Online Course Schedule – Fall 2009

Charter Oak State College Courses
Fall 2009 Semester
Registration begins July 1, 2009

Full Semester, 15-week Courses
August 31 – December 12, 2009

Term 1, 8-week Courses
August 31 – October 24, 2009

Term 2, 8-week Courses
October 26 – December 19, 2009

Session 1, 5 – week Courses
August 31 – October 3, 2009

Session 2, 5-week Courses
October 5 - November 7, 2009

Session 3, 5-week Courses
November 9 – December 12, 2009

Calendar Fall 2009
July 1 Course registration begins
July 3 College closed for Independence Day
July 6 College closed for Mandatory Furlough Day
August 31 Courses begin for 15-week full semester, 8-
week Term 1 and 5-week Session 1 courses
September 1 Deadline for 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 Deadline for 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 Deadline for 100% tuition refund for Term 2
November 7 5-week Session 2 courses end
November 9 5-week Session 3 courses begin
November 10 Deadline for 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 24 College closed for Mandatory Furlough Day
December 25 College closed for Christmas

Calendar Spring 2010
November 9, 2009 Course registration begins
November 26 & 27 College closed for Thanksgiving
December 24 College closed for Mandatory Furlough Day
December 25 College closed for Christmas
January 1, 2010 College closed for New Year’s Day
January 18 College closed for Martin Luther King, Jr.
Day
January 19 Courses begin for 15-week full semester;
8-week Term 1 and 5-week Session 1
January 20 Deadline for 100% tuition refund for full
semester, Term 1 and Session 1
February 7 No refunds given after this date for full
semester and Term 1 courses
February 12 & 15 College closed in observance of
Presidents’ Day
February 20 5-week Session 1 courses end
February 22 5-week Session 2 courses begin
February 23 Deadline for 100% tuition refund for 5-
week Session 2
March 13 Video course midterm exams for full
semester courses; courses end for 8-
week Term 1
March 15 8-week Term 2 courses begin
March 16 Deadline for 100% tuition refund for 8-
week Term 2 courses
March 27 5-week Session 2 courses end
March 29 5-week Session 3 courses begin
March 30 Deadline for 100% tuition refund for 5-
week Session 3
April 2 College closed for Good Friday
May 1 Video course final examinations; last day
of full semester and 5-week Session 3
May 8 8-week Term 2 courses end

Calendar Summer 2010
March 29 Course registration begins
April 2 College closed for Good Friday
May 21 College closed for Mandatory Furlough Day
May 24 Courses begin, 8-week, Term 1 and 5-
week, Session 1
May 25 Deadline for 100% tuition refund for 8-
week courses and for 5-week Session 1
May 31 College closed for Memorial Day
June 26 5-week Session 1 courses end
June 28 5-week Session 2 courses begin
June 29 Deadline for 100% tuition refund for 5-
week Session 2
July 2 College closed for Mandatory Furlough Day
July 5 College closed for Independence Day
July 17 8-week term courses end
July 31 5-week Session 2 courses end

For all tuition refund information, refer to Refund Schedule. For
start dates for all Non-Credit Courses, refer to individual course
descriptions, Non-Credit Courses.
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 State College 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 distinguished and credentialed instructors.

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.

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 Studies
Child Studies – 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

Learn More About Charter Oak State College

Charter Oak State College is located at
55 Paul Manafort Drive, New Britain, CT 06053-2150
Business Office: 85 Alumni Road, Newington, CT 06111
Visit http://www.charteroak.edu or call the Admissions Office at 860-832-3855.
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.

Online Courses

Full Term 15-week Courses
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
All accelerated online 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. Five week courses require approximately 27 hours per week; 8-week courses require approximately 17 hours per week.

Course Syllabi
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.

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. Students are responsible for checking their Charter Oak State College email on a regular basis. For assistance on forwarding your Charter Oak State College email account, go to http://www.charteroak.edu/pdf/ForwardingYourEmail.pdf.

Accessing Online Courses
Students will be able to access their course(s) four days prior to the official start date of the course.

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

New computer users should complete the Connecticut Distance Learning Consortium (CTDLC) Basic Computer Skills Course at http://www.ctdlc.org/remediation. This is a short, easy-to-master, web-based course on basic online skills.

Computer 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:

System Requirements

- **Windows Operating System**
  Windows XP or Windows Vista*
  **Browsers:**
  Internet Explorer 6.x, 7.x - Certified (Blackboard® certified w/Win XP only), fully tested and supported
  Firefox 2.0.x - Certified, fully tested and supported
  *Note: Internet Explorer 8 is not currently supported.
  Please visit http://www.ctdlc.org/Help/productindex.cfm?ProductID=24 for more information about Windows Vista support.

- **Mac Operating System**
  OS 10.2
  **Browsers:**
  Firefox 2.0.x - Compatible, key application areas tested
  Safari 2.0 - Compatible, key application areas tested
  OS 10.3
  **Browsers:**
  Firefox 2.0x – Compatible, fully tested and supported.
  Safari 2.0x - Compatible, key application areas tested
• **Networking**  
Ports 8010 and 8011 must be open to access the Chat and Virtual Classroom tools.

• **Safe Assign**  
You must be able to access the following addresses in order to use the plagiarism tool.  

• **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.

Passwords for Blackboard® will be emailed to students on the Friday before the course begins. Students will not be able to access the courses prior to this date.

Students will be able to access their course(s) four days prior to the official start date of the course. Students taking their first course with Charter Oak State College will be emailed their login information a few days after registering.

**Technical Support** is provided by the CTDLC and is available seven days a week at http://www.ctdlc.org/help/index.html.  
You may contact CTDLC Technical Support at 860-832-3887, toll-free at 1-866-462-8352, or at support@ctdlc.org. Support will respond within 24-48 hours.

**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 are available free, online. HIS 302 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. The Blackboard® course shell should be accessed only for informational and resources purposes.

- The Instructor assigned to each video-based course will assess the student’s academic progress through written assignments and examinations. Students may be required to provide the Instructor 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 and Fees

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

TUITION for all credit courses:
$ 195 per credit for Connecticut residents
$ 265 per credit for out-of-state residents

FEES (non-refundable and not covered by financial aid):
$45 Registration fee
$45 Payment Plan fee

TUITION AND FEES for Non-credit Courses:
ENG 099: Criterion Writing Assessment, $45 (for non-matriculated students or students not enrolled in a Charter Oak State College course.)

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 Courses
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, 021-025, 013, $550 each

For non-credit certificate programs, a one-time non-refundable $45 registration fee will cover all modules. The registration fee for NUR 031: Introduction to Perioperative Nursing is included in the tuition.

Active duty military personnel and their spouses pay Connecticut resident tuition. If a student is enrolled in the Charter Oak State College 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 service members, 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) $280
MPP tuition rate per credit $230
Graduation $205

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 $45 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.

Online registration for Fall 2009 courses begins July 1, 2009

Full semester, 15-week courses, Term 1, 8-week courses and Session 1, 5-week courses begin August 31. (See course listings for all other start dates.) Most courses have space limitations, and there is no guarantee that students will be able to enroll in the course(s) of their choice. Please register as early as possible! 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.

• Log into ACORN http://acorn.charteroak.edu: all current students have accounts.
• Use the course search function (found on the home and student tabs). Choose the term you want to register for and click “Search.”
• Using the check boxes, check the courses you would like to add and click on the “Add Courses” button at the bottom of the page.
• The next page will confirm your course selection and allow you to search for more courses or drop courses if they are incorrect. You must click “Next Step.” to proceed.
• The next page displays the account balance (which might include non-course charges). You must click “Pay Now” to pay for the courses and complete the registration.
• Clicking “Pay Now” will move you to our payment gateway so you can pay in full or use the payment plan.
• You will see your “Current Balance.” To pay in full you need to click “Click here to make a payment.” To use the payment plan, click on “Installment Payment Plans” to the right instead, and follow the directions.
• Click “Add to basket.”
• Click “Checkout.”
• Select one of the payment options. Answer the appropriate questions and “Continue checkout.”
• You will receive an e-mail receipt for your records.

If you are visiting Charter Oak State College and wish to register in person, a kiosk is located in the College lobby. Students may register through this automated system Monday through Thursday, 8:30 a.m. to 7:00 p.m. and Friday from 8:30 a.m. to 5:00 p.m.

Changes in the Charter Oak State College Payment Process

Effective July 1, 2009, our policy for online payments will change as follows. 1) We will continue to offer free electronic checking using the CashNet E-Check option and 2) We will continue to accept Mastercard and Discover credit cards and we have also added a new credit card option – American Express. Visa cards will no longer be accepted. Online credit card payments will now incur a non-refundable convenience fee of 2.75% which will be charged to your transaction based on the total amount of your payment. The college will also no longer be able to process credit card payments over the phone or authorizations received in the mail or by fax. This change in the way credit card transactions are processed is required to offset the costs imposed on the college by credit card processing companies. The convenience fee is collected by the
college’s payment processor and the college receives no portion of the fee.

Paper checks will still be accepted for payment when mailed to the Business Office that has moved to 85 Alumni Rd, Newington, CT 06111. Payment by eCheck or paper check will not incur convenience fees.

For all online payments, students should continue to log in to the student portal, ACORN. If you do not have an ACORN account, visit https://acorn.charteroak.edu/ and click on “Request Account for Registration”.

We regret any inconvenience this change in policy may cause. Our first priority is to provide a quality education experience for our students while maintaining affordable and competitive tuition rates. One of our “security” goals is to have no papers in our office that contain a student’s credit card information.

Details on eCheck:
When paying online via the ACORN portal, eCheck will be offered as an option. You will be asked to enter your routing number and account number. Click on this link https://commerce.cashnet.com/cashnetd/selfserve/ACH Help.aspx for examples of how you can correctly identify these numbers on your personal check.

For all other questions, please contact our Business Office at 860-832-3909.

No student will be allowed to start a course without appropriate payment. Any student who has not made a payment for their course(s) by August 17, 2009 may be dropped.

• 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 and paid 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 two weeks 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.

Textbooks
The Charter Oak State College book list is posted each semester with the online textbook provider, MBS Direct. Fall 2009 books will be available in early July, 2009 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

Questions regarding courses should be emailed to the Distance Learning Office, dilinfo@charteroak.edu.
Checklist for Distance Learning Students

☐ Register no later than two weeks prior to the start of the course for the Fall semester.
☐ Check your course syllabi at 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. Course syllabi and the Instructor’s contact information will be available in Blackboard® four days before the course begins.
☐ 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 additional materials, i.e., eBooks, 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/.
☐ 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.

How to Begin Your Courses

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 https://acorn.charteroak.edu/ics/. 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/. Courses are available in Blackboard® four 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 https://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.

“My class was a great learning experience. I now have more communication skills, teamwork skills and time management skills, than when I started.”
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](http://www.charteroak.edu/handbook) and Official Catalog [http://www.charteroak.edu/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 Instructor 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.

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.

Charteak 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 at [http://www.turnitin.com](http://www.turnitin.com).

Adding and Dropping Courses
Charter Oak State College offers 5, 8 and 15-week terms in the fall. There are add/drop dates for each term. If you wish to add a new course or drop a course in which you enrolled, log in to [https://acorn.charteroak.edu](https://acorn.charteroak.edu) and return to your Course Schedule.

The second day of the course at 11:59 p.m. ET is the deadline for all Add/Drops. After that date there is a financial penalty for withdrawing. (See Calendar and Refund Schedule.)

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 student perceives the possibility of overlapping assignments, the student should consult with the appropriate Instructor. 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.

In-state students must email dlinfo@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/ProctorForm.doc 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
Extensions are granted for video-based courses only.

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

An extension must be requested, approved and payment made, before the final examination is given or the final project is due for that course. To request an extension the student must

- Contact the Instructor for the course to prearrange the extension. The Instructor will outline how the course requirements should be completed after the semester ends.
- Email dlinfo@charteroak.edu to request that the extension be approved. Include all documentation to verify the request.
- If permission is granted by the Director, Distance Learning Program, you will receive an email with the link to make your $45 fee payment.

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.

Grades
The Instructor for the course will grade assignments and examinations within one week of receiving them and provide grades and comments when appropriate. 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 the Instructor. 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.

“My class was a great learning experience. I now have more communication skills, teamwork skills and time management skills, than when I started.”
Charter Oak State College Institutional Grading Policy

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Range (%)</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Range (%)</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93.0-100.0</td>
<td>4.0</td>
<td>C</td>
<td>73.0-76.9</td>
<td>2.0</td>
</tr>
<tr>
<td>A -</td>
<td>90.0-92.9</td>
<td>3.7</td>
<td>C -</td>
<td>70.0-72.9</td>
<td>1.7</td>
</tr>
<tr>
<td>B+</td>
<td>87.0-89.9</td>
<td>3.3</td>
<td>D+</td>
<td>67.0-69.9</td>
<td>1.3</td>
</tr>
<tr>
<td>B</td>
<td>83.0-86.9</td>
<td>3.0</td>
<td>D</td>
<td>63.0-66.9</td>
<td>1.0</td>
</tr>
<tr>
<td>B -</td>
<td>80.0-82.9</td>
<td>2.7</td>
<td>D -</td>
<td>60.0-62.9</td>
<td>0.7</td>
</tr>
<tr>
<td>C+</td>
<td>77.0-79.9</td>
<td>2.3</td>
<td>F</td>
<td>0.0-59.9</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Students who repeat a course must begin the course again, completing all assignments and tests. Students will be graded on work completed during the repeated course term.

Note: Repeating courses may affect financial aid. Contact the Financial Aid Office at Charter Oak State College for further information, (860-832-3872)

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.

Charter Oak State College Refund Schedule
Refunds apply to tuition charges only. Fees are non-refundable.

There are no refunds for the following courses:
    - EDU 315: Child Abuse
    - EDU 320: Teaching Diversity

ENG 099: Criterion Writing Assessment
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: Environmental Science Lab

For refund purposes, the week concludes on Sunday at 11:59 pm (ET). 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
September 1, 2009 Deadline for 100% tuition refund
September 6, 2009 Deadline for 80% tuition refund
September 13, 2009 Deadline for 50% tuition refund
September 20, 2009 Deadline for 25% tuition refund

There will be no refunds for withdrawals from the 15-week full semester or from the Term 1, 8-week accelerated courses after September 20, 2009.
Refund schedule for students taking the Term 2, 8-week accelerated courses
October 27, 2009 Deadline for 100% tuition refund
November 1, 2009 Deadline for 80% tuition refund
November 8, 2009 Deadline for 50% tuition refund
November 15, 2009 Deadline for 25% tuition refund

There will be no refunds for withdrawals from the Term 2, 8-week accelerated courses after November 15, 2009.

Refund schedule for students taking the Session 1, 5-week courses
September 1, 2009 Deadline for 100% tuition refund
September 6, 2009 Deadline for 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
October 6, 2009 Deadline for 100% tuition refund
October 11, 2009 Deadline for 50% tuition refund

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

Refund schedule for students taking the Session 3, 5-week courses
November 10, 2009 Deadline for 100% tuition refund
November 15, 2009 Deadline for 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, 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

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.

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 or fail all 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.

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 the Disabilities Resource Coordinator, at 860-832-3841, prior to the start date of the course.

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.
Withdrawal Policy
Charter Oak State College’s course withdrawal policy:
To receive a grade of “W” a student must withdraw from the following courses by the times and dates listed below:

- Term One 8-week course: no later than 11:59 p.m. ET on Sunday, October 18, 2009.
- Term Two 8-week course: no later than 11:59 p.m. ET on Sunday, December 13, 2009.
- Session One 5-week course: no later than 11:59 p.m. ET on Sunday, September 27, 2009.
- Session Two 5-week course: no later than 11:59 p.m. ET on Sunday, November 1, 2009.
- Session Three 5-week course: no later than 11:59 p.m. ET on Sunday, December 6, 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 Counselor. Students receiving Financial Aid should contact the Financial Aid office. Non-Charter Oak State College students should contact their home institution.

Withdrawal Process
A student should take the responsibility for initiating the withdrawal process. To withdraw after Day Two of any course, students must complete the electronic withdrawal form at https://www.charteroak.edu/bb/Withdrawal/WDform1.cfm. This link is posted on the Charter Oak State College website in the “Forms” section, in Acorn and in each Blackboard® course. If you experience any technical difficulties completing the form, you should contact the Distance Learning Office via email at dlinfo@charteroak.edu.

Students must officially withdraw by the withdrawal deadlines listed above. After these deadlines, students must complete the course or receive a failing grade (“F”).

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.

All students who withdraw from courses will receive 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).

Academic Support

Instructors
Most Instructors 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. 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.

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 “Visiting 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.
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](http://www.etutoring.org) and create your student tutoring account. If you have any questions, please email dlinfo@charteroak.edu.

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. Please see [http://www.charteroak.edu/Prospective/Programs/computersecuritycertificate.cfm](http://www.charteroak.edu/Prospective/Programs/computersecuritycertificate.cfm) for more information.

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 State College. The required courses are HCA 101, HCA 105, HCA 111, HCA 115, HCA 201 and ITE 101. For more information, please see [http://www.charteroak.edu/Prospective/Programs/healthinsurancecustomerservicecertificate.cfm](http://www.charteroak.edu/Prospective/Programs/healthinsurancecustomerservicecertificate.cfm).

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. Please see [http://www.charteroak.edu/Prospective/Programs/projectmanagementcertificate.cfm](http://www.charteroak.edu/Prospective/Programs/projectmanagementcertificate.cfm) for more information.

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](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 – 15, 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
- **ASE 398**: After School Education Practicum; 1-credit – for people who have at least 240 hours of experience OR
- **ASE 399**: After School Education Practicum; 3-credits – for people without prior experience. For further information, go to [http://www.charteroak.edu/Current/Programs/Credentials/afterschool.cfm](http://www.charteroak.edu/Current/Programs/Credentials/afterschool.cfm) or contact Carole Weisberg at cweisberg@charteroak.edu or 860-832-3933.
SUBJECT AREA
CAPSTONE COURSES

A capstone course is required for all bachelor’s degree students who matriculated after July 1, 2009. In this 3 credit course, students will be required to show mastery of the outcomes of the concentration. A minimum grade of “C” must be earned to meet the requirements of the concentration.

Academic advisor approval is required for registration. Capstone courses may not be taken until most of the concentration courses have been completed. The capstone course must be taken at Charter Oak State College and is only available to Charter Oak State College degree seeking students. The capstone course is a graduation requirement.

The list of capstones follows.

ASE 499  Child and Youth Development Capstone
AMS 499  American Studies Capstone
ANT 499  Anthropology Capstone
BIO 499  Biology Capstone
CHE 499  Chemistry Capstone
COM 499  Communication Capstone
CRJ 499  Criminal Justice Capstone
CSS 499  Computer Science Capstone
ECE 499  Child Studies Capstone
ECO 499  Economics Capstone
EGR 499  Engineering Studies Capstone
ENG 499  Literature Capstone
FAR 499  Fine Arts (Applied Arts/Art History) Capstone
FSA 499  Fire Service Administration Capstone
FLN 499  Foreign Language Capstone
GEO 499  Geography Capstone
GLY 499  Geology Capstone
HCA 499  Strategic Management in HCA (Capstone)
HLT 499  Health Studies Capstone
HIS 499  History Capstone
HRM 499  Human Resource Management Capstone
HSE 499  Human Services (Applied Behavioral Science) Capstone
ITE 499  Information Systems Capstone
IDM 499  Interior Design Management Capstone
JUD 499  Judaic Studies Capstone
LDR 499  Organizational Leadership Capstone
MGT 499  Strategic Management (Capstone)
MAT 499  Mathematics Capstone
MUS 499  Music History/Theory Capstone
OBM 499  Optical Business Management Capstone
PLG 499  Paralegal Studies Capstone
PHL 499  Philosophy Capstone
PHY 499  Physics Capstone
POL 499  Political Science Capstone
PSY 499  Psychology Capstone
PSA 499  Leadership in Public Safety (Capstone)
PUBLIC 499  Public Administration Capstone
REL 499  Religious Studies Capstone
SOC 499  Sociology Capstone
TEC 499  Technology Studies Capstone

Fall 2009 -
Credit Course Offerings

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

All courses are online, unless otherwise indicated.

Students seeking a degree at Charter Oak State College should refer to the General Education Requirements 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 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, stockholders 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 255: Introduction to After School Care and Education
Carole Weisberg, Instructor
Term 1: August 31 – October 24, 2009

This course provides students with an overview of the knowledge and skills necessary to implement a developmentally appropriate after school program for children in elementary and middle school. 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 include child development, social/emotional climate, health and safety, physical environment, curriculum planning, and program management in after school care. This course is a pre-requisite for all other After School Education courses.

ASE 265: Child and Adolescent Development
Susan Krampitz, Instructor
Term 2: October 26 – December 19, 2009

Prerequisite: ASE 255.

This course explores the principles and theories of normal child growth and development from birth through adolescence, focusing on ages 5 - 15. The course will focus on the physical, social, emotional and cognitive domains of development and their application to after school programs, well-known theories of development, developmental milestones, the internal and external influences of culture, family and the community on child and youth development, and the developmental assets children and youth need to succeed.

ASE 315: Positive Guidance for Children and Youth (Formerly ASE 215)
Roberta Newman, Instructor
Term 2: October 26 – December 19, 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. 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 Education Practicum
Susan Krampitz, Instructor
Term 1: August 31 – October 24, 2009 or Term 2: October 26 – December 19, 2009

Prerequisites: ASE 255, ASE 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 should take either ASE 398 or ASE 399 depending upon their experience OR by permission of the Instructor.

ASE 399: After School Education Practicum
Michele Rulnick, Instructor
Full Semester

Prerequisites: ASE 255, ASE 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 should take ASE 398 OR
ASE 399 depending upon their experience OR by permission of the Instructor.

**ASE 499: Child and Youth Development Capstone**
3 credits
Carol Weisberg, Instructor
Full Semester

Prerequisites: ASE 220, ASE 255, ASE 260, ASE 265, ASE 270, ASE 315, PSY 335 and SOC 350.

This is the required capstone course for the Child and Youth Development concentration and should be taken in the final semester.

The goal of the course is for students to integrate the knowledge gained in the Child and Youth Development courses. For registration approval, please contact Carole Weisberg at 860-832-3933 or cweisberg@charteroak.edu

**ANTHROPOLOGY**

**ANT 102: Cultural Anthropology**
3 credits
Elena Filios, Ph.D., Instructor
Full Semester

Prerequisite: ENG 101.

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: Nutrition**
3 credits
Susan Deane, RN, MSN, Instructor
Full Semester

or
Term 2: October 26 – December 19, 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 120: Genetics with Lab**
4 credits
Harold Drabkin, Ph.D., Instructor
Full Semester

Recommended Prerequisites: A high school biology course or a one-semester introductory general biology course for non-majors. Cannot be taken by students who have taken a genetics course at another Institution.

Cannot be used toward Biology concentration.

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

**BIO 130: Human Biology with Lab**
4 credits
Susan Deane, RN, MSN, Instructor
Full Semester

Cannot be used toward Biology concentration.

This introductory course deals 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 1: August 31 – October 24, 2009

This course deals with those aspects of law which affect businesses. It covers fundamental elements of the legal system and uses professional negligence as the vehicle for demonstrating the system of judicial precedent. The course examines the essentials of establishing and performing simple contracts and the remedies available in the event of a breach; the essential characteristics of the various forms of business relationships and the nature of property, instruments and devises.

BUS 250: International Business 3 credits
Lisa Marie Bigelow, Instructor
Term 1: August 31 – October 24, 2009

This course provides an overview of globalization and examines the utility and adaptability of core business functions within a global context; 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.

COMMUNICATIONS

COM 101: 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 speaking, and persuasive speaking. Students must have access to video, digital or webcam recording equipment. Refer to syllabus for specific requirements.

COM 326: Organizational Communication 3 credits
Beth O’Brien-Tracy, Instructor
Term 1: August 31 – October 24, 2009

This course investigates communication and relationships in creating a productive work environment, including non-verbal communication, constructive feedback, dealing with anger, and resolving conflict.

CRIMINAL JUSTICE

CRJ 101: Criminal Justice 3 credits
Robert Eddy, Instructor
Term 1: August 31 – October 24, 2009

This course will provide a practical understanding and general overview of the American criminal justice system. Students will be introduced to the major law enforcement agencies and their history, including the organization and function of the police, prosecution, corrections, and court systems.

CRJ 205: The Criminal Justice System: Controversial Trials 3 credits
Daryl Capuano, J.D., Instructor
Full Semester

Recommended Prerequisite: CRJ 101.

This course will provide a practical understanding of the criminal justice system through examination and role playing in some notorious trials of recent times. The trials of O.J. Simpson, “Kennedy cousin” Michael Skakel, Jeffrey McDonald (Fatal Vision), Charles Manson (Helter Skelter) and Dr. Sam Sheppard (the inspiration for the fictional Fugitive) all provide insight into the criminal justice system.

CHEMISTRY

CHE 101: Chemistry with Lab 4 credits
Jeff M. Dykes, Instructor
Term 2: October 26 – December 19, 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.

“Your online courses provided a terrific learning experience. It was a pleasure to be associated with this type of effort.”
CRJ 210: Forensic Science  3 credits
John DeCarlo, Instructor
Full Semester

Cannot be used toward Science concentrations.

Counts toward fulfillment of the Natural Science General Education requirement.

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

CRJ 310: Criminology  3 credits
Thomas Fowler, Instructor
Full Semester

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

This course examines the principles and concepts of criminal behavior including criminological theories and typologies; the nature, distribution and extent of crime and the legal and societal reactions to crime. The objectives of the course are to develop the ability to engage in focused, systematic thinking and written expression about criminal behavior and to draw correlations between actual criminal activity and theoretical models.

EARLY CHILDHOOD EDUCATION

ECE 101: Introduction to Early Childhood Education  3 credits
Gayle van Dijk, Instructor
Term 1: August 31 – October 24, 2009

This course covers the history, theory, philosophy, and goals of Early Childhood Education, the role of the teacher and of the environment as they influence student learning, a variety of early care and education programs, typical developmental characteristics, 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 in Early Childhood  3 credits
Gayle van Dijk, Instructor
Term 1: August 31 – October 24, 2009

Prerequisite: Child Development.

This course covers behaviors seen in children from birth through age eight, practical ideas to help children build self-esteem, develop self control and be a part of a pro-social environment, and identify problem behaviors and recognize potential causes.

ECE 220: Music for Early Childhood Professionals  3 credits
Carol A. Mowen, Ph.D., Instructor
Term 2: October 26 – December 19, 2009

This course discusses the importance of including music in early childhood for the full development of the individual child. Research into Koday 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 compare and contrast the instruction and learning styles among cultures, evaluating each for its effectiveness. Then, students will synthesize these approaches and formulate a plan for practical implementation of integrating music in an educational setting.

ECE 250: Administration and Supervision of ECE Programs  3 credits
Pamela Giberti, Instructor
Term 1: August 31 – October 24, 2009

This course provides an overview of the knowledge and skills necessary to develop and administer an early care and education facility. The course explores management and leadership skills, program and facility development.

ECE 310: Speech and Language Development  3 credits
Carol A. Mowen, Ph.D., Instructor
Term 1: August 31 – October 24, 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.

**ECE 325: Personnel Management in Programs for Children**  
3 credits  
Pamela Giberti, Instructor  
Term 2: October 26 – December 19, 2009

**Prerequisites:** ECE 250 or Introduction to Early Childhood Administration. Students must be program administrators or supervisors.

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, and personnel policy development and procedures.

**ECE 350: History of Montessori Education**  
3 credits  
Melissa Canova, Instructor  
Term 1: August 31 – October 24, 2009

This course is designed to help students understand the philosophy which guides the Montessori Method. A historical and comparative perspective of leading Early Childhood theorists will allow for a deep understanding of how Maria Montessori formulated her philosophy and classroom materials.

**ECE 399: Child Studies Practicum**  
6 credits  
Regina Miller, Ph.D., Instructor  
Full Semester

**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 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 location prior to applying for the practicum credits and completing the assessment process. For registration approval please contact Carole Weisberg at 860-832-3933 or cweisberg@charteroak.edu.

**ECE 450: Montessori Literacy Model**  
3 credits  
NEW  
Barbara Barton, Instructor  
Term 1: August 31 – October 24, 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.

**EARTH SCIENCE**

**ESC 111: Earth Science**  
3 credits  
Kristine Larsen, Ph.D., Instructor  
Full Semester

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

**ECONOMICS**

**ECO 101: Microeconomics**  
3 credits  
Anthony Pranzo, Instructor  
Term 1: August 31 – October 24, 2009

This course explores the basic theories and models of microeconomics; scarcity and choice, supply and demand, and market structure.

**ECO 102: Macroeconomics**  
3 credits  
Anthony Pranzo, Instructor  
Term 2: October 26 – December 19, 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: August 31 – October 24, 2009

Prerequisites: ECO 102 and ENG 101.

This course examines the global economy. It 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 and 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; the balance of payments; exchange rates and the exchange rate systems; open economy macroeconomics; past international financial crises; NAFTA, and the impact of the European Union on the global economy.

EDUCATION

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
Peter Love, Ph.D., Instructor
New
Full Semester

This course describes Autism and Asperger’s Disorder including characteristics of these disorders, associated learning styles, communication weaknesses, and various intervention strategies; and 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.

EDU 315: Child Abuse 3 credits
Term 1: August 31 – October 24, 2009 or
Term 2: October 26 – December 19, 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. It covers how to recognize the signs of physical, emotional, and sexual abuse, and physical and emotional neglect in students. It discusses the specific factors that exist in families who abuse or neglect their children; and the special learning needs of abused or neglected children in the regular classroom. This course was authored by Virtual Education Software, Inc. (VESI) and is licensed to Charter Oak State College (COSC).

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: August 31 – October 24, 2009 or
Term 2: October 26 – December 19, 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. It 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. This course was authored by Virtual Education Software, Inc. (VESI) and is licensed to Charter Oak State College (COSC).

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.

EDUCATION TECHNOLOGY

EDT 310: Trends in Education Technology 3 credits
Stacey L. Williams, Instructor
Full Semester

Prerequisites: Basic computer and software application knowledge.
This course will emphasize effective implementation of educational change through technology. Issues, research, and movements affecting contemporary practice in instructional technology will be examined.

ENGLISH

ENG 099: Criterion Writing Assessment
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 State College Distance Learning class. Other students (not seeking a degree or not enrolled in a Distance Learning course) may take this assessment for a $45 non-refundable fee. If you are registered for ENG 100 or ENG 101, you will be enrolled into Criterion at no additional charge and receive your login information on the Friday before your course begins.

ENG 100: Writing Refresher 3 credits
Amy Lawson, Instructor
NEW
Term 1: August 31 – October 24, 2009

This course will prepare students to take ENG 101. ENG 100 does not count toward the Written Communication General Education requirement and does not apply toward the credits required for graduation.

Prerequisite: ENG 099.
All students registering for ENG 100 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.

In this course students will strengthen basic skills that are essential to writing successfully in college. Students will learn to compose effective sentences, create organized paragraphs, and avoid common errors in written English. Other topics include reading for understanding, decoding assignments, identifying audience, and more. Students will sharpen their writing skills for use in the college classroom, the workplace, and beyond.

ENG 101: English Composition 1 3 credits
Deborah Bradford, Ph.D., Instructor
Full Semester
or
Paul Rosenberg, Instructor
Term 1: August 31 – October 24, 2009 or Term 2: October 26 – December 19, 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 2 3 credits
Deborah Bradford, Ph.D., Instructor
NEW
Term 1: August 31 – October 24, 2009 or Term 2: October 26 – December 19, 2009

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

ENG 103: Research Writing 1 credit
Deborah Bradford, Ph.D., Instructor
Session 1: August 31 – October 3, 2009 (Papers must be submitted by October 9, 2009.)
or
Session 3: November 9 – December 12, 2009 (Papers must be submitted by December 18, 2009)

Prerequisite: ENG 101.
This course is a five-week one credit 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. The course will cover finding and narrowing a topic, creating an argument, gathering information, writing and revising the rough draft, and editing.

ENG 301: Power Writing  
David E. E. Sloane, Ph.D., Instructor  
Full Semester

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

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

ENG 302: World Literature for Children  
Ruth MacDonald, Ph.D., Instructor  
Full Semester or Term 2: October 26 – December 19, 2009

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

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.

ENG 303: American Novel  
Joseph Alvarez, Instructor  
Full Semester

Prerequisites: ENG 101 and 102, or permission of the Instructor. 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 themes; 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.

**ENVIRONMENTAL SCIENCE**

SCI 201: Environmental Science  
Barry J. Vroeginday, Ed.D., Instructor  
Term 2: October 26 – December 19, 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 environmental 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: Environmental Science Lab course.

SCI 202: Environmental Science Lab  
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. The one credit SCI 202 lab may be taken only once.

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

FIN 210: Financial Management  3 credits
Anthony Pranzo, Instructor
Full Semester

Prerequisite: Principles of Accounting 1 or ACC 101.

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

FINE ARTS

FAR 101: Art of the Western World  3 credits
Samantha Pinckney, Instructor
Video-Based – Full Semester
(Closed captioned for the hearing impaired.)

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

This course requires onsite proctored midterm and final exams.

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

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

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 https://www.actmedia.org. See syllabus for details at http://www.charteroak.edu/syllabus.

FAR 330: Women in Film  3 credits
Karen Ritzenhoff, Ph.D., Instructor
Full Semester

Prerequisite: ENG 101.

This course is an introduction to “Women in Film” in an international perspective. The course will examine selected films with regard to the representation of women on screen; women’s filmmaking as critical practice; and issues in feminist film theory and criticism. The course includes perspectives on Hollywood cinema and independently produced American and international films. Students will learn how to analyze films.

GEOGRAPHY

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

Prerequisite: ENG 101.

In an ever globalizing world, understanding other cultures and regions is imperative. Through the examination of the individual characteristics and interconnectedness of the eleven regions of the world, 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 describe and characterize the individual regions.

**GEO 220: Human Geography**  
3 credits  
Richard Benfield, Ph.D., Instructor  
Full Semester

This course is designed to provide an introduction to Human Geography. This is a course concerned with the way the people of the world and their culture interact with the physical characteristics of the place in which they live to create a cultural landscape. At the heart of the course is an understanding of culture and how such cultural attributes as religion, language, agriculture, folk and popular cultural practices, ethnicity, population, industry, urbanization and political systems manifest themselves on the landscape. As a conclusion, the course will synthesize and evaluate these attributes by the examination of such issues as human impacts on the environment and patterns of development, wealth distribution and change.

**HEALTH CARE ADMINISTRATION**

**HCA 101: Health Care Systems and Administration**  
3 credits  
Lewis W. Mustard, Ph.D., J.D., Instructor  
Term 1: August 31 – October 24, 2009

This course provides a broad introduction to the health care system and organizations in the United States; 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: August 31 – October 24, 2009

This course covers medical terminology with the emphasis on recognizing, evaluating and deducting meanings of medical words by applying word-building rules. Study will be directed to define word parts and apply word-building rules to form words from suffixes, prefixes and roots in the combining form. 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: October 26 – December 19, 2009

This course will cover the necessary claims skills employed by the claims representative; the fundamentals of industry quality claims procedures, successful negotiating techniques in claims settlements, the ability to recognize insurance fraud, and ethical obligations.

**HCA 115: Medical Records Science**  
3 credits  
Cheryl Goretti, Instructor  
Term 2: October 26 – December 19, 2009

**Prerequisite:** HCA 105.

In this course students 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, MA, MS, CPQH, CNAA, Instructor  
Term 2: October 26 – December 19, 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  
R. Scott Bowen, Instructor  
Term 2: October 26 – December 19, 2009

Prerequisite: ACC 101.

This course focuses on the managerial aspects of financial analysis. It includes analysis of financial statements, costs, capital projects, and working capital; Medicare, Medicaid, changes and rate setting under reimbursement schedules; budgeting, ROI methodology, forecasting, and strategic planning.

HCA 301: Contemporary Ethical Issues in HCA  
Michael Hartwig, Ph.D., Instructor  
Term 1: August 31 – October 24, 2009 or Term 2: October 26 – December 19, 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: Health Care Economics  
Brandon Munson, Instructor  
Term 1: August 31 – October 24, 2009

This course illustrates how microeconomic theory can be used to understand the markets as well as to analyze various problems and issues relating to health economics, including international comparisons. Current political issues will also be addressed as they relate to health care economics.

HCA 321: Continuous Quality Improvement in HCA  
Lewis W. Mustard, Ph.D., J.D., Instructor  
Term 1: August 31 – October 24, 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 350: Transcultural Competency  
Lewis W. Mustard, Ph.D., J.D., Instructor  
Term 1: August 31 – October 24, 2009

This course explores the relationship between cultural understanding and quality health care and its importance in discussing health care disparities.

HCA 399: Health Care Administration Practicum  
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 fulfill. Charter Oak State College 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 & Accrediting Requirements  
Maria Pietrantuono, RN, MA, MS, CPQH, CNAA, Instructor  
Term 1: August 31 – October 24, 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 current legal and political health care issues.

HCA 411: Health Care Law  
Michael Christ, J.D., Instructor  
Term 2: October 26 – December 19, 2009

This course will examine the issues that arise where state and/or federal law and the American health care system intersect.
HCA 450: Leadership in HCA 3 credits (duplicates MGT 450)
Lewis W. Mustard, Ph.D., J.D., Instructor
Term 2: October 26 – December 19, 2009

This course focuses on the role of leadership in health care administration.

HCA 499: Strategic Management in HCA (Capstone) 3 credits
Clotilde Dudley Smith, Ed.D., Instructor
Term 2: October 26 – December 19, 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 State College 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.

HISTORY

HIS 101: U.S. History 1: New World – 3 credits
Reconstruction
NEW
(formerly video-based HIS 101: Biography of America)
Frank J. Fato, Ph.D., Instructor
Full Semester

Prerequisite: ENG 101.

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 U.S. History 1.

This course covers American history from its colonial foundations to the Civil War and Reconstruction. It provides students with knowledge and understanding of the major political, social, and economic movements and leading historical figures in American history up to 1877.

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

This course is an approved Survey Course in United States History for teacher certification in Connecticut.

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 government’s policies towards indigenous peoples in the nineteenth century, the westward settlement of the frontier, dispossession and the rise of the reservation system, twentieth century developments following the Indian Reorganization Act and the recent political and ethnic resurgence of Native Americans will be discussed.

HIS 248: History of the American Constitution 3 credits
Richard A. Gerber, Ph.D., Instructor
Full Semester

This course fulfills the history requirement for teacher certification in Connecticut.

This course introduces the student to the origins and the unfolding of the American constitutional system in its written and unwritten practices from the American Revolution through the twentieth century. Learners will examine constitutional developments within their historical contexts and against the backdrop of powerful forces that have influenced American society.

HIS 333: American Foreign Policy from 1945 3 credits
Kenneth Long, Ph.D., Instructor
Term 2: October 26 – December 19, 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 invasion 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  
3 credits
Terrence Monroe, Instructor
Full Semester

Prerequisite: ENG 101.

This course is an approved Survey Course in Non-Western History for teacher certification in Connecticut.

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.”

INDIVIDUALIZED STUDIES CAPSTONE COURSES

The individualized studies capstone courses are required for all students with those concentrations who matriculated after July 1, 2009. Students take the 1-credit course followed by the 2-credit course. In the one credit course, the student develops the proposal for the capstone project to be completed in the two credit course.

Academic advisor approval is required for registration. Capstone courses may not be taken until most of the concentration courses have been completed. The capstone course must be taken at Charter Oak State College and is only available to Charter Oak State College degree seeking students. The capstone course is a graduation requirement.

ISB 498 Business Capstone 1
ISB 499 Business Capstone 2

ISH 498 History/Humanities Capstone 1
   (Hist./Hum. Capstone 1)
ISH 499 History/Humanities Capstone 2
   (Hist./Hum. Capstone 2)

ISM 498 Math/Science/Technology Capstone 1
   (Math/Sci./Tech. Capstone 1)

ISM 499 Math/Science/Technology Capstone 2 (Math/Sci./Tech. Capstone 2)

ISS 498 Social/Behavioral Sciences Capstone 1 (Soc./Beh. Sci. Capstone 1)
ISS 499 Social/Behavioral Sciences Capstone 2 (Soc./Beh. Sci. Capstone 2)

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.

ITE 100 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 on-demand, self directed 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.

The student will meet Charter Oak State College's computer literacy requirement (with a score of 18 out of 24). The course is set up as an assessment with tutorials. You will get three chances to successfully complete the course/assessment within a three-month time frame. Failure to complete 18 out of 24 tutorials
successfully in a three month period will result in a failing grade on your permanent academic record. However, you may find that you can easily complete the course in less time. You may want to take this course before you take any online courses if you do not feel competent about your computer skills.

**ITE 101: Management Information Systems**
John Rusnak, Ph.D., Instructor
Term 1: August 31 – October 24, 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: Computer Security**
Chris Rose, Ph.D., Instructor
Session 1: August 31 – October 3, 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**
John Rusnak, Ph.D., Instructor
Term 2: October 26 – December 19, 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**
John Rusnak, Ph.D., Instructor
Term 2: October 26 – December 19, 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**
John Rusnak, Ph.D., Instructor
Term 1: August 31 – October 24, 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**
Chris Rose, Ph.D., Instructor
Session 2: October 5 – November 7, 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 field of information; covers the terminology of the field, the history of the field and an overview of how to manage an information security program. This course closely follows the knowledge domain of the Certified Information Systems Security Professionals (CISSP) and includes much of the CISSP body of knowledge.

**ITE 430: Database Management and Design**
John Rusnak, Ph.D., Instructor
Term 2: October 26 – December 19, 2009

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

This course presents an introduction to the design and implementation of database management systems used in a modern business environment. Topics include how to design, develop and implement relational database management systems to solve business problems.

**ITE 435: Network Security Management**
Chris Rose, Ph.D., Instructor
Session 3: November 9 – December 12, 2009

**Prerequisites:** ITE 101, ITE 135, ITE 220 and ITE 335.
This course offers an in-depth coverage of current risks and threats to an organization’s data and structured methods of addressing and safeguarding those critical electronic assets. This course includes theoretical as well as 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 STUDIES

IDS 102: Prior Learning Portfolio Development
Maryanne R. LeGrow, Ph.D., Instructor
Term 1: August 31 – October 24, 2009
or
Instructor, TBA
Term 2: October 26 – December 19, 2009

Prerequisite: ENG 101, ENG 102 or permission of the Instructor.

This is the required course for anyone seeking portfolio credit. It introduces students to the principles and methodology of assessing college level knowledge acquired outside the traditional classroom.

IDS 105: Latin American Culture
Deborah Symons, Instructor
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.

IDS 120: The Global Village
Ruth MacDonald, Ph.D., Instructor
Term 1: August 31 – October 24, 2009

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.

IDS 400: Grant Writing
Paul Rosenberg, Instructor
Session 1: August 31 – October 3, 2009
(The final project must be submitted by October 9, 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: Journalism
Catherine Sullivan-DeCarlo, Instructor
Term 1: August 31 – October 24, 2009

Prerequisites: 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.

“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.”
LIBERAL STUDIES
CAPSTONE COURSES

The liberal studies capstone courses are required for all students with those concentrations who matriculated after July 1, 2009. Students take the 1 credit course followed by the 2 credit course. In the one credit course, the student develops the proposal for the capstone project to be completed in the two credit course.

Academic advisor approval is required for registration. Capstone courses may not be taken until most of the concentration courses have been completed. The capstone course must be taken at Charter Oak State College and is only available to Charter Oak State College degree seeking students. The capstone course is a graduation requirement.

LSH 498 History/Humanities Capstone 1
LSH 499 History/Humanities Capstone 2

LSM 498 Math/Science Capstone 1
LSM 499 Math/Science Capstone 2

LSS 498 Social/Behavioral Sciences Capstone 1 (Soc./Beh. Sci. Capstone 1)
LSS 499 Social/Behavioral Sciences Capstone 2 (Soc./Beh. Sci. Capstone 2)

MANAGEMENT

MGT 101: Principles of Management 3 credits
Cheryl Harrison, Ph.D., Instructor
Term 1: August 31 – October 24, 2009

This course is focused on the disciplines within the four functions of management: planning, organizing, leading and controlling. There will be team assignments in this course.

MGT 315: Organizational Behavior 3 credits
Cheryl Harrison, Ph.D., Instructor
Term 1: August 31 – October 24, 2009 or Term 2: October 26 – December 19, 2009

Prerequisite: MGT 101.

This course is focused on information about people and their behavior within the context of a working environment: motivation, feedback, influence, and stress-coping techniques.

MGT 325: Organizational and Group Dynamics
Ralph Braithwaite, Instructor
Term 1: August 31 – October 24, 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.

MGT 326: Organizational Theory 3 credits
Brandon Munson, Instructor
Term 1: August 31 – October 24, 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.

MGT 350: Entrepreneurship 3 credits
Rose Bednarz-Luglio, Instructor
Term 2: October 26 – December 19, 2009

Prerequisite: ENG 101.

This course offers a framework for understanding the present and historical entrepreneurial process. Students will be exposed to issues faced by entrepreneurs who start new businesses. The course focus is on evaluating business opportunities, developing a business concept, managing the growth of new ventures and identifying the required resources.

MGT 370: Operations Management 3 credits
Richard H. Calder, Instructor
Term 2: October 26 – December 19, 2009

This course introduces adult learners to the practice of operations management and the importance of cross-functional decision making. Topics include global operations, production planning and control, quality control, supply chain management, material requirements planning (MRP) and facilities management.
MGT 450: Leadership Practices  3 credits
Kathleen Dove, Instructor
Term 1: August 31 – October 24, 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: October 26 – December 19, 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: August 31 – October 24, 2009

This course introduces adult learners to the practice of project management in a team environment. Topics include project management life cycles, basic planning and scheduling, team management and control tools. Key issues include project goal and scope definitions, team composition and communication, risk and change management, rigorous tracking and project closeout.

MGT 461: Human Resource Management  3 credits
Ralph Braithwaite, Instructor
Term 2: October 26 – December 19, 2009

This course covers legal, ethical, and political issues in HR management; the policies and practices of recruitment, selection, training, development and compensation of employees and the importance of recruiting and maintaining a diverse workforce, employee rights, and collective bargaining.

MGT 462: Effective Project Management  3 credits
Richard H. Calder, Instructor
Term 1: August 31 – October 24, 2009 or
Term 2: October 26 – December 19, 2009

Prerequisite: MGT 460.

This course builds on the fundamental concepts and practices of project management. It compares traditional methods with new Adaptive and Extreme approaches and cycles designed to meet the modern challenges of compressed timeframe and high risk projects. Topics include developing overview statements, activity identification and resource estimation, the use of joint planning processes to build and manage work packages, working with stakeholders and communication with client management.

MGT 464: Mastering Project Management  3 credits
Richard H. Calder, Instructor
Term 2: October 26 – December 19, 2009

Prerequisites: MGT 460 and MGT 462.

This advanced course examines how to drive change and improve business performance by introducing enterprise-wide project management into an organization. Topics include formation of a project management office (PMO), management of a portfolio of projects and review of the Project Management Institute’s (PMI) Project Management Body of Knowledge (PMBOK) and the requirements for professional certification.

MGT 499: Strategic Management (Capstone)  3 credits
Rose Bednarz-Luglio, Instructor
Term 1: August 31 – October 24, 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 State College 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 and the outcomes of the business concentration, business strategy formulation and business policy.
MARKETING

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

This course will examine the basic principles of marketing, including looking at the “hot buttons” of a consumer (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  
Kevin W. Fitzgerald, Instructor  
Term 2: October 26 – December 19, 2009

Prerequisites: ENG 101 and MKT 220.

International Marketing is the process for maximizing transactions and relationships across international borders. A wide range of International Marketing initiatives will be studied, including export-import trade, joint ventures, subsidiaries, operations, pricing strategies and product branding.

MATHEMATICS

MAT 100: Elementary Algebra  
TBA, Instructor  
Session 1: August 31 – October 3, 2009 or  
Session 3: November 9 – December 12, 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 course that reviews the basics of algebraic notation and skills that are the foundation for higher-level mathematics courses. It is specifically designed for students who wish to refresh their algebra skills prior to or while simultaneously taking MAT 101, MAT 103 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  
Keith Earnshaw, Ph.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/fapp8e. This site requires Windows 98 or higher or MAC OS v10.15 or later and at least 64MB of RAM.

MAT 102: College Algebra for Nursing Students  
Keith Earnshaw, Ph.D., Instructor  
Full Semester

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

Only nursing students may register for this course. It is the same course as MAT 103 (see below), but intended for those students in a nursing program.
MAT 103: College Algebra  
Keith Earnshaw, Ph.D., Instructor  
Full Semester

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

This course provides a study of the fundamentals of 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 the Conic Sections. The course prepares students for calculus.

MAT 105: Statistics  
TBA, Instructor  
Full Semester

**Prerequisite:** Students must complete 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 regressions.

MAT 115: Logic  
TBA, Instructor  
Full Semester

This course provides 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.

MUS 120: Rock and Roll: History and Analysis  
Noah Baerman, Instructor  
Full Semester

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

Students will study the history of rock and roll; learn the distinctions (and similarities) between various sub-categories and chronological periods in rock music; learn the roles of the primary instruments used in rock and how these roles have evolved; 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. The course syllabus will contain instructions for installing iTunes. Prior to the start of the course, students should go to iMix for all the course materials.

NURSING

(See Non-credit Nursing courses.)

PARALEGAL STUDIES

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

PLG 105: Civil Procedure  
Josephine Spinella, J.D., Instructor  
Term 1: August 31 – October 24, 2009

This course will provide students with an overview of the litigation process. Students will acquire a basic understanding of legal principles, with a focus on practical legal skills including the preparation of legal documents and working with both attorneys and clients throughout the legal process. Students will become familiar with the Practice Book and have a working knowledge of various legal forms.
PLG 211: Criminal Law  
Anthony Spinella, J.D., Instructor  
Term 1: August 31 – October 24, 2009

This course will provide students with an overview of the criminal justice system. Topics include legal principles, practical legal skills, and legal terms and concepts. Students will become familiar with the Practice Book and learn how a defendant works his way through the criminal justice system.

PLG 215: Wills and Probate  
Connie Mabli, J.D., Instructor  
Term 2: October 26 – December 19, 2009

Under Development

PLG 312: Environmental Law  
Patrick Mottola, J.D., Instructor  
Term 2: October 26 – December 19, 2009

Under Development

PLG 320: Family Law  
Michael Fryar, J.D., Instructor  
Term 1: August 31 – October 24, 2009

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

PLG 325: Juvenile and Education Law  
Michael Fryar, J.D., Instructor  
Term 2: October 26 – December 19, 2009

In this course, students 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 and litem, attorneys for the minor child and defense counsel.

PLG 330: Bankruptcy Law  
Catherine Orazi, J.D., Instructor  
Term 2: October 26 – December 19, 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), 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 debtors desire to receive a discharge from as many debts as possible, a brief history of bankruptcy law, using research aids, alternatives to bankruptcy, and a discussion of the role of the various parties involved in the bankruptcy process.

PHILOSOPHY

PHL 201: Ethics in America  
Michael Hartwig, Ph.D., Instructor  
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: Business Ethics and Individual Values (formerly PHL 485: Personal Values & Organizational Ethics)  
Nathan Greeno, Instructor  
Term 1: August 31 – October 24, 2009 or Term 2: October 26 – December 19, 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 American Government** 3 credits
Walton Brown-Foster, Ph.D., Instructor
Term 1: August 31 – October 24, 2009
or
Daryl Capuano, J.D., Instructor
Term 2: October 26 – December 19, 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.

**POL 220: State and Local Government** 3 credits
Jason Jakubowski, Instructor
Term 2: October 26 – December 19, 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 be 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: August 31 – October 24, 2009
or
Walton Brown-Foster, Ph.D., Instructor
Term 2: October 26 – December 19, 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 300: The Modern Presidency** 3 credits
Daryl Capuano, J.D., Instructor
Full Semester

This course examines the Presidents and the situations they faced in the 20th century and beginning of the 21st century that enabled the United States and its Presidency to transform from a provincial, isolationist nation with a President considered weak by monarchical standards to its present day state.

**POL 321: Constitutional Law** 3 credits
Daryl Capuano, J.D., Instructor
Term 2: October 26 – December 19, 2009

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 Rules of the Accused and the Eighth Amendment’s cruel and unusual punishment provision.

**PSYCHOLOGY**

**PSY 101: Psychology** 3 credits
C. Mark Wessinger, Ph.D., Instructor
Term 1: August 31 – October 24, 2009 or
Term 2: October 26 – December 19, 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.

**PSY 248: Adolescent Psychology** 3 credits
Ruth M. Grant, Ph.D., Instructor
Term 1: August 31 – October 24, 2009

**Prerequisites:** ENG 101 and ENG 102.

This course explores historical and contemporary theories of development as they impact upon maturation and socialization of adolescents. The biological, cognitive, social/cultural changes that take place during adolescence are examined for their impact on self-
awareness, character development, and gender development. The role that parents, friends, school, work, and the media play in influencing these changes is also detailed.

**PSY 301: Psychology of Play**  
Patrice Farquharson, Ed.D., Instructor  
Term 1: August 31 – October 24, 2009  
Term 2: October 26 – December 19, 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**  
Robert Hunter, Ph.D., Instructor  
Term 1: August 31 – October 24, 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 320: Cognitive Psychology**  
Robert Hunter, Ph.D., Instructor  
Full Semester  

**Prerequisite:** PSY 101.

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

**PSY 321: Social Psychology**  
Robert Hunter, Ph.D., Instructor  
Full Semester  

**Prerequisite:** PSY 101.

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

**PSY 333: Social Psychology and Deviance**  
Michael Starenko, Instructor  
Term 1: August 31 – October 24, 2009  

**Prerequisite:** PSY 101.

In this course analyzes a number of important social psychological issues, such as the reality of repressed memories, effectiveness of subliminal persuasion, whether media violence causes aggression, the power of the situation, personal characteristics and previous experience. This social psychological perspective is in turn used to critically investigate the concept of deviance: the violation of social norms. Upon completion of the course, students should be able to identify social psychology phenomena in everyday living and settings.

**PSY 334: Psychology of Personality**  
Peggy Lauria, Ph.D., Instructor  
Term 2: October 26 – December 19, 2009  

**Prerequisite:** PSY 101.

This course reviews the development of personality theory, major models of personality, and the major theorists and their contributions to the field. Focus will be on personality development, personality structure, and potential for change.

**PSY 335: Psychology of Exceptional Children**  
Hannah Sellers, Instructor  
Full Semester  
Or  
Jennie Schaff, Ph.D., Instructor  
Term 2: October 26 – December 19, 2009  

**Prerequisite:** PSY 101.
This course is an approved Special Education course for teacher certification in Connecticut.

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: physical, mental, emotional, behavioral and social traits of children and adolescents. Other topics will include legal issues, giftedness (identification / classification/ labeling), federal and state legislation, as well as diversity of culture and language.

PSY 336: Abnormal Psychology 3 credits
Peggy Lauria, Psy.D., Instructor
Term 1: August 31 – October 24, 2009

Prerequisite: PSY 101.

This course will examine the psychological and biological processes of abnormal behavior and explore the symptoms, theory and treatment of a wide variety of psychological disorders.

PSY 410: Research Methods for the Behavioral Sciences 3 credits
Nina Tarner, 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: October 26 – December 19, 2009

Counts toward fulfillment of Natural Science General Education requirement. Cannot be used toward Science concentrations.

Prerequisites: ENG 101 and PSY 101.

This course provides an overview of neuropsychological disorders and treatment including the history of the science, disorders associated with hemispheric specialization, motor control problems, deficits in attention, language, memory, generalized cognitive disorders, and our current understanding of the relationship between brain plasticity and recovery of function.

PUBLIC ADMINISTRATION

PUB 101: Public Administration 3 credits
Jason Jakubowski, Instructor
Term 1: August 31 – October 24, 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: October 26 – December 19, 2009

In this course, students will explore the laws that define powers of government agencies and the remedies a person may seek if injured by the agency’s use of those powers. Topics in this course include: agency discretion, client rights, agency rules and regulations, investigations and information gathering, informal proceedings, administrative agency hearings, judicial review, and paralegalism in administrative law. Students will use administrative agency web sites 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 230: Intergovernmental Relations 3 credits
Roger L. Kemp, Ph.D., Instructor
Term 1: August 31 – October 24, 2009

This course provides an understanding of the nature and dynamics of the American federal system of government, including all levels of government - federal, state, county, municipal, and special districts. Topics include the reciprocal influences of local, state, and federal bureaucracies, and revenue sharing among different units of government as well as the complex nature of state-local and inter-local relations in an urban setting.
PUB 310: Current Issues in Public Administration  
Lyle Wray, Ph.D., Instructor  
Term 2: October 26 – December 19, 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 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 non-profit programs.

**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 PSA**  
Lonnie Inzer, Instructor  
Session 2: October 5 – November 7, 2009

This course explores case issues and philosophies as they relate to personal and professional accountability in the public safety environment.

**PSA 330: Cultural Diversity in PSA**  
John Meza, Instructor  
Session 1: August 31 – October 3, 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 PSA**  
Hal Nevitt, Instructor  
Session 3: November 9 – December 12, 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 PSA**  
Mike Spector, Ph.D., Instructor  
Session 1: August 31 – October 3, 2009

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

**PSA 360: America’s Homeland Security**  
Tina Markowski, Instructor  
Session 2: October 5 – November 7, 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 425: Counteracting Terrorism**  
Joe Saitta, Ed.D., Instructor  
Session 1: August 31 – October 3, 2009

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

**PSA 440: Research Methodology in PSA**  
Glenn Simmons, Ph.D., Instructor  
Session 3: November 9 – December 12, 2009

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

**PSA 465: Global Perspectives in Emergency Management**  
Barry Galfano, Instructor  
Session 2: October 5 – November 7, 2009

This course is an examination of Global Disaster Risk Reduction principles and their impact on American emergency management systems and planning.
PSA 499: Leadership in PSA (Capstone)  
Thomas Fowler, Instructor  
Session 3: November 9 – December 12, 2009

This is the required capstone course in the Charter Oak State College Public Safety Administration concentration and should be taken in your final semester.

This course synthesizes leadership theory in relation to the other Public Safety Administration courses into a succinct research project that assimilates information to culminate the Public Safety Administration concentration.

SOCIOLOGY

SOC 101: Sociology  
Janet Lanci, Instructor  
Term 1: August 31 – October 24, 2009

Prerequisite: ENG 101 (May be taken concurrently).

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

SOC 210: Sociology of the Family  
Lucy Anne Hurston, Instructor  
Full Semester

Prerequisite: ENG 101.

This course takes a look at marriage, family, and alternative life styles at the end of the twentieth century.

SOC 215: Women in American Society  
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, the 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  
Josiah Ricardo, Instructor  
Term 2: October 26 – December 19, 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  
John Morra, Instructor  
Term 1: August 31 – October 24, 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  
Edgar Colon, Ph.D., Instructor  
Term 1: August 31 – October 24, 2009

Prerequisite: 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 American society today. The 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 will be considered regarding these problems. Particular attention is given to the influence of poverty, language and cultural diversity, immigration status and social acculturation, racism, sexism, homophobia, and drug and alcohol abuse on social role behavior.

SOC 350: Children, School and the Community  
Gayle van Dijk, Instructor  
Term 2: October 26 – December 19, 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.

SOC 449: Social Problems: Impact on the Workplace  
Michael Starenko, Instructor  
Term 2: October 26 – December 19, 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.

SOC 450: Social Theory  
Pamela Jeffrey, Instructor  
Term 1: August 31 – October 24, 2009

Prerequisite: SOC 101. This course covers the most recognized and significant thinkers in the development of sociology as a discipline during the 19th, 20th, and 21st centuries: the classic works of Emile Durkheim, Karl Marx, Max Weber and Georg Simmel and more contemporary schools of thought such as Critical Theory, Interactionism and Postmodernism.

SPANISH

SPA 100: Spanish for the Workplace  
Deborah Symons, Instructor  
Term 1: August 31 – October 24, 2009

This course is designed to provide students with an introduction to the Spanish language and culture in the workplace, with special focus on Health Care and Public Safety. The course will include listening to tutorials and practice of written dialogues, to acquire the basic skills to communicate more effectively in Spanish at work.

SPA 101: Spanish 1  
Lilian Uribe, Ph.D., Instructor  
Full Semester

This course provides an introduction to the Spanish language and culture and includes the necessary oral practice of dialogues, vocabulary and basic grammar to communicate in Spanish at a basic level. Students will record paired exercises in Spanish and 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: Spanish 2  
Lilian Uribe, Ph.D., Instructor  
Full Semester

Prerequisite: SPA 101 or two or three recent years of high school Spanish. Students should already be familiar with the Spanish present tense verb system, syntax and basic vocabulary and 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. The course requires verbal interaction with other students in the class and the Instructor in the form or recorded dialogues, collaborative projects and discussion board exchanges.

FALL 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 Instructor, 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 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 this course.

**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 sessions begin on August 24 and October 19, 2009. For further information, contact the Connecticut League for Nursing at 860-276-9621.

**NUR 011: RN Refresher Course, Module 1**
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 2**
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 3
Clinical
Non-credit – 90 contact hours
Module three is a supervised three-week, ninety contact hours, 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

LPNs 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 860-509-8390 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 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.

NUR 021: LPN Refresher Course, Module 1
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. 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.

There are no refunds for Module 1.

NUR 022: LPN Refresher Course, Module 2
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 fall sessions will be offered October 19 – December 11, 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 sessions begin on August 10 and October 19, 2009.
For further information, contact the Connecticut Pharmacists Association at 860-563-4619.

**PHA 011: Pharmacists Refresher Course, Module 1**
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 021-025: Pharmacists Refresher Course, Module 2**
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 3**
Clinical
Non-credit – 90 contact hours
This clinical module is a supervised, three-week, hands-on practicum in a community pharmacy.

**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 an instructor, 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 dlinfo@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.
## Fall 2009 On-Demand Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 099</td>
<td>Criterion Writing Assessment (non-credit)</td>
<td></td>
</tr>
<tr>
<td>HCN 010</td>
<td>Introduction to Home Care Nursing (non-credit)</td>
<td></td>
</tr>
<tr>
<td>HCN 011</td>
<td>Clinical Practice in the Home Care Environment (non-credit)</td>
<td></td>
</tr>
<tr>
<td>HCN 012</td>
<td>Home Care Regulations and Documentation Requirements (non-credit)</td>
<td></td>
</tr>
<tr>
<td>ITE 100</td>
<td>Computer Literacy (one credit)</td>
<td></td>
</tr>
<tr>
<td>NUR 013</td>
<td>RN Refresher Course, Module Three (non-credit)</td>
<td></td>
</tr>
<tr>
<td>NUR 021</td>
<td>LPN Refresher Course Module One (non-credit)</td>
<td></td>
</tr>
<tr>
<td>PHA 013</td>
<td>Pharmacists Refresher Course, Module Three (non-credit)</td>
<td></td>
</tr>
<tr>
<td>SCI 202</td>
<td>Environmental Science Lab (one credit)</td>
<td></td>
</tr>
</tbody>
</table>

## Fall 2009 Accelerated Courses

* Indicates a new course

### 5-Week Courses

#### SESSION 1: August 31 – October 3, 2009

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 103</td>
<td>Research Writing</td>
</tr>
<tr>
<td>IDS 400</td>
<td>Grant Writing</td>
</tr>
<tr>
<td>ITE 135</td>
<td>Computer Security</td>
</tr>
<tr>
<td>MAT 100</td>
<td>Elementary Algebra</td>
</tr>
<tr>
<td>PSA 330</td>
<td>Cultural Diversity in PSA</td>
</tr>
<tr>
<td>PSA 355</td>
<td>Human Resources in PSA</td>
</tr>
<tr>
<td>PSA 425</td>
<td>Counteracting Terrorism</td>
</tr>
</tbody>
</table>

#### SESSION 2: October 5 – November 7, 2009

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITE 335</td>
<td>Computer Systems Security</td>
</tr>
<tr>
<td>PSA 305</td>
<td>Ethics in PSA</td>
</tr>
<tr>
<td>PSA 360</td>
<td>America’s Homeland Security</td>
</tr>
<tr>
<td>PSA 465</td>
<td>Global Perspectives in Emergency Management</td>
</tr>
</tbody>
</table>

#### SESSION 3: November 9 – December 12, 2009

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 103</td>
<td>Research Writing</td>
</tr>
<tr>
<td>ITE 435</td>
<td>Network Security Management</td>
</tr>
<tr>
<td>MAT 100</td>
<td>Elementary Algebra</td>
</tr>
<tr>
<td>PSA 335</td>
<td>Group Dynamics in PSA</td>
</tr>
<tr>
<td>PSA 440</td>
<td>Research Methodology in PSA</td>
</tr>
<tr>
<td>PSA 499</td>
<td>Leadership in PSA (Capstone)</td>
</tr>
</tbody>
</table>

## Term 1 8-Week Courses: August 31 – October 24, 2009

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE 255</td>
<td>Introduction to After School Care and Education</td>
</tr>
<tr>
<td>ASE 398</td>
<td>After School Education Practicum 1 cr</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUS 250</td>
<td>International Business</td>
</tr>
<tr>
<td>COM 326</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>CRJ 101</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>ECE 101</td>
<td>Introduction to Early Childhood Education</td>
</tr>
<tr>
<td>ECE 215</td>
<td>Behavior Management in Early Childhood</td>
</tr>
<tr>
<td>ECE 250</td>
<td>Administration and Supervision of ECE Programs</td>
</tr>
<tr>
<td>ECE 310</td>
<td>Speech and Language Development</td>
</tr>
<tr>
<td>ECE 350</td>
<td>History of Montessori Education</td>
</tr>
<tr>
<td>ECE 450*</td>
<td>Montessori Literacy Model</td>
</tr>
<tr>
<td>ECO 101</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECO 410</td>
<td>Global Economics</td>
</tr>
<tr>
<td>EDU 315</td>
<td>Child Abuse</td>
</tr>
<tr>
<td>EDU 320</td>
<td>Teaching Diversity</td>
</tr>
<tr>
<td>ENG 100*</td>
<td>Writing Refresher</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition 1</td>
</tr>
<tr>
<td>HCA 101</td>
<td>Health Care Systems and Administration</td>
</tr>
<tr>
<td>HCA 105</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HCA 301</td>
<td>Contemporary Ethical Issues in HCA</td>
</tr>
<tr>
<td>HCA 311</td>
<td>Health Care Economics</td>
</tr>
<tr>
<td>HCA 321</td>
<td>Continuous Quality Improvement in HCA</td>
</tr>
<tr>
<td>HCA 350</td>
<td>Transcultural Competency in HCA</td>
</tr>
<tr>
<td>HCA 401</td>
<td>Regulatory and Accrediting Requirements</td>
</tr>
<tr>
<td>IDS 102</td>
<td>Prior Learning Portfolio Development</td>
</tr>
<tr>
<td>IDS 120</td>
<td>The Global Village</td>
</tr>
<tr>
<td>ITE 101</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>ITE 330</td>
<td>Systems Analysis and Design</td>
</tr>
<tr>
<td>JRN 101</td>
<td>Journalism</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MGT 315</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>MGT 325</td>
<td>Organizational and Group Dynamics</td>
</tr>
<tr>
<td>MGT 326</td>
<td>Organizational Theory</td>
</tr>
<tr>
<td>MGT 450</td>
<td>Leadership Practices</td>
</tr>
<tr>
<td>MGT 460</td>
<td>Fundamentals of Project Management</td>
</tr>
<tr>
<td>MGT 462</td>
<td>Effective Project Management</td>
</tr>
<tr>
<td>MGT 499</td>
<td>Strategic Management (Capstone)</td>
</tr>
<tr>
<td>PHL 485</td>
<td>Business Ethics and Individual Values</td>
</tr>
<tr>
<td>PLG 105</td>
<td>Civil Procedures</td>
</tr>
<tr>
<td>PLG 211*</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>PLG 320</td>
<td>Family Law</td>
</tr>
<tr>
<td>POL 150</td>
<td>American Government</td>
</tr>
<tr>
<td>POL 250</td>
<td>Ethics in International Relations</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology</td>
</tr>
<tr>
<td>PSY 248</td>
<td>Adolescent Psychology</td>
</tr>
<tr>
<td>PSY 301</td>
<td>Psychology of Play</td>
</tr>
<tr>
<td>PSY 319</td>
<td>Psychology of Gender</td>
</tr>
<tr>
<td>PSY 333</td>
<td>Social Psychology and Deviance</td>
</tr>
<tr>
<td>PSY 336</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>PUB 101</td>
<td>Public Administration</td>
</tr>
<tr>
<td>PUB 230</td>
<td>Intergovernmental Relations</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Sociology</td>
</tr>
<tr>
<td>SOC 315</td>
<td>Sociology of Diversity</td>
</tr>
<tr>
<td>SOC 320</td>
<td>Urban Youth in American Society</td>
</tr>
<tr>
<td>SOC 450</td>
<td>Social Theory</td>
</tr>
<tr>
<td>SPA 100*</td>
<td>Spanish for the Workplace</td>
</tr>
</tbody>
</table>
**Term 2 8-Week Courses:**
**October 26 – December 19, 2009**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE 265</td>
<td>Child and Adolescent Development</td>
</tr>
<tr>
<td>ASE 315</td>
<td>Positive Guidance for Children and Youth</td>
</tr>
<tr>
<td>ASE 398</td>
<td>After School Education Practicum 1 cr</td>
</tr>
<tr>
<td>BIO 105</td>
<td>Nutrition</td>
</tr>
<tr>
<td>CHE 101</td>
<td>Chemistry with Lab</td>
</tr>
<tr>
<td>ECE 220</td>
<td>Music for Early Childhood Professionals</td>
</tr>
<tr>
<td>ECE 325</td>
<td>Personnel Management in Programs for Children</td>
</tr>
<tr>
<td>ECO 102</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>EDU 305</td>
<td>Autism and Asperger’s Disorder</td>
</tr>
<tr>
<td>EDU 315</td>
<td>Child Abuse</td>
</tr>
<tr>
<td>EDU 320</td>
<td>Teaching Diversity</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition 2</td>
</tr>
<tr>
<td>ENG 302</td>
<td>World Literature for Children</td>
</tr>
<tr>
<td>HCA 111</td>
<td>The Claims Environment</td>
</tr>
<tr>
<td>HCA 115</td>
<td>Medical Records Science</td>
</tr>
<tr>
<td>HCA 201</td>
<td>Health Care Quality Concepts and Principles</td>
</tr>
<tr>
<td>HCA 211</td>
<td>Health Care Finance</td>
</tr>
<tr>
<td>HCA 301</td>
<td>Contemporary Ethical Issues in HCA</td>
</tr>
<tr>
<td>HCA 411</td>
<td>Health Care Law</td>
</tr>
<tr>
<td>HCA 450</td>
<td>Leadership in HCA</td>
</tr>
<tr>
<td>HCA 499</td>
<td>Strategic Management in HCA</td>
</tr>
<tr>
<td>HIS 333</td>
<td>American Foreign Policy from 1945</td>
</tr>
<tr>
<td>IDS 102</td>
<td>Prior Learning Portfolio Development</td>
</tr>
<tr>
<td>ITE 220</td>
<td>Networking and Data Communications</td>
</tr>
<tr>
<td>ITE 225</td>
<td>Computer Organization</td>
</tr>
<tr>
<td>ITE 430</td>
<td>Database Management and Design</td>
</tr>
<tr>
<td>MGT 315</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>MGT 350</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>MGT 370</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MGT 451</td>
<td>Team Leadership</td>
</tr>
<tr>
<td>MGT 461</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>MGT 462</td>
<td>Effective Project Management</td>
</tr>
<tr>
<td>MGT 464</td>
<td>Mastering Project Management</td>
</tr>
<tr>
<td>MKT 310</td>
<td>International Marketing</td>
</tr>
<tr>
<td>PHL 485</td>
<td>Business Ethics and Individual Values</td>
</tr>
<tr>
<td>PLG 215*</td>
<td>Wills and Probate</td>
</tr>
<tr>
<td>PLG 312*</td>
<td>Environmental Law</td>
</tr>
<tr>
<td>PLG 325</td>
<td>Juvenile and Education Law</td>
</tr>
<tr>
<td>PLG 330</td>
<td>Bankruptcy Law</td>
</tr>
<tr>
<td>POL 150</td>
<td>American Government</td>
</tr>
<tr>
<td>POL 220</td>
<td>State and Local Government</td>
</tr>
<tr>
<td>POL 250</td>
<td>Ethics in International Relations</td>
</tr>
<tr>
<td>POL 321</td>
<td>Constitutional Law</td>
</tr>
<tr>
<td>PSY101</td>
<td>Psychology</td>
</tr>
<tr>
<td>PSY 301</td>
<td>Psychology of Play</td>
</tr>
<tr>
<td>PSY 334</td>
<td>Psychology of Personality</td>
</tr>
<tr>
<td>PSY 335</td>
<td>Psychology of Exceptional Children</td>
</tr>
<tr>
<td>PSY 450</td>
<td>Introduction to Neuropsychology</td>
</tr>
<tr>
<td>PUB 120</td>
<td>Public Administration Law</td>
</tr>
<tr>
<td>PUB 310</td>
<td>Current Issues in Public Administration</td>
</tr>
<tr>
<td>SCI 201</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>SOC 311</td>
<td>Sociology of the City</td>
</tr>
<tr>
<td>SOC 350</td>
<td>Children, School, and the Community</td>
</tr>
<tr>
<td>SOC 449</td>
<td>Social Problems: Impact on the Workplace</td>
</tr>
</tbody>
</table>

* Indicates a new course

---

**Proposed Courses for Spring 2010**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>ANT 102</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ASE 220</td>
<td>Principles of Positive Youth Development</td>
</tr>
<tr>
<td>ASE 255</td>
<td>Introduction to After School Care and Education</td>
</tr>
<tr>
<td>ASE 260</td>
<td>Program Environ &amp; Curriculum Development</td>
</tr>
<tr>
<td>ASE 270</td>
<td>Supervision and Leadership in ASE</td>
</tr>
<tr>
<td>ASE 315</td>
<td>Positive Guidance for Children and Youth</td>
</tr>
<tr>
<td>ASE 398</td>
<td>After School Education Practicum 1 cr</td>
</tr>
<tr>
<td>ASE 399</td>
<td>After School Education Practicum 3 crs</td>
</tr>
<tr>
<td>BIO 105</td>
<td>Nutrition</td>
</tr>
<tr>
<td>BIO 110</td>
<td>Biology 1 with Lab</td>
</tr>
<tr>
<td>BIO 130</td>
<td>Human Biology with Lab</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUS 250</td>
<td>International Business</td>
</tr>
<tr>
<td>BUS 341</td>
<td>Risk Management and Insurance</td>
</tr>
<tr>
<td>CHE 101</td>
<td>Chemistry with Lab</td>
</tr>
<tr>
<td>COM 101</td>
<td>Speech Communication</td>
</tr>
<tr>
<td>COM 326</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>CRJ 101</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>CRJ 210</td>
<td>Forensic Science</td>
</tr>
<tr>
<td>ECE 101</td>
<td>Introduction to Early Childhood Education</td>
</tr>
<tr>
<td>ECE 215</td>
<td>Behavior Management in Early Childhood</td>
</tr>
<tr>
<td>ECE 220</td>
<td>Music for Early Childhood Professionals</td>
</tr>
<tr>
<td>ECE 247</td>
<td>Child Development: Birth to Eight</td>
</tr>
<tr>
<td>ECE 250</td>
<td>Administration and Supervision of ECE Programs</td>
</tr>
<tr>
<td>ECE 310</td>
<td>Speech and Language Development</td>
</tr>
<tr>
<td>ECE 325</td>
<td>Personnel Management in Programs for Children</td>
</tr>
<tr>
<td>ECE 399*</td>
<td>Child Studies Practicum (6 credits)</td>
</tr>
<tr>
<td>ECE 498</td>
<td>Montessori Capstone</td>
</tr>
<tr>
<td>ECO 101</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECO 102</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ECO 410</td>
<td>Global Economics</td>
</tr>
<tr>
<td>EDT 311</td>
<td>Instructional Design</td>
</tr>
<tr>
<td>EDU 305</td>
<td>Autism and Asperger’s Disorder</td>
</tr>
<tr>
<td>EDU 315</td>
<td>Child Abuse</td>
</tr>
<tr>
<td>EDU 320</td>
<td>Teaching Diversity</td>
</tr>
<tr>
<td>ENG 099</td>
<td>Criterion Writing Assessment</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition 1</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition 2</td>
</tr>
<tr>
<td>ENG 103</td>
<td>Research Writing</td>
</tr>
<tr>
<td>ENG 300</td>
<td>Mark Twain and His Times</td>
</tr>
<tr>
<td>ENG 302</td>
<td>World Literature for Children</td>
</tr>
<tr>
<td>ENG 303</td>
<td>American Novel</td>
</tr>
<tr>
<td>ENG 304</td>
<td>American Short Story</td>
</tr>
<tr>
<td>ESC 120</td>
<td>Astronomy</td>
</tr>
<tr>
<td>ESC 121</td>
<td>Astronomy Lab</td>
</tr>
<tr>
<td>FAR 101</td>
<td>Art of the Western World</td>
</tr>
<tr>
<td>FAR 110</td>
<td>Introduction to Film</td>
</tr>
<tr>
<td>FIN 210</td>
<td>Financial Management</td>
</tr>
<tr>
<td>GEO 101</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>GEO 220</td>
<td>Human Geography</td>
</tr>
<tr>
<td>HCA 101</td>
<td>Health Care Systems and Administration</td>
</tr>
<tr>
<td>HCA 105</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HCA 111</td>
<td>The Claims Environment</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>HCA 115</td>
<td>Medical Records Science</td>
</tr>
<tr>
<td>HCA 201</td>
<td>Health Care Quality Concepts and Principles</td>
</tr>
<tr>
<td>HCA 211</td>
<td>Health Care Finance</td>
</tr>
<tr>
<td>HCA 301</td>
<td>Contemporary Ethical Issues in HCA</td>
</tr>
<tr>
<td>HCA 311</td>
<td>Health Care Economics</td>
</tr>
<tr>
<td>HCA 321</td>
<td>Continuous Quality Improvement in HCA</td>
</tr>
<tr>
<td>HCA 330</td>
<td>Terrorism &amp; Disaster Management for HCA</td>
</tr>
<tr>
<td>HCA 350</td>
<td>Transcultural Competency in HCA</td>
</tr>
<tr>
<td>HCA 359</td>
<td>Health Care Administration Practicum</td>
</tr>
<tr>
<td>HCA 401</td>
<td>Regulatory and Accrediting Requirements</td>
</tr>
<tr>
<td>HCA 411</td>
<td>Health Care Law</td>
</tr>
<tr>
<td>HCA 450</td>
<td>Leadership in HCA</td>
</tr>
<tr>
<td>HCA 499</td>
<td>Strategic Management in HCA</td>
</tr>
<tr>
<td>HIS 240</td>
<td>History and Sociology of the American Indian</td>
</tr>
<tr>
<td>HIS 300*</td>
<td>The Civil War and Reconstruction</td>
</tr>
<tr>
<td>HIS 301</td>
<td>Twentieth Century History 1: 1900-1945</td>
</tr>
<tr>
<td>HIS 333</td>
<td>American Foreign Policy from 1945</td>
</tr>
<tr>
<td>HIS 350</td>
<td>Contemporary China</td>
</tr>
<tr>
<td>HIS 474*</td>
<td>History of the Israeli-Palestinian Conflict</td>
</tr>
<tr>
<td>IDS 102</td>
<td>Prior Learning Portfolio Development</td>
</tr>
<tr>
<td>IDS 105</td>
<td>Latin American Culture</td>
</tr>
<tr>
<td>IDS 120</td>
<td>The Global Village</td>
</tr>
<tr>
<td>IDS 400</td>
<td>Grant Writing</td>
</tr>
<tr>
<td>ITE 100</td>
<td>Computer Literacy</td>
</tr>
<tr>
<td>ITE 101</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>ITE 135</td>
<td>Computer Security</td>
</tr>
<tr>
<td>ITE 220</td>
<td>Networking and Data Communications</td>
</tr>
<tr>
<td>ITE 225</td>
<td>Computer Organization</td>
</tr>
<tr>
<td>ITE 330</td>
<td>Systems Analysis and Design</td>
</tr>
<tr>
<td>ITE 335</td>
<td>Computer Systems Security</td>
</tr>
<tr>
<td>ITE 430</td>
<td>Database Management and Design</td>
</tr>
<tr>
<td>ITE 435</td>
<td>Network Security Management</td>
</tr>
<tr>
<td>MAT 100</td>
<td>Elementary Algebra</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Contemporary Mathematics</td>
</tr>
<tr>
<td>MAT 102</td>
<td>College Algebra for Nursing Students</td>
</tr>
<tr>
<td>MAT 103</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MAT 105</td>
<td>Statistics</td>
</tr>
<tr>
<td>MAT 115</td>
<td>Logic</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MGT 315</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>MGT 325</td>
<td>Organizational and Group Dynamics</td>
</tr>
<tr>
<td>MGT 326</td>
<td>Organizational Theory</td>
</tr>
<tr>
<td>MGT 365</td>
<td>Nonprofit Management</td>
</tr>
<tr>
<td>MGT 370</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MGT 450</td>
<td>Leadership Practices</td>
</tr>
<tr>
<td>MGT 451</td>
<td>Team Leadership</td>
</tr>
<tr>
<td>MGT 460</td>
<td>Fundamentals of Project Management</td>
</tr>
<tr>
<td>MGT 461</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>MGT 462</td>
<td>Effective Project Management</td>
</tr>
<tr>
<td>MGT 464</td>
<td>Mastering Project Management</td>
</tr>
<tr>
<td>MGT 499</td>
<td>Strategic Management (Capstone)</td>
</tr>
<tr>
<td>MKT 220</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MKT 310</td>
<td>International Marketing</td>
</tr>
<tr>
<td>NUR 190</td>
<td>LPN to RN Articulation Bridge Course</td>
</tr>
<tr>
<td>PHL 201</td>
<td>Ethics in America</td>
</tr>
<tr>
<td>PHL 485</td>
<td>Business Ethics and Individual Values</td>
</tr>
<tr>
<td>PLG 105</td>
<td>Civil Procedure</td>
</tr>
<tr>
<td>PLG 110</td>
<td>Technology in Law</td>
</tr>
<tr>
<td>PLG 210</td>
<td>Legal Research and Writing</td>
</tr>
<tr>
<td>PLG 301</td>
<td>Legal Ethics &amp; Professional Responsibility</td>
</tr>
<tr>
<td>PLG 311</td>
<td>Elder Law</td>
</tr>
<tr>
<td>PLG 314</td>
<td>Real Estate Law</td>
</tr>
<tr>
<td>PLG 320</td>
<td>Family law</td>
</tr>
<tr>
<td>PLG 325</td>
<td>Juvenile and Education Law</td>
</tr>
<tr>
<td>PLG 415</td>
<td>Intellectual Property</td>
</tr>
<tr>
<td>POL 150</td>
<td>American Government</td>
</tr>
<tr>
<td>POL 210</td>
<td>Controversies in Law and Politics</td>
</tr>
<tr>
<td>POL 220</td>
<td>State and Local Government</td>
</tr>
<tr>
<td>POL 250</td>
<td>Ethics in International Relations</td>
</tr>
<tr>
<td>POL 321</td>
<td>Constitutional Law</td>
</tr>
<tr>
<td>PSA 305</td>
<td>Ethics in PSA</td>
</tr>
<tr>
<td>PSA 315</td>
<td>Public Safety Community Delivery Systems</td>
</tr>
<tr>
<td>PSA 330</td>
<td>Cultural Diversity in PSA</td>
</tr>
<tr>
<td>PSA 355</td>
<td>Human Resources in PSA</td>
</tr>
<tr>
<td>PSA 360</td>
<td>America’s Homeland Security</td>
</tr>
<tr>
<td>PSA 410</td>
<td>Political &amp; Legal Systems in PSA</td>
</tr>
<tr>
<td>PSA 425</td>
<td>Counteracting Terrorism</td>
</tr>
<tr>
<td>PSA 445</td>
<td>Strategic Planning in PSA</td>
</tr>
<tr>
<td>PSA 499</td>
<td>Leadership in PSA (Capstone)</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology</td>
</tr>
<tr>
<td>PSY 248</td>
<td>Adolescent Psychology</td>
</tr>
<tr>
<td>PSY 301</td>
<td>Psychology of Play</td>
</tr>
<tr>
<td>PSY 319</td>
<td>Psychology of Gender</td>
</tr>
<tr>
<td>PSY 321</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>PSY 322</td>
<td>Learning Memory</td>
</tr>
<tr>
<td>PSY 333</td>
<td>Social Psychology and Deviance</td>
</tr>
<tr>
<td>PSY 334</td>
<td>Psychology of Personality</td>
</tr>
<tr>
<td>PSY 335</td>
<td>Psychology of Exceptional Children</td>
</tr>
<tr>
<td>PSY 336</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>PSY 410</td>
<td>Research Methods for the Behavioral Sciences</td>
</tr>
<tr>
<td>PSY 450</td>
<td>Introduction to Neuropsychology</td>
</tr>
<tr>
<td>PUB 210</td>
<td>Ethics in Public Administration</td>
</tr>
<tr>
<td>PUB 215</td>
<td>Making Public Policy</td>
</tr>
<tr>
<td>PUB 315</td>
<td>Public Policy Analysis</td>
</tr>
<tr>
<td>SCI 201</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>SCI 202</td>
<td>Environmental Science Lab</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Sociology</td>
</tr>
<tr>
<td>SOC 210</td>
<td>Sociology of the Family</td>
</tr>
<tr>
<td>SOC 215</td>
<td>Women in American Society</td>
</tr>
<tr>
<td>SOC 311</td>
<td>Sociology of the City</td>
</tr>
<tr>
<td>SOC 315</td>
<td>Sociology of Diversity</td>
</tr>
<tr>
<td>SOC 320</td>
<td>Urban Youth in American Society</td>
</tr>
<tr>
<td>SOC 350</td>
<td>Children, School, and the Community</td>
</tr>
<tr>
<td>SOC 449</td>
<td>Social Problems: Impact on the Workplace</td>
</tr>
<tr>
<td>SOC 450</td>
<td>Social Theory</td>
</tr>
<tr>
<td>SPA 100</td>
<td>Spanish for the Workplace</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Spanish 1</td>
</tr>
<tr>
<td>SPA 102</td>
<td>Spanish 2</td>
</tr>
</tbody>
</table>

* Indicates a new course

**Capstone Courses will be offered in each semester.**
Fall 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>New</th>
<th>Old</th>
<th>Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Financial Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 102</td>
<td>Managerial Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANT 102</td>
<td>Cultural Anthropology</td>
<td>b, g, y</td>
<td>G, I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>ASE 255</td>
<td>Introduction to After School Care and Education</td>
<td>y</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>ASE 265</td>
<td>Child and Adolescent Development</td>
<td>b, y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>ASE 315</td>
<td>Positive Guidance for Children and Youth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASE 398</td>
<td>AEP Practicum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASE 399</td>
<td>AEP Practicum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 105</td>
<td>Nutrition</td>
<td>s, y</td>
<td>R, S</td>
<td>Yes</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Genetics with Lab</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 130</td>
<td>Human Biology with Lab</td>
<td>s</td>
<td>S</td>
<td>Yes</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Business Law</td>
<td>y</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>BUS 250</td>
<td>International Business</td>
<td>g, y</td>
<td>G, R</td>
<td></td>
</tr>
<tr>
<td>CHE 101</td>
<td>Chemistry with Lab</td>
<td>s, y</td>
<td>R, S</td>
<td>Yes</td>
</tr>
<tr>
<td>COM 101</td>
<td>Speech Communication</td>
<td>o, y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>COM 326</td>
<td>Organizational Communication</td>
<td>b, y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>CRJ 101</td>
<td>Criminal Justice</td>
<td>b</td>
<td>C, I</td>
<td>Yes</td>
</tr>
<tr>
<td>CRJ 205</td>
<td>The Criminal Justice System: Controversial Trials</td>
<td>b, y</td>
<td>C, R</td>
<td>Yes</td>
</tr>
<tr>
<td>CRJ 210</td>
<td>Forensic Science</td>
<td>s, y</td>
<td>R, S</td>
<td>Yes</td>
</tr>
<tr>
<td>CRJ 310</td>
<td>Criminology</td>
<td>b, y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>ECE 101</td>
<td>Introduction to Early Childhood Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 215</td>
<td>Behavior Management in Early Childhood</td>
<td>y</td>
<td>I, R</td>
<td></td>
</tr>
<tr>
<td>ECE 220</td>
<td>Music for Early Childhood Professional</td>
<td>y</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>ECE 250</td>
<td>Administration and Supervision of ECE Programs</td>
<td>y</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>ECE 310</td>
<td>Speech and Language Development</td>
<td>y</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>ECE 325</td>
<td>Personnel Management in Programs for Children</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 350</td>
<td>History of Montessori Education</td>
<td>b, y</td>
<td>H, R</td>
<td>Yes</td>
</tr>
<tr>
<td>ECE 399</td>
<td>Child Studies Practicum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 450</td>
<td>Montessori Literacy Model</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 101</td>
<td>Microeconomics</td>
<td>b, y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>ECO 102</td>
<td>Macroeconomics</td>
<td>b, y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>ECO 410</td>
<td>Global Economics</td>
<td>b, g, y</td>
<td>G, R</td>
<td>Yes</td>
</tr>
<tr>
<td>EDT 310</td>
<td>Trends in Education Technology</td>
<td>y</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>EDU 305</td>
<td>Autism and Asperger’s Disorder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 315</td>
<td>Child Abuse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 320</td>
<td>Teaching Diversity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 100</td>
<td>Basics of College Writing</td>
<td>e</td>
<td>E</td>
<td>Yes</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition 2</td>
<td>e, y</td>
<td>E, R</td>
<td>Yes</td>
</tr>
<tr>
<td>ENG 103</td>
<td>Research Writing</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>ENG 301</td>
<td>Power Writing</td>
<td>e, y</td>
<td>E, R</td>
<td>Yes</td>
</tr>
<tr>
<td>ENG 302</td>
<td>World Literature for Children</td>
<td>a, g, n, y</td>
<td>A, G, R</td>
<td>Yes</td>
</tr>
<tr>
<td>ENG 303</td>
<td>American Novel</td>
<td>a, y</td>
<td>A, R, W</td>
<td>Yes</td>
</tr>
<tr>
<td>ENG 305</td>
<td>Science Fiction</td>
<td>a, y</td>
<td>A, R</td>
<td>Yes</td>
</tr>
<tr>
<td>ESC 111</td>
<td>Earth Science</td>
<td>s</td>
<td>S</td>
<td>Yes</td>
</tr>
<tr>
<td>FAR 101</td>
<td>Art of the Western World</td>
<td>a, n</td>
<td>A, G, H, W</td>
<td>Yes</td>
</tr>
<tr>
<td>FAR 330</td>
<td>Women in Film</td>
<td>a, g, y</td>
<td>A, G</td>
<td>Yes</td>
</tr>
<tr>
<td>FIN 210</td>
<td>Financial Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO 101</td>
<td>World Regional Geography</td>
<td>b, g, n, y</td>
<td>G, R, W</td>
<td>Yes</td>
</tr>
<tr>
<td>GEO 220</td>
<td>Human Geography</td>
<td>b, g, n</td>
<td>G, W</td>
<td>Yes</td>
</tr>
<tr>
<td>HCA 101</td>
<td>Health Care Systems and Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA 105</td>
<td>Medical Terminology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA 111</td>
<td>The Claims Environment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA 115</td>
<td>Medical Records Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA 201</td>
<td>Health Care Quality Concepts &amp; Principles</td>
<td>y</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>HCA 211</td>
<td>Health Care Finance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA 301</td>
<td>Contemporary Ethical Issues in HCA</td>
<td>d, y</td>
<td>C, R</td>
<td>Yes</td>
</tr>
<tr>
<td>HCA 311</td>
<td>Health Care Economics</td>
<td>b, y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>HCA 321</td>
<td>Continuous Quality Improvement in HCA</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>HCA 350</td>
<td>Transcultural Competency in HCA</td>
<td>g, y</td>
<td>G, R</td>
<td>Yes</td>
</tr>
<tr>
<td>HCA 399</td>
<td>Health Care Administration Practicum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCA 401</td>
<td>Regulatory &amp; Accrediting Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>New</th>
<th>Old</th>
<th>Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA 411</td>
<td>Health Care Law</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>HCA 450</td>
<td>Leadership in HCA</td>
<td>y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>HCA 499</td>
<td>Strategic Management in HCA</td>
<td></td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>HIS 101</td>
<td>U.S. History 1: New World - Reconstruction</td>
<td>u, y</td>
<td>H, R, W</td>
<td>Yes</td>
</tr>
<tr>
<td>HIS 240</td>
<td>History and Sociology of the American Indian</td>
<td>b, u</td>
<td>H, I, W</td>
<td>Yes</td>
</tr>
<tr>
<td>HIS 248</td>
<td>History of the American Constitution</td>
<td>u</td>
<td>C, H, W</td>
<td>Yes</td>
</tr>
<tr>
<td>HIS 302</td>
<td>Twentieth Century History 2: 1945 – 2000</td>
<td>g, n, y</td>
<td>H, R</td>
<td>Yes</td>
</tr>
<tr>
<td>HIS 333</td>
<td>American Foreign Policy from 1945</td>
<td>g, u, y</td>
<td>G, H, R, W</td>
<td>Yes</td>
</tr>
<tr>
<td>HIS 350</td>
<td>Contemporary China</td>
<td>g, n, y</td>
<td>G, H, R</td>
<td>Yes</td>
</tr>
<tr>
<td>IDS 102</td>
<td>Prior Learning Portfolio Development</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>IDS 105</td>
<td>Latin American Culture</td>
<td>b, n, g</td>
<td>G, W</td>
<td>Yes</td>
</tr>
<tr>
<td>IDS 120</td>
<td>The Global Village</td>
<td>a, g, n, y</td>
<td>A, G, R, W</td>
<td>Yes</td>
</tr>
<tr>
<td>IDS 400</td>
<td>Grant Writing</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>ITE 100</td>
<td>Computer Literacy</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>ITE 101</td>
<td>Management Information Systems</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>ITE 135</td>
<td>Computer Security</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>ITE 220</td>
<td>Networking and Data Communications</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>ITE 225</td>
<td>Computer Organization</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>ITE 330</td>
<td>Systems Analysis and Design</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>ITE 335</td>
<td>Computer Systems Security</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>ITE 430</td>
<td>Database Management and Design</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>ITE 435</td>
<td>Network Security Management</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>JRN 101</td>
<td>Journalism</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>MAT 100</td>
<td>Elementary Algebra</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Contemporary Mathematics</td>
<td>q, y</td>
<td>Q, R</td>
<td>Yes</td>
</tr>
<tr>
<td>MAT 102</td>
<td>College Algebra for Nursing Students</td>
<td>q</td>
<td>Q</td>
<td>Yes</td>
</tr>
<tr>
<td>MAT 103</td>
<td>College Algebra</td>
<td>q</td>
<td>Q</td>
<td>Yes</td>
</tr>
<tr>
<td>MAT 105</td>
<td>Statistics</td>
<td>q, y</td>
<td>Q, R</td>
<td>Yes</td>
</tr>
<tr>
<td>MAT 115</td>
<td>Logic</td>
<td>q</td>
<td>Q</td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 315</td>
<td>Organizational Behavior</td>
<td>b, y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 325</td>
<td>Organizational and Group Dynamics</td>
<td>b, y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 326</td>
<td>Organizational Theory</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 350</td>
<td>Entrepreneurship</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 370</td>
<td>Operations Management</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 450</td>
<td>Leadership Practices</td>
<td>y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 451</td>
<td>Team Leadership</td>
<td>y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 460</td>
<td>Fundamentals of Project Management</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 461</td>
<td>Human Resource Management</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 462</td>
<td>Effective Project Management</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 464</td>
<td>Mastering Project Management</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>MGT 499</td>
<td>Strategic Management (Capstone)</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>MKT 220</td>
<td>Principles of Marketing</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>MKT 310</td>
<td>International Marketing</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>MUS 120</td>
<td>Rock and Roll: History and Analysis</td>
<td>a, y</td>
<td>A, H, R, W</td>
<td>Yes</td>
</tr>
<tr>
<td>PHL 201</td>
<td>Ethics in America</td>
<td>d, y</td>
<td>C, R, W</td>
<td>Yes</td>
</tr>
<tr>
<td>PHL 485</td>
<td>Business Ethics and Individual Values</td>
<td>d, y</td>
<td>C, R</td>
<td>Yes</td>
</tr>
<tr>
<td>PLG 105</td>
<td>Civil Procedure</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>PLG 211</td>
<td>Criminal Law</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>PLG 215</td>
<td>Wills and Probate</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>PLG 312</td>
<td>Environmental Law</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>PLG 320</td>
<td>Family Law</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>PLG 325</td>
<td>Juvenile and Education Law</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>PLG 330</td>
<td>Bankruptcy Law</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>POL 150</td>
<td>American Government</td>
<td>b, u</td>
<td>C, H, W</td>
<td>Yes</td>
</tr>
<tr>
<td>POL 220</td>
<td>State and Local Government</td>
<td>b, y</td>
<td>C, H, R, W</td>
<td>Yes</td>
</tr>
<tr>
<td>POL 250</td>
<td>Ethics in International Relations</td>
<td>b, d, g, n, y</td>
<td>C, G, H, R</td>
<td>Yes</td>
</tr>
<tr>
<td>POL 300</td>
<td>The Modern Presidency</td>
<td>b, u, y</td>
<td>C, H, R, W</td>
<td>Yes</td>
</tr>
<tr>
<td>POL 321</td>
<td>Constitutional Law</td>
<td>u, y</td>
<td>C, R</td>
<td>Yes</td>
</tr>
<tr>
<td>PSA 305</td>
<td>Ethics in PSA</td>
<td>d, y</td>
<td>C, R</td>
<td>Yes</td>
</tr>
<tr>
<td>PSA 330</td>
<td>Cultural Diversity in PSA</td>
<td>b, y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>PSA 335</td>
<td>Group Dynamics in PSA</td>
<td>b, y</td>
<td>I, R</td>
<td>Yes</td>
</tr>
<tr>
<td>PSA 355</td>
<td>Human Resources in PSA</td>
<td></td>
<td>I</td>
<td>Yes</td>
</tr>
<tr>
<td>PSA 360</td>
<td>America's Homeland Security</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>PSA 425</td>
<td>Counteracting Terrorism</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>PSA 440</td>
<td>Research Methodology in PSA</td>
<td>y</td>
<td>R</td>
<td>Yes</td>
</tr>
<tr>
<td>PSA 465</td>
<td>Global Perspectives in Emergency Management</td>
<td></td>
<td>G</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>New</th>
<th>Old</th>
<th>Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ... Aesthetic Dimensions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C ... Citizenship/Ethical Dimensions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E ... English-Written Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G ... Global Society</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H ... Historical Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I ... Inter-relationship to Groups</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q ... Quantitative/Analytic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R ... Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S ... Scientific Process</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W ... Western Civilization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

49
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
h......Non-U.S. History and Culture
i......Oral Communication
j......Mathematics
k......Natural Science
l......U.S. History/Government
m......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

“Do it for yourself. Do it for your future.”