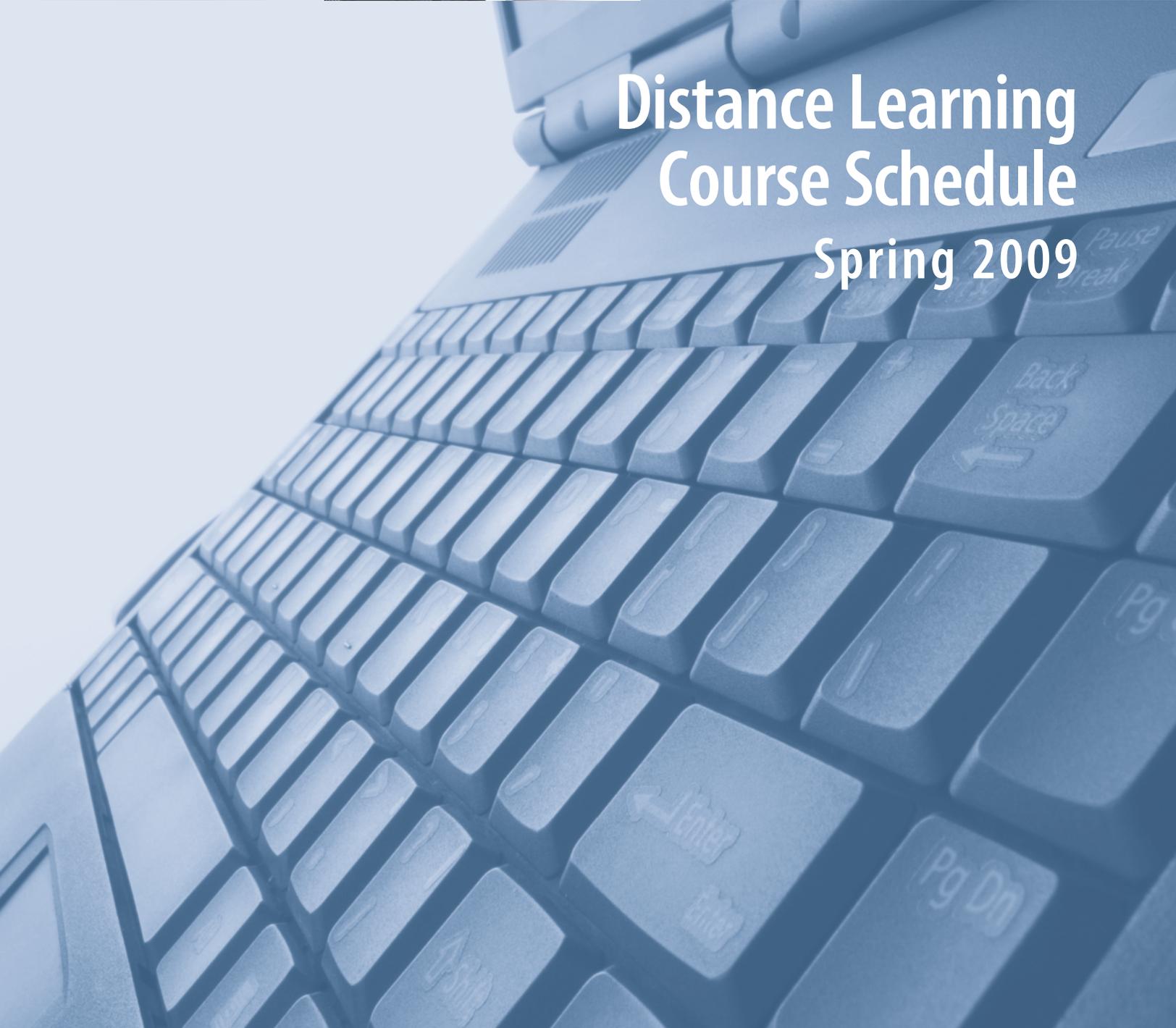


 CharterOakSM
STATE COLLEGE

Degrees Without Boundaries

Distance Learning Course Schedule Spring 2009



Distance Learning Course Schedule – Spring 2009*

Charter Oak State College Courses Spring 2009 Semester

Registration begins November 10, 2008

Full Semester (15-week)
January 20 – May 2, 2009

Term 1, 8-week Courses
January 20 – March 14, 2009

Session 1, 5-week Courses
January 20 – February 21, 2009

Session 2, 5-week Courses
February 23 – March 28, 2009

Term 2, 8-week Courses
March 16 – May 9, 2009

Session 3, 5-week Courses
March 30 – May 2, 2009

***Spring 2009 Semester: January 14 – May 23, 2009**

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 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 21	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 21	5-week Session 1 courses end
February 23	5-week Session 2 courses begin
February 24	Last day to receive 100% tuition refund for 5-week Session 2
March 14	Video course midterm exams for full semester courses; courses end for 8-week Term 1
March 16	8-week Term 2 courses begin
March 17	Last day to receive 100% tuition refund for 8-week Term 2 courses
March 28	5-week Session 2 courses end
March 30	5-week Session 3 courses begin
March 31	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	8-week Term 2 courses end

Calendar Summer 2009

March 30	Course registration begins
May 25	College closed for Memorial Day
May 26	Courses begin (refer to course descriptions for 5-week courses).
May 27	Last day to receive 100% tuition refund for 8-week summer session courses and for 5-week Session 1 courses
June 27	5-week Session 1 courses end
June 29	5-week Session 2 courses begin
June 30	Last day to receive 100% tuition refund for 5-week Session 2
July 3	College closed for Independence Day
July 18	8-week term courses end
August 1	5-week Session 2 courses end

Calendar Fall 2009

June 29	Course registration begins
August 31	Courses begin for 15-week full semester, 8-week Term 1 and 5-week Session 1 courses
September 1	Last day to receive 100% tuition refund for full semester, Term 1 and Session 1
September 7	College closed for Labor Day
October 3	5-week Session 1 courses end
October 5	5-week Session 2 courses begin
October 6	Last day to receive 100% tuition refund for Session 2
October 12	College closed for Columbus Day
October 24	Video course midterm exams; last day of 8-week Term 1 courses
October 26	8-week Term 2 courses begin
October 27	Last day to receive 100% tuition refund for Term 2
November 7	5-week Session 2 courses end
November 9	5-week Session 3 courses begin
November 10	Last day to receive 100% tuition refund for Session 3
November 26 & 27	College closed for Thanksgiving
December 12	Video course final examinations; courses end for 15-week full semester and for 5-week Session 3
December 19	8-week Term 2 courses end
December 25	College closed for Christmas

For all tuition refund information, refer to Refund Schedule, page 12.
For start dates for all Non-Credit Courses, refer to Course Descriptions,
page 43.

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

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 Spring 2009

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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 on ground. 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. This is the only email which the College will use for all course work and correspondence. It should be checked regularly.

Online Courses

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. Some courses may require the download of additional computer sites such as iTunes or QuickTime. Prior to beginning your course, check your course syllabus at <http://www.charteroak.edu/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 who are taking their first course with Charter Oak State College and have not received a Charter Oak email address 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 per course, approximately 10 hours per week.

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. 5-week courses require approximately 27 hours per week; 8-week courses require approximately 17 hours per week.

Video-Based Courses

- Video-based courses are videotape or DVD presentations supported by text. 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. The videos or DVDs are rented from ACT MultiMedia Products and Services for a charge of \$55 per course plus shipping and handling. Order by phone at 1-800-745-5480 or online at <http://www.actmedia.org>. You must receive the tapes or DVD's before the course begins in order to maintain the required schedule.
- Some video programs may be available for free through internet access. The videos for FAR 101 and for HIS 102 are available free, online. HIS 301 videos are not available online. Check your course syllabus at <http://www.charteroak.edu/syllabus> for directions.
- All students taking video-based courses will be given login information and directed to a Blackboard® course shell for the course syllabus, assignments, instructor contact information and examination information. An email provider and internet access is required for this online component of these courses.
- Faculty serve as mentors for the video-based courses. Students may be required to provide instructors with self-addressed stamped envelopes to return corrected assignments. Check the 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

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

The Military Partnership Program

The Military Partnership Program is designed for active duty servicemembers, military reservists and ARNG ESC or CGI referrals who intend to complete their degrees with credit earned from Charter Oak State College distance learning courses. Students participating in this program will pay a reduced academic services fee and commit to enrolling in Charter Oak State College distance learning courses at the MPP tuition rate as outlined below.

Bachelor's degree

12 semester credit hours must be started within one year of the initial payment of the academic services fee.

Associate degree

6 semester credit hours must be started within one year of the initial payment of the academic services fee.

Students who have met the credit requirement will have the option to renew for a second year in this program.

Students who did not meet the credit requirement will not have the option to continue in the Military Partnership Program. To continue as a student they must pay the current academic services renewal fee and MPP tuition rate.

Application fee	\$ 75
Academic services fee (annual)	\$ 270
MPP tuition rate per credit	\$ 220
Graduation	\$ 205

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 \$550 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: Realizing the Dream: Homeownership, \$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.

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>.

How to 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 a first time student with Charter Oak State College, or do not have a Charter Oak State College email address, you must request a login at <http://www.charteroak.edu/register>.

- Click "Course Search" on the Home page, <https://acorn.charteroak.edu/lis>
- Click the Search button, on the Search Results page.
- Click on "Request a Login and Password" in the grayed box above the course listing.
- Complete the Request for Login and submit. You will be emailed an account login. Once you receive the login you may return to the Registration page and follow the instructions for course registration.

You may register by one of the following methods:

- Online.** Go to <http://www.charteroak.edu/register>. You must have your student ID number, your password and your Charter Oak State College email address.
- 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.

- Once a student registers, it may take one to two business days for the registration to be processed. Students should return to the Acorn portal to view their class schedule and course status. The registration is complete when a course becomes “Current” on the student’s schedule. **Students may not be able to enter the course on the first day if they have not registered in a timely manner. Please register as early as possible!**
- Most courses have space limitations, and there is no guarantee that students will be able to enroll in the course(s) of their choice.
- It is recommended that students register no later than 10 days prior to the course start date to insure sufficient time to obtain course materials.
- 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 seeking a degree at another college, make sure the course is appropriate for your program at that institution.
- Certain courses begin and end on different dates. Check the individual course descriptions.
- No one will be admitted to a course after the second day.
- You must have access to the Internet and an email address prior to registering.

Checklist For Distance Learning Students

Register no later than 10 days prior to the start of the course for the Spring 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 videotapes 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, you must 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.

How To Begin Your Course

After registering students will receive an ID number, username and password to access ACORN, Blackboard® and their Charter Oak State College email.

- **ACORN** is the Student Web Portal at <http://acorn.charteroak.edu>. Students may register and view their course schedules at this site. They may also access personalized information such as grades, status reports, billing and special announcements.
- **Blackboard®**, <http://bb.charteroak.edu>, is the online site where students enter their courses. If you are new to Blackboard®, you must view the Online Course Demonstration at http://www.charteroak.edu/bb/cosc_course_demo/index.htm. Courses are available in Blackboard® 4 days prior to the course start date. After logging in, click on the appropriate course to enter the course.
- **Charter Oak State College Email** is accessed at <http://webmail.charteroak.edu>. All course work and correspondence will be sent **only** to your Charter Oak State College email. It should be checked on a regular basis.

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 second day of the course is the deadline for all Add/Drops.**

Courses may be added during the registration period, beginning November 10, 2008 through the second day of the course. Registrations are based on space availability. Students may not add courses after the second 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 second 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 Spring 2009 term, the midterm is scheduled for March 14, 2009 and the final exam is scheduled for May 2, 2009. Exam 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 all coursework 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 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 content expertise, teaching experience and commitment to adult education. The instructor assigned to each course will assess your academic progress through written assignments and examinations.

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.				
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, (860-832-3872)

Students are urged to contact their instructor if they have questions about the course or if they feel they are falling behind. A telephone call or email is equivalent to asking a question in an onground class or visiting an instructor in his/her office to discuss issues.

Grades

The faculty will grade assignments and examinations within one week of receiving them and provide grades 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.

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 course schedule.

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. Spring 2009 books will be available beginning November 28, 2008 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 additional materials not listed with our online bookstore. Required materials such as eBooks, lab kits, DVD's or videotapes, recordings on iTunes and library books will be listed on the course syllabus at <http://www.charteroak.edu/syllabus>.

- 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. Used texts are available for many courses. However, 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 eBooks unless the course syllabus requires an eBook. 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>.

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, April 19, 2009**.
- Term One 8-week course: no later than 11:59 p.m. ET on **Sunday, March 8, 2009**.
- Term Two 8-week course: no later than 11:59 p.m. ET on **Sunday, May 3, 2009**.
- Session One 5-week course: no later than 11:59 p.m. ET on **Sunday, February 15, 2009**.
- Session Two 5-week course: no later than 11:59 p.m. ET on **Sunday, March 22, 2009**.
- Session Three 5-week course: no later than 11:59 p.m. ET on **Sunday, April 26, 2009**.

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. After these deadlines, students must complete the course or receive a failing grade ("F").

Withdrawal Process

To withdraw after Day Two of any course, students must complete the electronic withdrawal form at <http://www.charteroak.edu/bb/Withdrawal/WDform1.cfm>. This link is posted on the Charter Oak State College website in the "Forms" section and in each Blackboard® course. If you experience any technical difficulties completing the form, you should contact the Distance Learning Office via email at dinfo@charteroak.edu.

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

Official Notification

The date that a student submits an electronic withdrawal will be used as a student's official withdrawal date.

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 their 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.

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

January 21, 2009	Last day to receive 100% tuition refund
January 25, 2009	Last day to receive 80% tuition refund
February 1, 2009	Last day to receive 50% tuition refund
February 8, 2009	Last day to receive 25% tuition refund

There will be no refunds for withdrawals from the Term 1, 8-week accelerated courses after February 8, 2009.

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

March 17, 2009	Last day to receive 100% tuition refund
March 22, 2009	Last day to receive 80% tuition refund
March 29, 2009	Last day to receive 50% tuition refund
April 5, 2009	Last day to receive 25% tuition refund

There will be no refunds for withdrawals from the Term 2, 8-week accelerated courses after April 5, 2009.

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

January 21, 2009	Last day to receive 100% tuition refund
January 25, 2009	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

February 24, 2009	Last day to receive 100% tuition refund
March 1, 2009	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

March 31, 2009	Last day to receive 100% tuition refund
April 5, 2009	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 second 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 second 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: Realizing the Dream: Homeownership
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 dlinfo@charteroak.edu.

Library Access

Charter Oak State College provides online library resources. Charter Oak State College students may access the libraries through the Acorn portal at <http://acorn.charteroak.edu>. After logging in with your Charter Oak State College user name and password, click on the "Students" tab. On the student page, click on "Library Access" on the left toolbar and follow directions on the Library Access page. This link is accessible in each Blackboard® course through "COSC 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.

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 Charts-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 semester.**

The remaining three courses may be taken in any order:

- **ASE 260:** Program Environment and 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.

Spring 2009 – Credit Course Offerings

All courses are online unless notated as video or practicum. Full semester courses are 15 weeks. Term 1 and 2 courses are 8 weeks, Session 1, 2, and 3 courses are 5 weeks.

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 44 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.

ACCOUNTING

ACC 101: Financial Accounting **3 credits**
Anthony Pranzo, Instructor

Full Semester

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 **3 credits**
Anthony Pranzo, Instructor

Full Semester

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 220: Principles of Positive Youth Development **3 credits**
Joanne Sculli, Instructor

Term 2: March 16 – May 9, 2009

Prerequisites: ASE 255, ENG 101, PSY 101, and SOC 101.

This course provides students with an overview of youth development premises, principles and practices that will serve as a theoretical and practical framework for building quality programs that aim to help develop, not “fix,” young people. Students will be introduced to the history of youth development and the context from which current practices emerge, core competencies necessary for all youth workers,

and the services, opportunities and supports that contribute to positive developmental youth outcomes. Utilizing research on youth development conducted over the past decade and a half, students will learn about the core features of this model and the centrality of engaging youth as partners in personal and community development. Course content will also include an overview of adolescent development, building cultural competence and methods of empowering youth to become active members of their communities. Students will have the opportunity to assess their own practice and experience, observe other youth-serving programs and to build a repertoire of practical strategies and skills for creating effective programming that can be applied in a variety of settings. This course follows the nationally accepted Advancing Youth Development training which is based on curriculum from the Center for Youth Development and Policy Research, Academy for Educational Development and the National Network for Youth.

ASE 255: Introduction to After School Care and Education (formerly ECE 255) 3 credits
Carole Weisberg, Instructor

Term 1: January 20 – March 14, 2009

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 260: Program Environment and Curriculum Development in After School Programs 3 credits
Michele Rulnick, Instructor

Term 1: January 20 – March 14, 2009

Prerequisite: ASE 255.

This course will explore standards and best practices in the development, planning, and facilitation of the program environment, activities, and curriculum of after school programs that serve children in elementary and middle school. Emphasis will be placed on developmentally appropriate programming that links curriculum content with developmental learning goals and outcomes.

ASE 270: Supervision and Leadership in After School 3 credits
Michele Rulnick, Instructor

Term 2: March 16 – May 9, 2009

Prerequisite: ASE 255.

This course will explore the qualities and tasks associated with management, supervision, and leadership roles in after school education programs. Administrative standards will be applied in the development of sound policy and procedure. Emphasis will be placed on understanding leadership styles, differentiating between the skills and various roles of leaders and managers, and developing the skills needed to be an effective supervisor.

ASE 315: Positive Guidance for Children and Youth (Formerly ASE 215) 3 credits
Roberta Newman, Instructor

Term 1: January 20 – March 14, 2009

Prerequisites: ASE 255 and ENG 101.

This 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 1 credit
Susan Krampitz, Instructor

**Term 1: January 20 – March 14, 2009 or
 Term 2: March 16 – May 9, 2009**

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** **3 credits**
Michele Rulnick, Instructor

Full Semester

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.

ANTHROPOLOGY

**ANT 102: Introduction to Cultural
Anthropology** **3 credits**
Elena Filios, Ph.D., Instructor

Full Semester

Cultural Anthropology is the study of human beings around the world. Its goal is to understand what it means to be human by exploring the similarities and differences of human cultures. Students will examine how people organize their work, bring meaning to their lives, create families, resolve disputes, and exercise power over each other. The course will explore some methods anthropologists have used to study culture, recent changes in their theories of culture, and the ethics of studying others.

BIOLOGY

BIO 105: Introduction to Nutrition **3 credits**
Susan Deane, RN, Instructor

Full Semester

or

Term 2: March 16 – May 9, 2009

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 110: Biology I with Lab **4 credits**
Harold Drabkin, Ph.D., Instructor

Full Semester

Recommended Prerequisite: ENG 101.

Cannot be used toward Biology concentration.

This introductory course in biology provides a panoramic view of life on earth and emphasizes the interrelation among all living organisms. The use of actual case studies provides opportunities for students to relate biological concepts to their own place in the environment and to develop an understanding of the biosphere. Students taking the lab will be required to sign a waiver.

BIO 130: Human Biology with Lab **4 credits**
Susan Deane, RN, Instructor **NEW**

Full Semester

Cannot be used toward Biology concentration.

This course is a 4-credit introductory course dealing with the structure and function of the human organism and the issues facing humans in today's world. It is intended to give students a better understanding of our place in nature. Emphasis will be placed on the biochemical, cellular, tissue, organ, and organ-system levels of development. The online lab emphasizes the application of scientific method, basic laboratory methods, and principles of human anatomy and physiology. This lab component will parallel the lecture content and use cooperative learning and technology in laboratory activities.

BUSINESS

BUS 120: Business Law **3 credits**

Catherine Orazi, J.D., Instructor

Term 2: March 16 – May 9, 2009

This course 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 **3 credits**

Lisa Marie Bigelow, Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**

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

Term 1: January 20 – March 14, 2009

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 **4 credits**

Jeff M. Dykes, Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**

**Carolyn Kershaw, Instructor or
Amy Feest, Instructor**

Full Semester

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 **3 credits**

Beth Tracy, Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**

Robert Eddy, Instructor

Term 1: January 20 – March 14, 2009

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 210: Introduction to Forensic Science

3 credits

John DeCarlo, Instructor

Full Semester

Cannot be used toward Science concentrations.

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.

EARLY CHILDHOOD EDUCATION

ECE 101: Introduction to Early Childhood Education

3 credits

Gayle van Dijk, Instructor

Term 1: January 20 – March 14, 2009

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

3 credits

Gayle van Dijk, Instructor

Term 1: January 20 – March 14, 2009

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

3 credits

Carol A. Mowen, Ph.D., Instructor

Term 2: March 16 – May 9, 2009

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 247: Development of the Young Child: Birth to Eight

3 credits

Patrice Farquharson, Ed.D., Instructor

Term 2: March 16 – May 9, 2009

Prerequisite: ENG 101.

This course is an examination of development from prenatal through the early childhood years (to age eight). The course will explore current theory and research of early childhood development and how to translate this into practice in the lives of young children today. The developmental domains of cognitive, physical, and social/emotional are studied from an ecological perspective. Students will consider developmentally appropriate practices, for children's diverse and individual differences, including special needs, gender, age, and multicultural dimensions. Experiential learning opportunities are an integral component of this course. Candidates will be required to observe, interact, and report their findings regarding children from birth to age eight (including children with special needs and those of differing cultures). The development of professional ethics and attitudes will be a primary expectation of the course.

ECE 250: Administration and Supervision of Early Childhood Programs

3 credits

Pamela Giberti, Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Carol A. Mowen, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Pamela Giberti, Instructor

Term 2: March 16 – May 9, 2009

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.

ECE 399: Child Study Practicum **6 credits**
Regina Miller, Ph.D., Instructor

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 **3 credits**
Barbara Barton, Instructor **NEW**

Term 1: January 20 – March 14, 2009

This course compares the traditional Montessori Method of teaching language and literacy with the current public school system's method based on best practices. Students will critically and systematically examine comparable components of reading instruction in the public sector based on current research as contrasted with Montessori practices. This examination will not only look at reading instruction, but also the appreciation of literature.

ECE 499: Montessori Capstone Course **3 credits**
Barbara Barton, Instructor

Term 2: March 16 – May 9, 2009

Under Development.

EARTH SCIENCE

ESC 120: Introduction to Astronomy **3 credits**
Kristine Larsen, Ph.D., Instructor

Full Semester

Prerequisite: High School Algebra.

This course is an introduction to astronomy for non-science majors. Topics covered include the night sky, light and telescopes, the solar system, the lives of stars and the origin and structure of the universe. To be successful in this course, students should have competency in solving algebraic formulas.

ESC 121: Introduction to Astronomy Lab **1 credit**
Kristine Larsen, Ph.D., Instructor

Full Semester

Prerequisites: High School Algebra and a college-level course in astronomy (may be taken concurrently).

This is a 1-credit algebra-based astronomy laboratory experience for nonscience majors.

ECONOMICS

ECO 101: Introduction to Microeconomics **3 credits**
Anthony Pranzo, Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Anthony Pranzo, Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**
John M. Halstead, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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 Praxis Skills Prep course, Non-Credit Courses, page 43.)

Students taking any EDU Education credit courses must be currently working in an educational setting in order to complete the observation requirement.

EDU 305: Autism and Asperger's Disorder **3 credits**
Term 1: January 20 – March 14, 2009 or
Term 2: March 16 – May 9, 2009

This course requires completion of a case study assignment with student observations and site visits. Please refer to the course syllabus at <http://www.charteroak.edu/syllabus>.

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 understand 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 **3 credits**
Term 1: January 20 – March 14, 2009 or
Term 2: March 16 – May 9, 2009

This course requires completion of a case study assignment with student observations and site visits. Please refer to the course syllabus at <http://www.charteroak.edu/syllabus>.

This course is 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 **3 credits**
Term 1: January 20 – March 14, 2009 or
Term 2: March 16 – May 9, 2009

This course requires completion of a case study assignment with student observations and site visits. Please refer to the course syllabus at <http://www.charteroak.edu/syllabus>.

This course is 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 311: Instructional Design / Curriculum Application **3 credits**
Stacey L. Williams, Instructor

Term 1: January 20 – March 14, 2009

Prerequisites: Basic Computer and Software Application knowledge.

This course is designed to teach concepts in the process of designing, developing and evaluating instruction. Students will analyze educational goals, objectives and their facilitation through instructional design and technology. Students will explore contemporary research in instructional/educational design. Cognition and innovation as applied to curriculum development and application will be examined. This course requires two group projects.

ENGLISH

ENG 099: Criterion Writing Assessment

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 their 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 at no additional charge and receive your login information on the Friday before your course begins. (See ENG 101.)

ENG 101: English Composition **3 credits**
Deborah Bradford, Ph.D., Instructor
Full Semester

or
Sally J. Becker, Instructor
Term 1: January 20 – March 14, 2009 or
Term 2: March 16 – May 9, 2009

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 the course start date.

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 **3 credits**
Deborah Bradford, Ph.D., Instructor
Full Semester

or
Paul Rosenberg, Instructor
Term 1: January 20 – March 14, 2009 or
Term 2: March 16 – May 9, 2009

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.

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

ENG 103: Research Paper Writing Techniques (formerly ENG 102A) **1 credit**
Deborah Bradford, Ph.D., Instructor

Session 1: January 20 – February 21, 2009
(Papers must be submitted by February 27, 2009.) or
Session 3: March 30 – May 2, 2009
(Papers must be submitted by May 8, 2009.)

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 300: Mark Twain and His Times **3 credits**
David E. E. Sloane, Ph.D., Instructor

Full Semester

Prerequisites: ENG 101 and ENG 102.

This course studies representative works by one of America's greatest authors writing in the post-Civil War industrial age in the United States. It is an intensive study of Mark Twain's writing from the "Jumping Frog of Calaveras County" through "Life on the Mississippi", "Huck Finn", "A Connecticut Yankee in King Arthur's Court", "Pudd'nhead Wilson" and later writings, with special attention to American democratic vision, technology, Victorian society, and racism. The relation between humor, ethics, and American idealism will be stressed. Students will read selections from Twain's travel books and short stories and three of his novels, plus other short works.

Your research requires "Mark Twain's Humor: Critical Essays" (\$55.05 purchased directly from Dr. Sloane; discounted from its \$95 retail price. See syllabus for information.)

ENG 302: World Literature for Children **3 credits**
Ruth MacDonald, Ph.D., Instructor
Full Semester

or
Term 2: March 16 – May 9, 2009

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 **3 credits**
Joseph Alvarez, Instructor

Full Semester

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 304: The American Short Story **3 credits**
Paul Rosenberg, Instructor

Full Semester

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

This course is an intensive study of the American short story. The reading ranges from works by Washington Irving, Hawthorne, and Poe to contemporary writers like Annie Proulx, Edwidge Danticat, Mary Gaitskill, and Tim O'Brien. Many other major American authors will also be studied, including Twain, Chopin, Cather, Hemingway, Faulkner, Fitzgerald, Baldwin, Carver, and others. The course will consider a variety of cultures and viewpoints but will stress the uniquely American nature of the readings. Criticism and commentary by some of the authors will also be considered.

ENVIRONMENTAL SCIENCE

SCI 201: Environmental Science **3 credits**
Barry J. Vroeginday, Ed.D., Instructor

Term 2: March 16 – May 9, 2009

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

On-demand

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 their 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 FIN 099: Realizing the Dream: Homeownership, Non-Credit Courses, page 43.)

FIN 210: Financial Management

Anthony Pranzo, Instructor

3 credits

Full Semester

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.

1 credit

FINE ARTS

FAR 101: Art of the Western World

Samantha Pinckney, Instructor

3 credits

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

Full Semester

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

This course requires onsite proctored midterm and final exams.

This course contains an optional online component. The syllabus, assignments and informational supplements will be available through Blackboard®. (See Technology Requirements on page 5.)

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.

Videotapes/DVDs are required for this course. Video programs may be accessed for free at <http://www.learner.org/resources/series1.html> or may be rented from ACT MultiMedia Products and Services for a charge of \$55 per course plus shipping and handling. Order by phone at 1-800-745-5480 or online at <http://www.actmedia.org>. See syllabus for details at <http://www.charter oak.edu/syllabus>.

FAR 110: Introduction to Film

Karen Ritzenhoff, Ph.D., Instructor

3 credits

Full Semester

Prerequisite: ENG 101.

In this course students learn how to watch films actively and critically. Through a study of American films, students will acquire a working knowledge of American film history from the silent era; recognize and use the basic technical and critical vocabulary of motion pictures; understand how the technology of the cinema relates to film art; enhance their ability to think, speak, and write critically in an increasingly visual and technological culture.

GEOGRAPHY

GEO 101: World Regional Geography 3 credits
Richard Benfield, Ph.D., Instructor

Full Semester

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

Term 1: January 20 – March 14, 2009

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 3 credits
Jeff M. Dykes, Instructor

Term 1: January 20 – March 14, 2009

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

Term 2: March 16 – May 9, 2009

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 3 credits
Instructor TBA

Term 2: March 16 – May 9, 2009

Prerequisite: HCA 105.

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 3 credits
Maria Pietrantuono, RN, Instructor

Term 2: March 16 – May 9, 2009

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 their scope of responsibilities. This course is also intended for more experienced health care managers who are seeking to expand their 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 3 credits
Michael A. S. Guth, Ph.D., J.D., Instructor

Term 2: March 16 – May 9, 2009

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 3 credits
Michael Hartwig, Ph.D., Instructor

Term 1: January 20 – March 14, 2009 or

Term 2: March 16 – May 9, 2009

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 **3 credits**
Michael A. S. Guth, Ph.D., J.D., Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Lewis W. Mustard, Ph.D., J.D., Instructor

Term 1: January 20 – March 14, 2009

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 330: Terrorism and Disaster Management for Health Care Administrators **3 credits**
Lewis W. Mustard, Ph.D., J.D., Instructor

Term 2: March 16 – May 9, 2009

Prerequisite: HCA 101: Introduction to Health Care Systems and Administration or by permission of the instructor.

This course will analyze various aspects of terrorism and emergency management and the responsibility of the health care administrator, manager, or leader responsible for the preparedness of their facility, employees, and staff in any disaster situation.

HCA 350: Transcultural Competency in Health Care Administration **3 credits**
Lewis W. Mustard, Ph.D., J.D., Instructor

Term 1: January 20 – March 14, 2009

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.

This 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 **3 credits**
Cynthia Conrad, Ph.D., Instructor

Full Semester

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 their 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. Contact your instructor for the course syllabus and forms at cconrad@charteroak.edu.

HCA 401: Regulatory and Accrediting Agencies and Requirements for Health Care Organizations **3 credits**
Maria Pietrantuono, RN, Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Michael A. S. Guth, Ph.D., J.D., Instructor

Term 2: March 16 – May 9, 2009

This course will examine issues which arise where State and/or Federal Law and the American health care system intersect. Students will gain 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 **3 credits**
Lewis W. Mustard, Ph.D., J.D., Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**
Clotilde Dudley Smith, Ed.D., Instructor

Term 2: March 16 – May 9, 2009

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 102: A Biography of America: 1877 – 1990's **3 credits**
Instructor TBA

Video-Based – Full Semester

Prerequisite: ENG 101.

This course requires onsite proctored midterm and final exams.

This course contains an optional online component. The syllabus, assignments and informational supplements will be available through Blackboard®. (See Technology Requirements on page 5.)

This course follows the nation's progress from the celebration of its centennial through the last quarter of the 20th century, examining significant events and major players and challenging the learner to think critically about the meaning of American history. Videotapes/DVDs are required for this course. Video programs may be accessed for free at <http://www.learner.org/biographyofamerica> or may be rented from ACT MultiMedia Products and Services for a charge of \$55 per course plus shipping and handling. Order by phone at 1-800-745-5480 or online at <http://www.actmedia.org>. See syllabus for details at <http://www.charteroak.edu/syllabus>.

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.

HIS 240: History and Sociology of the American Indian **3 credits**
Julius Rubin, Ph.D., Instructor

Full Semester

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 249: Freedom and Order: The Recent American Constitution **3 credits**
Richard Gerber, Ph.D., Instructor

Full Semester

This course explores the American constitutional system – written and unwritten – from the school desegregation crisis of 1954 to the current day. Students will consider issues surrounding the evolution of constitutional and legal structures; civil rights and liberties; the justice system; the expansion of government and abuses of power; updating the Bill of Rights; the American political process; and a range of contemporary issues from the right to life and to death, to free speech, school prayer and personal privacy.

HIS 301: The People's Century (1900–1945) **3 credits**
John Roney, Ph.D., Instructor

Video-Based – Full Semester

This course requires onsite proctored midterm and final exams.

This course contains an optional online component. The syllabus, assignments and informational supplements will be available through Blackboard®. (See Technology Requirements on page 5.)

This course covers some of the major themes of the twentieth century in its study of the great diversity of human experience. Students will examine the end of the Progressive Age of the nineteenth century when World War I greatly challenged the belief in the new social order of industrial society and science to make a better world. The crisis of these years, international

wars and the devastating cost of human lives, the rise of fascism and communism as a challenge to capitalism and democracy, economic depressions and the failure to keep pace with human needs are important areas of study.

Videotapes/DVDs are required for this course. Students must rent the required videotapes from ACT MultiMedia Products and Services for a charge of \$55 per course plus shipping and handling. Order by phone at 1-800-745-5480 or online at <http://www.actmedia.org>. The syllabus for this course is available at <http://www.charteroak.edu/syllabus>.

HIS 333: American Foreign Policy (Post WW II) **3 credits**
Kenneth Long, Ph.D., Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**
Terrence Monroe, Instructor

Full Semester

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 **1 credit**

On-demand

Pass/Fail Grading

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

This course cannot be used in the computer sciences 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 email, 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) **3 credits**
Richard V. McCarthy, D.B.A., Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
John Rusnak, Ph.D., Instructor

Session 1: January 20 – February 21, 2009

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 **3 credits**
Richard V. McCarthy, D.B.A., Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**
Hong Zhou, Ph.D., Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**
John Rusnak, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
John Rusnak, Ph.D., Instructor

Session 2: February 23 – March 28, 2009

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 435: Network Security Management **3 credits**
John Rusnak, Ph.D., Instructor

Session 3: March 30 – May 2, 2009

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 **3 credits**
Julie McNamara, Instructor

Term 1: January 20 – March 14, 2009

or

Maryanne R. LeGrow, Ph.D., Instructor

Term 2: March 16 – May 9, 2009

Prerequisite: 6 credits of English Composition 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 **3 credits**
Instructor TBA

Full Semester

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 **3 credits**
Ruth MacDonald, Ph.D., Instructor

Full Semester

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 **3 credits**
Paul Rosenberg, Instructor

Session 1: January 20 – February 21, 2009
(The final project must be submitted by February 27, 2009.)

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

This 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 **3 credits**
Catherine Sullivan-DeCarlo, Instructor

Term 1: January 20 – March 14, 2009

Prerequisite: ENG 101.

This course provides students with 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 **3 credits**
Cheryl Harrison, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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 their jobs. There will be team assignments in this course.

MGT 315: Organizational Behavior **3 credits**
Cheryl Harrison, Ph.D., Instructor

Term 1: January 20 – March 14 or

Term 2: March 16 – May 9, 2009

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 **3 credits**
Polly M. Silva, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Brandon Munson, Instructor

Term 1: January 20 – March 14, 2009

Prerequisites: ENG 101 and ENG 102.

This course 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 365: Nonprofit Management 3 credits
Michelle Milczanowski, Instructor

Term 2: March 16 – May 9, 2009

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 3 credits
Richard H. Calder, Instructor

Term 2: March 16 – May 9, 2009

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 3 credits
Kathleen Dove, Instructor

Term 1: January 20 – March 14, 2009

Prerequisite: ENG 101.

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 3 credits
Kathleen Dove, Instructor

Term 2: March 16 – May 9, 2009

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 3 credits

Richard H. Calder, Instructor

Term 1: January 20 – March 14, 2009

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 3 credits

Instructor TBA

Term 2: March 16 – May 9, 2009

In this course, adult learners will explore the concepts of human resource management through an analysis of policies and practices of recruitment, selection, training, development, compensation of employees, and more. Students will focus upon the primary function of human resource management: increasing the effectiveness and contribution of employees in the attainment of organizational goals and objectives. The analysis will consider strategic planning, organizational goals, job descriptions and evaluation, human resources selection techniques, benefits administration, labor/employee relations, grievance procedures, collective bargaining, arbitration, mediation, reasons for joining a union and the ongoing role of the human resources function.

MGT 462: Effective Project Management 3 credits

Richard H. Calder, Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**
Richard H. Calder, Instructor

Term 1: January 20 – March 14, 2009
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) **3 credits**
Rose Bednarz-Luglio, Instructor

Term 1: January 20 – March 14, 2009
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 **3 credits**
Kevin W. Fitzgerald, Instructor

Full Semester

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.

MKT 310: International Marketing **3 credits**
Kevin W. Fitzgerald, Instructor

Term 2: March 16 – May 9, 2009

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 **1 credit**
Robert J. Zabek, Ed.D., Instructor

Session 1: January 20 – March 14, 2009 or
Session 3: March 30 – May 2, 2009

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 3 credits
Robert J. Zabek, Ed.D., Instructor

Full Semester

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://bcs.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 3 credits
Robert J. Zabek, Ed.D., Instructor

Full Semester

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 3 credits
Robert J. Zabek, Ed.D., Instructor

Full Semester

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 3 credits
Robert J. Zabek, Ed.D., Instructor

Full Semester

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 120: Rock and Roll: History and Analysis 3 credits
Noah Baerman, Instructor

Full Semester

Recommended Prerequisite: ENG 101 and the ability to aurally distinguish instruments from one another.

In this course, students will study the history of rock and roll. Students will learn the distinctions (and similarities) between various sub-categories and chronological periods in rock music. They will also learn the roles of the primary instruments used in rock and how these roles have evolved. Other important topics will include song form, arranging and orchestration in rock tunes and the role of improvisation in rock. Through reading and listening to many recordings, students will become familiar with many of the important figures in rock music, including Elvis Presley, Chuck Berry, The Beatles, Bob Dylan and Stevie Wonder.

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 January 20, 2009.

NURSING

NUR 190: LPN to RN Articulation Bridge Course 3 credits

January 5 – March 13, 2009

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 Connecticut.

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 40.

PARALEGAL STUDIES

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

PLG 110: Technology in Law **3 credits**
Instructor TBA **NEW**

Term 1: January 20 – March 14, 2009

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 210: Legal Research, Writing and Reasoning **3 credits**
Dawn Scott, J.D., Instructor

Term 2: March 16 – May 9, 2009

Students will learn the essential skills of legal research, writing and reasoning in this course. They will learn to use the traditional book-based methods of legal research as well as electronic research systems such as Westlaw and/ or LexisNexis. Using these research tools, students will learn how to effectively locate federal and state case law, statutory law and administrative law as well legal materials contained

in legal digests and encyclopedias. Students will then analyze their research findings to draft documents including legal memoranda and briefs. Students will learn to distinguish between binding and persuasive authority, to determine the validity of case law by shepardizing, to identify the necessary elements of various pleadings, and to properly cite each of their research sources.

PLG 211: Criminal Law **3 credits**
Anthony Spinella, J.D., Instructor **NEW**

Term 1: January 20 – March 14, 2009

Under Development.

PLG 311: Elder Law **3 credits**
Connie Mabli, J.D., Instructor **NEW**

Term 2: March 16 – May 9, 2009

Under Development.

PLG 314: Real Estate Law **3 credits**
Instructor TBA **NEW**

Term 2: March 16 – May 9, 2009

Under Development.

PLG 320: Family Law **3 credits**
Michael Fryar, J.D., Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Michael Fryar, J.D., Instructor

Term 2: March 16 – May 9, 2009

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.

PLG 330: Bankruptcy Law
Catherine Orazi, J.D., Instructor

3 credits
NEW

Term 1: January 20 – March 14, 2009

Prerequisite: ENG 101.

This course will teach students the basic concepts of Bankruptcy Law including changes in bankruptcy law after enactment of the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (BAPCPA). Topics include changes in the bankruptcy code and practice, new and revised official and procedural bankruptcy forms, revised bankruptcy rules, and bankruptcy cases that detail the case from initiation of the attorney/client relationship through the closing of the case. Students will be introduced to new flow charts for each type of bankruptcy filing that emphasize the two tracks of bankruptcy; the administration of the bankruptcy estate and the debtor's desire to receive a discharge from as many debts as possible. Students will also learn a brief history of bankruptcy law, using research aids, alternatives to bankruptcy, a discussion of the role of the various parties involved in the bankruptcy process, and an overview concerning eligibility and the selection of the appropriate bankruptcy chapter under which the case should be filed. Emphasis is placed on the paralegal's role in the fact gathering process.

PHILOSOPHY

PHL 201: Ethics in America
Michael Hartwig, Ph.D., Instructor

3 credits

Full Semester

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

3 credits

Term 1: January 20 – March 14, 2009 or
Term 2: March 16 – May 9, 2009

Several major ethical theories are reviewed in this course. In this course adult learners are asked to examine personal values through readings and workplace analysis; and 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

3 credits

Walton Brown-Foster, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

or

Daryl Capuano, J.D., Instructor

Term 2: March 16 – May 9, 2009

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 210: Controversies in Law and Politics

3 credits

Daryl Capuano, J.D., Instructor

Full Semester

This course will educate students about the interplay between big legal issues and the political system. The course covers the issues that are at the center of both law and politics. These controversial issues: the death penalty, gun control, school prayer, and censorship are played out in politics, law and TV. Students will immerse themselves in these highly interesting issues and hopefully become more engaged citizens.

POL 220: State and Local Government **3 credits**

Jason Jakubowski, Instructor

Term 2: March 16 – May 9, 2009

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 their state legislatures and governors, as well as their mayors, city councils and town managers.

POL 250: Ethics in International Relations

3 credits

Daryl Capuano, J.D., Instructor

Term 1: January 20 – March 14, 2009

or

Walton Brown-Foster, Ph.D., Instructor

Term 2: March 16 – May 9, 2009

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 321: Constitutional Law **3 credits**
Daryl Capuano, J.D., Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**
C. Mark Wessinger, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Ruth M. Grant, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Patrice Farquharson, Ed.D., Instructor

Term 1: January 20 – March 14, 2009 or

Term 2: March 16 – May 9, 2009

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 **3 credits**
Robert Hunter, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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 321: Social Psychology **3 credits**
Robert Hunter, Ph.D., Instructor

Full Semester

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 322: Learning and Memory **3 credits**
Robert Hunter, Ph.D., Instructor

Full Semester

Prerequisite: PSY 101.

In this course, students will explore historical, traditional, and contemporary literature on learning and memory. Areas of theory covered will include: classical/respondent conditioning, instrumental/operant conditioning, and social learning theory with attention to clinical, counseling, and educational applications. Additional topics will include biological bases of learning and memory, and an analysis of case studies involving CNS illness/injury to illustrate fundamental concepts in learning and memory.

PSY 333: Selected Topics in Social Psychology and Deviance **3 credits**
Michael Starenko, Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Peggy Lauria, Psy.D., Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**

Hannah Sellers, Instructor
Full Semester

or

Jennie Schaff, Ph.D., Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**
Peggy Lauria, Psy.D., Instructor

Term 1: January 20 – March 14, 2009

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) **3 credits**

Nina Turner, Ph.D., Instructor

Full Semester

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 **3 credits**

C. Mark Wessinger, Ph.D., Instructor

Term 2: March 16 – May 9, 2009

Prerequisites: ENG 101 and PSY 101.

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 **3 credits**
Jason Jakubowski, Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Connie Mabli, J.D., Instructor

Term 2: March 16 – May 9, 2009

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 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 **3 credits**
Jill Young, Instructor

Term 2: March 16 – May 9, 2009

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

PUB 210: Ethics in Public Administration **3 credits**
Paul R. Petterson, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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 **3 credits**
Merle Harris, Ed.D., Instructor

Term 2: March 16 – May 9, 2009

Prerequisites: ENG 101 and POL 150 or 220.

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 230: Intergovernmental Relations **3 credits**
Roger L. Kemp, Ph.D., Instructor **NEW**

Term 2: March 16 – May 9, 2009

Under Development.

PUB 310: Current Issues in Public Administration **3 credits**
Lyle Wray, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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.

PUB 315: Public Policy Analysis **3 credits**
Roger L. Kemp, Ph.D., Instructor

Term 1: January 20 – March 14, 2009

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.

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

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 3 credits
Lonnie Inzer, Instructor

Session 2: February 23 – March 28, 2009

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

PSA 315: Human and Community Delivery Systems (formerly PSA 415) 3 credits
Bill Lowe, Ph.D., Instructor

Session 1: January 20 – February 21, 2009

This course is a survey of varying models and applications of public safety service delivery systems throughout the United States.

PSA 330: Cultural Diversity in Public Safety 3 credits
John Meza, Instructor

Session 3: March 30 – May 2, 2009

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 3 credits
Hal Nevitt, Instructor

Session 1: January 20 – February 21, 2009

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) 3 credits
Mike Spector, Ph.D., Instructor

Session 2: February 23 – March 28, 2009

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 3 credits
Tina Markowski, Instructor

Session 3: March 30 – May 2, 2009

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 410: Political and Legal Systems for the Public Safety Professional 3 credits
Lisa Stelly-Wahlin, J.D., Instructor

Session 2: February 23 – March 28, 2009

This course will analyze the importance of successful interaction between the different levels of government and agencies within a particular government. Students will explore the application of the political and legal systems as they directly affect public safety programs. They will develop a model for understanding governmental, legal and operational problems. The course's final project will detail the formation and implementation of a task force designed to target a problem requiring the cooperation of various government agencies.

PSA 425: Counteracting Terrorism 3 credits
Joe Saitta, Ed.D., Instructor

Session 1: January 20 – February 21, 2009

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

PSA 445: Strategic Planning in Public Safety 3 credits
Craig H. Shelley, Instructor

Session 1: January 20 – February 21, 2009

This course examines the fundamentals and application of strategic analysis and planning in public safety. This course introduces the student to the development of strategic plans, the process of determining long-term and short-term goals, and the management of public safety programs.

PSA 499: Leadership in Public Safety (Capstone Course) 3 credits
Thomas Fowler, Instructor

Session 3: March 30 – May 2, 2009

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 3 credits **Janet Lanci, Instructor**

Term 1: January 20 – March 14, 2009

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 3 credits **Lucy Anne Hurston, Instructor**

Full Semester

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 215: Women in American Society 3 credits **Lucy Anne Hurston, Instructor**

Full Semester

This course discusses the problems associated with the roles of women in American society and compares perspectives on the status of women across social institutions. Through a variety of selected readings, this course will provide an opportunity to investigate the ways in which women in American society have been impacted by sexism, classism, racism and cultural differences in both the historical and contemporary eras.

SOC 311: Sociology of the City 3 credits **Josiah Ricardo, Instructor**

Term 2: March 16 – May 9, 2009

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. 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 3 credits **John Morra, Instructor**

Term 1: January 20 – March 14, 2009

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 3 credits **Edgar Colon, Ph.D., Instructor**

Term 1: January 20 – March 14, 2009

Prerequisites: ENG 101 and 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 3 credits **Gayle van Dijk, Instructor**

Term 2: March 16 – May 9, 2009

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 **3 credits**
Michael Starenko, Instructor

Term 2: March 16 – May 9, 2009

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 **3 credits**
John Morra, Instructor

Term 2: March 16 – May 9, 2009

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 101: Elementary Spanish I **3 credits**
Lilian Uribe, Ph.D., Instructor

Full Semester

This course provides an introduction to the Spanish language and culture. The course will include the necessary oral practice of dialogues, vocabulary and basic grammar to communicate in Spanish at a basic level. Students will be asked to record paired exercises in Spanish and to actively listen to videos and tutorials to help acquire listening and speaking skills. The course requires a computer microphone and the online purchase of En línea, a web-based language interface and textbook.

SPA 102: Elementary Spanish II **3 credits**
Lilian Uribe, Ph.D., Instructor

Full Semester

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 online purchase of En línea, a web-based language interface and textbook.

SPRING 2009 NON-CREDIT CERTIFICATE PROGRAMS

HOME CARE NURSING

HCN 010: Introduction to Home Care Nursing

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

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

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 January 19, 2009. For further information, contact the Connecticut League for Nursing at 860-276-9621.

NUR 011: RN Refresher Course, Module One

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

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 contact 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

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 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 for 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 Spring sessions will be offered January 19 – March 13, 2009 and April 20 – June 12, 2009. 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 January 5, 2009. For further information, contact the Connecticut Pharmacists Association at 860-563-4619.

PHA 011: Pharmacists Refresher Course, Module One

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

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.

SPRING 2009 – NON-CREDIT COURSES

EDU 049: Basic Skills Prep (Praxis 1 PPST)

**Term 1: January 20 – March 14, 2009 or
Term 2: March 16 – May 9, 2009**

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: Realizing the Dream: Homeownership **Siobhan Becker, Instructor**

**On-demand
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. Students have 3 months to complete the course with 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.

Spring 2009 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				
ANT 102	Introduction to Cultural Anthropology	b, g, y	G, I, R	Yes	
ASE 220	Principles of Positive Youth Development	y	R		
ASE 255	Introduction to After School Care and Education	y	R		
ASE 260	Program Environment and Curriculum Development in After School Programs	y	R		
ASE 270	Supervision and Leadership in After School Education	y	R		
ASE 315	Positive Guidance and Classroom Management				
ASE 398	After School Field Experience Practicum				
ASE 399	After School Education Field Experience Practicum				
BIO 105	Introduction to Nutrition	s, y	R, S	Yes	
BIO 110	Biology I with Lab	s, y	R, S	Yes	
BIO 130	Human Biology with Lab	s	S	Yes	
BUS 120	Business Law	y	R		
BUS 250	International Business	g, y	G, R		
BUS 341	Risk Management and Insurance				
CHE 101	Introduction to Chemistry with Lab	s, y	R, S	Yes	
COM 101	Introduction to Speech Communication	o, y	I, R	Yes	
COM 326	Effective Personal and Organizational Communication	b, y	I, R	Yes	
CRJ 101	Introduction to Criminal Justice	b	C, I	Yes	
CRJ 210	Introduction to Forensic Science	s, y	R, S	Yes	
ECE 101	Introduction to Early Childhood Education				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.
ECE 215	Behavior Management for Early Childhood Professionals	y	I, R		
ECE 220	Early Childhood Music for Early Childhood Professionals	y	R		
ECE 247	Development of the Young Child: Birth to Eight	b, y	I, R	Yes	
ECE 250	Administration and Supervision of Early Childhood Programs	y	R		
ECE 310	Speech and Language Development	y	R		
ECE 325	Personnel Management in Programs for Children				
ECE 399	Child Study Practicum				
ECE 450	Current ECE Literacy Research and the Montessori Literacy Model				
ECE 499	Montessori Capstone Course				
ECO 101	Introduction to Microeconomics	b, y	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. 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
ECO 102	Introduction to Macroeconomics	b, y	R	Yes	
ECO 410	Global Economics	b, g, y	G, R	Yes	
EDT 311	Instructional Design/Curriculum Application				
EDU 305	Autism and 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 300	Mark Twain and His Times	a, y	A, R, W	Yes	
ENG 302	World Literature for Children	a, g, n, y	A, G, R	Yes	
ENG 303	The American Novel	a, y	A, R, W	Yes	
ENG 304	The American Short Story	a, y	A, R, W	Yes	
ESC 120	Introduction to Astronomy	s, y	R, S	Yes	
ESC 121	Introduction to Astronomy Lab	s, y	R, S	Yes	
FAR 101	Art of the Western World	a, n	A, G, H, W	Yes	
FAR 110	Introduction to Film	a, y	A, R	Yes	
FIN 210	Financial Management				
GEO 101	World Regional Geography	b, g, n, y	G, R, W	Yes	
HCA 101	Introduction to Health Care Systems Administration				
HCA 105	Medical Terminology				

Course	Title	New	Old	Liberal Arts
HCA 111	The Claims Environment			
HCA 115	Medical Records Science			
HCA 201	Health Care Quality Concepts and Principles	y	R	
HCA 211	Health Care Finance			
HCA 301	Contemporary Ethical Issues in Health Care	d, y	C, R	Yes
HCA 311	The Economics of Health and Health Care	b, y	R	Yes
HCA 321	Continuous Quality Improvement in Health Care	y	R	
HCA 330	Terrorism and Disaster Management for Health Care Administrators	y	R	
HCA 350	Transcultural Competency in Health Care Administration	g, y	G, R	Yes
HCA 399	Health Care Administration Practicum			
HCA 401	Regulatory and Accrediting Agencies and Requirements for Health Care Organizations	y	R	
HCA 411	Health Care Law	y	R	
HCA 450	Leadership in Health Care Administration	y	I, R	Yes
HCA 499	Strategic Management in Health Care Administration			
HIS 102	A Biography of America: 1877 – 1990's	u, y	H, R, W	Yes
HIS 240	History and Sociology of the American Indian	b, u	H, I, W	Yes
HIS 249	Freedom and Order: The Recent American Constitution	u	C, H, W	Yes
HIS 301	The People's Century (1900 – 1945)	n, y	H, R	Yes
HIS 333	American Foreign Policy (Post WW II)	g, n, u, y	G, H, R, W	Yes
HIS 350	Contemporary China: History, Politics and Culture	g, n, y	G, H, R	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, R, W	Yes
IDS 400	Grant Writing	y	R	
ITE 100	Computer Literacy	y	R	
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 435	Network Security Management			
JRN 101	Introduction to Journalism			Yes
MAT 100	Elementary Algebra			Yes
MAT 101	Contemporary Mathematics	q, y	Q, R	Yes
MAT 103	College Algebra	q	Q	Yes
MAT 105	Statistics	q, y	Q, R	Yes
MAT 115	Introduction to Logic	q	Q	Yes
MGT 101	Introduction to Management			
MGT 315	Organizational Behavior	b, y	I, R	Yes
MGT 325	Organizational and Group Dynamics	b	I	Yes
MGT 326	Organizational Theory	y	R	
MGT 365	Nonprofit Management	y	R	
MGT 370	Operations Management			
MGT 450	Leadership Practices	y	I, R	Yes
MGT 451	Team Leadership	y	I, R	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	y	R	
MKT 220	Principles of Marketing			
MKT 310	International Marketing	g, y	G, R	
MUS 120	Rock and Roll: History and Analysis	a, y	A, H, R, W	Yes
NUR 190	LPN to RN Articulation Bridge Course			
PHL 201	Ethics in America	d, y	C, R, 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.

- 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

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.

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	
PHL 485	Personal Values and Organizational Ethics	d, y	C, R	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.
PLG 110	Technology in Law				
PLG 210	Legal Research, Writing and Reasoning				
PLG 211	Criminal Law				
PLG 311	Elder Law	d	C	Yes	
PLG 314	Real Estate Law				
PLG 320	Family Law				
PLG 325	Juvenile/Education Law	y	R		
PLG 330	Bankruptcy Law				
POL 150	Introduction to American Government	b, u	C, H, W	Yes	
POL 210	Controversies in Law and Politics	b, y	C, 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
POL 220	State and Local Government	b, y	C, H, R, W	Yes	
POL 250	Ethics in International Relations	b, d, g, n, y	C, G, H, R	Yes	
POL 321	Constitutional Law	u, y	C, R	Yes	
PSA 305	Ethics in Public Safety	d, y	C, R	Yes	
PSA 315	Human and Community Delivery Systems				
PSA 330	Cultural Diversity in Public Safety	b, y	I, R	Yes	
PSA 335	Group Dynamics in Public Safety	b, y	I, R	Yes	
PSA 355	Human Resources in Public Safety		I		
PSA 360	America's Homeland Security	y	R		
PSA 410	Political and Legal Systems for the Public Safety Professional			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 425	Counteracting Terrorism				
PSA 445	Strategic Planning in Public Safety				
PSA 499	Leadership in Public Safety	y	I, R	Yes	
PSY 101	Introduction to Psychology	b	I	Yes	
PSY 248	Adolescent Psychology	b	I	Yes	
PSY 301	Psychology of Play	b, y	I, R	Yes	
PSY 319	Psychology of Gender	b, y	I, R	Yes	
PSY 321	Social Psychology	b, y	I, R	Yes	
PSY 322	Learning and Memory	b	I	Yes	
PSY 333	Selected Topics in Social Psychology and Deviance	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 334	Psychology of Personality	b, y	I, R	Yes	
PSY 335	Psychology of Exceptional Children	b, y	I, R	Yes	
PSY 336	Abnormal Psychology	b, y	I, R	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	R		
PUB 210	Ethics in Public Administration	d	C	Yes	
PUB 215	Making Public Policy	b		Yes	
PUB 230	Intergovernmental Relations			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
PUB 310	Current Issues in Public Administration				
PUB 315	Public Policy Analysis	y	R	Yes	
SCI 201	Environmental Science	s	S	Yes	
SCI 202	Topics in Environmental Science	s, y	R, S	Yes	
SOC 101	Introduction to Sociology	b	I	Yes	
SOC 210	Sociology of the Family	b, y	I, R	Yes	
SOC 215	Women in American Society	b	I	Yes	
SOC 311	Sociology of the City	b, y	I, R, W	Yes	
SOC 315	Sociology of Diversity	b, y	I, R	Yes	
SOC 320	Urban Youth in American Society	b, y	I, R, W	Yes	
SOC 350	Children, School and the Community	b, y	I, R	Yes	
SOC 449	Social Problems and Their Impact on the Workplace	b, y	I, R	Yes	
SOC 450	Social Theory	b, y	I, R	Yes	
SPA 101	Elementary Spanish I	n		Yes	
SPA 102	Elementary Spanish II	n		Yes	

Spring 2009 Accelerated Courses

* Indicates a new course

5-WEEK COURSES:

SESSION 1: January 20 – February 21, 2009

ENG 103	Research Paper Writing Techniques
IDS 400	Grant Writing
ITE 135	Introduction to Computer Security
MAT 100	Elementary Algebra
PSA 315	Human and Community Delivery Systems
PSA 335	Group Dynamics in Public Safety
PSA 425	Counteracting Terrorism
PSA 445	Strategic Planning in Public Safety

SESSION 2: February 23 – March 28, 2009

ITE 335	Computer Systems Security
PSA 305	Ethics in Public Safety
PSA 355	Human Resource Management in Public Safety
PSA 410	Political and Legal Systems for the Public Safety Professional

SESSION 3: March 30 – May 2, 2009

ENG 103	Research Paper Writing Techniques
MAT 100	Elementary Algebra
ITE 435	Network Security Management
PSA 330	Cultural Diversity in Public Safety
PSA 360	America's Homeland Security
PSA 499	Leadership in Public Safety Administration (Capstone Course)

EIGHT-WEEK TERMS:

TERM 1: January 20 – March 14, 2009

ASE 255	Introduction to After School Care and Education
ASE 260	Program Environment and Curriculum Development in After School Programs
ASE 315	Positive Guidance for Children and Youth
ASE 398	After School Field Experience Practicum 1 cr
BUS 250	International Business
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 450	Current Early Childhood Education Literacy Research and the Montessori Literacy Model
ECO 101	Introduction to Microeconomics
ECO 410	Global Economics
EDT 311	Instructional Design/Curriculum Application

EDU 049	Basic Skills Prep (Praxis 1 PPST)
EDU 305	Autism and Asperger's Disorder
EDU 315	Child Abuse
EDU 320	Teaching Diversity
ENG 101	English Composition
ENG 102	English Composition and Research
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 450	Leadership Practices
MGT 460	Fundamentals of Project Management
MGT 464	Mastering Project Management
MGT 499	Strategic Management (Capstone Course)
PHL 485	Personal Values and Organizational Ethics
*PLG 110	Technology in Law
*PLG 211	Criminal Law
PLG 320	Family Law
*PLG 330	Bankruptcy Law
POL 150	Introduction to American Government
POL 250	Ethics in International Relations
PSY 101	Introduction to Psychology
PSY 248	Adolescent Psychology
PSY 301	Psychology of Play
PSY 319	Psychology of Gender
PSY 333	Selected Topics in Social Psychology and Deviance
PSY 336	Abnormal Psychology
PUB 101	Introduction to Public Administration
PUB 210	Ethics in Public Administration
PUB 310	Current Issues 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

TERM 2:

March 16 – May 9, 2009

ASE 220	Principles of Positive Youth Development
ASE 270	Supervision and Leadership in After School Education
ASE 398	After School Field Experience Practicum 1 cr
BIO 105	Introduction to Nutrition
BUS 120	Business Law

CHE 101	Introduction to Chemistry with Lab
ECE 220	Early Childhood Music for Early Childhood Professionals
ECE 247	Development of the Young Child: Birth to Eight
ECE 325	Personnel Management in Programs for Children
*ECE 499	Montessori Capstone Course
ECO 102	Introduction to Macroeconomics
EDU 049	Basic Skills Prep (Praxis 1 PPST)
EDU 305	Autism and Asperger's Disorder
EDU 315	Child Abuse
EDU 320	Teaching Diversity
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 330	Terrorism and Disaster Management for Health Care Administrators
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
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
MKT 310	International Marketing
PHL 485	Personal Values and Organizational Ethics
PLG 210	Legal Research, Writing and Reasoning
*PLG 311	Elder Law
*PLG 314	Real Estate Law
PLG 325	Juvenile/Education Law
POL 150	Introduction to American Government
POL 220	State and Local Government
POL 250	Ethics in International Relations
POL 321	Constitutional Law
PSY 301	Psychology of Play
PSY 334	Psychology of Personality
PSY 335	Psychology of Exceptional Children
PSY 450	Introduction to Neuropsychology
PUB 120	Public Administration Law
PUB 205	Public Finance and Budgeting
PUB 215	Making Public Policy
*PUB 230	Intergovernmental Relations
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
SOC 450	Social Theory

Spring 2009 Video-Based Courses

FAR 101	Art of the Western World
HIS 102	A Biography of America: 1877 – 1990's
HIS 301	The People's Century (1900 – 1945)

Spring 2009 On-demand Courses

ITE 100	Computer Literacy (one credit)
ENG 099	Criterion Writing Assessment (non-credit)
FIN 099	Realizing the Dream: Homeownership
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 (one credit)

“ 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. ”

Proposed Courses for Summer 2009

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

ASE 255	Introduction to After School Care and Education	ITE 101	Introduction to MIS
ASE 265	Child and Adolescent Development	ITE 135	Introduction to Computer Security
ASE 315	Positive Guidance and Classroom Management	ITE 220	Networking and Data Communication
ASE 398	After School Field Experience Practicum 1 cr	ITE 330	Systems Analysis and Design
BIO 105	Introduction to Nutrition	ITE 335	Computer Systems Security
BIO 110	Biology I with Lab	ITE 430	Database Management and Design
BIO 130	Human Biology with Lab	MAT 100	Elementary Algebra
BUS 250	International Business	MAT 101	Contemporary Mathematics
CHE 101	Introduction to Chemistry with Lab	MGT 315	Organizational Behavior
COM 326	Effective Personal and Organizational Communication	MGT 450	Leadership Practices
CRJ 101	Introduction to Criminal Justice	MGT 451	Team Leadership
CRJ 210	Introduction to Forensic Science	MGT 460	Fundamentals of Project Management
ECE 101	Introduction to Early Childhood Education	MGT 464	Mastering Project Management
ECE 215	Behavior Management for Early Childhood Professionals	MUS 120	Rock and Roll: History and Analysis
ECE 220	Early Childhood Music for Early Childhood Professionals	MUS 130	Survey of Jazz Styles
ECE 310	Speech and Language Development	PHL 201	Ethics in America
ECE 350	Historical Context of the Work of Dr. Maria Montessori	PHL 485	Personal Values and Organizational Ethics
ECE 399	Child Study Practicum	POL 150	Introduction to American Government
ECO 101	Introduction to Microeconomics	POL 225	Intro to Latin American Politics and Government
ECO 102	Introduction to Macroeconomics	POL 250	Ethics in International Relations
ECO 410	Global Economics	POL 350	International Terrorism
EDU 305	Autism and Asperger's Disorder	PSA 305	Ethics in Public Safety
EDU 315	Child Abuse	PSA 330	Cultural Diversity in Public Safety
EDU 320	Teaching Diversity	PSA 440	Research Methodology in Public Safety
ENG 099	Criterion Writing Assessment	PSA 465	Global Perspectives in Emergency Management
ENG 101	English Composition	PSY 301	Psychology of Play
ENG 102	English Composition and Research	PSY 319	Psychology of Gender
ENG 103	Research Paper Writing Techniques	PSY 321	Social Psychology
ENG 302	World Literature for Children	PSY 334	Psychology of Personality
ENG 304	The American Short Story	PSY 335	Psychology of Exceptional Children
ESC 111	Introduction to Earth Science	PSY 336	Abnormal Psychology
FIN 210	Financial Management	PSY 410	Research Methods for the Behavioral Sciences
HCA 101	Intro to Health Care Systems and Administration	PUB 315	Public Policy Analysis
HCA 105	Medical Terminology	SCI 201	Environmental Science
HCA 115	Medical Records Science	SCI 202	Topics in Environmental Science
HCA 301	Contemporary Ethical Issues in Health Care	SOC 101	Introduction to Sociology
HCA 311	Economy of Health and Health Care	SOC 210	Sociology of the Family
HCA 321	Continuous Quality Improvement in Health Care	SOC 311	Sociology of the City
HCA 350	Transcultural Competency in Health Care Administration	SOC 315	Sociology of Diversity
HCA 450	Leadership in Health Care Administration	SOC 350	Children, School, and the Community
HIS 350	Contemporary China History, Politics and Culture	SOC 449	Social Problems and Their Impact on the Workplace
IDS 102	Prior Learning Portfolio Development		
IDS 120	The Global Village		
IDS 400	Grant Writing		
ITE 100	Computer Literacy		

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. Students select a proctor and makes arrangements by the second week of the course to have their 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)



Board for State Academic Awards

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

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