts for long term liabilities, stockholders' equity, financial statement analysis as well as specific accounting concepts relating to statement of cash flows and managerial accounting. Formerly BUS 102. Students who have completed BUS 102 will not receive credit for ACC 102.

BUS 110 INTRODUCTION TO BUSINESS

An introduction to the role of business in American life as a primary source of goods, services, employment and income. The course provides the beginning business student and the non-business student with an understanding of the basic nature and scope of business and its relation to government and all members of society. Students examine the operation and activities of large and small enterprises and the interrelationship of the various specialized fields of business.

BUS 111 ENTREPRENEURSHIP

An introduction to the management of small business. The course covers the role of small business in the economy, and is designed both for those interested in establishing businesses as well as those who have already established them. Emphasis is placed on development of a managerial philosophy for entrepreneurs, managers, and potential managers. Course work includes operational techniques, legal and environmental relationships, and analysis of the risks and rewards of managing or owning small enterprises.

BUS 112 PRINCIPLES OF MANAGEMENT

An examination of the character and structure of modern business organizations; how individuals and groups within these organizations conduct themselves as they strive for personal and enterprise goals. Topics covered include planning, organizing, directing and controlling functions of managers; human relations and motivation; financial and non-economic considerations which provide the basis of decision making. Students are involved in experiencing a combination of textbook theory and current business practices through problem solving techniques.

BUS 114 INTRODUCTION TO INTERNATIONAL BUSINESS

An introduction to the challenges and problems faced by American firms in conducting business in world markets. The course will expose students to the concepts and principles dealing with world trade, foreign environments, global operations and the necessary global managerial skills required for success in such activities.

BUS 140 HUMAN RESOURCE MANAGEMENT

Principles of effective human resource administration are discussed in this course. Topics include the human resources department and its objectives, management-labor relations with special references to elements affecting recruitment, selection, training, evaluation and compensation.

BUS 150 ORGANIZATIONAL BEHAVIOR

An introductory course that will provide future managers with basic information about employees and their behavior within the context of a business environment. Topics include motivation, communication, decision making, group behavior, team development, conflict, change, empowerment, leadership styles, power, authority, work design, performance appraisal and reward systems.

BUS 180 SPORT FACILITY MANAGEMENT

An overview of the challenges and issues facing sport facility managers. The course will introduce students to issues such as introduction to sport facility management, facility management, facility systems and operations, facility administration and event and activity management.

BUS 280 INTRODUCTION TO SPORTS MANAGEMENT

An overview of the structure of the sports industry, as well as issues facing sports organizations. Emphasis on how management techniques can be applied to solve sports business problems. Discussion of sports management career opportunities will be included.

ADMINISTRATIVE BUSINESS TECHNOLOGY

ABT 127 LEGAL OFFICE PROCEDURES I

Introduction to litigation documents: procedures for preparing summonses, complaints, answers, counterclaims, affidavits, bills of particulars, replies, verifications, and judgments. Discussion of New York State and Federal court systems. Formerly OFT 127. Students who have completed OFT 127 will not receive credit for ABT 127. Laboratory fee applies.

ABT 205 ADMINISTRATIVE BUSINESS TECHNOLOGY INTERNSHIP

Prerequisite: ABT 105 and ABT 110 or ABT 254 or permission of the Chairperson.

Supervised work experience in financial and government institutions, advertising, travel, publishing, banking, and insurance giving students the opportunity to apply their classroom skills to office situations and alert them to the realities of the business environment. Weekly seminars reinforce work experience.

ABT 235 E-COMMERCE FOR OFFICE PROFESSIONALS

A comprehensive introduction to electronic commerce and the Internet taken from an office worker's perspective. This course is designed to help office professionals develop the necessary skills to use the Internet effectively and to provide students with an overview of the field of electronic business and information processing. This course features hands-on exercises for students who want to know how information technologies are tied together to improve business

productivity. This course is open to all NCC. No prerequisite. (Also offered online) Formerly OFT 235. Students who have completed OFT 235 will not receive credit for ABT 235.

ABT 244 BUSINESS WRITING

Prerequisite: ENG 100 or ENG 101.

An introduction to the principles of writing business correspondence. Emphasis on composing and editing business documents, including letters, memos, e-mail messages, and reports. Language arts skills are reinforced. (3 lecture, 2 laboratory hours) Laboratory fee applies. (Also offered online).

ABT 245 ADMINISTRATIVE MANAGEMENT

The study of managerial functions and theory. Special attention is given to issues facing office managers including the analysis of technology, office design implementation, personnel practices and concerns, and overall management of people, procedures, and equipment. Formerly OFT 245. Students who have completed OFT 245 will not receive credit for ABT 245. (Also offered online).

HIT 151 MEDICAL TERMINOLOGY

This course will prepare students for careers in medical administration by reviewing the terminology associated with many areas of medicine such as cardiovascular, digestive, central nervous, genitourinary, respiratory systems, etc. Emphasis is placed on etymology of words. (Students receiving credit for OFT 151 will not receive credit for HIT 151.)

HIT 154 COMPUTER APPLICATIONS-HEALTH CARE

This course covers an overview of commonly available software tools used in health care, including introduction to encoding tools and computer assisted coding software used in health data processing. It includes an introduction to the electronic health record (EHR) process and the various health information systems currently used in health care delivery in the US. Laboratory fee applies.

HIT 278 HEALTH INFORMATION MANAGEMENT INTERNSHIP

Prerequisite: HIT 258, HIT 260, and HIT 270 (with a grade of C or better in each course) or permission of the Chairperson.

This course is supervised work experience that provides students with exposure to health information management practices in a hospital, physician's office, clinic or other health care setting with directed projects common to the typical responsibilities of a health information technologist/medical records specialist. Students are introduced to health information management and medical records procedures through observation, study and work. Weekly seminars reinforce work experience. (2 lecture, 2 laboratory hours) Laboratory fee applies.

ART

ART 100 INTRODUCTION TO VISUAL ARTS

Prerequisite: (Non-majors only) Completion of remedial courses in English and Reading.

An introduction to the development of the visual arts emphasizing perception and understanding of painting, sculpture, architecture and design, as well as their relationship to the creative process. This is primarily a lecture course.

BIOLOGY

BIO 121 A SURVEY OF MAMMALS

The course introduces students to the biology of mammals. The characteristics of mammals, how they evolved and their phylogenetic relationships are examined. A survey of the living mammalian orders, their features, life history characteristics, physiological and behavioral specializations, and habitat and ecological significance is discussed. Field trips are a required portion of the course.

BIO 131 PATHOPHYSIOLOGY

Prerequisite: AHS 131 and AHS 132.

The course is designed to familiarize students with a host of clinical diseases and their signs, symptoms, risk factors, and treatments. Case studies will be used throughout the course: including use of Internet information from national disease websites. Students will also be required to demonstrate their knowledge of human anatomy.

COMMUNICATIONS

COM 101 INTERPERSONAL COMMUNICATIONS

Prerequisite: Students must have satisfied all ENG remediation requirements and RDG 001 prior to starting the course. This course is a study of the historical and contemporary principles and concepts of human communication. An examination of the interpersonal communication process will help the student gain an awareness of the elements which both aid and hinder communication. Skills which will increase communication effectiveness will be studied, including verbal and nonverbal behavior, listening, assertiveness, and conflict resolution. Course will incorporate an analysis of theoretical applications.

COM 110 UNDERSTANDING MASS MEDIA

Prerequisite: Students must have satisfied all ENG remediation requirements and RDG 001 prior to starting the course. The study of mass media, radio, television, film, print, advertising of our time. How do the media reshape and restructure us as individuals, in the social group and as a "global village"? How do mass media work on the inside? How do mass media work outside on the lives of the consumers?

COM 203 PHONETICS

Prerequisite: Students must have satisfied all ENG remediation requirements and RDG 001 prior to starting the course. This course will provide students with a strong foundation in the study of human speech by focusing on the physiological aspects as well as the physical components of speech sounds. Students will study the anatomy of the vocal tract, articulation processes, dialects and accents, the articulatory and acoustic properties of speech sounds, the International Phonetic Alphabet, and the direct application of phonetic principles. This course is intended to fit within the recommended sequence of course work to be completed by undergraduates who wish to enter the fields of Speech Pathology/Audiology, Linguistics, and TESL/TEFL.

CRIMINAL JUSTICE

CRJ 106 UNDERSTANDING CRIMINAL BEHAVIOR

Prerequisite: Completion of RDG 001 and ENG 001.

Focuses on a branch of criminal justice dealing with criminal behavior in relation to legal principles and court cases. Practical aspects of assessment, management and treatment functions of the practitioner

will be examined from both a clinical and a behavioral perspective. Students will explore theories, techniques and research methods associated with judicial settings and correctional institutions.

CRJ 201 CRIMINAL INVESTIGATION

Prerequisite: Completion of RDG 001 and ENG 001.

This course examines the theories and practices of criminal investigation through each of the germane aspects, commencing with the discovery of a potential crime, through crime scene and evidence methodology, through the secondary investigative steps of examination, interview, interrogation and case preparation. Emphasis is placed on the utilization of evidence and testimony to prove both the elements of specific crimes and the identity of the specific criminal(s).

CRJ 212 RESEARCH IN CRIME AND SECURITY

Prerequisite: Completion of RDG 001 and ENG 001. At least nine credits of Criminal Justice and/or Private Security Administration. (Dual listed with PSA 241)

This seminar type course offers the student an opportunity to examine specific issues, conflicts or controversies in one or more of the following discipline areas: law enforcement, loss prevention, the courts, and corrections. An interdisciplinary approach is stressed for a broader understanding. Each student is required to complete a research project under the direction of the instructor in the student's chosen area of examination.

PSA 225 INTRODUCTION TO EMERGENCY MANAGEMENT

Prerequisite: Completion of RDG 001 and ENG 001.

A study of emergency management, this course provides an overview of the Department of Homeland Security's National Incident Management System (NIMS). This course examines the United States Government Interagency Domestic Terrorism Concept of Operations (CONPLAN). It emphasizes the roles of Federal, State, and Local Agencies working effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

ECONOMICS

ECO 110 PERSONAL FINANCE

(Dual listed with FIN 110)

Personal Finance prepares students to manage their current and future financial affairs. Topics to be covered include: financial planning, saving and credit, insurance, government transfers, home buying, stocks, bonds, mutual funds, and estate planning. This is a practical and sophisticated course intended to aid students with their personal finances.

ECO 111 INTRODUCTION TO FINANCE

(Dual Listed with FIN 111)

This course offers an introduction to financial decision making and the basic structure of institutions in contemporary financial markets. Topics include time value of money, risk and return, investment types, the role of government regulation, the influence of globalization in contemporary financial markets and evaluation of financial performance and return. The role of ethics in financial decision making and institutional policy will be discussed. Internet and data base research will be used to support the course curriculum and help the student develop the necessary skills to analyze realistic scenarios used in financial markets.

ECO 112 INTRODUCTION TO INVESTMENTS

(Dual listed with FIN 112)

An introduction to financial investments and portfolio management. Course topics include: financial markets and instruments, reading financial listings, stock trading and indexes, risk analysis, present and future value, stock valuation and investment decisions, portfolio management, individual and portfolio yields, types and uses of derivatives, sources of investment information, mutual funds, international diversification, the macroeconomy and the impact of economic variables on investments.

ECO 207 PRINCIPLES OF MACROECONOMICS

Prerequisite: Students must have satisfied all remediation in MATH.

An introductory course that studies the behavior of the economy as a whole. The course explores the supply and demand model, the measurement of macroeconomic indicators (Gross Domestic Product, unemployment, inflation, and growth) and macroeconomic theories of economic fluctuations. Other topics covered include the role of the federal government and the Federal Reserve in the economy through fiscal and monetary policies, and the basic framework of international trade.

ECO 208 PRINCIPLES OF MICROECONOMICS

Prerequisite: Students must have satisfied all remediation in MATH.

An introductory course that studies the behavior of individual decision makers and their effect on individual markets. This course explores the supply and demand model, consumer choice, and producer decisions under perfect and imperfect competitive conditions. Other covered topics may include factor markets and environmental economics.

ECO 222 ECONOMIC GEOGRAPHY OF WORLD

A multidisciplinary course that examines how economic and geographic conditions affect world economic activities and global development. Topics to be discussed include resource use, population, energy, agriculture, the environment and international trade. Globalization and international efforts to promote growth will also be discussed.

ENGLISH

ENG 001 PREPARATORY ENGLISH

This course provides intense instruction in small classes to enable underprepared students to meet the demands of college-level writing. Specifically, students practice basic writing skills in preparation for the requirements of ENG 101 (See catalog description of ENG 101.) ENG 001 curriculum is designed to teach writing as a process encompassing pre-writing exercises, drafting, revising, and editing, but it also provides review and instruction in basic grammar, punctuation, sentence boundaries and structural and developmental issues related to basic composition. Freshmen assigned to ENG 001 must pass it before enrolling in ENG 101. ENG 001 is a pass/fail course with no withdrawals allowed. (Students with a foreign language background are referred to the descriptions below of ENG 030. Additionally, ESL sections of ENG 001 are offered to students in need of focused language acquisition work in writing.) (3 lecture hours)

ENG 101 COMPOSITION I

Prerequisite: ENG 001, ENG 030 or placement by Department, RDG 001, concurrent enrollment in RDG 030 or placement by Department. This course prepares students to produce clear, well-developed,

well-organized, grammatically correct writing. The curriculum is designed to give students guided practice in drafting, revising, and editing essays. The course is also designed to develop the skills that enable students to interpret and analyze published texts. In addition to readings assigned in class, students respond to texts they locate themselves through research and write at least one documented or research essay. Students who have completed ENG 100 will not receive credit for ENG 101.

ENG 102 COMPOSITION II

Prerequisite: ENG 100 or ENG 101.

This course is an introduction to writing about literature. The course is designed for students to practice close reading and organizing evidence to support their written interpretation and analysis of literary texts. The course offers students continued practice in drafting, revising, and editing essays. A primary goal for students is to produce clear, well-developed, well-organized, grammatical writing. For at least one essay, students use research materials.

ENG 115 CREATIVE WRITING

Prerequisite: ENG 102 or ENG 109.

This course, conducted as a workshop, is for students interested in exploring their writing style within the basic imaginative genres: fiction, creative non-fiction, poetry, and script writing. Students will read and analyze literary models and then focus on their own writing, partaking in peer revision. Students are expected to complete one of the following: attend a literary reading; submit to or work on the student literary magazine Luna; participate in an activity sponsored by the Creative Writing Club or Creative Writing Project. Formerly ENG 313. Students who have completed ENG 313 will not receive credit for ENG 115.

ENG 203 EARLY AMERICAN LITERATURE TO 1865

Prerequisite: ENG 102 or ENG 109.

This course studies American literature through 1865. It examines the creation and emergence of American culture by engaging indigenous texts and colonial literatures (some in translation), Revolutionary Era writers, and early National writers, including some texts by former slaves. Some representative authors are: Bradford, Winthrop, Wheatley, Franklin, Irving, Poe, Douglass, Emerson, Fuller, Hawthorne. Writing is an integral component of the course.

ENG 204 MODERN AMERICAN LITERATURE 1865-PRESENT

Prerequisite: ENG 102 or ENG 109, ENG 203 is not a prerequisite for this course.

This course studies evolving notions of the American individual and American society since the Civil War. Attention is paid to important literary texts and authors, significant historical and political events, and artistic innovations and movements. Writers studied include authors such as: Dickinson, Whitman, Twain, Wharton, Washington, DuBois, Eliot, Hemingway, Faulkner, Ellison, Baldwin, Plath, Rich, Alexie and others. Writing is an integral component of the course.

ENG 205 EARLY BRITISH LITERATURE TO 1800

Prerequisite: ENG 102 or ENG 109.

Students are introduced to major English writers in Britain from the Anglo-Saxon period to the 18th century. Themes, ideas and literary form of literary works are examined with the aims of appreciating the aesthetics and understanding the historical background. Literature is examined as both a product of its time and as influential force

in society. Representative writers include: Chaucer, Shakespeare, Milton, Defoe, Swift, and Pope. Writing is an integral component of the course.

ENG 215 JOURNALISM

Prerequisite: ENG 100 or ENG 101 or ENG 108.

The course examines the principles and practices of journalism and the media's role in a democratic society. The course introduces students to basic reporting and news writing skills, including interviewing, researching, and fact-checking. Students produce texts representing multiple genres of journalism, including hard news, features, profiles, critical reviews, cultural commentary, blogs, and op-ed articles. Students are introduced to the changes in journalism that have occurred due to the internet revolution.

ENG 222 LATIN AMERICAN LITERATURE

Prerequisite: ENG 102 or ENG 109.

(Dual listed with LAS 222)

This course introduces students to the range of literary traditions that comprise the literatures of Latin America. It examines literary productions in specific cultural and historical contexts. Most literary works are translated into English from Spanish or Portuguese; a few may be from indigenous languages, French, or Haitian creole. Representative countries include: the North American nation of Mexico, Central American nations such as Nicaragua, El Salvador, and Guatemala; Caribbean nations such as Cuba and Puerto Rico; and many South American nations such as Argentina, Colombia, Brazil, Chile, and Uruguay. Writing is an integral component of the course. This course may not be used for foreign language credit.

ENG 232 STUDIES IN CHILDREN LITERATURE

Prerequisite: ENG 102 or ENG 109.

This course is a study of children's literature as it responds to children's aesthetic as well as developmental needs. A variety of prose and poetic genres are examined, including fables, fairy tales, fantasy, and others. Writing is an integral component of the course. Formerly ENG 314. Students who have completed ENG 314 will not receive credit for ENG 232.

ENG 248 WOMEN WRITERS

Prerequisite: ENG 102 or ENG 109.

Students explore the variety of literature written by women from various cultures. The course analyzes the point of view and the changing status of the woman writer in contemporary times. Writing is an integral component of the course.

ENG 251 FILM AND LITERATURE

PREREQUISITE: ENG 102 OR ENG 109.

This course examines narrative conventions used in both literature and film as well as what is unique to each art. Students study concepts including characterization, narrative, genre, form, symbolism and convention in both media. Content, themes, and film production are studied in historical context. Writing is an integral component of the course.

ENG 263 MODERN AMERICAN SHORT STORY

Prerequisite: ENG 102 or ENG 109.

Students study short stories by U.S. authors from the nineteenth century to the present. Stories are read with attention to historical and literary influences, and students closely study authors' use of elements such as plot, characterization, point of view, linguistic choices such as diction and figurative language, setting, and theme. Writing is an integral component of the course.

ENG 281 NATURE IN LITERATURE

Prerequisite: ENG 102 or ENG 109.

This course examines literature that considers the relationship between human beings and the natural world. It includes works that focus on conservation and ecology. It also explores how science relates to literary art. Representative selections include the Bible, medieval poetry and plays, pastoral poetry, plays by Shakespeare, and such writers as Gilbert White, Mary Shelley, Ralph Waldo Emerson, Charles Darwin, Henry David Thoreau, Thomas Hardy, Isak Dinesen, Farley Mowat, Edward Abbey, Annie Dillard, Barry Lopez, Leslie Mamon Silko, and Linda Hogan. Writing is an integral component of the course.

HRS 101 HUMAN RIGHTS STUDIES

Prerequisite: Completion of remedial courses in MAT, ENG and RDG.

Introduction to Human Rights Studies uses an interdisciplinary approach incorporating sources from United Nations reports, human rights documents, legal documents, literature, film, art and media to encourage critical thinking in the study of international human rights. This course investigates what human rights are, how they are monitored and defended by governments, international agencies and NGOs and what happens when human rights are violated. (Important case studies will be examined).

MDC 101 MAKING OF THE MODERN MIND I

Prerequisite: Completion of ENG 001 and RDG 001. This course explores the foundations of 20th-century Western Modernism, powerful ideas that transformed human attitudes and brought revolutionary changes that still shape contemporary thought today. Topics include views of evolution, human nature, social conflict, and laws of the universe. The ideas of Darwin, Marx, Freud, Einstein and others are studied. (General Elective credit.)

MDC 130 POST-MODERN WORLD

Prerequisite: Completion of ENG 001 and RDG 001.

This course follows the making of the modern mind into the 21st century, exploring post-modern thought in Western and non-Western societies. It examines the effects of diversity in the post-colonial and post-Cold War world, the effects on language and personal communication, the media, the arts, science and disease, medical ethics, and implications for future life on the planet. (MDC 101 and MDC 102 are helpful but not prerequisites. Earns Humanities credit.)

FASHION BUYING AND MERCHANDISING

FBM 120 INTRODUCTION TO FASHION INDUSTRY

This course provides an introduction to all aspects of the fashion industry: its history and current designer trends; textile and apparel production-how products are created, priced and promoted to the trade and the consumer; retail concepts; and the impact of globalization on the industry.

FBM 125 INTRODUCTION TO IMPORT BUYING

Introduction to Import Buying provides students with an opportunity to learn about the rationale, problems, and opportunities of importing merchandise from various markets throughout the world. Included in the course of study will be the necessary preparatory practices, relevant import/export terminology, and governmental legislation and regulations.

FINANCE

FIN 110 PERSONAL FINANCE

(Dual listed with ECO 110)

Personal Finance prepares students to manage their current and future financial affairs. Topics to be covered include: financial planning, saving and credit, insurance, government transfers, home buying, stocks, bonds, mutual funds, and estate planning. This is a practical and sophisticated course intended to help students with their personal finances.

FIN 111 INTRODUCTION TO FINANCE

(Dual Listed with ECO 111)

This course offers an introduction to financial decision making and the basic structure of institutions in contemporary financial markets. Topics include time value of money, risk and return, investment types, the role of government regulation, the influence of globalization in contemporary financial markets and evaluation of financial performance and return. The role of ethics in financial decision making and institutional policy will be discussed. Internet and data base research will be used to support the course curriculum and help the student develop the necessary skills to analyze realistic scenarios used in financial markets.

FIN 112 INTRODUCTION TO INVESTMENTS

(Dual listed with ECO 112)

An introduction to financial investments and portfolio management. Course topics include: financial markets and instruments, reading financial listings, stock trading and indexes, risk analysis, present and future value, stock valuation and investment decisions, portfolio management, individual and portfolio yields, types and uses of derivatives, sources of investment information, mutual funds, international diversification, the macroeconomy and the impact of economic variables on investments.

FIRE SCIENCE

FRS 101 INTRODUCTION TO FIRE SCIENCE

Prerequisite: Completion of RDG 001 and ENG 001.

This course is an introduction to the history and philosophy of the fire service. It reviews the career options that are available and examines the tactical and fire suppression responsibilities of the fire service.

FRS 102 FIRE SAFETY AND TACTICS

Prerequisite: Completion of RDG 001 and ENG 001.

This course focuses on the safety measures that need to be incorporated at the fire scene. It also prepares the student to understand the importance of proper fire tactics and procedures that are needed to be employed by the fire service.

FOREIGN LANGUAGE

ITA 101 BEGINNING ITALIAN 1

Prerequisite: Satisfactory completion of ENG 001 and RDG 002.

This is the first course in the ITA 101-ITA 102 sequence. Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. This course is not intended for students of Italian speaking background. Laboratory fee applies. Laboratory component required.

ITA 102 BEGINNING ITALIAN 2

Prerequisite: Satisfactory completion of ENG 001 and RDG 002. ITA 101 or equivalent.

This is the second course in the ITA 101-ITA 102 sequence. Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory component required.

RUS 101 BEGINNING RUSSIAN I

Prerequisite: Satisfactory completion of ENG 001 and RDG 002.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension and simple conversational patterns. This course is not intended for students of Russian speaking background. Laboratory fee applies. Laboratory component required.

SPA 101 BEGINNING SPANISH I

Prerequisite: Satisfactory completion of ENG 001 and RDG 002.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension and simple conversational patterns. This course is not intended for students of Spanish background. Laboratory fee applies. Laboratory component required.

SPA 102 BEGINNING SPANISH 2

Prerequisite: Satisfactory completion of ENG 001 and RDG 002.

SPA 101 or equivalent. Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory component required.

GENERAL SCIENCE

GSS 108 SCIENCE OF LIGHT AND COLOR

This introductory course will focus on the nature of light and color. It will include not only the principles of geometric and physical optics but also general properties of waves and particles; the relation between light and matter; quantum theory and photons; light, heat, temperature and energy; and the conservation of energy. These physical principles will be applied to understanding color in art, vision, photography, holography, fiber optics, and atmospheric effects. The course will include many student investigations, in recitation as well as in lab in order to emphasize the experimental nature of science. (3 lecture, 3 laboratory hours) Laboratory fee applies.

GSS 122 SCIENCE OF ENERGY

This introductory course covers the scientific principles and technological innovations related to Energy resources. The study of mechanics, electricity, magnetism and thermodynamics pertinent to energy are explained. Students develop an appreciation of energy use in the contemporary world by examining alternate energy systems such as solar, wind, photovoltaic, hydro, biomass, the ocean, renewable alternative energy sources and environmental sustainability processes.

GSS 126 FORENSIC TECHNOLOGY

The course introduces the various types of physical evidence commonly encountered at crime scenes (e.g., fingerprints, hairs, fibers, drugs, glass, etc.), and discusses comparison and identification techniques (i.e., optical examination/comparison, instrumental analysis, and various chemical processes) used for the analysis of

such physical evidence. It examines the various methods used for analysis of scientific evidence in the field of forensic technology. Students learn the technology used to interpret the science and its applications.

HEALTH

HED 200 HEALTHFUL LIVING

Students receiving credit for PED 200 will not receive credit for HED 200. This comprehensive survey course explores healthy behaviors, emphasizing wellness and stress management. Taking into consideration one's entire life style through the "whole person approach," connections among the mind, body and spirit are examined using information culled from advanced research in the interdisciplinary sciences. Topics include: psychosocial stressors and their relationship to acute/chronic diseases, stress management, coping strategies, death and dying, violence and victimization, and mental health; nutrition, fitness and weight management, sexual relationships, sexually transmitted infections, contraception, pregnancy and childbirth; use/misuse of alcohol, drugs and tobacco and other compulsivities.

HED 231 DEATH EDUCATION HEALTH PERSPECTIVE

Students receiving credit for PED 231 will not receive credit for HED 231. The course enables students to understand and cope with death as part of the life cycle. From an interdisciplinary and historical perspective, the course explores how many different cultures treat death and dying as well as examines biomedical ethics (euthanasia, organ donation, wills and trusts). Emphasizing the psychological adjustments to loss, topics include the meaning of death, stages of dying, bereavement and grief processes and a variety of religious attitudes toward suicide, funeral rituals and death in general.

HED 251 HUMAN SEXUALITY

Students receiving credit for PED 251 will not receive credit for HED 251. Taught in cross-cultural context, this interdisciplinary course examines the diversity of family life and human sexuality. Drawing from the social and biological sciences, students explore a variety of attitudes and personal beliefs. Topics include the history of human sexuality, sexual reproduction, gender related sexual health issues, gender roles/identity and sexual orientation. Sexual communication, intimacy, behaviors, coupling, victimization, dysfunctions and therapy are also addressed. Audiovisual material of a sensitive nature may be used.

HEALTH INFORMATION TECHNOLOGY

HTL 171 FOOD AND BEVERAGE OPERATIONS

An introduction to food and beverage management, including the elements of stewarding, staffing, budgeting, purchasing, ordering, receiving, storage and control. Topics include equipment layout and design, sanitation and analysis of the food and beverage operation in relation to the lodging facility.

HTL 175 FOOD AND BEVERAGE MERCHANDISING

Emphasis is placed on the presentation function including menu design & layout, wine & beverage selection, promotion, theme development, creating an atmosphere for dining & marketing the "total product." Students will learn how to cost-out menu items & how to develop a menu. Computer lab will be utilized.

HISTORY/POLITICAL SCIENCE

HIS 101 HISTORY OF WESTERN CIVILIZATION I

Prerequisite: Completion of RDG 001 and/or RDG 002.
The course begins with a brief survey of the foundations of modern Western Civilization in the ancient and medieval world. The rise of individualism, humanism and science, the growth of the state, the emergence of the middle class and the beginnings of the age of liberal revolutions are discussed as ingredients in the birth of the modern world.

HIS 102 HISTORY OF WESTERN CIVILIZATION II

Prerequisite: Completion of RDG 001 and/or RDG 002.
The second half of Western Civilization considers the historical forces and events that shaped the world in the 19th and 20th centuries. The course examines revolutions, nationalism, industrialization, imperialism, war, and the clash of Nazism, fascism, communism, and democracy. Other major components consist of the decline of colonialism, the atomic age, the Cold War, contemporary world conflicts, and prospects for the future.

HIS 103 HISTORY OF THE UNITED STATES I

Prerequisite: Completion of RDG 001 and/or RDG 002.
The course covers the broad spectrum of American life through a survey of American social, cultural and political events. Included are such topics as the rise of colonial America; the American Revolution; the early national period of Washington, Adams, Jefferson and Hamilton; the westward movement; and the antislavery movement which climaxes with the bitter struggle of the Civil War.

HIS 104 HISTORY OF THE UNITED STATES II

Prerequisite: Completion of RDG 001 and/or RDG 002.
This second half of the American history sequence picks up the American story with the era of Reconstruction and moves on to mark the growth of industrial America, the expanding frontier with its Indian wars, the Progressive Era, the expansion of American foreign interests, the Great Depression, and the rise and image of modern America. Designed to reveal this nation's colorful and remarkable past in the modern era, the course seeks to examine the impact recent events have had on the creation of modern American society, culture, politics and world affairs.

HIS 105 THE WORLD, 1945-PRESENT

Prerequisite: Completion of RDG 001.
With its focus on the present, this course is designed to give students an understanding of the world they live in, how it was born out of the past and how it is creating the future. Recent international conflicts, social change and expectations of the future are explored in the framework of the nuclear age.

HIS 106 U.S.A., 1945-PRESENT

Prerequisite: Completion of RDG 001.
This course deals with America in the nuclear age, its recovery from World War II and its growing domination of the Western world. The course covers the dramatic changes in American society at home and its entanglements abroad in an effort to contain Russian and Chinese power. Domestic transformation of the Kennedy-Johnson period, the upheaval of Watergate, the Reagan "revolution", and contemporary issues in American life conclude the course.

HIS 130 ETHNIC GROUPS IN AMERICAN HISTORY

Prerequisite: Completion of RDG 001 and/or RDG 002.
An exploration of American history through the eyes, ears and emotions of its immigrants - the experiences of Italians and Jews, Irish and Germans, Chinese and Mexicans, and others. Common problems of adjustment, acceptance and assimilation faced by these groups teach us about America. Guest speakers, films and tapes are utilized throughout the course to probe the meaning and bring to life the history of ethnic groups in America.

HIS 162 WORLD HISTORY 1500-PRESENT

Prerequisite: Completion of RDG 001 and/or RDG 002.
This course examines important developments and interactions in world history from the age of exploration and European expansion to the present. Major formative elements of the modern world such as industrialization, democracy, imperialism, nationalism, secularism, feminism, socialism, fascism, human rights, and technological developments are explored.

HIS 205 THE ANCIENT WORLD

Prerequisite: Completion of RDG 001 and/or RDG 002.
The peoples of ancient Mediterranean, African, Near Eastern, Asian and Celtic worlds and pre-contact America are the subjects of this course. Each civilization, with an emphasis on their art and literature, manners and morals, scientific and technological inventions, political, military, and economic institutions, triumphs and failures, is considered first in its own context, and then with reference to how, when, and with what consequences ancient civilizations affected one another.

HIS 220 MODERN LATIN AMERICA

Prerequisite: Completion of RDG 001.
A history of Latin America in the 19th and 20th centuries dealing with the broad comparative features of the region's political, economic and social development. More specific analyses of national case studies are included together with a consideration of the frequent revolutions which have swept the nations of Latin America in the modern era.

HIS 232 HISTORY OF THE COLD WAR

Prerequisite: Completion of RDG 001 and/or RDG 002.
The course deals with one of the most significant areas of contemporary international conflict and tension: the mutual relationships among the United States, Russia, and China. Students probe the origins and development of the Cold War and peace in the 20th century.

HIS 255 THE CIVIL WAR AND RECONSTRUCTION

Prerequisite: Completion of RDG 001 and/or RDG 002.
The era of the Civil War and Reconstruction was the most traumatic in American history. The nation underwent an orgy of bloodshed and hatred, the aftereffects of which can still be seen to this day. This course examines the events and personalities of that turbulent era during which the nation was forged.

POL 205 AMERICAN NATIONAL GOVERNMENT

Prerequisite: Completion of RDG 001 and/or RDG 002.
An exploration of some of the significant areas and issues of contemporary American government and politics. Among the topics included are the scope of government activity in the United States today, the Constitution of the United States, and the evolution and operation of such political institutions as the Presidency, Congress, the Supreme Court and the political parties.

HOSPITALITY BUSINESS

NTR 158 SOCIAL AND CULTURAL ASPECTS OF FOOD

This course is an exploration of the social, cultural and religious aspects of food in different countries and nationalities with emphasis on ethnic groups in the United States. The food habits of various groups, identification of ethnic foods and terminology, dietary rationales, and the economics of dietary intake will be investigated. The emphasis of this course is on developing cultural competency and sensitivity to various ethnic groups. It includes cultural foods taste testing and nutritional counseling of people from various cultures.

NTR 192 PRINCIPLES OF FOOD SCIENCE

This course is designed to give students a fundamental understanding of the composition of foods, their nutritional impact and the chemical, physical and biological interactions that occur during production and processing of food products. The impact of ingredient interactions, substitutions, formulation and storage will be evaluated using sensory, physical and scientific methodology to determine quantitative and qualitative attributes.

NTR 195 NUTRITION LIFE CYCLE

This course stresses the practical application of nutritional concepts from pregnancy and birth through old age. Strategies for handling nutrition related problems, including infant feeding, introduction of solid foods, picky eaters, obesity issues, eating disorders, the use of nutritional supplements, sports nutrition, food guides and standards and label reading are among the subjects investigated.

NTR 198 NUTRITION FOR HEALTHCARE PROFESSIONALS

This course emphasizes general issues in the nutritional care and assessment of patients utilized by healthcare professionals in healthcare facilities. Topics include: Introduction to Nutrients, Digestion, Absorption and Metabolism of Nutrients, Life Cycles, Nutritional Assessment of Patients, Introduction to Diet Therapy and Nutrition Support Practices.

HUMAN SERVICES

HMS 117 INTRODUCTION TO COMMUNITY SERVICES

This course focuses on roles helpers play and locations for social work practice. Topics include professional values and the National Association of Social Worker's code of ethics and the knowledge base of the profession. Sociological theory and research are used to examine interventions in individual and community life as well as policy formulation and implementation. Social welfare history is also presented and special attention is paid to working with populations at risk and the importance of cultural competency.

HMS 200 COMMUNITY SERVICE SKILLS

Prerequisite: HMS 117.

This course surveys the fundamentals of support services. It includes concepts and skills in counseling; interviewing techniques; implementing case management; working with families and groups; planning and record keeping. Students who have taken CSW 200 will not receive credit for HMS 200.

HMS 205 COMMUNITY SERVICE INTERNSHIP

Prerequisite: HMS 117 and permission of instructor. The course includes five field work hours per week plus one and 1/4

seminar hours per week. Students are placed in an established human service agency under professional supervision. Class work focuses on the practical aspects of working in a human service agency, such as: professional responsibilities; supervisory and organizational skills; values and ethics and stress management. Special attention is paid to working with diverse populations.

LATIN AMERICAN STUDIES

LAS 101 INTRODUCTION TO LATIN AMERICAN STUDIES

This course introduces students to the interdisciplinary study of the diverse nations, traditions, experiences, and concerns of the peoples in Latin America. Class, race, and ethnicity issues, gender, language, and identity will be explored through a variety of media. Sociological, political, literary, historical, and theoretical contexts will frame the examination of subjects such as family, religion, ideological perspectives, (neo) colonialism, labor, the state, the economy, the environment, and the arts.

LEGAL STUDIES

LAW 103 BUSINESS LAW

An overview of the Law and the American legal system and court structure; an extensive study of the basic principles of the law of contracts, sales, and security devices.

LAW 104 BUSINESS LAW II

Prerequisite: LAW 103.

The legal aspects of business including basic principles of real and personal property, bailments, wills and intestate succession. It will also cover business arrangements including partnerships, corporations, limited liability companies as well as commercial paper.

LAW 105 INTRODUCTION TO CURRENT LAW

The course explores the structure and function of our judicial system, focusing on basic areas of civil law including those dealing with employment, housing, marriage, contracts and banking. Legal transactions such as wills, mortgages and leases will be analyzed. The course prepares students for the myriad of real life situations they will encounter. For non-business majors only.

LAW 209 LAW OFFICE MANAGEMENT

Prerequisite: LAW 200. Corequisite: LAW 200. Introduction to basic concepts of Law office management for the Paralegal, including an examination of Law office structure, management principles, and legal ethics. In addition, the course will include an introduction to computer utilization in litigation support, legal research and case management. Students must be familiar with word processing or enroll in ABT 109 prior to taking this course. Formerly LAW 309. Students who have completed LAW 309 will not receive credit for LAW 209.

LAW 211 LEGAL WRITING AND ANALYSIS

Prerequisite: LAW 200 and LAW 205.

This course will emphasize the development of legal writing skills for the paralegal. The student will draft letters, briefs, memoranda, and other documents used in legal practice. The students will learn the mechanics of legal writing, stressing clear and concise expression, citation, and terminology. Formerly LAW 311. Students who have completed LAW 311 will not receive credit for LAW 211.

MARKETING

MKT 100 INTRODUCTION TO MARKETING

Principles and methods employed in all phases of the distribution of goods and services from the producer to consumer. Emphasis on marketing activities includes product planning, consumer behavior, advertising, and marketing research. An overview of the dynamics of marketing which acquaints the student with the general philosophies of the business world.

MKT 101 BUSINESS MATHEMATICS

May not be used for Mathematics requirement. The course encompasses the application of basic, standard and fundamental principles of mathematics to practical business situations. Typical problems and applications are drawn from business situations and practices.

MKT 106 PRINCIPLES OF ADVERTISING

An introductory course covering history, functions, principles, and applications of advertising. Topics include copywriting, selection of media, budgeting, print and broadcast production, and the role of the advertising agency and research. Students will develop an advertising campaign.

MKT 130 MARKETING RESEARCH

Prerequisite: MKT 100.

Techniques of marketing research and other applications to practical marketing problems; information gathering methods, questionnaire formulation, sampling, and report writing. Includes an actual research study, which will be conducted by students.

MKT 155 INTRODUCTION TO INTERNATIONAL MARKETING

This course will introduce the student to the fundamentals of International/Multinational Marketing. The course of study includes: The International Environment, International Marketing Activities, Global Marketing Management. It covers the channels of international distribution and the financial and logistical aspects of International Marketing.

MKT 160 INTRODUCTION TO CUSTOMER SERVICE

This survey course will prepare the student for advanced study in the area of customer service. An extensive vocabulary of customer service terms will be developed and students will understand the basics of customer service, credit, collection, authorization services and fraud control.

RET 107 PRINCIPLES OF RETAILING

A survey of the retail industry. The economic importance and structure of retail organizations are studied for their function and interrelationships, operations and human resources.

MATHEMATICS/COMPUTER SCIENCE

CMP 105 ELECTRONIC SPREADSHEETS

Prerequisite: Students must have satisfied all MAT, ENG 001 and RDG 001 remediation requirements prior to starting the course. This course introduces electronic spreadsheet application software. Topics include spreadsheet operations, creation of charts and graphs, data query, multiple spreadsheets, links and macro programming. It is designed for computer processing, business and general liberal arts students interested in obtaining comprehensive hands-on training in the use of electronic spreadsheets (4.5 lecture hours) Laboratory fee applies.

CMP 115 COMPUTERS IN BUSINESS

Prerequisite: Students must have satisfied all MAT, ENG 001 and RDG 001 remediation requirements prior to starting the course. This course introduces the role of computers and data processing in the business environment. Topics include: essential business computer concepts, computer hardware/software, modern business computer systems, the Internet, data communications, networking, and systems analysis and design. An introduction to DOS and Windows is covered. Electronic spreadsheets are used to emphasize business analysis and decision-making using computers. This course is primarily for business majors. Computer Information Systems or Computer Science majors will not receive credit for this course. Laboratory fee applies.

CMP 117 BUSINESS COMPUTING: CONCEPT AND APPLICATION

Prerequisite: Students must have satisfied all MAT, ENG 001 and RDG 001 remediation requirements prior to starting the course. This course is designed to provide the business student with a broad-based background in the use of computer systems in business and industry. An overview of computer hardware and software concepts with their impact on business systems is an integral part of the course. Students are introduced to a variety of information systems and the development life cycle utilized in the private sector. The importance of networking structures and the analysis of data flow within business and management information systems (MIS) are covered. Use of the Internet for global electronic commerce is discussed. The hands-on component of the course provides students with substantial use of spreadsheet, database and presentation software to analyze data and solve real-life business problems. Students will be introduced to databases that exhibit the hierarchy of data and the relational database model. (Students will not receive credit for both CMP 115 and CMP 117; Computer Science or Information Technology majors will not receive credit for this course.) Laboratory fee applies.

MAT 101 CONCEPTS OF MATH

Prerequisite: Students must have satisfied all MAT, ENG 001 and RDG 001 remediation requirements prior to starting the course. Topics include: formal symbolic logic, arguments, methods of proof; basic concepts of sets, set operations and probability. Consideration of number systems and computers.

MAT 102 INTRODUCTION TO STATISTICS

Prerequisite: Students must have satisfied all MAT, ENG 001 and RDG 001 remediation requirements prior to starting the course. *See calculator note in catalog. Appropriate and inappropriate uses of statistics, measures of central tendency and variability, basic concepts of probability, the binomial, normal and 't' distributions, testing hypotheses, estimation, chi-square, linear regression, and correlation.

MAT 103 APPLIED STATISTICS

Prerequisite: Students are to be placed into MAT 103 by the following: At least a C in MAT 102. Students must have satisfied all MAT, ENG 001 and RDG 001 remediation requirements prior to starting the course.

A course for students concentrating in liberal arts, social science, humanities, and statistics. Through the use of computer software packages such as Excel, Lotus 1-2-3, Statistical Package for the Social Sciences (SPSS), and Minitab, the basic and more advanced ideas of descriptive and inferential statistics are studied.

MAT 109 COLLEGE ALGEBRA AND TRIGONOMETRY

Prerequisite: Students are to be placed into MAT 109 by the following: College Placement Test (For some students whose College Placement Test scores allow for MAT 109, MAT 002 might be recommended prior to taking MAT 109).

Students must have satisfied all MAT, ENG 001 and RDG 001 remediation requirements prior to starting the course.

*See calculator note in catalog. This course considers fundamental ideas from algebra, trigonometry, and functions, including exponentials and logarithms. A problem solving approach is used. (4.5 lecture hours)

MAT 111 PRE-CALCULUS

Prerequisite: Students are to be placed into MAT 111 by the following: College Placement Test or at least a 'C' in MAT 109 or MAT 116. Students must have satisfied all MAT, ENG 001 and RDG 001 remediation requirements prior to starting the course.

*See calculator note in catalog. A primer course for the study of Calculus. The function concept plays the unifying role in the study of polynomial, rational, exponential, logarithmic, and trigonometric functions. The modeling of elementary functions is stressed and topics are presented graphically, numerically, analytically, and verbally (following the Rule of Four). Technological support using a graphing calculator is integrated throughout the semester. In addition, appropriate computer software may also be available. (4.5 lecture hours)

MUSIC

MUS 100 LISTENING TO MUSIC

Basic concepts and development of listening perception. Compositions to be discussed include vocal and instrumental works of the 18th, 19th and 20th centuries selected to show the development of Western musical art. A requirement for the course is that students must attend concerts, one of which must be at a major concert hall in the metropolitan area, during the semester. This course cannot be applied to a degree in music.

NURSING

NUR 100 INTRODUCTION TO ASSOCIATE DEGREE NURSING

This course is designed to acquaint the student who enters the nursing program at an advanced level with the philosophy and conceptual framework of Associate degree nursing. It will also introduce the role of the professional nurse and the problem-solving process as it relates to formulating a nursing diagnosis. Open to advanced standing and articulation students or by permission of the Chairperson. This course is part of the required Nursing curriculum for students receiving advanced standing in the required nursing courses. 1 Credit.

PHILOSOPHY

PHI 103 CRITICAL THINKING

Prerequisite: Students must have satisfied all ENG and RDG remediation requirements prior to starting the course. This course stresses sensitivity to form as it teaches the student to identify and evaluate different types of arguments found in ordinary language. Basic concepts include deduction, induction, soundness, validity, invalidity, formal and informal fallacies, clarifying meaning, assumption identification, and causal inferences.

PHI 110 BIO-MEDICAL ETHICS

Prerequisite: Students must have satisfied all ENG and RDG remediation requirements prior to starting the course. An inquiry into the ethical problems raised by recent biomedical advances, research and clinical practice in our 20th-century culture. Genetic research, stem cell research, abortion, human experimentation, cloning, delivery of health care services, transplantation and allocation of scarce medical services, suicide and euthanasia are the main topics to be treated.

PSYCHOLOGY

PSY 203 GENERAL PSYCHOLOGY I

Designed to familiarize the student with the science of human behavior and mental states; the methods employed by psychologists; the experimental findings and applications of research; and the important contributions from the behaviorist, psychoanalytic, neuroscientific, and cognitive schools of thought. This course includes the study of learning, perception, cognition, intelligence, social influences, psychological disorders, physiological changes and developmental stages.

PSY 213 CHILD DEVELOPMENT

Prerequisite: PSY 203.

Development and analysis of infant and child behavior, motor development, emotional development, motivation, language, thinking, work and play. Problems and methods of child study; application of research; effects of heredity and environment on the individual; individual differences and theories of personality development. Observations required.

PSY 215 ABNORMAL PSYCHOLOGY

Prerequisite: PSY 203.

An introduction to behavior pathology. Emphasis is on the evaluation, diagnosis and treatment of disordered and maladaptive behavior. Presentation of different theories and models of normal and abnormal personality.

PSY 216 LIFESPAN HUMAN DEVELOPMENT

Prerequisite: PSY 203.

This course will examine major theories and findings on human development. Development is viewed across the life span from prenatal development through advanced old age. The course integrates theoretical perspectives and serves as a foundation for careers in the behavioral sciences, health, and human services.

PSY 235 PSYCHOLOGY OF THE EXCEPTIONAL CHILD

Prerequisite: PSY 203 and PSY 212 or PSY 213.

Students who have taken EDU 235 will not receive credit for PSY 235. This course examines the psychological, learning and behavioral characteristics of each category of exceptionality. Students will be introduced to special education laws and their implications for identification, delivery systems, transition plans, and placement procedures. Field experience in a special education setting is required.

PHYSICAL SCIENCES

AST 101 SOLAR SYSTEM ASTRONOMY

The historical development of the physical laws and theories basic to the study of the solar system is studied. Physical characteristics of the earth, moon, planets and sun are discussed including findings of

unmanned planetary exploration. Students are required to attend at least two evening observation sessions during the semester. Students gain a working knowledge of the operation of a telescope. (3 lecture, 3 laboratory hours) Lab fee applies. Note: A special Hybrid section of Solar System Astronomy may be offered each semester. This distance-learning course uses the internet, computers and other electronic media to complete the course assignments. Therefore, students must have access to a computer. Students will occasionally meet with the instructor on campus to perform laboratory experiments and take exams. Lab fee applies. Formerly SCI 105. Students who have completed SCI 105 will not receive credit for AST 101.

CLI 101 CLIMATOLOGY

Meteorological elements such as temperature, precipitation, pressure, and wind will be studied to provide an understanding of the different climates around the world. Students will learn how climate can influence agriculture, clothing, housing, and transportation in different parts of the world. The interdisciplinary nature of this course is evident in the study of how scientists have used biology, meteorology, geology, astronomy, physics, chemistry, oceanography and computer modeling to determine the climates of the past and predict the climates of the future. The study of climate change will include astronomical theories, the ocean conveyor belt, ozone depletion, global warming and El Nino and La Nina. Formerly SCI 108. Students who have completed SCI 108 will not receive credit for CLI 101. (3 lecture, 3 laboratory hours) Lab fee applies.

ENV 101 ENVIRONMENTAL SCIENCE

Some Saturday field trips may be required of evening students. This course offers an introduction to the basic principles of ecology, population and food production problems. The course also examines the basic principles concerning air and water pollution. Laboratory exercises are designed to measure the local air and water quality. The modes of detection and prevention of environmental pollution will be investigated and discussed. Field trips and laboratory exercises are a required part of the course. Students must provide their own transportation to and from the field trip sites. (3 lecture, 3 laboratory hours) Lab fee applies. Formerly SCI 109. Students who have completed SCI 109 will not receive credit for ENV 101.

GLY 101 PHYSICAL GEOLOGY

This course presents principles of the study of the earth outlining how the science began in the late 1700s from natural curiosity progressing to our present knowledge of the earth as a dynamic entity. Students will study its surface features and processes and then can appreciate how patterns observed have allowed for interpretations of what is going on within the interior. Such aspects include but are not limited to earthquakes, volcanism, origin and deformation of mountain belts and ocean basins, the work of running water, glaciers and wind. In lab, students are provided a hands-on approach to the study of minerals, igneous, sedimentary and metamorphic rocks and will learn how to use a topographic map. A one-day field trip may be offered to illustrate and reinforce the concepts introduced. (3 lecture, 3 laboratory hours) Lab fee applies. Special sections of Physical Geology may be offered which cover most of the topics above but which present the popular field of gemology, allowing the students to work with professional instruments to identify a large suite of gems, both natural and synthetic. Lab fee applies. Formerly SCI 103. Students who have completed SCI 103 will not receive credit for GLY 101.

GLY 105 BEACHES AND COASTS

This course introduces the study of beach and coastal processes and environments. It examines coastal morphology such as barrier islands, spits, dunes and marshes and introduces the effects of plate tectonics, glaciers, and rivers on beaches and coasts. It also examines tidal currents, wave action, longshore currents and transport, and estuarine circulation. Human activities and the effects of man-made (anthropogenic) structures will also be emphasized. Students will also study the various methods used for study of coastal environments. Field trip(s) required. Formerly SCI 115. Students who have completed SCI 115 will not receive credit for GLY 105.

SCI 101 PHYSICAL SCIENCE

This is an introductory course designed to involve the non-science oriented student in an investigation of some of the basic concepts and processes of science. There will be an introduction to measurement and information gathering techniques used by scientists, along with an examination of basic principles of phenomena such as motion, gravity, energy, and heat. Laboratory experiments will enable the students to investigate scientific principles as they apply to the world. (3 lecture, 3 laboratory hours) Laboratory fee applies.

READING

RDG 101 EFFECTIVE COLLEGE READING

Prerequisite: Satisfaction of all non-credit Reading requirements. This is an advanced Reading course focusing on the critical reading of expository and narrative text from a variety of print and digital sources. Students will develop critical reading strategies to be used in the context of reading about issues facing them as members of society and as candidates for further study or for the world of work. There will be an emphasis on information literacy and on writing, in response to reading.

SOCIOLOGY

ANT 203 PHYSICAL ANTHROPOLOGY

The major problems, methods and theories of physical and biocultural anthropology. Topics include: primatology, human origins, evolutionary processes, human variation, origins of language, and the interaction of nature, culture and society.

ANT 204 CULTURAL ANTHROPOLOGY

Explores cultures holistically in preindustrial and non-Western and Western societies. Topics include: ecology and environment, economic organization, kinship and marriage patterns, political organization, social structure, religious organization, rituals, ideas, values and world view. Other topics are culture contact, technological development, and culture change.

SOC 201 INTRODUCTION TO SOCIOLOGY

Major theories, methodology and research findings of Sociology. The nature, organization and development of modern society. Sociological examination of varied forms of group life, including small groups, families, bureaucracies, formal organizations, social classes and ethnic groups. Analysis of social process and social change.

SOC 209 RACE CLASS ETHNICITY

This course explores racial, ethnic, and class diversity, identity, and inequality. It examines social relations between and among racial and ethnic groups in the United States, and relevant comparisons

to other western and non-western societies. It examines the role of discrimination, prejudice, and stereotyping in intergroup relations. Also, it investigates how class privileges and disadvantages shape patterns of social mobility. The course pays particular attention to immigration to the United States and its effects on American society, in light of current research and theory.

SOC 210 CRIMINOLOGY

Prerequisite: SOC 201 or ANT 203.

The nature, significance and causes of crime: statistics of crime and delinquency; historical development of criminological theory; modern explanations of crime, criminal laws and courts; police and prisons.

SOC 212 SOCIAL PROBLEMS

Application of sociological principles to problems of social disorganization and deviant behavior in industrial societies. Analysis of such problems as family disorganization, race conflict, poverty, mental illness, suicide, aging, crime and delinquency, drug and alcohol addiction, overpopulation and the ecological crisis.

SOC 220 SOCIOLOGY OF THE FAMILY

The family as a social institution and the roles of men, women and children in different societies. Types of families; how they develop and change. The social characteristics of the American family, its relation to the economy, government, religion and law. Problems of the family in modern industrial societies; conflict, divorce, mobility and mental illness.

STUDENT PERSONNEL SERVICES

NCC 101 COLLEGE EXPERIENCE

An introduction to the world of higher education. The goal of the course is to give students the skills, insights, and knowledge to make the most of their college experience.

Among the topics covered:

- * The philosophy, mission, and goals of higher education;
- * The role of campus resources (labs, library, counseling services, extracurricular activities, etc.) in the educational process;
- * Listening, note-taking, time management and study skills;
- * Faculty and student expectations and responsibilities;
- * Academic disciplines and their relationship to careers; and
- * The college community as a mirror of cultural diversity.

The course will also help students develop sufficient motivation to pursue their studies as active, responsible learners.

SPS 102 CAREER DEVELOPMENT AND EXPLORATION

The course examines individual behavior in the social contexts of personal, family, work, and group backgrounds. Using extensive career development and psychological theories from a wide range of research, the course assists the individual to determine successful methods of self-assessment and exploration, resulting in the achievement of a broad perspective of the world of work. Social factors such as job market volatility, industry trends and environmental and technological needs are reviewed for successful career exploration and decision making.

SPS 111 UNDERSTANDING SUBSTANCE USE, ABUSE AND ADDICTION

The course will address the nature of chemical dependency, recovery and treatment. Students will have an opportunity to analyze their own assumptions and attitudes toward chemicals and chemically dependent persons and develop an understanding of the biopsychosocial disease model of addiction. The course will also provide students with an understanding of drugs and drug abuse in American culture. The history of various drugs, their effects on society and human behavior will be examined.

SPS 201 PERSPECTIVES ON PEOPLE WITH DISABILITIES

The course enables the understanding of the social and personal experiences of people with disabilities. Emphasis is placed on how different cultures view and interact with this population.

SPS 202 CAREER MANAGEMENT

This course is intended for students who have already engaged in the career exploration process. Topics to be covered include: self-awareness, world of work and survey of career fields, employer research, employment organizational structures, effective networking, targeted resume and cover letter development, interviewing skills, professional etiquette, experiential learning, motivational theory and development, and self marketing strategies. This is a hands-on learning experience emphasizing the development of lifelong career management skills and tools.

THEATRE

THR 100 THEATRE APPRECIATION

Prerequisite: Satisfactory completion of remedial reading. A survey of the aesthetic and technical factors involved in the emergence of written drama as a produced work of theatre art. For students whose curricular emphasis is not theatre. Attendance at theatrical productions required.

WOMEN'S STUDIES

WST 101 INTRODUCTION TO WOMEN'S STUDIES

Focusing on the roles of women in a cross-cultural context, this course introduces the student to the discipline of Women's Studies and serves as a basis for more specialized courses. It treats such issues as women in the family, workplace, and community; images of women in the arts, professions and popular culture; and women's contributions in a variety of fields.



IMPORTANT COURSE REGISTRATION & INFO

Registration begins on Thursday, November 15, 2018. Distance Education courses begin on Tuesday, January 22, 2019. Go to ncc.edu/admissions/registrar for more information and instructions regarding your registration.

Note: New Freshmen and New Transfer Students When your admission application and any required testing are completed, you will be sent academic advisement information to your NCC student email.

SPRING 2019 DISTANCE EDUCATION: JANUARY 22 - MAY 20, 2019.

ACADEMIC DEPARTMENT CONTACT INFORMATION

Phone #	Department	Location
572-7544	Accounting & Business Admin	A-3020
572-7288	Administrative Business Technology	A-2023
572-7157	Africana Studies	H-124
572-9640	Allied Health Science	E-2225
572-7162	Art & Photography	G-179
572-7575	Biology	F-2230
572-7580	Chemistry	Life Sciences Building, 2nd Floor
572-7170	Communications	H-203
572-7178	Criminal Justice	G-157
572-7181	Economics & Finance	G-155
572-7272	Engineering/Physics/Technology	D-2087
572-7185	English	BH-13
572-7414	Foreign Language	M-300
572-7518	Health/Physical Education	P-218
572-7422	History/Political Science/Geography	G-257
572-7194	Honors	BH-1
572-7344	Hospitality/Business	BLDG K
572-7626	Legal Studies	A-3015
572-7588	Marketing and Retail	B-2037
572-7383	Math/Comp Sci & Info Tech	B-3028
572-7277	Mortuary Science	357 East Road
571-7446	Music	H-222
572-8030	NCC 101	351 Harmon Avenue
572-9630	Nursing	Life Sciences Building, 3rd Floor
572-7774	Paralegal Studies	A-3027
572-7450	Philosophy	M-217
572-7278	Physical Science	D-3090
572-7458	Psychology	G-355
572-7464	Reading BEP	N-205
572-7452	Sociology	G-357
572-7506	Student Personnel Services	M-11
572-7508	Theater & Dance	Thtre
572-7082	Women's Studies	351 Harmon



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