



 CharterOakSM
STATE COLLEGE

Degrees Without Boundaries

Distance Learning Course Schedule Fall 2008



Distance Learning Course Schedule – Fall 2008

Fall 2008 Semester

August 20 – December 23, 2008

Charter Oak State College Courses

Fall 2008 Semester

Full Semester (15-week)

August 25 – December 6, 2008

Term 1, 8-week Courses

August 25 – October 18, 2008

Session 1, 5-week Courses

August 25 – September 27, 2008

Registration: July 1 – August 15, 2008

Session 2, 5-week Courses

September 29 – November 1, 2008

Registration: July 1 – September 19, 2008

Term 2, 8-week Courses

October 20 – December 13, 2008

Registration: July 1 – October 10, 2008

Session 3, 5-week Courses

November 3 – December 6, 2008

Registration: July 1 – October 24, 2008

Calendar Fall 2008

July 1	Course registration begins
August 15	Registration deadline for 15-week full semester, 8-week Term 1 and 5-week Session 1 courses without a late fee
August 25	Courses begin for 15-week full semester, 8-week Term 1 and 5-week Session 1 courses
August 25	Last day to receive 100% tuition refund for full semester, Term 1 and Session 1
September 1	College closed for Labor Day
September 19	Registration deadline for 5-week Session 2 courses without a late fee
September 27	5-week Session 1 courses end
September 29	5-week Session 2 courses begin; last day to receive 100% tuition refund for Session 2
October 13	College closed for Columbus Day
October 10	Registration deadline for 8-week Term 2 courses without a late fee
October 18	Video course midterm exams; last day of 8-week Term 1 courses
October 20	8-week Term 2 courses begin; last day to receive 100% tuition refund for Term 2
October 24	Registration deadline for 5-week Session 3 courses without a late fee
November 1	5-week Session 2 courses end
November 3	5-week Session 3 courses begin; last day to receive 100% tuition refund for Session 3
November 27 & 28	College closed for Thanksgiving
December 6	Video course final examinations; courses end for 15-week full semester and for 5-week Session 3

December 13	8-week Term 2 courses end
December 25	College closed for Christmas

Calendar Spring 2009

November 10, 2008	Course registration begins
November 27 & 28	College closed for Thanksgiving
December 25	College closed for Christmas
January 1, 2009	College closed for New Year's Day
January 9	Registration deadline for 15-week full semester; 8-week Term 1 and 5-week Session 1 courses without a late fee
January 19	College closed for Martin Luther King Day
January 20	Courses begin for 15-week full semester; 8-week Term 1 and 5-week Session 1
January 20	Last day to receive 100% tuition refund for full semester, Term 1 and Session 1
February 8	No refunds given after this date for full semester and Term 1 courses
February 13 & 16	College closed in observance of Presidents' Day
February 13	Registration deadline for 5-week Session 2 courses without a late fee
February 21	Courses end for 5-week Session 1
February 23	Courses begin for 5-week Session 2 Last day to receive 100% tuition refund for 5-week Session 2
March 6	Registration deadline for 8-week Term 2 courses without a late fee
March 14	Video course midterm exams for full semester courses; courses end for 8-week Term 1
March 16	Courses begin for 8-week Term 2
March 20	Registration deadline for 5-week Session 3 without a late fee
March 28	Courses end for 5-week Session 2
March 30	Courses begin for 5-week Session 3 Last day to receive 100% tuition refund for 5-week Session 3
April 10	College closed for Good Friday
May 2	Video course final examinations; last day of full semester and 5-week Session 3
May 9	Courses end for 8-week Term 2

Calendar Summer 2009

March 30	Course registration begins
May 16	Registration deadline for 8-week and 5-week Session 1 courses without a late fee
May 25	College closed for Memorial Day
May 26	Courses begin (refer to course descriptions for 5-week courses).
May 26	Last day to receive 100% tuition refund for 8-week summer session courses and for 5-week Session 1 courses
June 19	Registration deadline for 5-week Session 2 courses without a late fee
June 27	Courses end for 5-week Session 1
June 29	Courses begin for 5-week Session 2
July 3	College closed for Independence Day
July 18	Courses end for 8-week term
August 1	Courses end for 5-week Session 2

For all tuition refund information, refer to Refund Schedule, page 12.
For start dates for all Non-Credit Courses, refer to Course Descriptions, page 41.

Are you thinking of completing your degree or do you just want to enroll in distance learning courses? Either way, Charter Oak State College is for you.

Charter Oak State College at a Glance

Charter Oak State College is Connecticut's public online college offering affordable and flexible degree completion programs for busy adults. Students can earn degrees at both the associate and baccalaureate levels through a variety of traditional and non-traditional means.

Most Charter Oak courses are offered online, and students may choose from an expansive selection of 5, 8 and 15-week courses in nearly 50 areas of study.

Charter Oak's online courses offer an interactive, practical learning experience and are taught by a distinguished and credentialed faculty.

Additionally, the College recognizes and accepts credits awarded by other regionally accredited colleges and universities. Credits may also be awarded from other sources including college level exams, military training, portfolio assessment, training programs evaluated by ACE, PONSI or Charter Oak State College, certain professional licenses and certifications, and contract learning.

A Connecticut state college, Charter Oak was established in 1973 and is accredited by the New England Association of Schools and Colleges.

Learn More About Charter Oak State College

Visit <http://www.charteroak.edu> or call the Admissions Office at 860-832-3855.

Areas of Study

Baccalaureate degree candidates have the option of focusing their learning in a number of academic areas of study:

* Can be completed solely by enrolling in courses offered by Charter Oak State College

American Studies *
Anthropology
Applied Arts
Applied Behavioral Science (Human Services)
Art History
Biology
Business Administration *
Chemistry
Child and Youth Development *
Child Study
Child Study – Montessori Focus
Communication
Computer Science Studies
Criminal Justice
Ecological Studies
Economics
Engineering Studies
Environmental Studies
Fire Service Administration
Foreign Language
Geography
Geology
Health Care Administration *
Health Studies
History
Individualized Studies *
Information Systems Studies *
Interior Design Management
Judaic Studies
Liberal Studies *
Literature
Mathematics
Music History
Music Theory
Optical Business Management
Organizational Leadership *
Organizational Management *
Paralegal Studies *
Philosophy
Physics
Political Science
Psychology *
Public Administration
Public Safety Administration *
Religious Studies
Sociology *
Technology Studies

Charter Oak State College

Distance Learning Course Schedule Fall 2008

Table of Contents

<p>CALENDAR..... Inside front cover</p> <p>CHARTER OAK STATE COLLEGE AT A GLANCE 1</p> <p>DISTANCE LEARNING OPPORTUNITIES AT CHARTER OAK STATE COLLEGE 5</p> <p>TECHNOLOGY REQUIREMENTS..... 5</p> <p>TUITION 6</p> <p>HOW TO REGISTER 7</p> <p>POLICIES AND REGULATIONS</p> <p style="padding-left: 20px;">Academic Appeals..... 8</p> <p style="padding-left: 20px;">Academic Honesty 8</p> <p style="padding-left: 20px;">Adding and Dropping Courses 8</p> <p style="padding-left: 20px;">Examinations and Proctors 9</p> <p style="padding-left: 20px;">Extensions for Video-Based Courses 9</p> <p style="padding-left: 20px;">Faculty 9</p> <p style="padding-left: 20px;">Grades 9</p> <p style="padding-left: 20px;">Grading Policy..... 10</p> <p style="padding-left: 20px;">Repeating Courses 10</p> <p style="padding-left: 20px;">Revision Policy..... 10</p> <p style="padding-left: 20px;">Students with Disabilities..... 10</p> <p style="padding-left: 20px;">Student Responsibilities..... 10</p> <p style="padding-left: 20px;">Texts 10</p> <p style="padding-left: 20px;">Video 11</p> <p style="padding-left: 20px;">Withdrawal Policy 11</p> <p style="padding-left: 20px;">Charter Oak State College Refund Schedule 12</p> <p style="padding-left: 20px;">Title IV Refund Policy..... 13</p> <p>ACADEMIC SUPPORT</p> <p style="padding-left: 20px;">Tutoring 13</p> <p style="padding-left: 20px;">Library Access 13</p> <p style="padding-left: 20px;">Research Papers 13</p> <p>CHECKLIST FOR DISTANCE LEARNING STUDENTS .. 13</p> <p>FALL 2008 – CREDIT COURSE OFFERINGS..... 14</p> <p>CERTIFICATE PROGRAMS 14</p> <p>ACCOUNTING</p> <p style="padding-left: 20px;">ACC 101: Financial Accounting..... 15</p> <p style="padding-left: 20px;">ACC 102: Managerial Accounting..... 15</p> <p>AFTER SCHOOL EDUCATION</p> <p style="padding-left: 20px;">ASE 255: Introduction to After School Care and Education..... 15</p> <p style="padding-left: 20px;">ASE 265: Child and Adolescent Development 15</p> <p style="padding-left: 20px;">ASE 315: Positive Guidance for Children and Youth..... 15</p> <p style="padding-left: 20px;">ASE 398: After School Education Field Experience Practicum 1cr 16</p> <p style="padding-left: 20px;">ASE 399: After School Education Field Experience Practicum 3cr 16</p>	<p>BIOLOGY</p> <p style="padding-left: 20px;">BIO 105: Introduction to Nutrition..... 16</p> <p style="padding-left: 20px;">BIO 120: Introduction to Genetics with Lab..... 16</p> <p>BUSINESS</p> <p style="padding-left: 20px;">BUS 120: Business Law 16</p> <p style="padding-left: 20px;">BUS 250: International Business 17</p> <p style="padding-left: 20px;">BUS 341: Risk Management and Insurance 17</p> <p>CHEMISTRY</p> <p style="padding-left: 20px;">CHE 101: Introduction to Chemistry with Lab 17</p> <p>COMMUNICATIONS</p> <p style="padding-left: 20px;">COM 101: Introduction to Speech Communication..... 17</p> <p style="padding-left: 20px;">COM 326: Effective Personal and Organizational Communication 17</p> <p>CRIMINAL JUSTICE</p> <p style="padding-left: 20px;">CRJ 101: Introduction to Criminal Justice 17</p> <p style="padding-left: 20px;">CRJ 205: Controversial Trials and the Criminal Justice System 18</p> <p style="padding-left: 20px;">CRJ 210: Introduction to Forensic Science 18</p> <p style="padding-left: 20px;">CRJ 310: Criminology..... 18</p> <p>EARLY CHILDHOOD EDUCATION ADMINISTRATION</p> <p style="padding-left: 20px;">ECE 101: Introduction to Early Childhood Education 18</p> <p style="padding-left: 20px;">ECE 215: Behavior Management for Early Childhood Professionals..... 18</p> <p style="padding-left: 20px;">ECE 220: Early Childhood Music for Early Childhood Professionals 18</p> <p style="padding-left: 20px;">ECE 250: Administration and Supervision of ECE Programs 19</p> <p style="padding-left: 20px;">ECE 310: Speech and Language Development 19</p> <p style="padding-left: 20px;">ECE 325: Personnel Management in Programs for Children..... 19</p> <p style="padding-left: 20px;">ECE 350: Historical Context of the Work of Dr. Maria Montessori 19</p> <p style="padding-left: 20px;">ECE 399: Child Study Practicum..... 19</p> <p style="padding-left: 20px;">ECE 450: Current ECE Literacy Research and the Montessori Literacy Model 19</p> <p>EARTH SCIENCE</p> <p style="padding-left: 20px;">ESC 111: Introduction to Earth Science 20</p> <p>ECONOMICS</p> <p style="padding-left: 20px;">ECO 101: Introduction to Microeconomics..... 20</p> <p style="padding-left: 20px;">ECO 102: Introduction to Macroeconomics..... 20</p> <p style="padding-left: 20px;">ECO 410: Global Economics..... 20</p> <p>EDUCATION</p> <p style="padding-left: 20px;">EDU 305: Autism and Asperger’s Disorder..... 20</p> <p style="padding-left: 20px;">EDU 315: Child Abuse 20</p> <p style="padding-left: 20px;">EDU 320: Teaching Diversity 21</p>
--	---

EDUCATION TECHNOLOGY

EDT 310: Issues and Trends in Education Technology..... 21

ENGLISH

ENG 099: Criterion Writing Assessment 21
 ENG 101: English Composition 21
 ENG 102: English Composition and Research..... 21
 ENG 103: Research Paper Writing Techniques..... 22
 ENG 301: Power Writing..... 22
 ENG 302: World Literature for Children 22
 ENG 303: The American Novel..... 22
 ENG 305: Science Fiction 22

ENVIRONMENTAL SCIENCE

SCI 201: Environmental Science 22
 SCI 202: Topics in Environmental Science..... 23

FINANCE

FIN 210: Financial Management 23

FINE ARTS

FAR 101: Art of the Western World 23
 FAR 330: Women in Film 23

GEOGRAPHY

GEO 101: World Regional Geography 23

HEALTH CARE ADMINISTRATION

HCA 101: Introduction to Health Care Systems and Administration 24
 HCA 105: Medical Terminology 24
 HCA 111: The Claims Environment..... 24
 HCA 115: Medical Records Science..... 24
 HCA 201: Health Care Quality Concepts and Principles .. 24
 HCA 211: Health Care Finance..... 24
 HCA 301: Contemporary Ethical Issues in Health Care... 24
 HCA 311: The Economics of Health and Health Care... 25
 HCA 321: Continuous Quality Improvement in Health Care..... 25
 HCA 350: Transcultural Competency in Health Care Administration..... 25
 HCA 399: Health Care Administration Practicum 25
 HCA 401: Regulatory and Accrediting Agencies and Requirements for Health Care Organizations..... 25
 HCA 411: Health Care Law..... 25
 HCA 450: Leadership in Health Care Administration 25
 HCA 499: Strategic Management in Health Care Administration 26

HISTORY

HIS 101: A Biography of America: New World Encounters through Reconstruction..... 26
 HIS 240: History and Sociology of the American Indian.. 26
 HIS 248: The American Constitution in Historical Perspective 26

HIS 302: The People’s Century (1945 – 2000) 26
 HIS 333: American Foreign Policy (Post WW II)..... 27
 HIS 350: Contemporary China: History, Politics and Culture..... 27

INFORMATION TECHNOLOGY

ITE 100: Computer Literacy 27
 ITE 101: Introduction to MIS 27
 ITE 135: Introduction to Computer Security 27
 ITE 220: Networking and Data Communications 27
 ITE 225: Computer Organization..... 28
 ITE 330: Systems Analysis and Design 28
 ITE 335: Computer Systems Security 28
 ITE 430: Database Management and Design 28
 ITE 435: Network Security Management 28

INTERDISCIPLINARY

IDS 102: Prior Learning Portfolio Development..... 28
 IDS 105: Survey of Latin American Culture..... 29
 IDS 120: The Global Village..... 29
 IDS 400: Grant Writing 29

JOURNALISM

JRN 101: Introduction to Journalism..... 29

MANAGEMENT

MGT 101: Introduction to Management 29
 MGT 315: Organizational Behavior 29
 MGT 325: Organizational and Group Dynamics 29
 MGT 326: Organizational Theory 30
 MGT 350: Studies in Entrepreneurship..... 30
 MGT 365: Nonprofit Management..... 30
 MGT 370: Operations Management..... 30
 MGT 450: Leadership Practices 30
 MGT 451: Team Leadership 30
 MGT 460: Fundamentals of Project Management 30
 MGT 461: Human Resource Management 31
 MGT 462: Effective Project Management..... 31
 MGT 464: Mastering Project Management..... 31
 MGT 499: Strategic Management (Capstone Course) .. 31

MARKETING

MKT 220: Principles of Marketing 31
 MKT 310: International Marketing 32

MATHEMATICS

MAT 100: Elementary Algebra 32
 MAT 101: Contemporary Mathematics 32
 MAT 103: College Algebra..... 32
 MAT 105: Statistics 32
 MAT 115: Introduction to Logic..... 33

MUSIC

MUS 130: Survey of Jazz Styles 33

NURSING

NUR 190: LPN to RN Articulation Bridge Course..... 33

PARALEGAL STUDIES

PLG 105: Civil Procedure 33

PLG 110: Technology in Law 33

PLG 301: Legal Ethics and Professional Responsibility... 34

PLG 320: Family Law 34

PLG 325: Juvenile and Education Law 34

PHILOSOPHY

PHL 201: Ethics in America..... 34

PHL 485: Personal Values and Organizational Ethics..... 34

POLITICAL SCIENCE

POL 150: Introduction to American Government..... 34

POL 220: State and Local Government..... 35

POL 250: Ethics in International Relations..... 35

POL 300: The Modern Presidency..... 35

POL 321: Constitutional Law 35

PSYCHOLOGY

PSY 101: Introduction to Psychology 35

PSY 248: Adolescent Psychology 35

PSY 301: Psychology of Play 36

PSY 319: Psychology of Gender 36

PSY 320: Cognitive Psychology 36

PSY 321: Social Psychology 36

PSY 333: Selected Topics in Social Psychology
and Deviance 36

PSY 334: Psychology of Personality 36

PSY 335: Psychology of Exceptional Children 36

PSY 336: Abnormal Psychology 37

PSY 410: Research Methods for the
Behavioral Sciences 37

PSY 450: Introduction to Neuropsychology 37

PUBLIC ADMINISTRATION

PUB 101: Intro to Public Administration 37

PUB 120: Public Administration Law..... 37

PUB 205: Public Finance and Budgeting 37

PUB 210: Ethics in Public Administration 38

PUB 215: Making Public Policy 38

PUB 310: Current Issues in Public Administration 38

PUB 315: Public Policy Analysis..... 38

PUBLIC SAFETY ADMINISTRATION

PSA 305: Ethics in Public Safety 38

PSA 330: Cultural Diversity in Public Safety 38

PSA 335: Group Dynamics in Public Safety..... 38

PSA 355: Human Resources in Public Safety..... 39

PSA 360: America’s Homeland Security..... 39

PSA 425: Counteracting Terrorism in Public Safety..... 39

PSA 440: Research Methodology in Public Safety 39

PSA 465: Global Perspectives/Emergency Management.. 39

PSA 499: Leadership in Public Safety..... 39

SOCIOLOGY

SOC 101: Introduction to Sociology 39

SOC 210: Sociology of the Family 39

SOC 311: Sociology of the City..... 40

SOC 315: Sociology of Diversity 40

SOC 320: Urban Youth in American Society..... 40

SOC 350: Children, School and the Community..... 40

SOC 449: Social Problems and Their Impact
on the Workplace 40

SOC 450: Social Theory..... 40

SPANISH

SPA 102: Elementary Spanish II 41

FALL 2008 – NON-CREDIT CERTIFICATE PROGRAMS

Home Care Nursing..... 41

RN Refresher Course 41

LPN Refresher Course..... 42

Perioperative Nursing 42

Pharmacists Refresher Course..... 43

FALL 2008 – NON-CREDIT COURSES

EDU 049: Basic Skills Prep (Praxis 1 PPST) 43

FIN 099: Home Buying: Get the Facts..... 43

**ADDITIONAL OPPORTUNITIES TO EARN COLLEGE
CREDIT AT CHARTER OAK STATE COLLEGE**

Contract Learning 44

Portfolio Assessment 44

Testing 44

GENERAL EDUCATION REQUIREMENTS..... 45

FALL 2008 ACCELERATED COURSES 48

FALL 2008 ON-DEMAND COURSES 49

PROPOSED COURSES FOR SPRING 2009..... 49

PROCTOR FORM 51

VIDEO-BASED COURSE EXTENSION FORM 53

COURSE WITHDRAWAL FORM 55

Distance Learning Opportunities at Charter Oak State College

Welcome! Charter Oak State College is Connecticut's public distance learning degree program. Distance learning courses provide you with the opportunity to choose the time and place to study. IT IS NOT AN EASIER WAY for a self-motivated student to earn credit, but it is certainly a more convenient way than attending classes. You will need to complete reading and writing assignments on schedule, take required examinations and write research papers.

To preview the course syllabi before you register, go to <http://www.charteroak.edu/syllabus>. If you are a degree-seeking student enrolled at another college or university, we advise that you check with that school prior to registration to confirm the acceptance and transfer of your Charter Oak State College credits.

Technology Requirements

Email

Students will be assigned a Charter Oak email address. The College email will be used for all course work and correspondence, and should be checked regularly.

Online Courses

View a sample online course

All registered online students new to Blackboard® must view the Online Course Demonstration at http://www.charteroak.edu/bb/cosc_course_demo/index.htm before starting their first online course. It should take no more than ten minutes to complete.

New computer users will benefit from completing the Connecticut Distance Learning Consortium Basic Computer Skills Course at <http://www.ctdlc.org/remediation>. This is a short, easy-to-master, web-based course on basic online skills.

Online Course Technology Requirements

Charter Oak State College has developed online courses conducted in an electronic environment using Blackboard® course software. Online courses require appropriate computer equipment, and learners should have some general computer knowledge. Computer Requirements for Charter Oak State College online courses are:

Windows Operating System:

Windows 98 or higher

Browsers:

Internet Explorer 6.0.x – Certified (Blackboard® certified w/Win Xp only), fully tested and supported

Firefox 1.0.x and 2.0x – Certified, fully tested and supported; Firefox 3.0 is not currently supported.

Note: Internet Explorer 5.2-5.5 and AOL browsers were not tested by Blackboard® and are not officially supported.

Mac Operating System:

OS 10.2

Browsers:

Firefox 2.0x – Compatible, key application areas tested

Safari 2.0 – Compatible, key application areas tested

OS 10.3

Browsers:

Firefox 2.0x – Certified, fully tested and supported

Safari 2.0x – Compatible, key application areas tested

Networking

Ports 7755, 8011, and 8081 must be open to access the Virtual Classroom.

America Online is not supported. If you use AOL to sign on to the Internet, log in only to establish your internet connection, then minimize the AOL window and use Internet Explorer to access the courses.

Browser Settings: To see if your browser meets the technical requirements, go to <http://www.ctdlc.org/help/browsercheck.cfm>

- Requires Java enabled
- Requires Javascript enabled
- Requires "cookies" enabled
- Microsoft Word: Office 97 or newer
- If your email address is protected by any filter or Spam Blocker, be certain that email addresses containing "charteroak.edu" are added to your list of allowed senders.
- Learners should have general knowledge of the Internet, email and file transfer ("uploads" and "downloads").
- Students must have virus protection software such as Norton AntiVirus or McAfee VirusScan installed on their computer. Make sure that the virus definitions are updated on a regular basis; at least once per week. Your antivirus program can be set to do this automatically (check software documentation or call your tech support). Any infected files that are uploaded to the course servers will be deleted automatically to prevent the spread of infection.
- Some courses may require a CD-Rom/DVD drive or supplemental software such as PowerPoint. Check your course syllabus for specific computer and online requirements.
- **Students will be able to access their course(s) four days prior to the official start date of the course. Students taking their first course with Charter Oak State College will be emailed their login information a few days after registering.**

Technical Support is provided by the CTDLC and is available seven days a week at <http://www.ctdlc.org/help/index.html>.

You may contact CTDLC Technical Support at 860-832-3887, toll-free at 1-866-462-8352, or at support@ctdlc.org. Support will respond within 24-48 hours.

Online Courses 15-week term

Courses require students to complete reading and writing assignments, participate in group discussions, complete quizzes and tests, and complete summary projects or research papers. Many of the courses utilize a team approach in which students

may be assigned to complete a "group project". Most courses are three or four semester credits. Three credit courses require approximately 135 hours of computer and study time.

Accelerated Online Courses 5-and 8-week terms

Accelerated courses are the same in content as 15-week courses, only condensed into five or eight weeks. Three credit courses require approximately 135 hours of computer and study time regardless of length of course. Therefore plan your time accordingly. We strongly advise that you do not enroll in more than one accelerated course per 5-week term and caution you about taking more than one course per 8-week term.

Video-Based Courses

Video-based courses are videotape or DVD presentations supported by text. The videos or DVDs are rented. For most courses you need only a VCR or DVD player to participate. Email access is also recommended and some video-based courses do require internet access. Faculty serve as mentors for your independent study. Students may be required to provide instructors with self-addressed stamped envelopes to return corrected assignments. Check your course syllabus for detailed information.

Proctored midterm and final examinations are required for all video-based courses.

Tuition

The College reserves the right to change fees at any time when circumstances require.

TUITION for all credit courses:

- \$186 per credit for Connecticut residents
- \$256 per credit for out-of-state residents

FEES (non-refundable and not covered by financial aid):

- \$40 Registration fee
- \$45 Payment Plan fee
- \$20 Late registration fee *

* See *How to Register*, page 7

Active duty military personnel and their spouses pay Connecticut resident tuition. If a student is enrolled in the Charter Oak Military Partnership Program, special rates apply.

TUITION AND FEES for the Military Partnership Program

Application fee	\$ 75
Academic services fee for one year	\$ 270
Comprehensive tuition for one year	
Associate degree: includes 6 credits	\$ 1320
Bachelor's degree: includes 12 credits	\$ 2640
Per-credit for additional credits	\$ 220
Graduation	\$ 205

Students enrolled in the MPP partnership at the reduced matriculation rate must take the 6 or 12 credits as indicated above within one year. Failure to do so will result in the student owing the difference between the MPP academic services fee and regular academic services fee. The difference would be due at the end of the year and must be paid before enrollment in additional courses is allowed and before the matriculation renewal or graduation fee is paid.

TUITION AND FEES for Non-credit Certificate Programs:

Nurse Refresher Courses

- NUR 011: RN Refresher Course Module 1, \$550
- NUR 012: RN Refresher Course Module 2, \$550
- NUR 013: RN Refresher Course Module 3 (Clinical), \$1000
- NUR 021: LPN Refresher Course Module 1, \$1100
- NUR 022: LPN Refresher Course Module 2 (Clinical), \$1000
- NUR 031: Introduction to Perioperative Nursing \$900

Home Care Nursing

- HCN 010: Introduction to Home Care Nursing \$500
- HCN 011: Home Care Tutorial One –
Clinical Practice in the Home Care Environment \$300
- HCN 012: Home Care Tutorial Two –
Home Regulations and Documentation Requirements \$300

Pharmacists Refresher Course

- PHA 011, 012, 013: Pharmacists Refresher Course,
Module 1, 2 & 3 \$500 each

For non-credit certificate programs, a one-time non-refundable \$40 registration fee will cover all modules. The registration fee for NUR 031: Introduction to Perioperative Nursing is included in the tuition.

TUITION AND FEES for Non-credit Courses:

- EDU 049: Basic Skills Prep (Praxis 1 PPST), \$50 plus
\$40 registration fee
- ENG 099: Criterion Writing Assessment, \$40
- FIN 099: Home Buying: Get the Facts, \$40

AUDIT FEE:

Prior to the start of the course and with the permission of the instructor, students who wish to audit a course may do so by paying 50% of the per credit tuition plus the registration fee. A student registered in a course for credit may not change to an audit after the first day of the course. An audit grade cannot be changed to a letter grade and a letter grade cannot be changed to an audit grade after the course begins.

How to Register

You may register by one of the following methods:

1. **Online.** Go to <http://www.charteroak.edu/register> and follow the instructions for course registration. You must have your student ID number, your password and your Charter Oak State College email address. If you are a first time student with Charter Oak State College, follow the instructions to request a login.
2. **In person.** A kiosk is located in the Charter Oak State College lobby. Students may register through this automated system Monday through Thursday, 8:30 a.m. to 9:30 p.m. and Friday from 8:30 a.m. to 5:00 p.m.

No student will be allowed to start a course without appropriate payment.

Fall 2008 Timetable

Most courses have space limitations, and there is no guarantee that students will be able to enroll in the course(s) of their choice. Please register as early as possible!

Course Type	Registration Begins	Registration Deadline*	Course Begins	Course Ends
Full Semester/15-Week Courses Term 1	July 1	August 15	August 25	December 6
8-Week Accelerated Courses Term 2	July 1	August 15	August 25	October 18
8-Week Accelerated Courses	July 1	October 10	October 20	December 13
Session 1, 5-Week Courses	July 1	August 15	August 25	September 27
Session 2, 5-Week Courses	July 1	September 19	September 29	November 1
Session 3, 5-Week Courses	July 1	October 24	November 3	December 6

*Registrations received after this date will be charged a \$20 non-refundable late registration fee.

Payment Plan

- Enrollment solely in a 5-week course is not eligible for the payment plan.
- Other fees totaling \$200 or more, may be paid using the payment plan.
- The \$45 payment plan and the \$40 registration fees are non-refundable.
- Students may sign up for a payment plan online using the Acorn Web portal at <https://acorn.charteroak.edu>. The first payment is due when an individual payment plan is created. Payment Plans terms and conditions are available on the portal.
- Students utilizing the payment plan are liable for the entire amount if they withdraw from the course after the refund period ends.
- All payments must be made prior to the release of grades or transcripts.
- Additional information can be found at <http://www.charteroak.edu/register>.

You do not need to be seeking a degree at Charter Oak State College in order to take our courses.

Before you register, read the Charter Oak State College Policies and Regulations on pages 8-13.

If you are seeking a degree at Charter Oak State College, you should check with your counselor prior to registration to determine if you have selected an appropriate course for your degree program.

If you are at another college, make sure the course is appropriate for your program at that institution.

- If you register late, you will be assessed the \$20 non-refundable late registration fee (see Registration Deadline in the Timetable, above) in addition to the \$40 non-refundable registration fee.
- If you register late, you may not be able to receive your course materials in time to begin the course and you may not be able to enter the course on the first day.
- Certain courses begin and end on different dates. Check the individual course descriptions.
- No one will be admitted to a course after the first day.

- You must have access to the Internet and an email address prior to registering.
- After registering, students will be assigned a Charter Oak email address. The College email will be used for all course work and correspondence, and should be checked on a regular basis.
- If you are taking your first Charter Oak State College course, you will receive a Charter Oak State College student ID number, your Charter Oak State College email and your Password.
- After you register, information on your course schedule will be available to you on the Acorn portal at <https://acorn.charteroak.edu>.

Policies and Regulations

Academic Appeals

If a student feels an error has been made by the instructor in assigning the final course grade, the student may appeal as provided in the Academic Appeals Policy stated in the Charter Oak State College Student Handbook <http://www.charteroak.edu/handbook> and Official Catalog <http://www.charteroak.edu/catalog>.

Academic Honesty

In the Charter Oak State College Student Handbook, Proscribed Conduct is stated as follows: "Charter Oak State College may discipline a student in the following situations:

For academic dishonesty, which shall in general mean conduct, which has as its intent or effect the false representation of a student's academic performance including but not limited to: (a) cheating on an examination; (b) plagiarizing, including submission of another's ideas or papers as one's own; (c) stealing or having unauthorized access to examinations; (d) falsifying records, transcripts, test scores or other data; or (e) being represented by another individual for all or part of a distance learning course or examination."

By registering for a Distance Learning course, a student attests that all assignments submitted and examinations completed are the work of the enrolled student. Dishonesty will result in an "F" in the course and may incur other disciplinary action for Charter Oak State College students including dismissal from the College.

Unless permission is received in advance from the faculty member in charge of the course involved, a student may not submit, in identical or similar form, work for one course that has been used to fulfill an academic requirement in another course at Charter Oak State College or any other institution.

If a student perceives the possibility of overlapping assignments, the student should consult with the appropriate faculty. Exceptions to this policy can be made for students taking the one credit research course offered by Charter Oak State College (ENG 103). In a course where students are required to submit drafts of a paper, the policy applies only to the final paper.

Plagiarism is a serious offense. All suspected acts of plagiarism will be reported to the College. Students are expected to follow the proper method of writing and citing all sources used in a research paper.

Charter Oak State College uses electronic monitoring to check students' papers for plagiarism. Currently Charter Oak State College is using the plagiarism detection website, *Turnitin.com*. By enrolling in a Charter Oak State College course, all enrolled students thereby affirm and agree that:

1. All papers submitted for credit may be submitted to *Turnitin.com* for review by *Turnitin.com* for the detection of plagiarism, which is determined by a process that assesses the degree of textual similarity between the submitted paper and all the papers contained in *Turnitin.com's* extensive databases; and
2. All papers submitted to *Turnitin.com* will thereafter be retained in *Turnitin.com's* database for the sole purpose of determining whether future papers submitted to *Turnitin.com* have been plagiarized.

Use of the *Turnitin.com* service is subject to the "Terms of Use" Agreement posted on the *Turnitin.com* website.

Adding and Dropping Courses

Charter Oak State College offers 15, 8 and 5-week terms in the fall. There are add/drop dates for each term. **The first day of the course is the deadline for all Add/Drops.**

Courses may be added during the registration period, beginning July 1, 2008 through the first day of the course. Registrations are based on space availability. Students may not add courses after the first day of class for that term.

If you wish to add a new course or drop a course in which you enrolled, login to <https://acorn.charteroak.edu> and return to your Course Schedule. Courses may be dropped during the add/drop period for that term, which is through the first day of the course (by 11:59 p.m. ET), without penalty. After that date, students must officially withdraw from the course (see instructions for Withdrawals, page 11). Withdrawals are subject to the course refund schedule (see page 12). Students must officially withdraw by the withdrawal deadlines (page 11) to avoid receiving an "F" grade in the course.

If you are receiving financial aid, contact the Financial Aid Office to find out what impact the add/drop or withdrawal will have on your financial aid.

Examinations and Proctors

All video-based courses require a proctored midterm and final examination.

If a course requires a proctored examination, it must be proctored in accordance with Charter Oak State College policy. For the Fall 2008 term, the midterm is scheduled for October 18 and the final exam is scheduled for December 6, 2008. Exams times are 9:00 a.m. and 12:00 p.m. on these dates. Connecticut residents must take the midterm and final examinations at Charter Oak State College in New Britain, CT.

In-state students must email dinfo@charteroak.edu to indicate their choice of exam time. Please state your full name, the course number and title, and the time that you prefer. Approximately two weeks before the scheduled exam, an exam confirmation with instructions and a map to Charter Oak State College will be mailed to those students who have registered.

Connecticut students must take exams on the scheduled dates unless there are extenuating circumstances. If there are extenuating circumstances, alternate arrangements to take an exam must be made prior to the exam by contacting the Distance Learning Office.

Out-of-state students must make their own arrangements for taking a proctored examination in their state. Only proctors approved by Charter Oak State College can administer examinations. To have a test center and proctor approved, a student must submit a Proctor Approval Form, found at <http://www.charteroak.edu/Current/Forms> or on page 51 of this schedule, no later than 4 weeks prior to an exam. This form may be mailed to the College, Attn: Distance Learning Office, or faxed to 860-832-3997. The student is responsible for any fees associated with taking an examination at a site other than Charter Oak State College.

Extensions for Video-Based Courses

Video-based courses are not self-paced and students are expected to complete courses by the final examination. Under special circumstances such as serious illness of the student or death in the family, students may be granted a two-month extension. If no extensions are requested, all papers and examinations must be completed by the date of the final examination.

If permission is granted by the Distance Learning Administrator, the student must prearrange the extension with the faculty to complete the course requirements after the semester ends.

An extension must be requested before the final examination is given or the final project is due. To request an extension the student must submit an Extension Form (page 53) including documentation to verify the request, plus a \$45 extension fee to the Distance Learning Office. Except in the case of financial aid students, a second extension of two months may be permitted for another \$45. If you have an approved extension, notify ACT MultiMedia to avoid additional videotape or DVD rental costs.

Failure to complete the course once an extension has been granted may result in a grade of F. Withdrawals are not an option once the student has been granted an extension.

No extensions will be granted to students enrolled in online courses. However, under "special circumstances" such as serious illness of the student or death in the family, a student may request two weeks to complete the course at no charge. If permission is granted by the instructor and the Director, Distance Learning Program, the student must complete the course within the two week period. A grade of Incomplete will be recorded. If at the end of the two weeks, the outstanding work has not been submitted to the instructor, the Incomplete grade may become an "F" grade.

Faculty

Most faculty teach at Connecticut colleges or universities and are hired for the specific course based on academic expertise, current teaching experience and commitment to adult education. The instructor assigned to each course will assess your academic progress through written assignments and examinations.

Students are urged to contact their instructor if they have questions about the course or if they feel they are falling behind. The instructors expect to hear from the students. In the distance learning world, a telephone call or email is equivalent to asking a question in class or contacting the instructor to discuss issues.

Grades

The faculty will grade assignments and examinations within one week of receiving them and provide a grade and comments when appropriate. **The student must receive a passing grade on the final examination or final paper/project (if one is required), to pass the course.** Upon completion of the term, students will be able to access their final grades online at <https://acorn.charteroak.edu> after they are posted by faculty. No paper grade reports will be sent. **Note: Grades posted in Blackboard® are not official grades.**

How the course grades are determined is outlined in the course syllabus. All research papers, assignments and examinations must be completed by the dates in the course syllabus. Failure to do so may result in an "F" grade.

Grading Policy

Charter Oak State College Institutional Grading Policy

Letter Grade	Range (%)	Grade Point	Letter Grade	Range (%)	Grade Point
A	93.0-100.0	4.0	C	73.0-76.9	2.0
A-	90.0-92.9	3.7	C-	70.0-72.9	1.7
B+	87.0-89.9	3.3	D+	67.0-69.9	1.3
B	83.0-86.9	3.0	D	63.0-66.9	1.0
B-	80.0-82.9	2.7	D-	60.0-62.9	0.7
C+	77.0-79.9	2.3	F	0.0-59.9	0.0
W	Withdrawal – Student officially withdrew in writing from the course.				
I	Incomplete – For video-based or practicum only. Issued with the approval of the instructor and the Director, Distance Learning Program when, due to special circumstances, a student is granted an extension. Online students are not entitled to extensions.				
AU	Audit – Allowed if the instructor of the course grants permission prior to registration. An audit grade cannot be changed to a letter grade after the course begins, nor can a letter grade be changed to an audit grade after the course begins.				
P	Pass – Students do not have an option of electing to take a course as Pass/Fail. P grades are allowed only for courses that have been approved by the Academic Council as Pass/Fail.				

Repeating Courses

Grades for courses taken by matriculated Charter Oak State College students through Charter Oak State College are part of a student's permanent record. If a course is repeated, the most recent grade will apply toward the degree and the grade point average. The credits are applied toward the degree only once and the original grade remains on the record.

Note: Repeating courses may affect financial aid. Contact the Financial Aid Office at Charter Oak State College for further information.

Revision Policy

Charter Oak State College reserves the right to cancel or postpone courses, limit registration and enrollments, change instructors, and alter requirements from the published program.

Students with Disabilities

Charter Oak State College recognizes the special needs of students with disabilities. The College will make every effort to accommodate the requirements of students with documented disabilities. If you have a documented disability that may require some modifications in the course/examinations, please notify Linda Larkin, Disabilities Resource Coordinator, **prior to registering for a distance learning course**. She can be reached at 860-832-3841 or at llarkin@charteroak.edu.

Student Responsibilities

Students registering for courses

- acknowledge that the student is liable for and must pay the total tuition and fees if not covered by financial aid or a third party.
- agree to comply with Charter Oak State College's refund policies.

- affirm and agree that any work submitted for credit may be checked with *Turnitin.com* for detection of plagiarism.
- attest that all assignments submitted and examinations completed are the student's own work.

Dishonesty will result in an "F" in the course and may incur other disciplinary action for Charter Oak State College students, including dismissal from the College.

Texts

The Charter Oak State College book list is posted each semester with the online textbook provider, MBS Direct. Students should check this list at <http://www.charteroak.edu/bookstore>. Online orders may be placed at this site or phone orders may be placed at 1-800-325-3252. Some courses may require materials not listed with our online bookstore. Check the course syllabus at <http://www.charteroak.edu/syllabus> for additional requirements.

- Used texts are available for many courses. Some courses require that you purchase an Access Key or PIN number to complete assignments and quizzes online. These will be packaged with the new text if ordered through MBS Direct. If you purchase a used text, you will need to purchase a new Access Key through the publisher.
- Some courses include a study guide, often a series of supplemental readings and a video guide where appropriate.
- You must receive your texts prior to the start of the course in order to maintain the required schedule.
- Students should not purchase e-books unless the course syllabus requires an e-book. Page and chapter references may be different from the original text which your instructor is using.

- If you choose to purchase course materials from another book vendor, Charter Oak State College regrets that it cannot assist you if you encounter a problem with that vendor.
- Students may list their used books for sale on the Charter Oak State College Academic e-lounge, <http://www.charteroak.edu/current/services/elounge.cfm>.

Some courses require additional materials, such as eBooks, lab kits, DVD's or video tapes, recordings on iTunes, and library books. For specific required materials and instructions, check your course syllabus at <http://www.charteroak.edu/syllabus>.

Video

All students taking video-based courses will be given login information and directed to a Blackboard® course shell for the course syllabus, instructor contact information and examination information. All video-based courses require videocassettes or DVD's. These are an important component of the course as they introduce you to outside experts and give an added dimension to your independent study. Because the material on tape is copyrighted, under federal law it cannot be duplicated, transmitted or otherwise used without permission from the producer. You must rent the required video tapes from ACT MultiMedia Products and Services for a charge of \$55 per course plus shipping and handling. Order videotapes (except for "The Modern Presidency") from ACT MultiMedia (1-800-745-5480) or check the website at <http://www.actmedia.org>. You must have received the tapes before the course begins in order to maintain the required schedule.

POL 300: The Modern Presidency requires the rental of video tapes from a different source. Check the syllabus for special instructions.

Withdrawal Policy

Charter Oak State College's withdrawal policy:

To receive a grade of "W" a student must withdraw from the following courses by the times and dates listed below:

- Full Term 15-week course: no later than 11:59 p.m. Eastern Time (ET) on Sunday, November 23, 2008.
- Term One 8-week course: no later than 11:59 p.m. ET on Sunday, October 12, 2008.
- Term Two 8-week course: no later than 11:59 p.m. ET on Sunday, December 7, 2008.
- Session One 5-week course: no later than 11:59 p.m. ET on Sunday, September 21, 2008.
- Session Two 5-week course: no later than 11:59 p.m. ET on Sunday, October 26, 2008.
- Session Three 5-week course: no later than 11:59 p.m. ET on Sunday, November 30, 2008.

There are potential academic and financial consequences related to this policy. Students seeking a degree at Charter Oak State College should discuss their particular situation and the potential implications with their Academic Advisor. Students receiving Financial Aid should contact the Financial Aid office. Non-Charter Oak State College students should contact their home institution. A student should take the responsibility for initiating the withdrawal process by submitting the withdrawal form to the Distance Learning Office by the dates listed above. Students who withdraw after these deadlines will receive a failing grade ("F") for the course.

Withdrawal Process

The Withdrawal Form may be obtained from any of the following sources:

1. the link in the course syllabus,
2. the Course Schedule, page 55,
3. the Charter Oak State College website at <http://www.charteroak.edu/Current/Forms>,
4. the Distance Learning Office via email at dlinfo@charteroak.edu,
5. the student's Admission Counselor (accepted applicant/re-matriculating),
6. the student's Academic Counselor (degree-seeking students).

Merely informing your Instructor or Counselor of your intent to withdraw does not constitute an official withdrawal.

Official Notification

The following date will be used as a student's official withdrawal:

- a. The date the student notifies the Distance Learning Office of his/her decision via telephone at 860-832-3837. The student must give his/her name, course number and credit card information if a refund is due.
- b. The date the Distance Learning Office receives a student's email, notifying the College of his/her decision to withdraw by submitting the Course Withdrawal Form. The student's first and last name must appear in the body of the email message.
- c. The fax transmittal date on the withdrawal form. **Note: The Distance Learning Office fax number is available 24/7 at 860-832-3997.**
- d. The U.S. postmark date or courier service delivery date, or the date of receipt of a hand-delivered form. **Note: The College is closed most Saturdays and on Sundays.**

Unofficial Notification

If a student who receives federal aid begins to attend class, but then ceases to attend class without providing official notification to the College of his/her intent to withdraw, the Federal Government considers this to be an "unofficial withdrawal."

1. For Title IV purposes, the withdrawal date for students who unofficially withdraw is considered to be the mid-point of the semester unless a documented last date of attendance can be determined.
2. If the College determines that a student did not provide official notice to the Distance Learning Office of the intent to withdraw due to illness, accident, grievous personal loss or other circumstances beyond the student's control, the College will use a date that is related to that circumstance. However, supporting documentation must be submitted (i.e., doctors note, police report, death certificate, etc.)

All students who withdraw from courses will receive confirmation from the Distance Learning Office as verification that their withdrawal request has been received and processed.

The student transcript will reflect a "W" for each course from which he/she has withdrawn.

Note:

The Return of Title IV Funds will apply for any Title IV recipient who withdraws from course work for the semester or has a semester GPA of 0.00. The College will use the Return of Title IV Funds policy to determine any unearned portion of Title IV aid that must be returned to the appropriate aid program(s).

Charter Oak State College Refund Schedule

Refunds apply to tuition charges only. Fees are non-refundable. For refund purposes, the week ends on Sunday. Faxed withdrawal forms are accepted 24/7 at 860-832-3997.

Students who withdraw from a Distance Learning Course are eligible for tuition refunds on the following schedule:

Refund schedule for students taking the 15-week full semester and the Term 1, 8-week accelerated courses

August 25, 2008	Last day to receive 100% tuition refund
August 31, 2008	Last day to receive 80% tuition refund
September 7, 2008	Last day to receive 50% tuition refund
September 14, 2008	Last day to receive 25% tuition refund

There will be no refunds for withdrawals from the Term 1, 8-week accelerated courses after September 14, 2008.

Refund schedule for students taking the Term 2, 8-week accelerated courses

October 20, 2008	Last day to receive 100% tuition refund
October 26, 2008	Last day to receive 80% tuition refund
November 2, 2008	Last day to receive 50% tuition refund
November 9, 2008	Last day to receive 25% tuition refund

There will be no refunds for withdrawals from the Term 2, 8-week accelerated courses after November 9, 2008.

Refund schedule for students taking the Session 1, 5-week courses

August 25, 2008	Last day to receive 100% tuition refund
August 31, 2008	Last day to receive 50% tuition refund

There will be no refunds for withdrawals from Session 1, 5-week courses after the end of the first week.

Refund schedule for students taking the Session 2, 5-week courses

September 29, 2008	Last day to receive 100% tuition refund
October 5, 2008	Last day to receive 50% tuition refund

There will be no refunds for withdrawals from Session 2, 5-week courses after the end of the first week.

Refund schedule for students taking the Session 3, 5-week courses

November 3, 2008	Last day to receive 100% tuition refund
November 9, 2008	Last day to receive 50% tuition refund

There will be no refunds for withdrawals from Session 3, 5-week courses after the end of the first week.

Refund schedule for Students taking Non-Credit Certificate Programs (except HCN 010: Introduction to Home Care Nursing, HCN 011, HCN 012 and NUR 021)

Instructional (Web-Based) Modules:

100% tuition refund:	Up to the end of the first day of the module
80% tuition refund:	End of first week of the module
50% tuition refund:	End of second week of the module

There will be no refunds for withdrawal after the end of the second week of any module.

Clinical Modules:

100% tuition refund:	Up to the end of the first day of the module
50% tuition refund:	End of first week of the module

There will be no refunds for withdrawal after the end of the first week.

There are no refunds for the following courses:

- EDU 049: Basic Skills Prep (Praxis 1 PPST)
- EDU 305: Autism and Asperger's Disorder
- EDU 315: Child Abuse
- EDU 320: Teaching Diversity
- ENG 099: Criterion Writing Assessment
- FIN 099: Home Buying: Get the Facts
- HCN 010: Introduction to Home Care Nursing
- HCN 011: Clinical Practice in the Home Care Environment

HCN 012: Home Care Regulations and Documentation Requirements

ITE 100: Computer Literacy

NUR 021: LPN Refresher Course Module One

SCI 202: Topics in Environmental Science

Title IV Refund Policy

Charter Oak State College Refund Policy complies with the amended version of 34 CFR Section 668.22 of the Higher Education Amendment of 1998. Students in the following categories will have all charges recalculated under the Return of Title IV Funds calculation formula:

- students who withdraw from classes;
- students with a semester GPA of 0.00;
- students who do not return after an approved leave of absence;
- students who are expelled; or
- students who stop attending.

All aid will be prorated based on the period of course enrollment up to the 60% point in the course enrollment period. This is determined by dividing the number of completed days by the total number of days in the course enrollment period. No refund will be given after the 60% point in the course enrollment period.

Academic Support

Tutoring

Charter Oak State College provides free online tutoring in math, writing and several other subject areas to students taking its courses. To take advantage of the online tutoring service, go to <http://www.etutoring.org> and create your student tutoring account. If you have any questions, please email dinfo@charteroak.edu.

Library Access

Charter Oak State College provides online library resources through Jones e-Global and iCONN. Charter Oak State College students may access the libraries at <http://www.charteroak.edu/current/services/library.cfm>. This link is accessible in each Blackboard® course through "COSC Resources."

Jones e-Global Library

Jones e-Global Library is a suite of online research tools that covers all major academic disciplines and key business areas. Some of its features include:

- Ask an Online Librarian – Chat with a librarian in real-time about your research needs, 24/7.
- Online tutorials to help learners navigate libraries, the Internet and electronic databases.

- Program Resources to find information resources for any subject
- Research guides to familiarize learners with key academic disciplines plus major business topics
- Articles – full-text from magazines and journals
- Government Resources- access to more than 325 websites with nearly 150,000 full-text government documents and 775 government agencies
- Financial Aid information
- Career Development sites for tips on interviewing and a place to post a resume
- Technical Support, 24/7, via phone or email
- Search – allows learners to search terms to help locate resources needed to complete research.

Connecticut Search Engine

The Connecticut Digital Library is a service of the Connecticut State Library and the Department of Higher Education. It provides access to a wide selection of databases and other electronic resources.

Research Papers

Many Charter Oak State College courses require students to write research papers. To assist you with your writing and research skills, you may want to visit http://www.turnitin.com/research_site/e_home.html

If you have not taken a college course recently, you may wish to purchase a study skills book to assist you in successfully completing your work or you may want to register for our one-credit research writing course, ENG 103.

Checklist for Distance Learning Students

- Register no later than August 15, 2008 for the Fall semester.
- Order your textbooks from MBS Direct, at <http://www.charteroak.edu/bookstore>, or at 1-800-325-3252. Titles which may be purchased at our online bookstore plus any additional required materials will be found in the course syllabus. If you have a problem receiving your textbooks, notify the Distance Learning Office immediately.
- Order any video tapes or DVDs that are required for your course(s).
- If you are new to Blackboard®, you must view the Online Course Demonstration at http://www.charteroak.edu/bb/cosc_course_demo/index.htm.

- ❑ If you have a documented disability which may require accommodations, please contact the Disabilities Resource Coordinator at 860-832-3841 prior to the start date of the course.
- ❑ Check your course syllabi at <http://www.charteroak.edu/syllabus>. Course syllabi and the instructor's contact information will be available in Blackboard® four days before the course begins.

Fall 2008 – Credit Course Offerings

Some courses may be team dependent or assigned group projects. For specific requirements, check the course syllabus at <http://www.charteroak.edu/syllabus>.

Students matriculated at Charter Oak State College should refer to the General Education Requirements on page 45 to learn which courses satisfy their degree requirements.

The College reserves the right to cancel any course.

NO REGISTRATION WILL BE PROCESSED WITHOUT APPROPRIATE PAYMENT or APPROVED PROMISSORY NOTE.

Certificate Programs

If students wish to earn a certificate, they must receive a letter grade of "C" or above in each required course.

Computer Security Certificate Program

The certificate in Computer Security is designed for those students who have a background in computers and/or computer security who want to specialize in this area. Students seeking a certificate in the 15 credit program must successfully complete the following five online courses with a grade of "C" or better: ITE 101, ITE 135, ITE 220, ITE 335 and ITE 435.

Health Insurance Customer Service Certificate

The certificate in Health Insurance Customer Services is designed for students who are interested in career development within the Health Insurance industry. It is also appropriate for individuals seeking to transition into the Health Insurance industry. All of the courses are available in an online accelerated format through Charter Oak. The required courses are HCA 101, HCA 105, HCA 111, HCA 115, HCA 201 and ITE 101.

Project Management Certificate Program

The certificate in Project Management enables students to prepare for the pinnacle of professional certification with the Project Management Institute (PMI). Students seeking a certificate in the 9 credit program must successfully complete the following three online courses: MGT 460, MGT 462, and MGT 464.

Public Safety Certificate Program

There are two certificates in Public Safety Administration designed for professionals who work in public safety and wish to enhance their professional knowledge and skills. A complete listing of course requirements may be found at <http://www.charteroak.edu/PublicSafety/PSACertificates.cfm>.

Credential in After School Education

The Credential in After School Education is a professional certification program developed through collaboration among Charter Oak State College, the Connecticut After School Network (formerly CSACA), and Connecticut Charters-A-Course. The Credential establishes educational and experiential competency standards for specialists in the care and education of children, ages 5 – 12, outside of school hours.

Requirements for the Credential consist of four online courses offered by Charter Oak State College, and 240 hours of documented experience in after school education, with submission of a professional resource file and completion of either a 1-credit or a 3-credit field experience course, depending on the applicant's level of previous experience.

The **Credential in After School Education** courses include:

- **ASE 255:** Introduction to After School Care and Education. **This course must be taken first and is offered every term.**

The remaining three courses may be taken in any order:

- **ASE 260:** Program Environment & Curriculum Development in After School Education
- **ASE 265:** Child and Adolescent Development
- **ASE 270:** Supervision and Leadership in After School Education

Field Experience Practicum Courses:

- **ASE 398:** Field Experience Practicum - 1-credit - for people who have at least 240 hours of experience OR
- **ASE 399:** Field Experience Practicum - 3-credits - for people without prior experience.

For further information, go to <http://www.charteroak.edu/Current/Programs/Credentials/AfterSchool/afterschool.cfm> or contact Carole Weisberg at cweisberg@charteroak.edu or 860-832-3933.

ACCOUNTING

ACC 101: Financial Accounting

Anthony Pranzo, Instructor

Online – 15 weeks

3 semester credits – Lower Level

This course presents accounting as an information development and communications function that supports economic decision making. It will present financial theory and practice oriented toward sole proprietorship and corporate forms of business organization. The course will help students perform financial analyses; derive information for personal or organizational decisions; and understand business, governmental, and other organizational entities. The concepts of assets, liabilities and equity will be studied in detail. Students will be exposed to ethical and global aspects as it affects the financial accounting practice. Topics include: financial statements, accounting cycles, reporting financial results, financial assets, stockholder equity and retained earnings and cash flow.

ACC 102: Managerial Accounting

Anthony Pranzo, Instructor

Online – 15 weeks

3 semester credits – Lower Level

Prerequisite: ACC 101.

This course provides a practical understanding of the use of accounting by management in planning and controlling operations in all functions of an enterprise, and in choosing among alternative courses of action. Students will use accounting and other quantitative and qualitative concepts to prepare reports for decision making purposes. Topics covered include revenue analysis; business progress evaluation; preparation of operating budgets; and evaluation of capital investment proposals. Students will be exposed to the ethical and global aspects of managerial accounting as they affect performance and investment evaluations.

AFTER SCHOOL EDUCATION

ASE 255: Introduction to After School Care and Education

Carole Weisberg, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

This course provides students with an overview of the knowledge and skills necessary to implement a developmentally appropriate after school program for children ages five through twelve. The term “after school program” refers to all out of school time

programs including before and after school, vacation and summer programs that assume responsibility for student safety and promote positive child and youth development or extend educational support to children, youth and families in a program operating under state approval or licensing authority. This course examines established quality standards and best practices and their practical application to daily program practices. Topics covered include child development, social/emotional climate, health and safety, physical environment, curriculum planning, and program management in after school care. This course is a pre-requisite for all other After School Education courses.

ASE 265: Child and Adolescent Development

Susan Krampitz, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

Prerequisite: ASE 255.

This course is a study of the principles and theories of normal child growth and development from birth through adolescence, focusing on ages 5-12. It is designed to provide a foundation for individuals who desire to work in after school programs and for existing school-age staff who wish to further his/her knowledge and education. The course will focus on the physical, social, emotional and cognitive domains of development and his/her application to after school programs. Topics include well-known theories of development, developmental milestones, the internal and external influences of culture, family and the community on child and youth development, and the developmental assets children and youth need to succeed.

ASE 315: Positive Guidance for Children and Youth (Formerly ASE 215)

Roberta Newman, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisites: ASE 255 and ENG 101.

The course will focus on well known theories and basic concepts associated with positive guidance and positive discipline as developed by Alfred Adler, Rudolf Dreikurs, Thomas Gordon, and others. Students will reflect on personal and professional views on guiding behavior and will consider the importance of building a foundation for positive guidance by building relationships with children and families, communicating effectively, and creating supportive program environments and healthy social contexts. Topics include understanding individual temperaments in children and adults, linking positive guidance to school-age development, using a wide range of positive guidance strategies to address individual needs and characteristics, exploring causes of misbehavior, identifying and addressing causes of conflict in

school-age programs, and using class meetings to promote problem solving and building a classroom community. Students will also investigate the use of positive guidance strategies with children with special needs and disabilities and with those who exhibit challenging behaviors such as escalating anger, aggressiveness, and bullying.

ASE 398: After School Field Experience Practicum

Susan Krampitz, Instructor

Term 1: August 25 – October 18, 2008 or

Term 2: October 20 – December 13, 2008

1 semester credit

Prerequisites: ASE 255 (formerly ECE 255), ASE 260, (formerly ECE 260), ASE 265, and ASE 270.

This one credit course is for students with 240 hours of prior supervised experience planning to earn the Credential in After School Education. Students will be required to present documentation of their experience in after school care and education. Students will also be required to organize and present for review the complete Professional Resource File developed during the four courses required for the Credential and submit a paper reflecting on how they have applied what they have learned in the four courses to their work in an after school program. The field experience is performance based and enables the student to earn credit by demonstrating that the student has knowledge and competencies in after school education and can apply that knowledge in actual situations. Students should take either ASE 398 or ASE 399 depending upon their experience OR by permission of the instructor.

ASE 399: After School Education Field Experience Practicum

Michele Rulnick, Instructor

3 semester credits – 15 weeks

Prerequisites: ASE 255 (formerly ECE 255), ASE 260 (formerly ECE 260), ASE 265, and ASE 270.

This 3 credit practicum is for students who wish to complete their field experience requirements for the Credential in After School Education. The student will be required to complete 240 supervised hours of work at an after school program. Students will be required to keep a Reflection Journal during their experience and submit a final paper summarizing their field experience in the after school program. They will also be required to organize and present for review the Professional Resource File developed during the four courses required for the Credential. The field experience is performance based and enables students to earn credit by demonstrating that they have knowledge and competencies in after school education and that they can apply their knowledge in actual situations. Students should take ASE 398 OR ASE 399 depending upon their experience OR by permission of the instructor.

BIOLOGY

BIO 105: Introduction to Nutrition

Susan Deane, RN, MSN, Instructor

Online – 15 weeks

or

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

Prerequisite: High School Biology.

This course will focus on the functions of Macronutrients (carbohydrates, protein and fat) and Micronutrients (vitamins and minerals) and how they are digested, absorbed, and metabolized. The relationships between nutrition and wellness/disease; energy intake and energy expenditures; weight control, physical activity and diets will be examined. Food safety and food biotechnology will also be covered in this course. Students will analyze their own diets based on the material covered in the course.

PowerPoint software is required for group projects.

BIO 120: Introduction to Genetics with Lab

Harold Drabkin, Ph.D., Instructor

Online – 15 weeks

4 semester credits – Lower Level

Recommended Prerequisite: A high school biology course or a one-semester introductory general biology course for non-majors.

Cannot be used toward Biology concentration.

This course is a 4 credit introductory course in genetics for non-science majors, focusing on human genetics. The student will acquire an understanding of the basic concepts in inheritance in order to solve simple genetic problems and recognize common misconceptions regarding human heredity. The student will be able to describe the structure and replication of DNA and its role in protein synthesis in order to understand the chemical basis of genetics and the use of DNA in genetic engineering and biotechnology.

BUSINESS

BUS 120: Business Law

Catherine Orazi, J.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

Business Law deals with those aspects of law which affect businesses. By way of introduction, it covers fundamental elements of the legal system, and uses professional negligence as the vehicle for demonstrating the system of judicial precedent. The course proceeds to look at the essentials of establishing

and performing simple contracts and the remedies available in the event of a breach. As an introduction to business law, the course looks at the essential characteristics of the various forms of business relationships. The course proceeds into the nature of property, instruments and devises.

BUS 250: International Business

Lisa Marie Bigelow, Instructor

Online – 15 weeks

or

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

This introductory course provides an overview of globalization and examines the utility and adaptability of core business functions within a global context. Topics to be covered include the fundamentals of international trade, foreign direct investment, international finance, international human resource management, international operations management, outsourcing, decision making in the multinational enterprise, international management, and corporate strategies.

BUS 341: Risk Management and Insurance

Michael A. S. Guth, Ph.D., J.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

Prerequisite: HCA 211 or permission of the instructor.

This course covers the basic concepts in risk management and insurance, legal principles in risk and insurance, personal property and liability risks, commercial property and liability risks, and life and health risks and the insurance industry. Three modules will be covered: Theory of Risk, Corporate Risk Management for Financial Capital and Corporate Risk Management for Human Capital.

CHEMISTRY

CHE 101: Introduction to Chemistry with Lab

Jeff M. Dykes, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

4 semester credits – Lower Level

Recommended Prerequisite: High School Algebra.

Cannot be used toward Chemistry concentration.

This introductory course will cover general chemistry via asynchronous online discussions, presentations and demonstrations. Lab theory and skills will be a combination of online discussion and a home lab.

Students will be required to sign a home lab waiver.

COMMUNICATIONS

COM 101: Introduction to Speech Communication

Carolyn Kershaw, Instructor

Online – 15 weeks

3 semester credits – Lower Level

This course is a survey incorporating intrapersonal, interpersonal, and public speaking. Students will acquire theory and develop skills in gender communication, workplace communication, interviewing, informative and persuasive speaking. Students must have access to video, digital or webcam recording equipment. Refer to syllabus for specific requirements.

COM 326: Effective Personal and Organizational Communication

Beth Tracy, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

This course investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises involving non-verbal communication, constructive feedback, dealing with anger, and resolving conflict.

CRIMINAL JUSTICE

CRJ 101: Introduction to Criminal Justice *NEW*

Robert Eddy, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

This course will provide a practical understanding and general overview of the American criminal justice system. Students will be introduced to a description of the major law enforcement agencies and their history, including the organization and function of the police, prosecution, corrections, and court systems. Students will also obtain a brief analysis of these organizations' interdependence in the criminal justice process through the examination of the various local, state, and federal law enforcement entities. The course will provide students who have an interest in future employment in criminal justice, a basis upon which to make informed decisions about continued criminal justice courses and areas employment in the field of criminal justice.

CRJ 205: Controversial Trials and the Criminal Justice System

Daryl Capuano, J.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

Recommended Prerequisite: CRJ 101.

This course will provide a practical understanding of the criminal justice system through examining and role-playing some of the most notorious trials of recent times. Each of those trials and the lead-up to the trials provide an overview of the criminal justice system. Using the facts from those cases and other, students will have the opportunity to play each of the critical roles in the criminal justice system. The student will gather evidence, present evidence, and decide the defendant's fate based on the evidence.

CRJ 210: Introduction to Forensic Science

John DeCarlo, Instructor

Online – 15 weeks

3 semester credits – Lower Level

Cannot be used toward Science concentration.

This course will familiarize students with the basic principles and uses of forensic science in the American system of justice. Students will cover topics including crime scene investigation, collection and categorization of physical evidence, the physical properties of glass and soil, instrumental analysis, hair, fiber and plant evidence, forensic serology, arson evidence, DNA evidence, fingerprints, tool and firearm marks and document and voice analysis. Students will gain a basic understanding of the capabilities and limitations of the forensic sciences as they are presently practiced.

CRJ 310: Criminology

Thomas Fowler, Instructor

Online – 15 weeks

3 semester credits – Upper Level

Recommended Prerequisites: CRJ 101, ENG 101, and SOC 101.

This course is an examination of the principles and concepts of criminal behavior. Criminological theories and typologies; the nature, distribution and extent of crime and the legal and societal reactions to crime will all be critically examined. The objectives of the course are to develop the ability to engage in focused, systematic thinking and written expression about criminal behavior and to draw correlations between actual criminal activity and theoretical models.

EARLY CHILDHOOD EDUCATION ADMINISTRATION

ECE 101: Introduction to Early Childhood Education

Dawn C. Levasseur, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

Prerequisite: ENG 101.

This course provides an introduction to the history, theory, philosophy, and goals of Early Childhood Education. Students will consider the role of the teacher and of the environment as they influence student learning. Students will study a variety of early care and education programs, including Reggio Emilia, Montessori, High Scope, and Head Start; typical developmental characteristics of infants, toddlers, preschoolers, kindergartners, and primary age children; what it means to be an Early Childhood Professional, including the Code of Ethical Conduct; and how to meet the needs of individual children, including those with special needs.

ECE 215: Behavior Management for Early Childhood Professionals

Gayle van Dijk, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

Prerequisite: Introduction to Child Development.

This course will help build an understanding of behaviors seen in children from birth through age eight, and effective guidance techniques. It will give practical ideas to help children build self-esteem, develop self control and be a part of a pro-social environment. Students will learn to meet the individual needs of a diverse population, identify problem behaviors and recognize potential causes. They will be given tools for observing and recording problem behaviors as well as strategies for preventing them.

ECE 220: Early Childhood Music for Early Childhood Professionals

Carol A. Mowen, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

This course discusses the importance of including music in early childhood for the full development of the individual child. Research into Kodaly and European models of early childhood music instruction, Suzuki and Asian models for early childhood music instruction, and current best-practices in the United

States will be conducted. The learner will have the opportunity to compare and contrast the instruction and learning styles among cultures, evaluating each for its effectiveness. Then, students will synthesize these approaches and formulate a plan for practical implementation of integrating music in an educational setting.

ECE 250: Administration and Supervision of Early Childhood Programs

Pamela Giberti, M.Ed., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

This course provides an overview of the knowledge and skills necessary to develop and administer an early care and education facility. This course explores management and leadership skills, and program and facility development. It offers a foundation for individuals aspiring to be an early childhood program director or for the director who is already in a management position without a formal introductory course in early childhood program administration.

ECE 310: Speech and Language Development

Carol A. Mowen, Ph.D., Instructor

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

This course researches the means by which humans acquire speech and language, and the obstacles in developing these communication skills. The history of speech and language development in mankind, cultural differences in its development, and the best practices in professional speech and language assistance will be researched. Students will keep a journal for the course, participate in online discussions, and write both research and reflection papers.

ECE 325: Personnel Management in Programs for Children

Pamela Giberti, M.Ed., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisite: ECE 250 or Introduction to Early Childhood Administration.

This course is designed to provide program administrators and supervisors an understanding of the development of human resources in an early childhood setting. The course will provide an in-depth look at personnel management in the early childhood environment. Students will explore the recruitment, orientation and development, motivation and supervision of employees. Personnel policy development and procedures will be examined.

NEW

ECE 350: Historical Context of the Work of Dr. Maria Montessori

Melissa Canova, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

This course is designed to help students understand the philosophy which guides the Montessori Method. A historical and comparative perspective of leading Early Childhood theorists will allow for a deep understanding of how Maria Montessori formulated her philosophy and classroom materials. The Montessori Method and philosophy will be critically examined, and readings, written assignments and discussions will be utilized to better understand how her contribution to education has influence Early Childhood education today.

ECE 399: Child Study Practicum

Regina Miller, Ph.D., Instructor

6 semester credits – Upper Level

Prerequisites: 15 credits in Early Childhood Education including an Early Childhood Methods course; and 3 credits in Child Development (psychology or education).

Only Charter Oak State College degree seeking students may register for this course. The practicum is offered at a distance and enables students, who work in or do extensive volunteering in an early childhood education setting, to earn credits for this experience. A minimum of 500 hours will be required and must be completed in one setting prior to applying for the practicum credits and completing the assessment process. Your supervisor at your work/volunteer setting will need to verify your responsibilities and comment on your work. Charter Oak State College will assign a faculty consultant with whom you will need to conference by telephone and who will grade your practicum paper. For more information about the practicum requirements, please contact Linda Larkin at 860-832-3841 or email her at llarkin@charteroak.edu.

ECE 450: Current Early Childhood Education Literacy Research and the Montessori Literacy Model

Melissa Canova, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Under Development.

NEW

EARTH SCIENCE

ESC 111: Introduction to Earth Science

Kristine Larsen, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

This course is the study of earth as a self-interacting system consisting of a rock and metal interior and surface (geology), oceans (oceanography), and atmosphere (meteorology), as well as the study of the earth's place in the solar system (astronomy).

ECONOMICS

ECO 101: Introduction to Microeconomics

Anthony Pranzo, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

Microeconomics is at the heart of a wide range of real-world problems in the areas of business, finance, law and public policy. The purpose of this course is to allow a businessperson to make informed decisions based upon solid theory. This course explores the basic theories and models of microeconomics.

ECO 102: Introduction to Macroeconomics

Anthony Pranzo, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

This course teaches the essentials of macroeconomic theory and practice. The lessons develop the concepts, strategies and models required for analyzing key issues, including: Gross Domestic Product (GDP) and its components; the importance of interest rates, saving and investment to economic growth; unemployment; the money supply, price levels and inflation; international trade and capital flows; the aggregate supply and demand model; and monetary and fiscal policy issues.

ECO 410: Global Economics

John M. Halstead, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

Prerequisites: ECO 102 and ENG 101.

This course examines the global economy. Specifically, this course analyzes how the international economy is integrated; assesses the effectiveness of different trade organizations such as the WTO; examines the theory of comparative advantage and the modern trade theory; analyzes intra-industry trade;

analyzes the impact of protectionism such as tariffs on global trade. The course also examines the impact of international trade on labor and the environment; analyzes the balance of payments; analyzes exchange rates and the exchange rate systems; examines open economy macroeconomics; reviews past international financial crises; reviews NAFTA, and examines the impact of the European Union on the global economy.

EDUCATION

(See FALL 2008 – NON-CREDIT COURSES, page 43, for Praxis Skills Prep course.)

EDU 305: Autism and Asperger's Disorder **NEW** Instructor TBA

Online – 15 weeks

3 semester credits – Upper Level

This course describes Autism and Asperger's Disorder to include characteristics of these disorders, associated learning styles, communication weaknesses, and various intervention strategies. The course helps the learner make sense out of why individuals with Autism spectrum disorders behave the way they do, and what the learner can do to enhance more appropriate behavior. This course also lists resources for educators, related service personnel, and parents who want more help or information on Autism and Asperger's Disorder. This course was authored by Virtual Education Software, Inc. (VESI) and is licensed to Charter Oak State College (COSC). There are no refunds for this course.

EDU 315: Child Abuse Instructor TBA

NEW

Online – 15 weeks

3 semester credits – Upper Level

Designed to help the learner identify and effectively teach students affected by child abuse and/or neglect, this course covers how to recognize the signs of physical, emotional, and sexual abuse, and physical and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children. A major emphasis in this course is to help the participant understand the special learning needs of abused or neglected children and how to meet those needs in the regular classroom. Working with parents and community agencies is also emphasized. This course was authored by Virtual Education Software, Inc. (VESI) and is licensed to Charter Oak State College (COSC). There are no refunds for this course.

Note: This course meets the child abuse and neglect educational requirement in most states. It is the responsibility of the student to verify the course content with your specific state professional licensing agency to ensure proper credit.

EDU 320: Teaching Diversity Instructor TBA

NEW

Online – 15 weeks
3 semester credits – Upper Level

Designed to give the learner the knowledge, tools and dispositions to effectively facilitate a diverse classroom, this course teaches how to understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. An emphasis in this course is on understanding how students' learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family and community values. The learner is challenged to apply knowledge of the richness of contributions from our diverse society to the teaching field. This course was authored by Virtual Education Software, Inc. (VESI) and is licensed to Charter Oak State College (COSC). **There are no refunds for this course.**

EDUCATION TECHNOLOGY

EDT 310: Issues and Trends in Education Technology Stacey L. Williams, M.B.A., Instructor

Online – 15 weeks
3 semester credits – Upper Level

Prerequisites: Basic Computer and Software Application knowledge.

This course will provide students with an extensive understanding of the issues and trends in educational technology in schools and training programs of the future. The course will emphasize effective implementation of educational change through technology. Issues, research, and movements affecting contemporary practice in instructional technology will be examined.

ENGLISH

ENG 099: Criterion Writing Assessment

Online – On-demand
Non-credit

Criterion is a Web-based service that evaluates a student's writing skills and provides instant score reporting and diagnostic feedback to the student. The evaluation is available at no charge to students seeking a degree at Charter Oak State College and to any student registered for a Charter Oak Distance Learning class. Students submit a writing sample through a password protected website, then receive a score based on nationally recognized standards. Writing

samples are critiqued and feedback is given on elements of grammar, punctuation, usage, mechanics, style, organization and development. Errors are identified and feedback offered for each error. Criterion provides students with online access to a comprehensive Writer's Handbook with reference material on how to improve his/her writing. Upon registration, the Distance Learning Office will email students passwords to access the evaluation. Other students (not seeking a degree or not enrolled in a Distance Learning course) may take this assessment for a \$40 non-refundable fee. If you are registered for ENG 101, you will be enrolled into Criterion and receive your login information on the Friday before your course begins. (See ENG 101.)

ENG 101: English Composition Deborah Bradford, Ph.D., Instructor **Online – 15 weeks**

or
Sally J. Becker, Instructor
Accelerated/Online – 8 weeks
Term 2: October 20 – December 13, 2008
3 semester credits – Lower Level

Prerequisite: ENG 099. All students registering for ENG 101 will also be registered in Criterion Writing Assessment. You will receive your enrollment into Criterion and your password on the Friday before your course begins. This writing assessment takes 45 minutes to an hour of your time and must be completed prior to August 25, 2008.

This writing course emphasizes the relationship between reading and writing. From readings, writings, and discussions, the student will discover that writing is a process of inventing, planning, drafting, reading critically, revising, editing, and proofreading. When writing essays using such patterns of development as narration, description, comparison-contrast, cause-effect, and argumentation-persuasion, the student will also see the importance of considering purpose, audience, tone, point-of-view, organization, and development.

ENG 102: English Composition and Research Deborah Bradford, Ph.D., Instructor **Online – 15 weeks**

or
Paul Rosenberg, Instructor
Accelerated/Online – 8 weeks
Term 2: October 20 – December 13, 2008
3 semester credits – Lower Level

Prerequisite: ENG 101.

This writing course will continue to develop essential skills that students learned in ENG 101. Students will also learn and practice the various techniques of argumentation-persuasion, working on their own and working with a peer partner. Emphasis in this course is on longer and more substantive essays as well as a research paper.

ENG 103: Research Paper Writing Techniques

(formerly ENG 102A)

Deborah Bradford, Ph.D., Instructor

Accelerated/Online – 5 weeks – Session 1:

August 25 – September 27, 2008

(Papers must be submitted by October 3, 2008.)

or

Accelerated/Online – 5 weeks – Session 3:

November 3 – December 6, 2008

(Papers must be submitted by December 12, 2008.)

1 semester credit – Lower Level

Prerequisite: ENG 101.

This course is a five-week research course for learning basic research skills and integrating the ideas of others into one's own text. It encompasses the basic elements of research, culminating in a short research paper of approximately 5-6 pages. The course will cover finding and narrowing a topic, creating an argument, gathering information, writing and revising the rough draft, and editing. Students will also demonstrate how to search for and evaluate sources, both Internet and non-Internet, and incorporate them smoothly into a research paper. Using proper Modern Language Association, (MLA) documentation will be covered.

ENG 301: Power Writing

David E. E. Sloane, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Upper Level

Prerequisites: ENG 101 and ENG 102.

This course emphasizes specific tools for organizing, writing, and editing. The tools are practical applications, not theory, and relate directly to writing needs. Models are reviewed and participants develop editing skills systematically to gain reader satisfaction. Topics include hard references for clarity, ruthless phrase cutting for simplicity, KISS and word choice for reader acceptance, inventive mapping for organization of complex writing tasks, and formatting for effectiveness.

ENG 302: World Literature for Children

Ruth MacDonald, Ph.D., Instructor

Online – 15 weeks

or

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisites: ENG 101 and ENG 102.

This course surveys literature available to children around the world, starting with folk and fairy tales and moving to modern novels. The course will consider cultural assumptions about childhood and differences among the literatures and countries. Special consideration will be given to illustration and translation of literature into English. Resources available for further study of international literature for children will be identified.

ENG 303: The American Novel

Joseph Alvarez, Instructor

Online – 15 weeks

3 semester credits – Upper Level

Prerequisites: ENG 101 and ENG 102; U.S. History strongly recommended.

This course is a survey of important American novels. The reading ranges from the earliest American novels to more contemporary ones. The claim of greatness varies for each novel. Some are important in the history of the United States; some important for their literary value; some important for their themes; some for their popularity; some are "firsts" in a variety of ways. The course will consider a variety of cultures in the United States. Throughout, the identification of the "American-ness" of the American novel will be a central focus. Resources for further study of American literature and history will be identified.

ENG 305: Science Fiction

Paul Rosenberg, Instructor

Online – 15 weeks

3 semester credits – Upper Level

Prerequisites: ENG 101 and ENG 102, or permission of the instructor.

This upper level course is an intensive study of science fiction. The reading ranges from works by Nathaniel Hawthorne, Mary Shelley, and H. G. Wells to contemporary authors like Orson Scott Card and P. D. James. Many other authors will also be studied, including Huxley, Asimov, Bradbury, Heinlein, Dick, LeGuin, and others. The course will consider a variety of topics and viewpoints, including the history of science fiction, the "mad scientist," dystopian societies, science fiction as a means of anticipating the future, and the impact of science on society.

ENVIRONMENTAL SCIENCE

SCI 201: Environmental Science

NEW

Barry J. Vroeginday, Ed.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

This course draws on information from several traditional sciences such as chemistry, biology, geology, physics, and botany along with concepts from engineering, geography, economics, and sociology to explore key aspects and controversial issues in the field of environment science. Topics such as local and regional environmental problems, natural cycles, energy, biodiversity, population, human health, air and water pollution, weather, food and water supply, and waste issues will be covered and discussed. The course identifies and

emphasizes the connections among all living things and the physical world. Those students interested in receiving lab credit associated with this course should enroll in the 1-credit SCI 202: Topics in Environmental Science course.

SCI 202: Topics in Environmental Science

Barry J. Vroeginday, Ed.D., Instructor

Online – On-demand

1 semester credit – Lower Level

Prerequisites: ENG 101 and ENG 102.

This course will introduce the student to a current topic in environmental science of their choosing. The student will investigate a specific environmental issue, topic, or product related to his/her community and/or personal experience, establish a hypothesis (if applicable), and test the hypothesis through the scientific method. In an effort to complete this 1-credit course, the student will select a topic, perform a “field” effort (visit a site or facility, interview expert sources, etc.), and submit a Field Experience Action Plan, Draft Field Experience Report (optional), and a Final Field Experience Report in American Psychological Association (APA) format. Traditional and Web-based research methods and resources will be required and demonstrated throughout the course and specifically in the Final Field Experience Report.

This course will be conducted in an on-demand format. The student must complete this course within 90 days of registering for the course; however, it is recommended that the student complete all three units in a timely manner. If the student is receiving Financial Aid, the student must complete this course by the end of the semester in which the student registered for the course. **There are no refunds for this course.**

FINANCE

See Fall 2008 – NON-CREDIT COURSES, page 43 for FIN 099: Home Buying: Get the Facts

FIN 210: Financial Management

Anthony Pranzo, Instructor

Online – 15 weeks

3 semester credits – Lower Level

Prerequisite: Principles of Accounting I or ACC 101.

This course focuses on basic finance. Major emphasis is placed on financial statements and ratio analysis; working capital management; capital budgeting; stocks and bonds evaluation; and financial planning and forecasting.

FINE ARTS

FAR 101: Art of the Western World

Samantha Pinckney, Instructor

Video-Based (Closed captioned for the hearing impaired.) – 15 weeks

3 semester credits – Lower Level

Prerequisites: ENG 101 and knowledge of Western Civilization or permission of the instructor.

This course requires onsite proctored midterm and final exams.

This course examines works of art that have defined the Western visual tradition from ancient Greece to the present day. The course helps students appreciate the formal qualities, iconography and historical importance of these extraordinary monuments. By studying these works in their original contexts, the course will show how they closely reflect the prevailing attitudes of the society in which they were created, as well as the goals of the artists and patrons responsible for their creation.

FAR 330: Women in Film

Karen Ritzenhoff, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Upper Level

Prerequisite: ENG 101.

This course offers an introduction to “Women and Film” in an international perspective. This course will examine selected films with regard to a) the representation of women on screen; b) women’s filmmaking as a critical practice; and c) issues in feminist film theory and criticism. The course includes perspectives on Hollywood cinema, on independently produced American as well as international films. Students will learn strategies on how to analyze films. This course will offer a mix of discussing classic Hollywood narratives and contemporary movies.

GEOGRAPHY

GEO 101: World Regional Geography

Richard Benfield, Ph.D., Instructor

Online – 15 weeks (formerly video-based)

3 semester credits – Lower Level

Prerequisite: ENG 101.

Through the examination of eleven regions of the world and their interconnections, this course introduces the discipline of geography, which links human societies and natural environments. Perspectives from physical, political, historical, economic and cultural geography are used to characterize the individual regions.

HEALTH CARE ADMINISTRATION

HCA 101: Introduction to Health Care Systems and Administration

Lewis W. Mustard, Ph.D., J.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

This course provides a broad introduction to the health care system and organizations in the United States. Units in this course cover topics such as: public health, participants in the health care system, customer service skills, management skills, budgeting and planning, marketing, information technology in health care, historical developments, trends, public policy, ethical issues, comparisons with systems in other countries, and the impact of global economy on health care administration.

HCA 105: Medical Terminology

Jeff M. Dykes, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

This course will cover medical terminology via asynchronous online discussions, presentations and demonstrations. Emphasis will be placed on recognition, evaluation and deduction of medical word meanings by applying word-building rules. An additional focus of study will be to define and use words pertaining to the various sub-specialties of medicine.

HCA 111: The Claims Environment

Lewis W. Mustard, Ph.D., J.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

This course will furnish concise information on the necessary claims skills employed by the claims representative. The fundamentals of industry quality claims procedures will be covered based on the best practices of these standards. Students will gain an understanding of successful negotiating techniques in claims settlements while considering customer needs and expectations. Students will gain the ability to recognize insurance fraud, and to understand ethical obligations.

HCA 115: Medical Records Science

Raymond Ryan, J.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

In this course students will investigate the importance of the medical record in the health care system. Topics will include:

Purpose: format, production and accuracy of medical records; Contents of the record; Ownership: access, retention and destruction of medical records; privacy requirements of medical records; and HIPAA regulations concerning medical records and uses of the medical record.

HCA 201: Health Care Quality Concepts and Principles

Maria Pietrantuono, RN, MA, MS, CPQH, CNAA, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

This course offers information and historical trends about some of the most important issues and challenges in health care quality. This course will provide the knowledge base and the tools required by the novice health care manager seeking to expand his/her scope of responsibilities. This course is also intended for the more experienced health care manager who is seeking to expand his/her repertoire of resources to effectively and confidently do the job. Topics such as definitions of quality in health care; dimensions of quality care and performance, including outcomes, overuse, and underuse; variation in practice patterns; errors and threats to patient safety; service flaws; and forms of waste: data sources, costs, causes, and remedies will be covered.

HCA 211: Health Care Finance

Michael A. S. Guth, Ph.D., J.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

Prerequisite: ACC 101.

This course will explore the managerial aspects of financial analysis. The course will include analysis of financial statements, costs, capital projects, and working capital; Medicare, Medicaid, changes and rate setting under reimbursement schedules; and budgeting, ROI methodology, forecasting and strategic planning.

HCA 301: Contemporary Ethical Issues in Health Care

Michael Hartwig, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008 or

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

This course is an examination of contemporary ethical issues that arise in the context of health care (including such issues as informed consent, termination of life support, research ethics, genetics and cloning, reproductive technologies, and professional ethics). The course will include an introduction to

main ethical principles, codes of ethics, and ethical theories that are relevant to understanding and resolving ethical problems/issues. It will also examine current political issues, such as the impact of finances, which may have an effect on the health care decision making process, with a focus on the ethical implications of health care policies and decisions.

HCA 311: The Economics of Health and Health Care

Michael A. S. Guth, Ph.D., J.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008 or

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

This course illustrates how microeconomic theory can be used to understand the operation of health care markets as well as to analyze various problems and issues relating to health economics. In addition, international comparisons are discussed to give students a broad understanding of the issues every country faces when addressing the problem of allocating resources in the health care sector. Current political issues will also be addressed as they relate to health care economics.

HCA 321: Continuous Quality Improvement in Health Care

Lewis W. Mustard, Ph.D., J.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

This course is intended to provide a basic interdisciplinary perspective on quality management in health care including organizational behavior, operations management, and health services research. This approach to quality management examines the unique tools and approaches fundamental to Total Quality Management (TQM) Continuous Quality Improvement (CQI).

HCA 350: Transcultural Competency in Health Care Administration

Lewis W. Mustard, Ph.D., J.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

The long-term goal of cultural competency in health care delivery is to decrease health outcomes disparities. The course premise is that patients and families will more likely seek care and support care regimens where the health care is delivered in a facility that is sensitive to their particular values and beliefs. Units in the course offer basic information on the general characteristics and traditions of several cultural and religious groups while cautioning the student to neither stereotype nor to characterize all members of a cultural or ethnic group as alike.

HCA 399: Health Care Administration Practicum **Cynthia Conrad, Ph.D., Instructor**

15 weeks – 3 semester credits

In this practicum students will gain hands-on experience in a health care organization. A minimum of 240 hours for the 15 weeks is required. Students already employed in the field may complete the fieldwork at his/her place of employment, but in a different role than they currently fill. Charter Oak will assign a faculty consultant to assess the student's work. Students will be responsible for arranging the practicum and submitting a proposal for approval prior to the start of the course.

HCA 401: Regulatory and Accrediting Agencies and Requirements for Health Care Organizations

Maria Pietrantuono, RN, MA, MS, CPQH, CNAA, Instructor

Accelerated Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper level

This course will examine the regulatory and accrediting environments and discuss the difference between them as they apply to health care organizations. Topics will include HIPAA regulations, corporate compliance, regulating bodies, and accrediting agencies, both governmental and non-governmental. Current legal and political health care issues will be covered.

HCA 411: Health Care Law

Raymond Ryan, J.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

This course will examine issues which arise where State and/or Federal Law and the American health care system intersect. Students will have an understanding of the complexities of the legal issues arising in modern health care settings. The course will provide students with knowledge of the nearly unlimited resources available to them at little or no cost to pursue further inquiry into health care law. Students will learn how the legal system follows developments in health care and contributes to the orderly yet rapid growth of the American health care system.

HCA 450: Leadership in Health Care Administration

Lewis W. Mustard, Ph.D., J.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

This course focuses on the role of leadership in health care administration. The course will explore the concept of leadership and governance. Literature on leadership will be covered to learn what scholars know about the elements of leadership effectiveness and success. An integrative model of leadership

will be developed by blending together key features of the different perspectives that are presented.

HCA 499: Strategic Management in Health Care Administration

Clotilde Dudley Smith, Ed.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisites: ACC 101, MGT 461 and Finance. All of the other credits required for the concentration, except for the six elective credits, must have been completed prior to enrollment in this course.

This is the required capstone course in the Charter Oak Health Care Administration concentration and should be taken in the final semester.

The goal of the capstone course is for students to integrate the knowledge gained in the Health Care Administration courses, and to introduce students to the concepts behind strategic management and strategy implementation. This includes structural, cultural and leadership implications. The course utilizes both a study of concepts and the use of case studies.

HISTORY

HIS 101: A Biography of America: New World Encounters through Reconstruction

Geraldine Wyrick Litz, Instructor

Video-Based – 15 weeks

3 semester credits – Lower Level

Prerequisite: ENG 101.

This course requires onsite proctored midterm and final exams.

This course presents history not simply as a series of irrefutable facts to be memorized, but as a living narrative. Students will see the human side of American history – how historical figures affected events and the impact of these events on citizens' lives. **This course is an approved Survey Course in United States History for teacher certification in Connecticut. This course duplicates the CLEP exam and/or a course in US History 1.**

“My class was a great learning experience. I now have more communication skills, teamwork skills and time management skills, than when I started.”

HIS 240: History and Sociology of the American Indian

Julius Rubin, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

This course offers a survey of the European colonization of America in the seventeenth century and the changing relationships with Native Americans in selected eras of United States history – the eighteenth century rise of the English colonial empire, the new American governmental policies towards indigenous peoples in the nineteenth century, the westward settlement of the frontier, and dispossession and the rise of the reservation system. Consideration of twentieth century developments following the Indian Reorganization Act and the recent political and ethnic resurgence of Native Americans will be discussed. Presentation of an interdisciplinary or “ethno historical” perspective with special focus selected topics including the destruction of the California Indians, nativist and revitalization movements, and the “ethno genesis” of Indian groups following the Federal Acknowledgement Act (1978). **This course is an approved Survey Course in United States History for teacher certification in Connecticut.**

HIS 248: The American Constitution in Historical Perspective

Richard Gerber, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

This course introduces the student to the origins and the unfolding of the American Constitutional System in its written charters and its unwritten practices. The period covered stretches from the American Revolution through World War I. Learners will examine constitutional developments within their historical contexts and against the backdrop of powerful forces that have influenced American society. **This course fulfills the history requirement for teachers in Connecticut.**

HIS 302: The People’s Century (1945-2000)

John Roney, Ph.D., Instructor

Video-Based – 15 weeks

3 semester credits – Upper Level

Prerequisites: ENG 101 and a history course.

This course requires onsite proctored midterm and final exams.

This course is a reflection of the growing global inter-relatedness that has been documented over the past 55 years. It helps students appreciate the diverse ways that large-scale world developments have affected, and been affected by the lives of individuals, families and communities. It encourages students to recognize the strengths and limitations of different approaches to historical understanding.

HIS 333: American Foreign Policy (Post WW II)

Kenneth Long, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisite: ENG 101.

This course presents an overview of American foreign policy from the end of World War II to the present. Emphasis will be placed on America's five major wars during this period; its many military invasions and Central Intelligence Agency engineered or sponsored coups; American unilateralism; the Cold War and its aftermath; 9/11 and the challenges posed by Islamic fundamentalism; and the issues of globalization, neo-imperialism, and terrorism.

HIS 350: Contemporary China: History, Politics and Culture

Terrence Monroe, Instructor

Online – 15 weeks

3 semester credits – Upper Level

Prerequisite: ENG 101.

This course examines those major events and issues in China's modern history from 1949 through the present day that have shaped its politics, culture and industrialization. It makes comparisons and describes linkages, historically and culturally, between China, its Asian neighbors, and the Western powers. It addresses China's turmoil under Mao Zedong, surveys its unprecedented economic development and impact on the global community, and considers the challenges posed by China's modern role as "workshop to the world." This course is an approved Survey Course in Non-Western History for teacher certification in Connecticut.

INFORMATION TECHNOLOGY

ITE 100: Computer Literacy

Online – On-demand

1 semester credit – Lower Level

Pass/Fail Grading

Satisfies the Charter Oak State College General Education requirement in Information Literacy.

This course cannot be used in the computer science concentration. It may duplicate other computer literacy courses.

All financial aid students who register for this course must begin and complete the course during the semester.

All non-financial aid students may begin their course immediately upon registering and will have three months from

the date of their course registration to complete the course. There are no refunds for this course.

In this course students will complete a diagnostic-prescriptive program covering the fundamental computer skills necessary for success in school, business and industry. The online computer assessment program has four basic components: assessment, learning, management and certification. Topics will include operating common technology devices; performing basic file management tasks; applying troubleshooting strategies for solving routine hardware and software problems; using software productivity tools; using technology to communicate and collaborate through e-mail, Internet, and discussion groups and the location and collection of information from a variety of sources. Those who achieve a perfect score will receive a certification in computer literacy.

ITE 101: Introduction to MIS (Management Information Systems)

Richard V. McCarthy, D.B.A., Instructor

Accelerated Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

This course will provide an understanding of how information technologies gather, store, process and communicate information. The course combines a conceptual understanding of the technology necessary for success in the information age, along with an understanding of the hardware and software required for an organization to successfully utilize technology. Attention will also be given to the legal, social and ethical uses of technology.

ITE 135: Introduction to Computer Security

Richard V. McCarthy, D.B.A., Instructor

Accelerated/Online – 5 weeks – Session 1:

August 25 – September 27, 2008

3 semester credits – Lower Level

Prerequisite: ITE 101.

This course provides a broad overview of information security and introduces the student to the history, terminology, and concepts of technology security. This course also provides an introduction to the management of information technology security and an overview of the legal and ethical aspects of an increasingly interconnected digital world.

ITE 220: Networking and Data Communications

Richard V. McCarthy, D.B.A., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

This course introduces students to the concepts of communication, telecommunications, and networking. It will give a general overview of computer networks and focus on the terminology and technologies.

ITE 225: Computer Organization

Eric Zematis, Instructor

NEW

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

This course is an introduction to computer organization and architecture. Topics include boolean algebra, combinational and sequential circuit design, storage mechanisms and their organization, the instruction cycle in a simple CPU, and the role of assembly language in understanding the hardware/software interface.

ITE 330: Systems Analysis and Design

John Rusnak, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

This course will allow students the opportunity to study IT systems from various angles. It will introduce students to techniques and strategies to carry out system design with a focus on a developer's view. The course will consider methodologies to analyze both legacy systems and design of newly specified systems. Other applicable topics such as modular design components, iterative versus flexible design, databases and data collection will also be studied.

ITE 335: Computer Systems Security

John Rusnak, Ph.D., Instructor

Accelerated/Online – 5 weeks – Session 2:

September 29 – November 1, 2008

3 semester credits – Upper Level

Prerequisites: ITE 101, ITE 135 and ITE 220.

This course examines the field of information security from both the managerial and technical perspective. It provides a broad review of the entire field of information security, the background on many related elements and enough details to facilitate an understanding of the field. It covers the terminology of the field, the history of the field and an overview of how to manage an information security program. This course closely follows the knowledge domain of the Certified Information Systems Security Professionals (CISSP) and includes much of the CISSP body of knowledge.

ITE 430: Database Management and Design

Richard V. McCarthy, D.B.A., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisites: ITE 101, ITE 135, ITE 220 and ITE 335.

This course offers an in-depth coverage of all current risks and threats to an organization's data and structured methods of

addressing and safeguarding those critical electronic assets. This course includes the theoretical as well as the practical techniques utilized in computer security and examines the field of network security and how it relates to other areas of Information Technology. This course will serve as a foundation for those students seeking to pass the Computing Technology Industry Association's (CompTIA) Security+ certification examination.

ITE 435: Network Security Management

John Rusnak, Ph.D., Instructor

Accelerated/Online – 5 weeks – Session 3:

November 3 – December 6, 2008

3 semester credits – Upper Level

Prerequisites: ITE 101, ITE 135, ITE 220 and ITE 335.

This course offers an in-depth coverage of all current risks and threats to an organization's data and structured methods of addressing and safeguarding those critical electronic assets. This course includes the theoretical as well as the practical techniques utilized in computer security and examines the field of network security and how it relates to other areas of Information Technology. This course will serve as a foundation for those students seeking to pass the Computing Technology Industry Association's (CompTIA) Security+ certification examination.

INTERDISCIPLINARY

IDS 102: Prior Learning Portfolio Development

Maryanne R. LeGrow, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008 or

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

Prerequisite: ENG 101 or permission of the instructor.

This course introduces students to the principles and methodology of assessing college level knowledge acquired outside the traditional classroom. Students analyze personal learning in terms of adult learning theory. They identify, articulate and document personal learning outcomes and relate them to the knowledge components of course analogs. The course promotes skill development in organizing information, writing, analyzing and critical thinking through a combination of class discussion, writing, and peer reviews of written assignments. Students complete a prior learning portfolio containing one course applicable to the student's degree, which may be submitted for assessment.

IDS 105: Survey of Latin American Culture

Charlotte Gradie, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

Prerequisite: ENG 101.

This course is designed to provide students with an introduction to the popular culture of Latin America as it has developed since the region's independence from Spain and Portugal in 1826.

The material will be presented in an historical context. Students will be encouraged to bring their own experiences, interests and questions to bear on the themes throughout the course.

IDS 120: The Global Village

Ruth MacDonald, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

This course is an introduction to literature, art, music, religion, dance, film and other humanities disciplines from the several continents of the world. The emphasis is on a worldwide awareness of the humanities from 1945 to the present, providing students a current understanding.

IDS 400: Grant Writing

Paul Rosenberg, Instructor

Accelerated/Online – 5 weeks – Session 1:

August 25 – September 27, 2008

(The final project must be submitted by October 3, 2008.)

3 semester credits – Upper Level

Prerequisites: ENG 101 and ENG 102 or permission of the instructor.

This five-week, three-credit course will cover the components of successful grant writing for the nonprofit sector. Research, letter of intent/executive summary and the elements of a strong, well-written proposal will be discussed.

JOURNALISM

JRN 101: Introduction to Journalism

Catherine Sullivan-DeCarlo, Instructor

NEW

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

Prerequisite: ENG 101.

In this course, students will gain an introduction to journalism and the First Amendment while learning to think, write and read critically about current events in the news and in their own communities. This is a hands-on course in which students will learn the basics of news reporting, researching and writing by contributing their own instructor-assigned news stories to an on-line discussion thread. Students will critically read, view

and interpret the information contained in print media, TV and broadcast mediums, and the Internet. The student will develop effective written communication skills applicable to business, private enterprise, public affairs and government careers. Students will gain a deeper appreciation of the role of the news media in our lives and within our institutions while also honing their writing and research skills and seeing their work "published" in a shared setting.

MANAGEMENT

MGT 101: Introduction to Management

Cheryl Harrison, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

This course is a comprehensive overview of the principles of management. It is designed to provide the student with a basic knowledge of the history, vocabulary, and concepts of the field. The primary focus is on the disciplines within the four functions of management: planning, organizing, leading and controlling. The course covers basic information on managerial skills and the environment. Students will be exposed to a variety of tools that assist management in performing his/her jobs.

MGT 315: Organizational Behavior

Cheryl Harrison, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008 or

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisite: MGT 101.

This course is a comprehensive view of organizational behavior. The focus is on basic information about people and their behavior within the context of a working environment. The course covers such topics as motivation, feedback, influence, and stress-coping techniques. Students will be exposed to a wealth of learning tools that demonstrate how organizational behavior can help them become better managers.

MGT 325: Organizational and Group Dynamics

Polly M. Silva, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

This course is a study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision making and resolving conflict in groups. Adult learners develop strategies for efficient and productive group management and determine tasks which groups or individuals handle.

MGT 326: Organizational Theory

Instructor TBA

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

Prerequisites: ENG 101 and ENG 102.

Organization theory is a macro examination of organizations as it addresses the whole organization as a unit. It relates to how organizations should be designed (organized) to best achieve their objectives and therefore is primarily related to top and middle management concerns and concerned with the big picture of the organization and its major departments. The word theory is in the title largely because the topic continually evolves. Basic human instincts change little over time, but organizations undergo constant change. Turbulence and complexity in today's environment and issues such as globalization, ethical standards, social responsibility, customer expectations, and technological change all affect organization theory and design. Organization effectiveness and often survival mandates that designs must evolve as the environment evolves.

MGT 350: Studies in Entrepreneurship

Rose Bednarz-Luglio, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

Prerequisite: ENG 101.

This course offers a framework for understanding the present and historical entrepreneurial process. Students will be exposed to issues faced by entrepreneurs who start new businesses. The course focus will be on evaluating business opportunities, developing a business concept, managing the growth of new ventures, and identifying the required resources. Virtual lectures and discussions, individual and team case studies, and virtual guest speakers will be used.

MGT 365: Nonprofit Management

Michelle Milczanowski, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisite: ENG 101.

This course will deepen students' understanding of management and leadership's role in today's nonprofit sector. Upon completion of the course, students will be familiar with the responsibilities and challenges facing today's nonprofit managers, the role of the board of directors, planning, funding and staffing programs, financial accountability and ethical decision making.

MGT 370: Operations Management

Richard H. Calder, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

This course introduces adult learners to the practice of operations management. It is designed for those new to operations management or needing a refresher on fundamental concepts. The course content blends theoretical ideas with practical examples and applications. On successful completion of this course students benefit both themselves and their employers by being able to effectively perform key project team member and leadership roles.

MGT 450: Leadership Practices

Kathleen Dove, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

This course enables adult learners to understand and develop their leadership style. Role-playing and leadership-inventories are used to develop insight into human relations and to develop the personal and interpersonal skills needed in leadership roles. Emphasis is placed on the ability to anticipate and manage change.

MGT 451: Team Leadership

Kathleen Dove, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

This course enables adult learners to examine the interpersonal dynamics of teams and team interaction; develop skills for leading teams of empowered members, explore group processes like goal setting and problem solving; learn how teams interact with their organization; and look at managing work design, culture and change.

MGT 460: Fundamentals of Project Management

Richard H. Calder, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

This course introduces adult learners to the practice of project management. It is designed for those new to project management or needing a refresher on fundamental concepts. The content blends theoretical ideas with practical examples, applications and a case study. Upon completion, participants will be able to perform effective project team member and leadership roles benefiting themselves, their employers and their clients.

MGT 461: Human Resource Management
Michael McGivern, Ph.D., Instructor

Accelerated/Online – 8 weeks
Term 2: October 20 – December 13, 2008
3 semester credits – Upper Level

In this course, adult learners will explore the values, perceptions, and social impact of selected groups through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees.

MGT 462: Effective Project Management
Richard H. Calder, Instructor

Accelerated/Online – 8 weeks
Term 1: August 25 – October 18, 2008 or
Term 2: October 20 – December 13, 2008
3 semester credits – Upper Level

Prerequisite: MGT 460.

This course focuses on strengthening and expanding the working and leadership skills of traditional project management professionals. It is designed for those with three or more years of project experience. Students are introduced to the latest concepts of Adaptive and Extreme Project Management. These groundbreaking new variations are designed to meet the challenges of compressed timeframe, high-risk projects, often with unclear or unknown goals or methods that require a more agile approach. For those considering professional certification, both the traditional and new approaches are fully compatible with the Project Management Body of Knowledge (PMBOK) standards advocated by the Project Management Institute (PMI). Teams learn to manage their RFID (Radio Frequency Identification) case study projects with Microsoft.

MGT 464: Mastering Project Management
Richard H. Calder, Instructor

Accelerated/Online – 8 weeks
Term 2: October 20 – December 13, 2008
3 semester credits – Upper Level

Prerequisites: MGT 460 and MGT 462.

This course is based on the work of Robert Buttrick of Cable and Wireless UK and the Project Management Institute's Project Management Body of Knowledge (PMBOK). New business, organizational and technology landscapes are examined and followed with a review of the PMI frameworks, processes and knowledge areas. Advice from the best companies provides ten lessons and their implications. Setup and management of a single project, a collection of projects and, finally, a portfolio of projects lead to a review of the issues surrounding the Project Management Office (PMO) concept and setting up an office. Dealing with risks, difficulties and change is reviewed before taking action to formally close a project. The course concludes with a chapter about preparation for PMI certification.

MGT 499: Strategic Management
(Capstone Course)

Rose Bednarz-Luglio, Instructor

Accelerated/Online – 8 weeks
Term 1: August 25 – October 18, 2008
3 semester credits – Upper Level

Prerequisites: ACC 101, ACC 102, FIN 210, ITE 101, MGT 101, MGT 315 and MKT 220.

This is the required capstone course in the Charter Oak Business Administration concentration and should be taken in the final semester.

The goal of this capstone course is to integrate the concepts of strategic management, business strategy formulation and business policy. It is designed for students concentrating in Business Administration. The course explores the concepts behind strategic management and strategy formulation. This includes exploring the issue of social responsibility, defining a company's mission statement, the use of internal analysis, external analysis, and levels of strategy. The course also examines issues involved with strategy implementation. This includes structural, cultural and leadership implication. The course utilizes both a study of concepts and the use of case studies.

MARKETING

MKT 220: Principles of Marketing
Kevin W. Fitzgerald, Instructor

Online – 15 weeks
3 semester credits – Lower Level

Marketing is learning the wants, needs or desires of a certain audience and then using that knowledge to achieve a specific goal (such as getting them to purchase a product or service or simply thinking about an idea or concept). This course will examine the basic principles of marketing – including examining the consumer's "hot buttons" (what it is that makes them take action) and how to capitalize on this knowledge. The course topics include, but are not limited to marketing communications, pricing strategies, ethics, e-commerce, and product life cycles. Students will combine these activities to develop a true marketing plan for a real company.

“ I really liked the text and enjoyed the class. I discovered I liked to write. And I love online learning. ”

MKT 310: International Marketing

Kevin W. Fitzgerald, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisites: ENG 101 and MKT 220.

International Marketing is the process for maximizing transactions and relationships across international borders. Through the use of specific strategies and tactics, the objectives of individuals and organization (all parties concerned) can be both successful and rewarding. There are a wide range of International Marketing initiatives, including export-import trade, joint ventures, subsidiaries, operations, pricing strategies and product branding, that can be used to improve cross-border relationships.

MATHEMATICS

MAT 100: Elementary Algebra

Robert J. Zabek, Ph.D., Instructor

Accelerated/Online – 5 weeks

Session 1: August 25 – September 27, 2008 or

Session 3: November 3 – December 6, 2008

1 semester credit – Lower Level

Prerequisites: 1 year of high school algebra or permission of the instructor.

Does not apply toward the Charter Oak State College Math concentration or toward Math general education requirements.

It is recommended that students take MAT 100 the semester before enrolling in another Math course. However, with the permission of the instructor, students may enroll simultaneously in MAT 100 and another Math course.

This is a five-week, one-credit course that reviews the basics of algebraic notation and skills, which are the foundation for higher-level mathematics courses. It is specifically designed for students desiring to refresh their algebra skills prior to or while simultaneously taking MAT 101 or MAT 105 at Charter Oak State College. Topics include algebraic expressions; one-variable linear equations; slope and straight line formulas; graphs of linear equations and systems of linear equations; linear inequalities; and concepts of linear programming using systems of linear inequalities.

MAT 101: Contemporary Mathematics

Robert J. Zabek, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

Prerequisite: Students must have completed Algebra 2 in high school. Students who did not complete this course should enroll in MAT 100 as a co-requisite or a pre-requisite for MAT 101.

Students who want to refresh their high school algebra may also want to consider enrolling in MAT 100.

This is an introductory mathematics course for the liberal arts curriculum. The purpose of this course is to develop conceptual understanding of the tools and language of mathematics and the ability to reason using them in today's contemporary world. Topics include street networks, producing and describing data, number and bar codes, weighted voting and apportionment, social choices and linear programming applications. Students will be required to view online videos ("movies") through the Freeman publishing website at <http://lbc.whfreeman.com/fapp7e>. This site requires Windows 98 or higher or MAC OS v10.15 or later and at least 64MB of RAM.

MAT 103: College Algebra

Robert J. Zabek, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

Prerequisite: Two years of high school Algebra OR completion of MAT 100 at Charter Oak with a B or higher grade OR an equivalent preparation course. Permission of Instructor may be granted for students who can demonstrate readiness for success in this course.

This course provides a study of the fundamentals of college level algebra: a study of algebraic expressions, equations and inequalities, function theory, including linear and quadratic functions, polynomials, rational and radical expressions, quadratic equations and inequalities, exponentials and logarithms, and Conic Sections. Emphasis is placed on problem-solving techniques with special attention given to applications in preparation for higher level math courses such as Pre-calculus and Calculus.

MAT 105: Statistics

Robert J. Zabek, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

Prerequisite: Students must have completed Algebra 2 in high school. Students who did not complete this course must enroll in MAT 100 during the semester prior to taking MAT 105. Students who want to refresh their high school algebra may also want to consider enrolling in MAT 100.

This course acquaints students with the fundamentals of modern statistics. It includes basic concepts of descriptive statistics and inferences about the mean, proportion, and variance of one population, including the binomial distribution, confidence intervals and hypothesis testing. Other topics in this course will focus on an introduction to probability and on bivariate data, including linear correlation and regression.

MAT 115: Introduction to Logic

Robert J. Zabek, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

Prerequisites: Two years of high school Algebra OR completion of MATH 100 at Charter Oak with a B or higher grade OR an equivalent preparation course. Permission of the instructor may be granted for students who can demonstrate readiness for success in this course.

This course provides a study of the fundamentals of a college level Logic course: a study of formal and informal logic, deductive and inductive reasoning, hypothetical reasoning, valid argument forms, symbolic logic, sentential and predicate language, statement logic, tautologies, and the use of validity/invalidity in logic. Emphasis is placed on the proper uses of logic for problem-solving techniques.

MUSIC

MUS 130: Survey of Jazz Styles

Noah Baerman, Instructor

Online – 15 weeks

3 semester credits – Lower Level

Recommended Prerequisite: The ability to aurally distinguish instruments from one another.

In this course students will learn about jazz improvisation, the rhythm section and jazz composition. The roles of each jazz group member and how these roles have evolved will be discussed. Students will learn the distinctions (and similarities) between various sub-categories and chronological period in jazz. Through reading and listening to jazz recordings, students will learn about great jazz artists including Louie Armstrong, Charlie Parker, Count Basie, Duke Ellington, Miles Davis and others. Possible additional cost to attend required Jazz performance.

This course requires access to a computer with a CD-RW drive for the downloading and CD burning of selected music from iTunes. Students should refer to the syllabus to install iTunes and go to the iMix for all the course materials prior to the start of the course on August 25, 2008.

NURSING

NUR 190: LPN to RN Articulation Bridge Course

Online

August 18 – October 25, 2008

3 semester credits – Lower Level

Prerequisites: The student is accepted into a statewide registered nurse program that is participating in the CT Articulation Model Agreement and has the consent of the

director of that program to enroll in this course. Students must currently hold LPN licensure in the state of CT.

This course is sponsored by the Connecticut League for Nursing and has been approved by the Articulation Oversight Committee and the Directors of Connecticut Associate Degree and Diploma Nursing Programs to meet the three credit LPN to RN transition course requirement of the statewide articulation model.

The LPN to RN Articulation Bridge Course is the 3-credit generic online course designed to expand on the breadth and depth of the common content from the PNEP (Practical Nurse Education Program) and to introduce new theories, processes and skills specific to statewide registered nurse programs. Primary content areas include the nursing process; the utilization of critical thinking skills; sound decision making principles and selected theories from the physical/social sciences, humanities, and nursing domains; the communication process; teaching/learning methodologies; the transition in role expectations between LPN and RN; and metrology.

Non-credit Nursing courses are listed under Certificate Programs on page 41.

PARALEGAL STUDIES

The Paralegal Studies program is not designed to prepare students for law school.

PLG 105: Civil Procedure

Josephine Spinella, J.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

This course will provide students with an overview of the litigation process. Students will acquire a basic understanding of legal principles, with a focus on practical legal skills including the preparation of legal documents and working with both attorneys and clients throughout the legal process. Students will become familiar with the Practice Book and have a working knowledge of various legal forms.

PLG 110: Technology in Law

Raymond Ryan, J.D., Instructor

NEW

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

Prerequisite: ENG 101.

The course is designed to inform Paralegals/Legal Assistants on the use of computers in legal organizations. Students are encouraged to think independently and enhance learning by participation. Subjects to be explored include: Introduction to computers, Computer Hardware and Software, Programs for Word Processing, Spreadsheets and Databases, Timekeeping

and Billing Programs, Case Management and Docket Control, Discovery and Litigation Support, The Internet, Legal Research and Presentation Graphics.

PLG 301: Legal Ethics and Professional Responsibility

Raymond Ryan, J.D., Instructor

NEW

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

In this course, students will examine the philosophical and practical issues, guidelines and problems in legal ethics. They will develop a basic understanding of the professional codes of conduct and the laws governing the ethical behavior of legal professionals. Students will learn how to identify and resolve ethical issues that may arise in everyday situations, particularly as they pertain to the relationship between the paralegal and the attorney for whom s/he is working. Specific areas to be covered will include: Unauthorized practice of law, conflicts of interest, confidentiality and privilege, proper handling of client funds, referral fees and fee splitting arrangements, retainer agreements and billing, attorney/firm advertising rules, and disciplinary procedures and malpractice.

PLG 320: Family Law

Michael Fryar, J.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

In this course, students will survey basic family law proceedings and they will explore the nuances of the family court system. Students will learn about the legal rights and duties of married couples, the laws governing divorce and maintenance, the equitable distribution of marital property and the principles guiding child custody, support and visitation. They will also explore modern issues such as the rights of unmarried parents, the need for paternity testing, the role of surrogate parents, no-fault divorce, and the status of civil unions.

PLG 325: Juvenile/Education Law

Michael Fryar, J.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

In this course, students will learn about juvenile law proceedings. They will explore the nuances and jurisdiction of the juvenile court system, the rights of the children in the system, the types of investigations, hearings and procedures that occur in juvenile matters, and the termination of parental rights. They will focus on issues of delinquency, status offenses, abuse, neglect and dependency paying special attention to the roles of prosecutors, guardians ad litem, attorneys for the minor child and defense counsel.

PHILOSOPHY

PHL 201: Ethics in America

Michael Hartwig, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Lower Level

Prerequisite: ENG 101.

This course examines contemporary ethical conflicts and provides grounding in the language, concepts, and traditions of ethics. Students are provided the intellectual tools with which to analyze moral dilemmas in the fields they choose to pursue and in the society in which all of us live.

PHL 485: Personal Values and Organizational Ethics

Nathan Greeno, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008 or

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Several major ethical theories are reviewed in this course. Adult learners are asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world.

POLITICAL SCIENCE

POL 150: Introduction to American Government

Walton Brown-Foster, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

This course will introduce students to the study of American politics. Students will learn many of the central concepts in political science to aid understanding and ability to comprehend the American political system. Of particular interest will be the theory and practice of democratic government in the U.S. and institutions and processes of American government as manifestations of democratic values. The course will look at the long and short-term trends in the development of the American political institutions and processes.

POL 220: State and Local Government

Jason Jakubowski, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

Prerequisite: ENG 101.

This course examines the functions and processes of state and local governments in America, with a very practical emphasis on the institutions and policies that affect our everyday lives. Students who take this course will become acquainted with the powers and duties of his/her state legislatures and governors, as well as his/her mayors, city councils and town managers.

POL 250: Ethics in International Relations

Daryl Capuano, J.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

or

Walton Brown-Foster, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

This course queries the origins, theories, traditions, practice, and maintenance of the system of ethics and ethical behavior in the international system. The course explores the actors involved, ethical questions involved in conflict, trade, human rights, resource distribution, and case studies.

POL 300: The Modern Presidency

Daryl Capuano, J.D., Instructor

Online + Videotapes – 15 weeks

3 semester credits – Upper Level

In the present, the United States is the singular world superpower and in many estimations the most dominating nation since the Roman Empire. Whoever holds the office of the President of the United States is most commonly considered the most powerful person in the world. Americans at the turn of the 20th century would be stunned that this proved to be the course of our nation and its President. This course will examine the Presidents and the situations they faced in the 20th and early 21st century that enabled the United States and its Presidency to transform from a provincial, isolationist nation with a President considered weak by monarchical standards to its present day state.

Order videos from The Learning Consultants Group. (Directions are printed in the course syllabus.)

POL 321: Constitutional Law

Daryl Capuano, J.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13

3 semester credits – Upper Level

The United States Constitution may be the most important government document in the world. Yet, many Americans are unfamiliar with the great impact the Constitution has on current political and legal issues that affect many aspects of our society. This course will provide a general overview of the Constitution but will place special focus on certain Amendments that have a profound effect on current day America. This will include the First Amendment's protection of free speech, religion and press; the Fifth Amendment's Due Process Clause; the Sixth Amendment's Rights of the Accused and the Eighth Amendment's cruel and unusual punishment provision.

PSYCHOLOGY

PSY 101: Introduction to Psychology

C. Mark Wessinger, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

Prerequisite: ENG 101.

This course is designed to provide students with an introduction to psychology across a variety of sub-disciplines including, but not limited to, clinical, neuropsychological, developmental, cognitive, biological, and experimental. The course will focus on how psychology began with a philosophical perspective and has developed into a multidisciplinary science. The main theme will be focused on understanding how humans act, react, and interact within our complicated world. In pursuit of this theme the course will explore most psychological concepts at multiple levels of analysis – ranging from the cellular and molecular to the person and group. In exploring these multiple levels the course will examine classical and contemporary research in order to better understand the science that underlies psychology.

PSY 248: Adolescent Psychology

Ruth M. Grant, Ph.D., Instructor

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

Prerequisites: ENG 101 and ENG 102.

Adolescent Development traces the biological, cognitive, and social/emotional changes that take place from approximately age 10 to 19. This course explores the historical and contemporary theories of development as they illuminate

issues of maturation, cognitive development, and socialization of adolescents. The changes that take place during adolescence are examined for their impact on self-awareness, character development, and gender development. The role of parents, friends, school, work, and the media are also examined to determine their effect on the process of development.

PSY 301: Psychology of Play

Patrice Farquharson, Ed.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008 or

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisite: PSY 101.

This course will examine play as a medium for cognitive and social-emotional growth from infancy to adulthood. Particular emphasis will be placed on the creative aspects of play and its relation to fantasy and emotions as well as to the contrast with more structured experiences for children.

PSY 319: Psychology of Gender

Robert Hunter, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008 or

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisite: PSY 101.

This course provides an overview of the theoretical, empirical, and applied literature related to gender. Learners critically analyze research on gender and psychology; describe constructivist and essentialist perspectives to psychological issues related to gender; and relate course content to their own gendered experiences. Topics include sex and gender differences and similarities in physical development, mental abilities, mental health issues and coping, spirituality, personality, social behavior, gender socialization in the context of ethnicity and class, sexual orientation, health, workplace, and media portrayal.

PSY 320: Cognitive Psychology

Robert Hunter, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Upper Level

Prerequisite: PSY 101.

This course provides an overview of classic and current theory concerning the processing of information by the human mind. Emphasis placed on the study of higher mental processes such as perception, learning, problem solving, categorization, decision making and language.

PSY 321: Social Psychology

Robert Hunter, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Upper Level

Prerequisite: PSY 101.

This course presents fundamental principles underlying social influences upon human behavior. Major emphasis is placed on attitudes and attitude change, socialization, communication, group dynamics and inter-group relations as influenced by social structure and individual personality, cognition, and emotional factors.

PSY 333: Selected Topics in Social Psychology and Deviance

Michael Starenko, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

Prerequisite: PSY 101.

In this course, students will study the social experiences of individuals. This perspective is then used to examine the concept of deviance. Students will come away from the course with a better understanding of themselves, and of those around them.

PSY 334: Psychology of Personality

Peggy Lauria, Psy.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

Prerequisite: PSY 101.

This course reviews the development of personality theory and establishes a better understanding of human behavior. Major models of personality will be covered, identifying the major theorists and their contributions to the field. Discussion will focus on personality development, personality structure, and potential for change. Consideration will be given to factors affecting personality changes that may occur during different stages of development.

PSY 335: Psychology of Exceptional Children

Hannah Sellers, Instructor

Online – 15 weeks

or

Jennie Schaff, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisite: PSY 101.

This course is designed to increase the student's understanding of the psychology and education of the exceptional child.

This course is not a methodology course, but will provide an overview of the range of exceptional characteristics that exist and the effects of these on learning. The physical, mental, emotional, behavioral and social traits of children and adolescents will be discussed. Students will gain an understanding of pertinent federal and state legislation (Individuals with Disabilities in Education Act, Section 504 of the Rehabilitation Act) by which some children and adolescents are considered exceptional and identified as such. Other topics will include legal issues, giftedness (identification/classification/labeling), as well as diversity of culture and language. **This course has been approved as a Special Education course for teacher certification in Connecticut.**

PSY 336: Abnormal Psychology

Peggy Lauria, Psy.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisite: PSY 101.

This course will examine the symptoms, theory and treatment of a wide variety of psychological disorders. Various perspectives will be presented such as psychodynamic, cognitive, behavioral, humanistic and biological. The relationship between the psychological and biological processes of abnormal behavior will be explored.

PSY 410: Research Methods for the Behavioral Sciences (formerly SOC-PSY 410)

Nina Tarner, Ph.D., Instructor

Online – 15 weeks

3 semester credits – Upper Level

Prerequisites: Introductory Behavioral Science (i.e. Intro to General Psychology, Sociology, Education, Public Administration) and Statistics.

This course will be an examination of the fundamental principles of behavioral science research. There will be an overview of the conceptual need for research and an analysis of the methods or designs commonly employed and the procedures utilized to collect and analyze data. Students will review and design research in their areas of interest.

PSY 450: Introduction to Neuropsychology

C. Mark Wessinger, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Cannot be used toward Science concentration.

This course provides an overview of neuropsychology by exploring various brain-behavior disorders. The course will initially concentrate on helping students develop an

understanding of the functional principles of the central nervous system. Various methods and techniques used to understand in cognitive neuroscience and neuropsychology will be explored. Then the bulk of the course will concentrate on understanding the neuropsychological basis of cognitive processes by exploring various neuropsychological disorders. Finally, potential treatments and techniques for alleviating neuropsychological disorders will be explored.

PUBLIC ADMINISTRATION

PUB 101: Introduction to Public Administration

Jason Jakubowski, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

Prerequisite: ENG 101.

This course is an introduction to the study of public administration in 21st Century America. Students in this course will become acclimated to core administrative topics including budgeting, ethics and human resource management. The course also explores time and stress management, communication and motivation all within the context of group dynamics. Practical case studies are used as a learning tool in this course.

PUB 120: Public Administration Law

NEW

Connie Mabli, J.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

In this course, students will explore the laws that define the legal powers of government agencies and the remedies a person may seek if injured by the agency's use of those powers. Topics in this course include: agency discretion, client rights, agency rules and regulations, investigations and information gathering, informal proceedings, administrative agency hearings, judicial review, and paralegalism in administrative law. Students will use administrative agency websites to understand agency rules, documents, and forms. We will also study the *Federal Register* to learn about the rule making process and court case decisions regarding agency action.

PUB 205: Public Finance and Budgeting

Jill Young, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

Prerequisite: ENG 101.

This course introduces public administrators to the basic principles of public finance and the rigors of public budgeting. This course will familiarize students with capital and operating budgets, public

NEW

borrowing and bonding, the typical public budgeting process, and the relationship between policy-making and resource allocation.

PUB 210: Ethics in Public Administration

Paul R. Petterson, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Lower Level

Prerequisites: ENG 101 and PUB 101.

This course will analyze the ethical issues facing public employees, officials and leaders and will focus on organizational, legal, political and moral perspectives on ethical dilemmas.

PUB 215: Making Public Policy

Merle Harris, Ed.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Lower Level

Prerequisite: ENG 101.

This course develops an understanding of the policymaking process that results in a wide array of policies affecting our daily lives. A major focus will be the impact that both citizens and elected officials have on how policies are developed, funded, implemented and evaluated.

PUB 310: Current Issues in Public Administration

Lyle Wray, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisite: ENG 101.

This course focuses on two of the major issues facing public administrators today: e-governance and outcome measurement. This course will both acquaint students with and analyze standard e-government functions and portals. This course will also provide students with the proper tools to measure the intended outcomes of specific public and nonprofit programs.

“Your online courses provided a terrific learning experience. It was a pleasure to be associated with this type of effort.”

PUB 315: Public Policy Analysis

Roger L. Kemp, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

Prerequisites: ECO 101, ENG 101, and ENG 102.

This is an introductory course in the very broad field of public policy analysis. It will provide the student with an overview of various approaches to the study of public policy. Different concepts, theories, policy models, as well as the processes and techniques used in policy analysis, are examined. Students will be exposed to many different public policy issues. Students will have the opportunity to apply what they have learned in the course to a specific public policy issue during the semester.

PUBLIC SAFETY ADMINISTRATION

Students taking Public Safety Administration courses are required to have a background in public safety or obtain permission from the instructor to take a course in this discipline.

PSA 305: Ethics in Public Safety

Lonnie Inzer, Instructor

Accelerated/Online – 5 weeks – Session 2:

September 29 – November 1, 2008

3 semester credits – Upper Level

In this course students will explore case issues and philosophies as they relate to personal and professional accountability in the public safety environment.

PSA 330: Cultural Diversity in Public Safety

John Meza, Instructor

Accelerated/Online – 5 weeks – Session 1:

August 25 – September 27, 2008

3 semester credits – Upper Level

This course discusses the identification and analysis of various cultures and their diverse historical, economic and societal variations within the context of public safety sector.

PSA 335: Group Dynamics in Public Safety

Hal Nevitt, Instructor

Accelerated/Online – 5 weeks – Session 3:

November 3 – December 6, 2008

3 semester credits – Upper Level

This course examines how group behavior affects organizational effectiveness, decision making, conflict resolution, and strategies for efficient group and task management as they pertain to the public safety area.

**PSA 355: Human Resources in Public Safety
(formerly PSA 455)**

Mike Spector, Ph.D., Instructor

**Accelerated/Online – 5 weeks – Session 1:
August 25 – September 27, 2008
3 semester credits – Upper Level**

This course will examine policies, behaviors and motives affecting recruiting, training, evaluation and current legal issues in human resources as they pertain to the public safety area.

PSA 360: America’s Homeland Security

Tina Markowski, Instructor

**Accelerated/Online – 5 weeks – Session 2:
September 29 – November 1, 2008
3 semester credits – Upper Level**

This course surveys the historical development, creation and purposes of the Department of Homeland Security and the corresponding national Strategy for Homeland Security. Students will learn the purpose and means for securing America’s homeland.

PSA 425: Counteracting Terrorism

Joe Saitta, Ed.D., Instructor

**Accelerated/Online – 5 weeks – Session 1:
August 25 – September 27, 2008
3 semester credits – Upper Level**

This course explores current issues, proposed solutions and shortcomings in public safety preparation for and response to the threat of terrorism.

PSA 440: Research Methodology in Public Safety

S. Joseph Woodall, Ph.D., Instructor

**Accelerated/Online – 5 weeks – Session 3:
November 3 – December 6, 2008
3 semester credits – Upper Level**

This course will analyze problems and needs within the public safety sector, review related literature, collect data and measure objectives. Students will apply analytic skills to a public safety related research project.

PSA 465: Global Perspectives in Emergency Management

Barry Galfano, Instructor

**Accelerated/Online – 5 weeks – Session 2:
September 29 – November 1, 2008
3 semester credits – Upper Level**

This course is an examination of Global Disaster Risk Reduction principles and their impact on American emergency management systems and planning.

**PSA 499: Leadership in Public Safety
(Capstone Course)**

Thomas Fowler, Instructor

**Accelerated/Online – 5 weeks – Session 3:
November 3 – December 6, 2008
3 semester credits – Upper Level**

This is the required capstone course in the Charter Oak Public Safety Administration concentration and should be taken in the student’s final semester.

This course presents a synthesis of leadership principles and theory in relation to Charter Oak State College Public Safety Administration courses and employment with public safety agencies.

SOCIOLOGY

SOC 101: Introduction to Sociology

Janet Lanci, Instructor

**Accelerated/Online – 8 weeks
Term 1: August 25 – October 18, 2008
3 semester credits – Lower Level**

Prerequisite: ENG 101 (May be taken concurrently).

This course is an introduction to the basic concepts in Sociology and an analysis of culture, socialization, stratification, social organization, class, social interaction, social change and conflict.

SOC 210: Sociology of the Family

Lucy Anne Hurston, Instructor

**Online – 15 weeks
3 semester credits – Lower Level**

Prerequisite: ENG 101.

This course takes a look at marriage, family, and alternative life styles at the end of the twentieth century. It provides an in-depth study of male and female interaction and balances research and theory with the practical examination of personal choice and decision making. Students will examine the tension between the individual and the societal environment, and the existence of contradictory cultural values. The shift in focus that is taking place from viewing marriage as an institution to viewing it as a relationship in which one expects to find companionship and intimacy will also be explored.

SOC 311: Sociology of the City

Josiah Ricardo, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisites: SOC 101 or another sociology course, and ENG 101.

This course provides a conceptual and analytical framework for examining urban life and how ordinary people interpret and respond to the actual experience of living in cities. This course will examine the underlying causes of urban problems and then proceed with a discussion about possible solutions. During the course of the semester, students will study urban poverty, family dissolution, school drop out, street violence, urban crime, and homelessness, before turning their attention to various strategies for addressing these problems.

SOC 315: Sociology of Diversity

John Morra, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

Students who have completed SOC 211: Sociology of Diversity will not receive credit for SOC 315: Sociology of Diversity.

This course is an examination of social diversity within the American society. The course will describe essential issues and the social significance of cultural minorities with special emphasis on the African-American experiences, as well as Hispanics, Native Americans, Asians and Euro-American ethnic groups. The student will explore the interrelationships with values, socioeconomic status, social mobility, racism, assimilation and segregation. This course is also designed to sensitize the student to the roles that race, ethnicity, social class, gender, and sexual orientation play in societal definitions of social diversity.

SOC 320: Urban Youth in American Society

Edgar Colon, Ph.D., Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

Prerequisite: SOC 101 or permission of the instructor.

This course is designed to increase the student's understanding of the group life characteristics of urban youth in today's society. This course will provide a conceptual and analytical framework for examining the underlying causes and consequences of social problems that significantly impact the lives of urban youth. Classical and contemporary sociological theories and diverse humanistic perspectives regarding these problems will be considered. Particular attention is given to the influence of poverty, language and cultural diversity, immigration status and social acculturation, racism, sexism, homophobia, and drug and alcohol abuse on social role behavior.

SOC 350: Children, School and the Community

Gayle van Dijk, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

Prerequisites: ENG 101 and a child development course.

This course will look at theories for partnering families and communities with schools and how to put them into practice for children from birth to age eight. The students will discover the connection between these important theories and family support programs, parental involvement in early education, national guidelines, and other strategies for forming partnerships. This course will address the role culture and diversity plays in establishing these connections.

SOC 449: Social Problems and Their Impact on the Workplace

Michael Starenko, Instructor

Accelerated/Online – 8 weeks

Term 2: October 20 – December 13, 2008

3 semester credits – Upper Level

This course presents an analysis of major contemporary social problems, especially in the United States. Particular attention is given to the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy, and their impact on the contemporary workplace. Consideration is given to diverse sociological perspectives regarding the causes, consequences, and solutions to these problems.

SOC 450: Social Theory

Pamela Jeffrey, Instructor

Accelerated/Online – 8 weeks

Term 1: August 25 – October 18, 2008

3 semester credits – Upper Level

Prerequisite: SOC 101.

This is a survey course covering the most recognized and significant thinkers in the development of Sociology as a discipline during the 19th, 20th, and 21st centuries. In this course, we will focus on the historical formation of the major sociological schools, as well as the events and societal characteristics that helped shape the theoretical perspectives developed by the major theorists. Initially, we will examine the classic works of Emile Durkheim, Karl Marx, Max Weber and Georg Simmel in order to understand and further study how those foundational theories served as a springboard for more contemporary schools of thought such as Critical Theory, Interactionism and Postmodernism. We will also actively learn by applying these theories to current social events.

SPANISH

SPA 102: Elementary Spanish II

Lilian Uribe, Ph.D., Instructor

NEW

Online – 15 weeks

3 semester credits – Lower Level

Prerequisite: Two or three recent years of high school Spanish or one semester at the college level. To succeed in this course, students should already be familiar with the Spanish present tense verb system, syntax and basic vocabulary. Students should be able to answer personal questions in Spanish and to talk about daily activities, their studies, hobbies and families.

This course builds upon the student's previous Spanish experience and seeks to further expand students' vocabulary and grammar. Grammar topics will include the past tense and complex sentences using object pronouns. Students are required to listen to grammar tutorials and check their comprehension through individual activities. The course also requires verbal interaction with other students in the class and the instructor in the form of recorded dialogues, collaborative projects and discussion board exchanges. Students will be asked to listen to videos and dialogues to improve listening and speaking skills. The course requires a computer microphone and the purchase of *En línea*, a web-based language interface and textbook.

FALL 2008 NON-CREDIT CERTIFICATE PROGRAMS

HOME CARE NURSING

HCN 010: Introduction to Home Care Nursing

Online – On-demand

Non-credit – 45 contact hours

This online, non-credit, certificate course was designed by the Connecticut League for Nursing in consultation with the Connecticut Association for Home Care to help Registered Nurses make the transition to home care nursing. Eligible participants in the course include newly graduated RN's, experienced nurses who are currently employed elsewhere in the health care system, or those, who after a period of inactivity in nursing practice and completion of an RN refresher course, are interested in working in home care. The course content emphasizes information essential to a new home care nurse during the first few months of employment and will ease entry into this area of practice. The course, composed of twelve units offered entirely online, is self-paced and can be completed in as few as six weeks. Students may, however, register at any time and take up to six months from the date of registration to complete the course. A faculty mentor, who is an expert home care nurse, is available to guide students. Upon successful

completion, participants earn 45 contact hours of continuing education credit. This course will be offered on a continuous basis. Two additional online orientation tutorials have been developed for use by health care agencies. For further information about the course contact the Connecticut League for Nursing at 860-276-9621. **There are no refunds for this course.**

Home Care Orientation Tutorials

This non-credit tutorial was designed by the Connecticut League for Nursing, in consultation with the Connecticut Association for Home Care and representatives of home care agency staff development personnel, for use in agency orientation and staff development programs. The content has been extracted from the longer more comprehensive Introduction to Home Care Nursing course to represent one of two, more focused, high priority, areas of content in most orientation programs. Students are allowed six months from the day of registration to complete the content of the tutorial. Upon successful completion, participants earn 15 contact hours of continuing education credit. This tutorial will be offered on a continuous basis. For further information contact the Connecticut League for Nursing at 860-276-9621. **There are no refunds for these tutorials.**

HCN 011: Clinical Practice in the Home Care Environment

Online – On-demand

Non-credit – 15 contact hours

Home Care Orientation Tutorial One addresses the following units of content: the evolving role of the home care nurse; components of a home visit; the plan of care; effective team communication; and patient/family teaching concepts. **There are no refunds for this course.**

HCN 012: Home Care Regulations and Documentation Requirements

Online – On-demand

Non-credit – 15 contact hours

Home Care Orientation Tutorial Two addresses the following units of content: patient's rights, privacy, and confidentiality; regulations and accreditation in home care; home care payors and documentation requirements; and, OASIS. **There are no refunds for this course.**

RN REFRESHER COURSE

RNs who do not have a current Connecticut license, and who have been inactive in nursing practice for over 10 years **MUST** contact the State Board of Nurse Examiners at 860-509-8389 for review of their licensure status before registering for the refresher course. For additional information about course content, or questions about licensure guidelines, call the Connecticut League for Nursing at 860-276-9621.

This refresher course is offered in three modules to assist Registered Nurses who have been out of the workforce for

three to ten years to return to active practice in first-level medical-surgical staff positions in hospitals, long-term care facilities, or in home care.

Only those who participate in all three modules will earn a refresher course certificate. Others, who may be interested in taking one or both of the first two modules for personal enrichment, may do so and earn the associated contact hours (45 hours per module). This course will be offered on a continuous basis. The next session begins on August 25, 2008. For further information, contact the Connecticut League for Nursing at 860-276-9621.

NUR 011: RN Refresher Course, Module One

Online

Non-credit – 45 contact hours

The first module is offered as a six-week, online, instructional course.

Module one addresses basic concepts and skills applicable in the care of patients experiencing a variety of health care problems.

NUR 012: RN Refresher Course, Module Two

Online

Non-credit – 45 contact hours

The second module is offered as an eight-week, online, instructional course.

Module two addresses selected health problems for which there have been recent therapeutic advances. In each instance, the physiological and psychosocial aspects of the problem are explored, and the contemporary medical/surgical, pharmacological and nursing regimens are described.

NUR 013: RN Refresher Course, Module Three

Clinical

Non-credit – 90 contact hours

Module three is a supervised three-week, ninety hour, hands-on clinical practicum in a hospital or long-term care facility during which time the participant will have graduated experiences in providing direct care to patients. Current registration as an RN in the state of Connecticut, CPR Professional Certification, Professional Liability Insurance, and documentation of a recent Physical and current immunizations are required before students may participate in module three.

LPN REFRESHER COURSE

This course is designed for nurses who wish to return to staff level positions primarily on general medical-surgical units of hospitals, long-term/sub-acute care facilities, home care and physicians' offices after being away from practice for three to five years or more. The course is offered in two modules for a total of 180 contact hours. For further information, contact the Connecticut League for Nursing at 860-276-9621.

NUR 021: LPN Refresher Course, Module One

Online – On-demand

Non-credit – 90 contact hours

Students may begin their course immediately upon registering.

Students will have six months from the date of their course registration to complete the first Module. There are no refunds for Module 1.

Module one is an online, instructional course. This module addresses basic concepts and skills applicable in the care of patients experiencing a variety of health care problems. It also addresses selected health problems for which there have been recent therapeutic advances. Physiological as well as the psychosocial aspects of problems are explored and contemporary medical-surgical, pharmacological and nursing regimens are described.

NUR 022: LPN Refresher Course, Module Two

Clinical

Non-credit – 90 contact hours

Module two is a supervised three-week, ninety hour, hands-on clinical practicum in a hospital or long-term care facility during which time the participant will have graduated experiences in providing direct care to patients. Current registration as an LPN in the state of Connecticut, CPR Professional Certification, Professional Liability Insurance, and documentation of a recent Physical and current immunizations are required before students may participate in module two.

PERIOPERATIVE NURSING

NUR 031: Introduction to Perioperative Nursing

Online/Clinical

Non-credit – 215 contact hours

Charter Oak State College, the Connecticut League for Nursing (CLN), the Connecticut Hospital Association (CHA) and the Connecticut Office of Workforce Competitiveness collaborated together to develop this online course designed to meet the needs of hospitals statewide for access to a flexible and cost effective vehicle to prepare new RN recruits to the perioperative nursing specialty with the knowledge and skills necessary for beginning practice in the intraoperative phase of care. Hospital-based laboratory experiences are integrated throughout the online lessons of the course to provide hands-on experience in mastering the skills necessary to function in scrub and circulating roles in the operating room. The course will equip the participants to enter a structured precepted orientation program in their employing institutions, and upon its completion, into practice as an operating room staff nurse.

To be eligible to participate students must:

- be an employee in the operating room of a participating hospital, and
- be recommended by their employer to participate in the course.

The next session runs from October 20 to December 12, 2008. For further information, contact the Connecticut League for Nursing at 860-276-9621.

PHARMACISTS REFRESHER COURSE

This refresher course is offered in three modules to assist Pharmacists who have been out of the workforce and need a venue to build confidence in their ability to practice. The course will assist pharmacists to reenter the profession and receive updated information concerning new drug entities, new medical therapies that are affected by drug usage, new working conditions, new patient care services, computerization, demands of third party payers and new state and federal regulations. The next session begins on August 11, 2008. For further information, contact the Connecticut Pharmacists Association at 860-563-4619.

PHA 011: Pharmacists Refresher Course, Module One

Online
Non-credit – 50 contact hours

This eight-week, online module addresses the most commonly prescribed drugs, the most commonly used over-the-counter medications, nutritional supplements, and herbal products.

PHA 012: Pharmacists Refresher Course, Module Two

Online
Non-credit – 45 contact hours

Module two is a six-week, online module which addresses pharmacy law, third party issues, and prescription processing with a focus on safe prescription practices.

PHA 013: Pharmacists Refresher Course, Module Three

Clinical
Non-credit – 90 contact hours

This clinical module is a supervised, three-week, hands-on practicum in a community pharmacy.

FALL 2008 – NON-CREDIT COURSES

EDU 049: Basic Skills Prep (Praxis 1 PPST) *NEW* **Instructor TBA**

Online – 15 weeks

Designed to help you achieve a better understanding of the content and context of your state basic skills examination, this course thoroughly reviews the core information in each subject area tested, with added emphasis on test-taking strategies and time management. This expert instruction has been developed into a specially designed at-home practice program to include video, study materials, and special handouts to focus learning on essential content in math, written language, reading comprehension, and essay writing. The cost for this course is \$50 plus a \$40 registration fee. This course was authored by Virtual Education Software, Inc. (VESI) and is licensed to Charter Oak State College (COSC). **There are no refunds for this course.**

ENG 099: Criterion Writing Assessment

See page 21 for course description and requirements.

FIN 099: Home Buying: Get the Facts **Siobhan Becker, Instructor**

Online
September 17 – December 10, 2008
Non-credit

This course will provide information to prepare the first time home buyer or the repeat home buyer to make sound choices that lead to financial security and wealth building with longevity. Topics covered are: managing your money, goal setting, credit score and credit report upgrading and maintenance, banking and mortgage practices, choosing the right loan, down payment resources, how to choose and work with your Realtor and other homeownership professionals, the power of the pre-approval, tips that will aide in successful home buying and the closing process, and methods to avoid foreclosure. There will be a complete workbook, handouts, and money saving and resourceful incentives for completing the course. For a \$40 fee, students may register and begin this course at any time. The course should be completed within a total of 26 hours online. Students who receive a passing grade for this course will receive a certificate of completion. This course was developed by the publishers of "The First Time Home Buyer Magazine." **There are no refunds for this course.**

Additional Opportunities to Earn College Credit at Charter Oak State College

Contract Learning

If you cannot access a course either because of scheduling conflicts or availability, you may be able to develop a contract through Charter Oak State College to learn the equivalent knowledge. Under the guidance of a faculty mentor, you prepare a contract which delineates what you will study, the resources you will use and the methods by which your knowledge will be assessed. (Please note: Contract Learning is not available for all courses.)

For further information on Contract Learning, contact dinfo@charteroak.edu.

Portfolio Assessment

If you wish to earn credit for college-level learning which you have acquired through work/life experience, you can do so through the Charter Oak State College Portfolio Assessment process. Students enroll in IDS 102, an eight-week, 3-credit portfolio development course. As part of the course, students will prepare a portfolio for one course of their choosing. They will have the option of submitting that course packet for review, with the potential of earning an additional three credits without an additional fee. After successfully completing the portfolio course, students who wish to gain additional credit through the portfolio process may develop more course portfolios on their own to submit for review.

For further information about Portfolio Assessment, contact Dr. Maryanne LeGrow at mlegrow@charteroak.edu or 860-832-3846.

Testing

Another option for earning college credits is college-level testing. Students pursuing a degree at another college can check with their admissions office to see if their college will accept any standardized exams for credit toward their degrees. Students pursuing degrees at Charter Oak State College can access information about exams that we accept at <http://www.charteroak.edu/Advising/StandardizedExams.cfm>. People without computer access or those wishing further information may call 860-832-3822.

“ Online learning has been a perfect fit in my life. Combining a job and parenting while completing a degree has been a challenge, but Charter Oak has made a seemingly impossible task possible. ”

Fall 2008 Courses – General Education Requirements

If you are seeking to fulfill General Education requirements, the chart that follows will help you determine how the course offerings will apply.

Course	Title	New	Old	Liberal Arts	
ACC 101	Financial Accounting				NEW GENERAL EDUCATION REQUIREMENTS – These degree requirements apply to those who matriculate as degree-seeking students at Charter Oak State College on or after July 1, 2005. a..... Literature/Fine Arts b..... Behavioral/Social Sciences d..... Ethical Decision Making e..... Written Communication g..... Global Understanding n..... Non-U.S. History and Culture o..... Oral Communication q..... Mathematics s..... Natural Science u..... U.S. History/Government y..... Information Literacy
ACC 102	Managerial Accounting				
ASE 255	Introduction to After School Care and Education	y			
ASE 265	Child and Adolescent Development	b, y	I	Yes	
ASE 315	Positive Guidance and Classroom Management				
ASE 398	Field Experience Practicum				
ASE 399	After School Field Experience Practicum				
BIO 105	Introduction to Nutrition	s, y	S	Yes	
BIO 120	Introduction to Genetics with Lab	s, y	S	Yes	
BUS 120	Business Law	y			
BUS 250	International Business	g, y	G		
BUS 341	Risk Management and Insurance				
CHE 101	Introduction to Chemistry with Lab	s, y	S	Yes	
COM 101	Introduction to Speech Communication	o, y	I	Yes	
COM 326	Effective Personal and Organizational Communication	b, y	I	Yes	
CRJ 101	Introduction to Criminal Justice	b	C, I	Yes	
CRJ 205	Controversial Trials and the Criminal Justice System	b, y	C, R	Yes	
CRJ 210	Introduction to Forensic Science	s, y	S	Yes	
CRJ 310	Criminology	b, y	I	Yes	
ECE 101	Introduction to Early Childhood Education				
ECE 215	Behavior Management for Early Childhood Professionals	y	I		
ECE 220	Early Childhood Music for Early Childhood Professionals	y			
ECE 250	Administration and Supervision of Early Childhood Programs	y			
ECE 310	Speech and Language Development	y			
ECE 325	Personnel Management in Programs for Children				
ECE 350	Historical Context of the Work of Dr. Maria Montessori	b, y	H	Yes	
ECE 399	Child Study Practicum				
ECE 450	Current ECE Literacy Research and the Montessori Literacy Model				
ECO 101	Introduction to Microeconomics	b, y		Yes	
ECO 102	Introduction to Macroeconomics	b, y		Yes	
ECO 410	Global Economics	b, g, y	G	Yes	
EDT 310	Issues and Trends in Education Technology	y	R		
EDU 305	Autism & Asperger's Disorder				
EDU 315	Child Abuse				
EDU 320	Teaching Diversity				
ENG 101	English Composition	e	E	Yes	
ENG 102	English Composition and Research	e, y	E, R	Yes	
ENG 103	Research Paper Writing Techniques	y	R	Yes	
ENG 301	Power Writing	e, y	E, R	Yes	
ENG 302	World Literature for Children	a, g, n, y	A, G, R	Yes	
ENG 303	The American Novel	a, y	A, W	Yes	
ENG 305	Science Fiction	a, y	A	Yes	
ESC 111	Introduction to Earth Science	s	S	Yes	
FAR 101	Art of the Western World	a, n	A, G, H, W	Yes	
FAR 330	Women and Film	a, g, y	A, G	Yes	
FIN 210	Financial Management				
GEO 101	World Regional Geography	b, g, n	G, R, W	Yes	
HCA 101	Introduction to Health Care Systems Administration				
HCA 105	Medical Terminology				
HCA 111	The Claims Environment				
					OLD GENERAL EDUCATION REQUIREMENTS – These degree requirements apply to those who matriculated as degree-seeking students at Charter Oak State College prior to July 1, 2005. A Aesthetic Dimensions C Citizenship/Ethical Dimensions E..... English-Written Communications G Global Society H Historical Development I..... Inter-relationship to Groups Q.... Quantitative/Analytic R..... Research S..... Scientific Process W... Western Civilization

Course	Title	New	Old	Liberal Arts	
HCA 115	Medical Records Science				NEW GENERAL EDUCATION REQUIREMENTS – These degree requirements apply to those who matriculate as degree-seeking students at Charter Oak State College on or after July 1, 2005.
HCA 201	Health Care Quality Concepts and Principles	y			
HCA 211	Health Care Finance				
HCA 301	Contemporary Ethical Issues in Health Care	d, y	C, R	Yes	
HCA 311	Economics of Health and Health Care	b, y		Yes	
HCA 321	Continuous Quality Improvement in Health Care	y	R		
HCA 350	Transcultural Competency in Health Care Administration	g, y	G	Yes	
HCA 399	Health Care Practicum				
HCA 401	Regulatory and Accrediting Agencies and Requirements for Health Care Organizations	y			
HCA 411	Health Care Law	y			
HCA 450	Leadership in Health Care Administration	y	I, R	Yes	a..... Literature/Fine Arts b..... Behavioral/Social Sciences d..... Ethical Decision Making e..... Written Communication g..... Global Understanding n..... Non-U.S. History and Culture o..... Oral Communication q..... Mathematics s..... Natural Science u..... U.S. History/Government y..... Information Literacy
HCA 499	Strategic Management in Health Care Administration				
HIS 101	A Biography of America: New World Encounters through Reconstruction	u, y	H, R, W		
HIS 240	History and Sociology of the American Indian	b, u	H, I, W	Yes	
HIS 248	The American Constitution in Historical Perspective	u	C, H, W	Yes	
HIS 302	The People's Century: 1945 – 2000	g, n, y	H, R	Yes	
HIS 333	American Foreign Policy (Post WW II)	g, u, y	H, W	Yes	
HIS 350	Contemporary China: History, Politics and Culture	g, n, y	G, H	Yes	
IDS 102	Prior Learning Portfolio Development				
IDS 105	Survey of Latin American Culture	b, n, g	G, W	Yes	
IDS 120	The Global Village	a, g, n, y	A, G, W	Yes	All online courses that require the use of the internet to do research papers or projects meet the Information Literacy (y) requirement. All video-based courses with an online component also meet this requirement (y). Consult your academic advisor for information on your specific degree program.
IDS 400	Grant Writing	y			
ITE 100	Computer Literacy	y			
ITE 101	Introduction to Management Information Systems	y	R		
ITE 135	Introduction to Computer Security				
ITE 220	Networking and Data Communications				
ITE 225	Computer Organization				
ITE 330	Systems Analysis and Design				
ITE 335	Computer Systems Security				
ITE 430	Database Management and Design				
ITE 435	Network Security Management				OLD GENERAL EDUCATION REQUIREMENTS – These degree requirements apply to those who matriculated as degree-seeking students at Charter Oak State College prior to July 1, 2005.
JRN 101	Introduction to Journalism			Yes	
MAT 100	Elementary Algebra			Yes	
MAT 101	Contemporary Mathematics	q, y	Q	Yes	
MAT 103	College Algebra	q	Q	Yes	
MAT 105	Statistics	q, y	Q	Yes	
MAT 115	Introduction to Logic	q	Q	Yes	
MGT 101	Introduction to Management				
MGT 315	Organizational Behavior	b, y	I	Yes	
MGT 325	Organizational and Group Dynamics	b	I	Yes	
MGT 326	Organizational Theory	y			
MGT 350	Studies in Entrepreneurship	y	R		
MGT 365	Nonprofit Management	y			
MGT 370	Operations Management				
MGT 450	Leadership Practices	y	I	Yes	
MGT 451	Team Leadership	y	I	Yes	
MGT 460	Fundamentals of Project Management				
MGT 461	Human Resource Management		I		
MGT 462	Effective Project Management				
MGT 464	Mastering Project Management				
MGT 499	Strategic Management				
MKT 220	Principles of Marketing				
MKT 310	International Marketing	g, y	G		

Course	Title	New	Old	Liberal Arts	
MUS 130	Survey of Jazz Styles	a, y	A, W	Yes	NEW GENERAL EDUCATION REQUIREMENTS – These degree requirements apply to those who matriculate as degree-seeking students at Charter Oak State College on or after July 1, 2005.
NUR 190	LPN to RN Articulation Bridge Course				
PHL 201	Ethics in America	d, y	C, W	Yes	
PHL 485	Personal Values and Organizational Ethics	d, y	C	Yes	
PLG 105	Civil Procedure				
PLG 110	Technology in Law				
PLG 301	Legal Ethics and Professional Responsibility	d	C	Yes	
PLG 320	Family Law				
PLG 325	Juvenile/Education Law	y			
POL 150	Introduction to American Government	b, u	C, H, W	Yes	
POL 220	State and Local Government	b, y	C, H, W	Yes	a..... Literature/Fine Arts b..... Behavioral/Social Sciences d..... Ethical Decision Making e..... Written Communication g..... Global Understanding n..... Non-U.S. History and Culture o..... Oral Communication q..... Mathematics s..... Natural Science u..... U.S. History/Government y..... Information Literacy
POL 250	Ethics in International Relations	b, d, g, n, y	C, G, H, R	Yes	
POL 300	The Modern Presidency	b, u, y	C, H, R, W	Yes	
POL 321	Constitutional Law	u, y	C	Yes	
PSA 305	Ethics in Public Safety	d, y	C	Yes	
PSA 330	Cultural Diversity in Public Safety	b, y	I	Yes	
PSA 335	Group Dynamics in Public Safety	b, y	I	Yes	
PSA 355	Human Resources in Public Safety		I		
PSA 360	America's Homeland Security	y			
PSA 425	Counteracting Terrorism				
PSA 440	Research Methodology in Public Safety	y	R	Yes	All online courses that require the use of the internet to do research papers or projects meet the Information Literacy (y) requirement. All video-based courses with an online component also meet this requirement (y). Consult your academic advisor for information on your specific degree program.
PSA 465	Global Perspectives in Emergency Management	g	G		
PSA 499	Leadership in Public Safety	y	I	Yes	
PSY 101	Introduction to Psychology	b	I	Yes	
PSY 248	Adolescent Psychology	b	I	Yes	
PSY 301	Psychology of Play	b, y	I	Yes	
PSY 319	Psychology of Gender	b, y	I, R	Yes	
PSY 320	Cognitive Psychology	b, y	I, R	Yes	
PSY 321	Social Psychology	b, y	I, R	Yes	
PSY 333	Selected Topics in Social Psychology and Deviance	b, y	I	Yes	
PSY 334	Psychology of Personality	b, y	I, R	Yes	OLD GENERAL EDUCATION REQUIREMENTS – These degree requirements apply to those who matriculated as degree-seeking students at Charter Oak State College prior to July 1, 2005.
PSY 335	Psychology of Exceptional Children	b, y	I	Yes	
PSY 336	Abnormal Psychology	b, y	I	Yes	
PSY 410	Research Methods for the Behavioral Sciences	y	R	Yes	
PSY 450	Introduction to Neuropsychology	b, s	I, S	Yes	
PUB 101	Introduction to Public Administration				
PUB 120	Public Administration Law				
PUB 205	Public Finance and Budgeting	y			
PUB 210	Ethics in Public Administration	d	C	Yes	
PUB 215	Making Public Policy	b		Yes	
PUB 310	Current Issues in Public Administration				
PUB 315	Public Policy Analysis	y		Yes	
SCI 201	Environmental Science	s	S	Yes	A..... Aesthetic Dimensions C..... Citizenship/Ethical Dimensions E..... English-Written Communications G..... Global Society H..... Historical Development I..... Inter-relationship to Groups Q..... Quantitative/Analytic R..... Research S..... Scientific Process W... Western Civilization
SCI 202	Topics in Environmental Science	s, y	S	Yes	
SOC 101	Introduction to Sociology	b	I	Yes	
SOC 210	Sociology of the Family	b, y	I, R	Yes	
SOC 311	Sociology of the City	b, y	I, R, W	Yes	
SOC 315	Sociology of Diversity	b, y	I	Yes	
SOC 320	Urban Youth in American Society	b, y	I, R, W	Yes	
SOC 350	Children, School, and the Community	b, y	I	Yes	
SOC 449	Social Problems and Their Impact on the Workplace	b, y	I	Yes	
SOC 450	Social Theory	b, y	I	Yes	
SPA 102	Elementary Spanish II	n		Yes	

Fall 2008 Accelerated Courses

* Indicates a new course

5-WEEK COURSES:

SESSION 1: August 25 – September 27, 2008

ENG 103	Research Paper Writing Techniques
IDS 400	Grant Writing
ITE 135	Introduction to Computer Security
MAT 100	Elementary Algebra
PSA 330	Cultural Diversity in Public Safety
PSA 355	Human Resource Management in Public Safety
PSA 425	Counteracting Terrorism

SESSION 2: September 29 – November 1, 2008

ITE 335	Computer Systems Security
PSA 305	Ethics in Public Safety
PSA 360	America's Homeland Security
PSA 465	Global Perspectives in Emergency Management

SESSION 3: November 3 – December 6, 2008

ENG 103	Research Paper Writing Techniques
MAT 100	Elementary Algebra
ITE 435	Network Security Management
PSA 335	Group Dynamics
PSA 440	Research in Public Safety
PSA 499	Leadership in Public Safety Admin (Capstone)

EIGHT-WEEK TERMS

TERM 1: August 25 – October 18, 2008

ASE 255	Introduction to After School Care and Education
ASE 398	After School Field Experience Practicum 1 cr
BUS 120	Business Law
BUS 341	Risk Management and Insurance
COM 326	Effective Personal and Organizational Communication
*CRJ 101	Introduction to Criminal Justice
ECE 101	Introduction to Early Childhood Education
ECE 215	Behavior Management for Early Childhood Professionals
ECE 250	Administration and Supervision of Early Childhood Programs
ECE 310	Speech and Language Development
ECE 350	Historical Context of the Work of Dr. Maria Montessori
ECO 101	Introduction to Microeconomics
ECO 410	Global Economics
HCA 101	Introduction to Health Care Systems Administration
HCA 105	Medical Terminology
HCA 301	Contemporary Ethical Issues in Health Care
HCA 311	Economics of Health and Health Care
HCA 321	Continuous Quality Improvement in Health Care
HCA 350	Transcultural Competency in Health Care Administration

HCA 401	Regulatory and Accrediting Agencies and Requirements For Health Care Organizations
IDS 102	Prior Learning Portfolio Development
ITE 101	Introduction to MIS
ITE 330	Systems Analysis and Design
*JRN 101	Introduction to Journalism
MGT 101	Introduction to Management
MGT 315	Organizational Behavior
MGT 325	Organizational and Group Dynamics
MGT 326	Organizational Theory
MGT 350	Studies in Entrepreneurship
MGT 450	Leadership Practices
MGT 460	Fundamentals of Project Management
MGT 462	Effective Project Management
MGT 499	Strategic Management (Capstone Course)
PHL 485	Personal Values and Organizational Ethics
*PLG 110	Technology in Law
*PLG 301	Legal Ethics and Professional Responsibility
PLG 320	Family Law
POL 150	Introduction to American Government
POL 250	Ethics in International Relations
PSY 101	Introduction to Psychology
PSY 301	Psychology of Play
PSY 319	Psychology of Gender
PSY 333	Selected Topics in Social Psychology and Deviance
PSY 334	Psychology of Personality
PUB 101	Introduction to Public Administration
PUB 210	Ethics in Public Administration
PUB 315	Public Policy Analysis
SOC 101	Introduction to Sociology
SOC 315	Sociology of Diversity
SOC 320	Urban Youth in American Society
SOC 450	Social Theory

TERM 2: October 20 – December 13, 2008

ASE 265	Child Development: The Middle Years
ASE 315	Positive Guidance for Children and Youth
ASE 398	After School Field Experience Practicum 1 cr
BIO 105	Introduction to Nutrition
BUS 250	International Business
CHE 101	Introduction to Chemistry with Lab
ECE 220	Early Childhood Music for Early Childhood Professionals
*ECE 325	Personnel Management in Programs for Children
*ECE 450	Current Early Childhood Education Literacy Research and the Montessori Literacy Model
ECO 102	Introduction to Macroeconomics
ENG 101	English Composition
ENG 102	English Composition and Research
ENG 302	World Literature for Children
HCA 111	The Claims Environment
HCA 115	Medical Records Science
HCA 201	Health Care Quality Concepts and Principles
HCA 211	Health Care Finance
HCA 301	Contemporary Ethical Issues in Health Care

HCA 311	Economics of Health and Health Care
HCA 411	Health Care Law
HCA 450	Leadership in Health Care Administration
HCA 499	Strategic Management in Health Care Administration
HIS 333	American Foreign Policy (Post WW II)
IDS 102	Prior Learning Portfolio Development
ITE 220	Networking and Data Communications
*ITE 225	Computer Organization
ITE 430	Database Management and Design
MGT 315	Organizational Behavior
MGT 365	Nonprofit Management
MGT 370	Operations Management
MGT 451	Team Leadership
MGT 461	Human Resource Management
MGT 462	Effective Project Management
MGT 464	Mastering Project Management
MKT 310	International Marketing
PHL 485	Personal Values and Organizational Ethics
PLG 105	Civil Procedure
PLG 325	Juvenile/Education Law
POL 220	State and Local Government
POL 250	Ethics in International Relations
POL 321	Constitutional Law
PSY 248	Adolescent Psychology
PSY 301	Psychology of Play
PSY 319	Psychology of Gender
PSY 335	Psychology of Exceptional Children
PSY 336	Abnormal Psychology
*PSY 450	Introduction to Neuropsychology
*PUB 120	Public Administration Law
PUB 205	Public Finance and Budgeting
PUB 215	Making Public Policy
PUB 310	Current Issues in Public Administration
*SCI 201	Environmental Science
SOC 311	Sociology of the City
SOC 350	Children, School, and the Community
SOC 449	Social Problems and Their Impact on the Workplace

Fall 2008 On-demand Courses

ITE 100	Computer Literacy (1-credit)
ENG 099	Criterion Writing Assessment (non-credit)
HCN 010	Introduction to Home Care Nursing (non-credit)
HCN 011	Clinical Practice in the Home Care Environment (non-credit)
HCN 012	Home Care Regulations and Documentation Requirements (non-credit)
NUR 021	LPN Refresher Course Module One (non-credit)
SCI 202	Topics in Environmental Science

Proposed Courses for Spring 2009

This course list is tentative and may be modified. Please check our website at <http://www.charteroak.edu> for updated information.

ACC 101	Financial Accounting
ACC 102	Managerial Accounting
ANT 102	Introduction to Cultural Anthropology
ASE 220	Principles of Positive Youth Development
ASE 255	Introduction to After School Care and Education
ASE 260	Program Environment and Curriculum Development in ASE
ASE 270	Supervision and Leadership in ASE
ASE 315	Positive Guidance and Classroom Management
ASE 398	After School Field Experience Practicum 1 cr
ASE 399	After School Field Experience Practicum 3 cr
BIO 105	Introduction to Nutrition
BIO 110	Biology I with Lab
BUS 250	International Business
BUS 330	Contract Admin & the Steward Supervisor Relationship
CHE 101	Introduction to Chemistry with Lab
COM 101	Introduction to Speech Communication
COM 326	Effective Personal and Organizational Communication
CRJ 210	Introduction to Forensic Science
ECE 101	Introduction to Early Childhood Education
ECE 215	Behavior Management for Early Childhood Professionals
ECE 220	Early Childhood Music for Early Childhood Professionals
ECE 247	Development of the Young Child: Birth to Eight
ECE 250	Administration and Supervision of Early Childhood Programs
ECE 310	Speech and Language Development
ECE 350	Historical Context of the Work of Dr. Maria Montessori
ECE 399	Child Study Practicum
ECE 499	Montessori Capstone Course
ECO 101	Introduction to Microeconomics
ECO 102	Introduction to Macroeconomics
ECO 410	Global Economics
EDT 311	Instructional Design/Curriculum Application
ENG 099	Criterion Writing Assessment
ENG 101	English Composition
ENG 102	English Composition and Research
ENG 103	Research Paper Writing Techniques
ENG 300	Mark Twain and His Times
ENG 302	World Literature for Children
ENG 303	The American Novel
ENG 304	The American Short Story
ESC 120	Introduction to Astronomy with Lab
FAR 101	Art of the Western World
FAR 110	Introduction to Film
GEO 101	World Regional Geography
HCA 101	Intro to Health Care Systems and Administration

HCA 105	Medical Terminology	MKT 310	International Marketing
HCA 111	The Claims Environment	MUS 120	Rock & Roll: History & Analysis
HCA 115	Medical Records Science	PHL 201	Ethics in America
HCA 201	Health Care Quality Concepts and Principles	PHL 485	Personal Values and Organizational Ethics
HCA 211	Health Care Finance	PLG 110	Technology in Law
HCA 301	Contemporary Ethical Issues in Health Care	PLG 210	Legal Research, Writing & Reasoning
HCA 311	Economy of Health and Health Care	PLG 301	Legal Ethics & Professional Responsibility
HCA 321	Continuous Quality Improvement in Health Care	PLG 320	Family Law
HCA 330	Terrorism & Disaster Management for Health Care Administration	PLG 325	Juvenile and Education Law
HCA 350	Transcultural Competency in Health Care Administration	POL 150	Introduction to American Government
HCA 399	Health Care Administration Practicum	POL 210	Controversies in Law and Politics
HCA 401	Regulatory and Accrediting Agencies and Requirements for Health Care Organizations	POL 220	State and Local Government
HCA 411	Health Care Law	POL 250	Ethics in International Relations
HCA 450	Leadership in Health Care Administration	POL 321	Constitutional Law
HIS 102	A Biography of America: 1877 – 1990's	PSA 305	Ethics in Public Safety
HIS 240	History and Sociology of the American Indian	PSA 315	Human & Community Delivery Systems
HIS 249	Freedom & Order: The Recent American Constitution	PSA 330	Cultural Diversity in Public Safety
HIS 301	The People's Century (1900 – 1945)	PSA 355	Human Resources in Public Safety
HIS 333	American Foreign Policy (Post WW II)	PSA 360	America's Homeland Security
HIS 350	Contemporary China History, Politics and Culture	PSA 410	Political & Legal Systems in Public Safety
IDS 102	Prior Learning Portfolio Development	PSA 425	Counteracting Terrorism
IDS 105	Survey of Latin American Culture	PSA 445	Strategic Planning in Public Safety
IDS 120	The Global Village	PSA 499	Leadership in Public Safety (Capstone Course)
IDS 400	Grant Writing	PSY 101	Introduction to Psychology
ITE 100	Computer Literacy	PSY 248	Adolescent Psychology
ITE 101	Introduction to MIS	PSY 301	Psychology of Play
ITE 135	Introduction to Computer Security	PSY 319	Psychology of Gender
ITE 220	Networking and Data Communication	PSY 321	Social Psychology
ITE 225	Computer Organization	PSY 322	Learning and Memory
ITE 330	Systems Analysis and Design	PSY 333	Selected Topics in Social Psychology and Deviance
ITE 335	Computer Systems Security	PSY 334	Psychology of Personality
ITE 435	Network Security Management	PSY 335	Psychology of Exceptional Children
MAT 100	Elementary Algebra	PSY 336	Abnormal Psychology
MAT 101	Contemporary Mathematics	PSY 410	Research Methods for the Behavioral Sciences
MAT 103	College Algebra	PSY 450	Introduction to Neuropsychology
MAT 105	Statistics	PUB 101	Introduction to Public Administration
MAT 115	Introduction to Logic	PUB 205	Public Finance and Budgeting
MGT 101	Introduction to Management	PUB 210	Ethics in Public Administration
MGT 315	Organizational Behavior	PUB 215	Making Public Policy
MGT 325	Organizational and Group Dynamics	PUB 310	Current Issues in Public Administration
MGT 365	Nonprofit Management	SCI 201	Environmental Science
MGT 370	Operations Management	SCI 202	Topics in Environmental Science
MGT 450	Leadership Practices	SOC 101	Introduction to Sociology
MGT 451	Team Leadership	SOC 210	Sociology of the Family
MGT 460	Fundamentals of Project Management	SOC 311	Sociology of the City
MGT 461	Human Resource Management	SOC 315	Sociology of Diversity
MGT 462	Effective Project Management	SOC 320	Urban Youth in American Society
MGT 464	Mastering Project Management	SOC 350	Children, School, and the Community
MGT 499	Strategic Management (Capstone Course)	SOC 410	Research Methods for the Behavioral Science
MKT 220	Principles of Marketing	SOC 449	Social Problems and Their Impact on the Workplace
MKT 250	Fundamentals of e-Commerce	SOC 450	Social Theory
		SPA 101	Elementary Spanish I

Proctor Form for Video-based course examinations

CHARTER OAK DISTANCE LEARNING COURSE • CHARTER OAK STATE COLLEGE

55 Paul J. Manafort Drive, New Britain, CT 06053-2150 Email: dlinfo@charteroak.edu

Phone: 860-832-3837 or 3812 Fax: 860-832-3997

**REGISTRATION FOR CHARTER OAK STATE COLLEGE VIDEO-BASED COURSES
EXAMINATIONS OUT OF STATE STUDENTS ONLY**

1. The student selects a proctor and makes arrangements by the second week of the course to have his/her examination supervised according to the following guidelines:
 - a) **Proctor:** Examinations must be supervised by faculty members of accredited colleges or universities, high school counselors, principals, education officers in business and industry or the military, or another unrelated third party, such as a librarian. The student's employer, co-worker or relative may not supervise the exam. The Distance Learning Administrator must approve supervision by someone who does not meet these criteria.
 - b) **Location:** The examination must be administered in an educational or professional location, such as a classroom or the proctor's office.
2. The student and proctor must complete the "Application for Examination" section of this form and return it to the Distance Learning Office **no later than one month prior to the desired testing date.**

APPLICATION FOR EXAMINATION

(Please print)

Use this form only if you live outside of Connecticut and therefore qualify to take the midterm and final examinations out of state.

Student: _____ Social Security Number (last four digits): _____

Distance Learning Course(s): _____

Address: _____

Home Phone: _____ Daytime Phone: _____

Preferred email: _____

Midterm Test Date: _____ Final Test Date: _____

Name of Proposed Proctor: _____

Proctor's Institution: _____

Proctor's Office Address: _____

Will the examination be the office address? _____ (Exams must be taken at an approved location)

PLEASE HAVE YOUR PROCTOR READ AND SIGN REVERSE SIDE OF THIS FORM

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

In order to ensure the integrity of the Charter Oak State College Testing Program, certain procedures must be followed. Listed below are procedures under which the examination must be administered. Any deviation from these procedures may invalidate the examination.

1. The student must present photo identification to the proctor at the time of the examination.
2. The student must not have access to any books, notes or other materials unless specifically authorized by the examination.
3. The student is to be allowed only the time specified for completing the examination.
4. The proctor must personally observe the student throughout the examination period.
5. The person who agrees to proctor the examination may transfer this assignment to another professionally qualified person (as defined on the reverse side of this form) by obtaining authorization from the Distance Learning Administrator of Charter Oak State College.
6. No one may make a copy of any part of the examination.
7. If the examination is not taken within two weeks after the scheduled testing date, it is to be returned, unopened to Charter Oak State College. Please return all completed exams in the stamped envelope provided.

Charter Oak State College appreciates your rendering this important educational service to the student. If, however, you cannot personally proctor the examination under the aforementioned procedures, please decline the student's request. If you accept this responsibility, please indicate this by signing below.

I accept the responsibility for proctoring exams under the procedures outlined above.

Signed: _____ Date: _____

Title: _____ Phone: _____

Office Fax: _____ Email: _____

Video-Based Course Extension Form

No extensions will be granted for Online Courses
CHARTER OAK DISTANCE LEARNING COURSE • CHARTER OAK STATE COLLEGE

55 Paul J. Manafort Drive, New Britain, CT 06053-2150 Email: dlinfo@charteroak.edu
Phone: 860-832-3837 or 3812 Fax: 860-832-3997

Semester/Year _____

Name: _____ Social Security Number (last four digits): _____

Address: _____

Course #1 _____

Course #2 _____

Phone Number: Daytime _____ Evening _____

Fax Number: _____

Reason for Extension*: _____

* Must include documentation to verify request.

Have you sent assignments to your instructor? _____

Have you contacted your instructor for approval? _____

_____ I am receiving federal financial aid

PLEASE NOTE: If a student has received financial aid for a course and requests an extension, he or she must complete the course and receive a grade. If the student cannot complete the course within the allotted time frame for the extension, he or she will receive a letter grade based on the work submitted. Withdrawals are not an option available to a financial aid student once the student has been granted an extension.

Signed: _____ Date: _____

Please include \$45 fee (check one)

- Personal Check payable to Charter Oak State College or
 Credit Card: MasterCard Visa Discover

Number: _____ Expiration date: _____

Cardholder's Name (please print) _____

Cardholder's Signature: _____

For Office Use Only:

cc: Business Office _____ Faculty _____ / _____ / _____

Financial Aid _____ ACT MultiMedia _____ Student _____

Approved by _____ Date: _____
Distance Learning Administrator

Fee paid _____ (Business Office)

Course Withdrawal Form

55 Paul J. Manafort Drive, New Britain, CT 06053-2150 Email: dlinfo@charteroak.edu
Phone: 860-832-3837 or 3812 Fax: 860-832-3997

This form should only be submitted to withdraw after the first day of the course. Please print clearly or type:

Semester/Year _____

Student: _____ Student ID #: _____

Address: _____

Phone Number: (Daytime) _____ Evening: _____

Course Number	Title	Start Date	No. Of Credits

Reason for Withdrawing: _____

Have you sent assignments to your instructor? Yes No Have you contacted your instructor? Yes No

I originally paid for the course with:

Cash Check Money Order Credit card; see info below

Type of card Visa MasterCard Discover Expiration Date _____

Name as it appears on card _____

Card # _____

If renting video tapes or DVD's, return them to avoid additional charges.

Student Signature: _____ Date: _____

I am receiving federal financial aid.

I used the Payment Plan. I understand that I am responsible for making remaining course payments not covered by any refunds due me.

Student Signature: _____ Date: _____

Distance Learning Administrator: _____ Date: _____

For Office Use Only:

The student's grade for these courses will be:

W (Withdrawal). Will be entered in the student's permanent academic transcript

Refund to the student is 100% 80% 50% 25% No refund

Matric/Comp Substitution allowed Student withdrew within the refund period

No substitution Student did not withdraw within the refund period

cc: Business Office Financial Aid Blackboard® Student Instructors ____ / ____



Board for State Academic Awards

55 Paul J. Manafort Drive
New Britain, CT 06053-2150

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