Online Course Schedule
Spring 2010

CharterOak.edu/spring

CharterOak
STATE COLLEGE
Degrees Without Boundaries

Revised 1/15/2010
Charter Oak State College
Online Course Schedule–Spring 2010

Registration for all terms opens November 9, 2009
Registration for each term closes the Thursday before the term begins:

**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 18 Deadline to register for Session 2 courses
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 11 Deadline to register for Term 2 courses
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 25 Deadline to register for Session 3 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 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 28 College closed for mandatory furlough day
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

**Calendar Fall 2010**

July 1 Course registration begins
July 2 College closed for mandatory furlough day
July 5 College closed for Independence Day
July 6 College closed for mandatory furlough day
August 30 Courses begin for 15-week full semester, 8-week
Term 1 and 5-week Session 1 courses
August 31 Deadline for 100% tuition refund for full
semester, Term 1 and Session 1
September 6 College closed for Labor Day
October 2 5-week Session 1 courses end
October 4 5-week Session 2 courses begin
October 5 Deadline for 100% tuition refund for Session 2
October 11 College closed for Columbus Day
October 23 Video course midterm exams; last day of 8-week
Term 1 courses
October 25 8-week Term 2 courses begin
October 26 Deadline for 100% tuition refund for Term 2
November 6 5-week Session 2 courses end
November 8 5-week Session 3 courses begin
November 9 Deadline for 100% tuition refund for Session 3
November 25 & 26 College closed for Thanksgiving
December 11 Video course final examinations; courses end
for 15-week full semester and for 5-week
Session 3
December 18 8-week Term 2 courses end
December 24 College closed for Christmas
December 27 College closed for mandatory furlough day

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](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 Semester 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, or approximately 10 hours per week in a 15-week course.

Accelerated Online Courses in 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 address 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.

Students who are taking their first course with Charter Oak State College and have not received a Charter Oak email address will be emailed their login information a few days after registering.

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’s (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* (Visit http://www.ctdlc.org/Help/productindex.cfm?ProductID=24 for more information about Windows Vista support.)

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.
**Macintosh 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.

**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

**Other Requirements**
- Microsoft Word 97 or newer, or any word processing software that can open .doc files. Microsoft Works and WordPad are not sufficient.
- Learners should have general knowledge of the Internet, email, and file transfer (uploads, downloads, and attachments).
- Students must have virus protection software such as Symantec 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 Microsoft PowerPoint. Some courses may require the download of additional computer applications such as Adobe Reader, iTunes, or QuickTime. Prior to beginning your course, check your course syllabus at http://www.charteroak.edu/syllabus for specific computer and online requirements.

- Students will be able to access their course(s) in Blackboard® 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. **Students should save this information as it is sent only once.**
- If your email account is protected by any filter or spam blocker, be certain that email addresses containing “charteroak.edu” are added to your list of allowed senders.

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

**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.

The videos for FAR 101 are available free, online. Check your course syllabus at http://www.charteroak.edu/syllabus for directions.

All students taking FAR 101 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 this course. The Blackboard® course shell should be accessed only for informational and resources purposes.

The FAR 101 instructor 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.

Proctored midterm and final examinations are required for FAR 101.

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

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 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

Fee Waiver for Connecticut Veterans
Effective January 1, 2010, a 50% course fee waiver will be applied to all Connecticut veterans. Veterans receiving benefits under the Federal Post 9/11 Veterans Educational Assistance Act of 2008 will have their benefits applied first, and the course fee waiver will cover the balance.

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.

If you are a degree seeking student at Charter Oak State College, beginning with spring 2010 registration, all course selections will be reviewed by Academic Counseling. This process will help to ensure that you are taking course that will fit your degree program.

Your status in ACORN will appear as “Reserved.” Within 3 business days after registering, Academic Counseling will review your courses. Notification will be sent to your Charter Oak email account confirming this review. If the course is approved, that email will contain your next steps to complete the registration process and pay for your course. If your course does not fit into your degree program, it will be dropped and you will be
prompted to contact your counselor for assistance in making an alternate selection. You will receive one email notification for each course.

Online registration for Spring 2010 courses begins November 9, 2009.

Full semester, 15-week courses, Term 1, 8-week courses and Session 1, 5-week courses begin January 19, 2010. (See course listings for all other start dates.) The deadline to register for full semester, Term 1, and Session 1 courses is Thursday, January 14, 2010. The registration deadlines for Session 2, Term 2, and Session 3 courses will be the Thursday prior to the start of classes for that term. No registrations will be taken after the registration deadlines. 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.

• Click on “Request Account for Registration.”
• Complete the Request for Login and submit.

You will be emailed an account login. Once you receive the login you may return to the Registration page and follow the instructions for course registration.

On-Line Registration

1. Log into ACORN http://acorn.charteroak.edu; all current students have accounts.
2. Use the course search function (found on the Home and Student tabs). Choose the term you want to register for and click “Search.”
3. 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.
4. 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.
5. The next page displays the account balance (which may include non-course charges). You must click “Pay Now” to pay for the courses and complete the registration.
6. Clicking “Pay Now” will move you to our payment gateway so you can pay in full or use the payment plan.
7. 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.
8. Click “Add to basket.”
9. Click “Checkout.”
10. Select one of the payment options. Answer the appropriate questions and “Continue checkout.”
11. 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 to the Payment Process

Effective July 1, 2009, our policy for online payments is:
1) We continue to offer free electronic checking using the CashNet eCheck 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 are no longer be accepted. Online credit card payments will 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, which is now located at 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.

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. Visit this page https://commerce.cashnet.com/cashnetd/selfserve/AC HHelp.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 his/her course(s) by January 5, 2010 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.

Registering for Spring 2010 Independent Study and Contract Learning Courses
Students requesting Independent Study or Contract Learning courses (including some capstone courses), will be allowed to register only at the beginning of the full-semester or 8 week term. Students requesting to begin after term 1 has begun on January 19, 2010, will need to register for the course in term 2 of the semester. Students who want to register after term 2 begins, on March 15, 2010, will need to wait for the summer semester to begin.

Students will be expected to complete their Independent Study or Contract Learning course by the end of the term in which they register. However, an extension of an additional seven weeks may be granted if approved by the instructor. If a student is granted an extension, he/she will be given an “Incomplete” for a grade and must complete the course within the next seven weeks. Students will receive a grade of “F” at the end of the seven week extension, if the course has not been completed.

Textbooks
The Charter Oak State College book list is posted each semester with the online textbook provider, MBS Direct. Spring 2010 books will be available in late November 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, dlinfo@charteroak.edu.

Checklist for Distance Learning Students

☐ Register no later than two weeks prior to the start of the course for the Spring semester. The deadline to register for full semester, Term 1, and Session 1 courses is Thursday, January 14, 2010. The registration deadline for Session 2, Term 2, and Session 3 courses will be the Thursday prior to the start of classes. No registrations will be taken after the registration deadlines.

☐ 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. Students should save this information as it is sent only once.

- 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. Check this account on a regular basis.

Policies and Regulations

Academic Appeals

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

Academic Honesty

In the Charter Oak State College Student Handbook, Proscribed Conduct is stated as follows: “Charter Oak State College may discipline a student in the following situations: For academic dishonesty, which shall in general mean conduct, which has as its intent or effect the false representation of a student’s academic performance including but not limited to: (a) cheating on an examination; (b) plagiarizing, including submission of another’s ideas or papers as one’s own; (c) stealing or having unauthorized access to examinations; (d) falsifying records, transcripts, test scores or other data; or (e) being represented by another individual for all or part of a distance learning course or examination.”

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

Unless permission is received in advance from the 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.

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.

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

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


**Adding and Dropping Courses**

Charter Oak State College offers 5, 8 and 15-week terms. There are 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 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**

FAR 101 requires a proctored midterm and final examination. It must be proctored in accordance with Charter Oak State College policy. For the Spring 2010 term, the midterm is scheduled for March 13, 2010 and the final exam is scheduled for May 1, 2010. Exams are scheduled at 1:00 p.m. on these dates. Connecticut residents must take the midterm and final examinations at the Charter Oak State College Testing Center, 85 Alumni Road, Newington, CT 06111.

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 of the 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.

“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.”
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>
</tbody>
</table>

W      Withdrawal – Student officially withdrew.
I      Incomplete – For video-based, practicum, independent study, or contract learning courses 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.

AW     Administrative Withdrawal - Students who do not attend a registered course by the end of the refund period may be administratively withdrawn by Charter Oak’s Provost from that course with a final grade of AW.

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.

Spring 2010
Charter Oak State College Refund Schedule

Refunds apply to tuition charges only.
Fees are nonrefundable.
There are no refunds for the following courses:
- 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline for tuition refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20, 2010</td>
<td>100% tuition refund</td>
</tr>
<tr>
<td>January 24, 2010</td>
<td>80% tuition refund</td>
</tr>
<tr>
<td>January 31, 2010</td>
<td>50% tuition refund</td>
</tr>
<tr>
<td>February 7, 2010</td>
<td>25% tuition refund</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline for tuition refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 16, 2010</td>
<td>100% tuition refund</td>
</tr>
<tr>
<td>March 21, 2010</td>
<td>80% tuition refund</td>
</tr>
<tr>
<td>March 28, 2010</td>
<td>50% tuition refund</td>
</tr>
<tr>
<td>April 4, 2010</td>
<td>25% tuition refund</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline for tuition refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20, 2010</td>
<td>100% tuition refund</td>
</tr>
<tr>
<td>January 24, 2010</td>
<td>50% tuition refund</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline for tuition refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 23, 2010</td>
<td>100% tuition refund</td>
</tr>
<tr>
<td>February 28, 2010</td>
<td>50% tuition refund</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline for tuition refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 23, 2010</td>
<td>100% tuition refund</td>
</tr>
<tr>
<td>February 28, 2010</td>
<td>50% tuition refund</td>
</tr>
</tbody>
</table>

There will be no refunds for withdrawals from the 15-week full semester or from the Term 1, 8-week accelerated courses after February 7, 2010.

There will be no refunds for withdrawals from the Term 2, 8-week accelerated courses after April 4, 2010.

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

There will be no refunds for withdrawals from Session 2, 5-week courses after the end of the first week.
March 30, 2010  Deadline for 100% tuition refund
April 4, 2010  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.

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.

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.

“I always felt Charter Oak was a ‘for me,’ not a ‘for profit.’”
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, March 7, 2010.
- Term Two 8-week course: no later than 11:59 p.m. ET on Sunday, May 2, 2010.
- Session One 5-week course: no later than 11:59 p.m. ET on Sunday, February 14, 2010.
- Session Two 5-week course: no later than 11:59 p.m. ET on Sunday, March 21, 2010.
- Session Three 5-week course: no later than 11:59 p.m. ET on Sunday, April 25, 2010.

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 confirmation from the Distance Learning Office as verification that their withdrawal request has been received and processed.

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

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

Administrative Withdrawal Policy
Students are expected to attend all courses for which they are appropriately registered in a given semester. Timely course attendance and participation is a requirement for successful completion of Charter Oak State College online courses. Students who do not attend a registered course by the close of week 3 for Full-semester (15 week) and 8-week accelerated courses, or by the close of week 1 for 5-week accelerated courses, may be administratively withdrawn from that course with a final grade of ‘AW’.

Administrative withdrawals may have implications on a student’s Financial Aid award and satisfactory academic progress. Administrative Withdrawals coincide with the end of the refund period; students who are administratively withdrawn from a course will not be eligible for a tuition refund. Administrative withdrawal from one or more courses during a semester does not relieve the student of financial responsibility for any costs associated with or resulting from registration for the semester: including tuition, registration or Academic Services fees.

When students are administratively withdrawn from a course, a final grade of ‘AW’ will be entered into their academic record and they will be removed from the course in Blackboard.

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 on-ground 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” or “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 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 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.

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 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/PSACertificate.s.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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Capstone</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS 499</td>
<td>American Studies Capstone</td>
</tr>
<tr>
<td>ANT 499</td>
<td>Anthropology Capstone</td>
</tr>
<tr>
<td>ASE 499</td>
<td>Child and Youth Development Capstone</td>
</tr>
<tr>
<td>BIO 499</td>
<td>Biology Capstone</td>
</tr>
<tr>
<td>CHE 499</td>
<td>Chemistry Capstone</td>
</tr>
<tr>
<td>COM 499</td>
<td>Communication Capstone</td>
</tr>
<tr>
<td>CRJ 499</td>
<td>Criminal Justice Capstone</td>
</tr>
<tr>
<td>CSS 499</td>
<td>Computer Science Capstone</td>
</tr>
<tr>
<td>ECE 498</td>
<td>Montessori Capstone</td>
</tr>
<tr>
<td>ECE 499</td>
<td>Child Studies Capstone</td>
</tr>
<tr>
<td>ECO 499</td>
<td>Economics Capstone</td>
</tr>
<tr>
<td>EGR 499</td>
<td>Engineering Studies Capstone</td>
</tr>
<tr>
<td>ENG 499</td>
<td>Literature Capstone</td>
</tr>
<tr>
<td>FAR 499</td>
<td>Fine Arts (Applied Arts/Art History) Capstone</td>
</tr>
<tr>
<td>FLN 499</td>
<td>Foreign Language Capstone</td>
</tr>
<tr>
<td>FSA 499</td>
<td>Fire Service Administration Capstone</td>
</tr>
<tr>
<td>GEO 499</td>
<td>Geography Capstone</td>
</tr>
<tr>
<td>GLY 499</td>
<td>Geology Capstone</td>
</tr>
<tr>
<td>HCA 499</td>
<td>Strategic Management in HCA (Capstone)</td>
</tr>
<tr>
<td>HIS 499</td>
<td>History Capstone</td>
</tr>
<tr>
<td>HLT 499</td>
<td>Health Studies Capstone</td>
</tr>
<tr>
<td>HRM 499</td>
<td>Human Resource Management Capstone</td>
</tr>
<tr>
<td>HSE 499</td>
<td>Human Services (Applied Behavioral Science) Capstone</td>
</tr>
<tr>
<td>IDM 499</td>
<td>Interior Design Management Capstone</td>
</tr>
<tr>
<td>ITE 499</td>
<td>Information Systems Capstone</td>
</tr>
<tr>
<td>JUD 499</td>
<td>Judaic Studies Capstone</td>
</tr>
<tr>
<td>LDR 499</td>
<td>Organizational Leadership Capstone</td>
</tr>
<tr>
<td>MAT 499</td>
<td>Mathematics Capstone</td>
</tr>
<tr>
<td>MGT 499</td>
<td>Strategic Management (Capstone)</td>
</tr>
<tr>
<td>MUS 499</td>
<td>Music History/Theory Capstone</td>
</tr>
<tr>
<td>OBM 499</td>
<td>Optical Business Management Capstone</td>
</tr>
<tr>
<td>PHL 499</td>
<td>Philosophy Capstone</td>
</tr>
<tr>
<td>PHY 499</td>
<td>Physics Capstone</td>
</tr>
<tr>
<td>PLG 499</td>
<td>Paralegal Studies Capstone</td>
</tr>
<tr>
<td>POL 499</td>
<td>Political Science Capstone</td>
</tr>
<tr>
<td>PSA 499</td>
<td>Leadership in Public Safety (Capstone)</td>
</tr>
<tr>
<td>PSY 499</td>
<td>Psychology Capstone</td>
</tr>
<tr>
<td>PUB 499</td>
<td>Public Administration Capstone</td>
</tr>
<tr>
<td>REL 499</td>
<td>Religious Studies Capstone</td>
</tr>
<tr>
<td>SOC 499</td>
<td>Sociology Capstone</td>
</tr>
<tr>
<td>TEC 499</td>
<td>Technology Studies Capstone</td>
</tr>
</tbody>
</table>

“I needed a time-flexible, affordable and accelerated program to complete my degree. Charter Oak provided it all... plus a caring and supportive environment.”
SPRING 2010
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
Laurence Wilkinson, 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
Stephanie Fragola, Instructor
Full Semester

Prerequisite: ACC 101.
This course provides a practical understanding of the use of accounting by management in planning and controlling operations in all functions of an enterprise, and in choosing among alternative courses of action. Students will use accounting and other quantitative and qualitative concepts to prepare reports for decision-making purposes. Topics covered include revenue analysis; business progress evaluation; preparation of operating budgets; and evaluation of capital investment proposals. Students will be exposed to the ethical and global aspects of managerial accounting as they affect performance and investment evaluations.

AFTER SCHOOL EDUCATION

ASE 220: Principles of Positive Youth Development
Joanne Sciulli, Instructor
Term 2: March 15 – May 8, 2010

Prerequisites: ASE 255 (formerly ECE 255), PSY 101 and SOC 101.

This course provides students with an overview of youth development premises, principles and practices that will serve as a theoretical and practical framework for building quality programs that aim to help develop, not “fix,” young people. Students will be introduced to the history of youth development and the context from which current practices emerge, core competencies necessary for all youth workers, and the services, opportunities and supports that contribute to positive developmental youth outcomes. Course content will also include an overview of adolescent development, building cultural competence and methods of empowering youth to become active members of their communities. This course is based on the nationally accepted Advancing Youth Development training, created by the Academy for Educational Development.

ASE 255: Introduction to After School Care and Education
Kathleen Wilby, Instructor
Term 1: January 19 – March 13, 2010

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 260: Program Environment & Curriculum Development in ASE**

Mary Jane Pych, Instructor  
Term 1: January 19 – March 13, 2010

**Prerequisite:** ASE 255 (formerly ECE 255).

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

**ASE 270: Supervision and Leadership in ASE**

Michele Rulnick, Instructor  
Term 2: March 15 – May 8, 2010

**Prerequisite:** ASE 255

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

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

Roberta Newman, Instructor  
Term 2: March 15 – May 8, 2010

**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: January 19 – March 13, 2010 or  
Term 2: March 15 – May 8, 2010

**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**

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 1: January 19 – March 13, 2010
or
Alison Birks
Term 1: January 19 – March 13, 2010 or
Term 2: March 15 – May 8, 2010

Prerequisite: High School Biology.

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

BIO 110: Biology 1 with Lab  4 credits
Harold Drabkin, Ph.D., Instructor
Full Semester

Recommended Prerequisite: ENG 101.
Cannot be used toward Biology concentration.

This introductory course in biology provides a panoramic view of life on earth and emphasizes the interrelation among all living organisms. The use of actual case studies provides opportunities for students to relate biological concepts to their own place in the environment and to develop an understanding of the biosphere. Students taking the lab will be required to sign a waiver. Cannot be taken by students who have taken a biology course at another institution.

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: January 19 – March 13, 2010

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: January 19 – March 13, 2010

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.

BUS 341: Risk Management and Insurance 3 credits
Lisa Marie Bigelow, Instructor
Term 2: March 15 – May 8, 2010

Prerequisite: HCA 211 or permission of the instructor.

This course covers the basic concepts in risk management and insurance, legal principles in risk and insurance, personal property and liability risks, commercial property and liability risks.

CHEMISTRY

CHE 101: Chemistry with Lab 4 credits
Jeff M. Dykes, Instructor
Term 2: March 15 – May 8, 2010

Recommended Prerequisite: High School Algebra.

Cannot be used toward Chemistry concentration.

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

COMMUNICATIONS

COM 101: Speech Communication 3 credits
Carolyn Kerhshaw, Instructor or
Amy Feest, Instructor or
Rebecca Putt, 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: January 19 – March 13, 2010

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: January 19 – March 13, 2010

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 210: Forensic Science 3 credits
John DeCarlo, Instructor
Full Semester

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

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.

**EARLY CHILDHOOD EDUCATION**

ECE 101: Introduction to Early Childhood Education  
**Gayle van Dijk, Instructor**  
Term 1: January 19 – March 13, 2010

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  
**Gayle van Dijk, Instructor**  
Term 1: January 19 – March 13, 2010

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  
**Carol A. Mowen, Ph.D., Instructor**  
Term 2: March 15 – May 8, 2010

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 247: Child Development  
**Birth to Eight**  
Gayle van Dijk, Instructor  
Term 2: March 15 – May 8, 2010

Prerequisite: ENG 101.

This course is an examination of development from prenatal through the early childhood years (to age eight). The course will explore current theory and research of early childhood development and how to translate this into practice in the lives of young children today. The developmental domains of cognitive, physical, and social/emotional are studied from an ecological perspective. Students will consider developmentally appropriate practices, for children’s diverse and individual differences, including special needs, gender, age, and multicultural dimensions. Observations required.

ECE 250: Administration and Supervision of ECE Programs  
**Pamela Giberti, Instructor**  
Term 1: January 19 – March 13, 2010

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 261: Infant/Toddler Care: Methods and Techniques  
**NEW**  
Carmelita Valencia-Daye, Instructor  
Term 2: March 15 – May 8 2010

Under Development

ECE 310: Speech and Language Development  
**Carol A. Mowen, Ph.D., Instructor**  
Term 1: January 19 – March 13, 2010
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**

*Pamela Giberti, Instructor*

**Term 2: March 15 – May 8, 2010**

**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**

*Melissa Canova, Instructor*

**Term 1: January 19 – March 13, 2010**

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**

*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**

*Barbara Barton, Instructor*

**Term 1: January 19 – March 13, 2010**

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 120: Astronomy**

*Kristine Larsen, Ph.D., Instructor*

**Full Semester**

**Prerequisite:** High school Algebra.

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

**ESC 121: Astronomy Lab**

*Kristine Larsen, Ph.D., Instructor*

**Full Semester**

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

This is a 1-credit algebra-based astronomy experience for non-science majors.
ECONOMICS

ECO 101: Microeconomics  3 credits
Anthony Pranzo, Instructor
Term 1: January 19 – March 13, 2010

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: March 15 – May 8, 2010

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

ECO 410: Global Economics  3 credits
John M. Halstead, Ph.D., Instructor
Term 1: January 19 – March 13, 2010

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

EDU 305: Autism Spectrum Disorder  3 credits
Peter Love, Ph.D., Instructor
NEW
Full Semester

Prerequisites: ENG 101 and ENG 102

This course is designed to familiarize the student with current knowledge of the causes and manifestations of Autism Spectrum Disorders as well as current intervention techniques in the education environment.

EDUCATION TECHNOLOGY

EDT 311: Instructional Design  3 credits
Stacey L. Williams, Instructor
Term 1 January 19 – March 13, 2010

Prerequisites: Basic computer and software application knowledge.

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

ENGLISH

ENG 099: Criterion Writing Assessment  On-Demand
Non-credit

Criterion is a Web-based service that evaluates a student’s writing skills and provides instant score reporting and diagnostic feedback to the student. The evaluation is available at no charge to students seeking a degree at Charter Oak State College and to any student registered for a Charter Oak 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  
Term 2: March 15 – May 8, 2010

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: January 19 – March 13, 2010 or  
Term 2: March 15 – May 8, 2010

**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  
Full Semester  
or  
Paul Rosenberg, Instructor  
Term 1: January 19 – March 13, 2010 or  
Term 2: March 15 – May 8, 2010

**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: January 19 – February 20, 2010  
(Papers must be submitted by February 26, 2010.)  
or  
Session 3: March 29 – May 1, 2010  
(Papers must be submitted by May 7, 2010.)

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

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

This course is an intensive study of Mark Twain’s writings from "Jumping Frog of Calaveras County" through "Life on the Mississippi", "Huck Finn", "A Connecticut Yankee In King Arthur’s Court", "Pudd’nhead Wilson" and later writings, with special attention to American democratic vision, technology, Victorian society, and racism. The relation between humor, ethics, and American idealism will be stressed. Students will read selections from Twain’s travel books and short stories.

ENG 302: World Literature for Children  
Ruth MacDonald, Ph.D., Instructor  
Full Semester or Term 2: March 15 – May 8, 2010

**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.

ENG 304: American Short Story  
Paul Rosenberg, Instructor  
Full Semester

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

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

ENVIRONMENTAL SCIENCE

SCI 201: Environmental Science  
Barry J. Vroeginday, Ed.D., Instructor  
Term 1: January 19 – March 13, 2010 or Term 2: March 15 – May 8, 2010

This course draws on information from several traditional sciences such as chemistry, biology, geology, physics, and botany along with concepts from engineering, geography, economics, and sociology to explore key aspects and controversial issues in the field of environment science. Topics such as local and regional environmental problems, natural cycles, energy, biodiversity, population, human health, air and water pollution, weather, food and water supply, and waste issues will be covered and discussed. The course identifies and emphasizes the connections among all living things and the physical world. Those students interested in receiving lab credit associated with this course should enroll in the 1-credit SCI 202: Environmental Science Lab course.
SCI 202: Environmental Science Lab  
Barry J. Vroeginday, Ed.D., Instructor

Term 1: January 19 - March 13, 2010 or 
Term 2: March 15 - May 8, 2010

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. 

The one credit SCI 202 lab may be taken only once.

It is recommended that the student complete all three units in a timely manner.

FINANCE

FIN 210: Financial Management  
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  
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 110: Introduction to Film  
Karen Rittenhoff, Ph.D., Instructor
Full Semester

Prerequisite: ENG 101.

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

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

Prerequisite: ENG 101.

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 101: Health Care Systems and Administration
Lewis W. Mustard, Ph.D., J.D., Instructor
Term 1: January 19 – March 13, 2010
or
Clotilde Dudley Smith, Ed.D, Instructor
Term 2: March 15 – May 8, 2010

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 220: Human Geography
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 105: Medical Terminology
Jeff M. Dykes, Instructor
Term 1: January 19 - March 13, 2010

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
Lewis W. Mustard, Ph.D., J.D., Instructor
Term 2: March 15 - May 8, 2010

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
Cheryl Goretti, Instructor
Term 2: March 15 - May 8, 2010

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
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: March 15 - May 8, 2010

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 311: Health Care Economics
Brandon Munson, Instructor
Term 1: January 19 - March 13, 2010

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: January 19 - March 13, 2010

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

HCA 330: Terrorism and Disaster Management for HC Administrators
Lewis W. Mustard, Ph.D., J.D., Instructor
Term 2: March 15 – May 8, 2010

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

HCA 350: Transcultural Competency in HCA
Lewis W. Mustard, Ph.D., J.D., Instructor
Term 1: January 19 - March 13, 2010

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 3 credits
Cynthia Conrad, Ph.D., Instructor
Full Semester

In this practicum students will gain hands-on experience in a health care organization. A minimum of 240 hours for the 15 weeks is required. Students already employed in the field may complete the fieldwork at their place of employment, but in a different role than they currently 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 3 credits
Maria Pietrantuono, RN, MA, MS, CPQH, CNAA, Instructor
Term 1: January 19 - March 13, 2010

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 3 credits
Michael Christ, J.D., Instructor
Term 2: March 15 - May 8, 2010

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: March 15 - May 8, 2010

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: March 15 - May 8, 2010

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 102: U.S. History 2: 1877 - Present 3 credits
(Formally video-based HIS 102: 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 2.

This course follows the nation’s progress from the celebration of its centennial through the last quarter of the twentieth century (1877-present), examining significant events and major players and challenging the learner to think critically about the meaning of American history.

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 250: History of Eastern Religions**
3 credits
Nicki Gallagher, Instructor
Term 2: March 15 – May 8, 2010

**HIS 300: The Civil War and Reconstruction**
3 credits
Richard A. Gerber, Ph.D., Instructor
Full Semester

Prerequisites: ENG 101 and 3 credits of U.S. History.

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

This course explores significant events, issues and ideas during the pre-Civil War period (1848-1860), the years of warfare (1861-1865), and the Reconstruction period (1865-1877). Themes include slavery and the territories, the nature of modern warfare, ideological and economic conflict, the Lincoln legacy, the experience of bi-racial democracy during Reconstruction, and the influence and meaning of the Civil War/Reconstruction period for the 21st century.

**HIS 333: American Foreign Policy from 1945**
3 credits
Kenneth Long, Ph.D., Instructor
Term 2: March 15 - May 8, 2010

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.”

**HIS 474: History of the Israeli-Palestinian Conflict**
3 credits
Kenneth Long, Ph.D., Instructor
Term 1: January 19 – March 13, 2010

Under Development

**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**

**ISM 498 Math/Science/Technology Capstone 1**  
**ISM 499 Math/Science/Technology Capstone 2**

**ISS 498 Social/Behavioral Sciences Capstone 1**  
**ISS 499 Social/Behavioral Sciences Capstone 2**

### INFORMATION TECHNOLOGY

**ITE 100: Computer Literacy**  
1 credit

**Session 1:** January 19 - February 20, 2010 or  
**Session 2:** February 22 - March 27, 2010 or  
**Session 3:** March 29 - May 1, 2010  
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.**

In this 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 during this five-week course 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 confident about your computer skills.

**ITE 101: Management Information Systems**  
3 credits

**John Rusnak, Ph.D., Instructor**  
**Term 1:** January 19 - March 13, 2010

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**  
3 credits

**Chris Rose, Ph.D., Instructor**  
**Session 1:** January 19 – February 20, 2010

Prerequisite: ITE 101.

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

**ITE 220: Networking and Data Communications**  
3 credits

**John Rusnak, Ph.D., Instructor**  
**Term 2:** March 15 - May 8, 2010

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

**ITE 225: Computer Organization**  
3 credits

**John Rusnak, Ph.D., Instructor**  
**Term 2:** March 15 - May 8, 2010

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: January 19 - March 13, 2010**

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: February 22 – March 27, 2010**

**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 345: Computer Ethics**  
**John Rusnak, Ph.D., Instructor**  
**Term 1: January 19 – March 13, 2010**

**Prerequisite:** ITE 200 level course or equivalent

This course will consider ethical issues relating to various aspects of computing use and design. By utilizing case studies students will examine and discuss various topical situations in the realms of information acquisition, access, stewardship, software licensing, intellectual property, safety and reliability. Students will gain experience measuring the costs and risks from both a business standpoint and societal impact. They will also study the potential tradeoffs between them while considering processes to bring both into alignment.

**ITE 410: Software Engineering**  
**John Rusnak, Ph.D., Instructor**  
**Term 2: March 15 – May 8, 2010**

**Prerequisite:** ITE 200 level course or equivalent

In this course students will be introduced to the practice and theory of software engineering. Components to aid in the design of complex systems will be studied by examining modularity, interfaces, data and control flow models, controlling interaction, coupling, cohesion, as well as basic data structures, and algorithms. Additionally coverage of the differing design methodologies will be discussed including waterfall and stage gate, iterative, RAD, and JAD and project analysis to aid in selecting the most appropriate model(s).

**ITE 430: Database Management and Design**  
**Hong Zhou, Ph.D., Instructor**  
**Term 1: January 19 – March 13, 2010**

**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: March 29 – May 1, 2010**

**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: January 19 - March 13, 2010
or
Julie McNamara, Instructor
Term 2: March 15 - May 8, 2010

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: January 19 - March 13, 2010

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: January 19 – February 20, 2010
(The final project must be submitted by February 26, 2010.)
Or
Session 3: March 29 – May 1, 2010
(The final project must be submitted by May 7, 2010.)

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.

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
LSS 499 Social/Behavioral Sciences Capstone 2

MANAGEMENT

MGT 101: Principles of Management 3 credits
Cheryl Harrison, Ph.D., Instructor
Term 1: January 19 - March 13, 2010

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  
Cheryl Harrison, Ph.D., Instructor  
Term 1: January 19 - March 13, 2010 or  
Term 2: March 15 - May 8, 2010  
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: January 19 - March 13, 2010  
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  
Brandon Munson, Instructor  
Term 1: January 19 - March 13, 2010  
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 365: Non-Profit Management  
Michelle Milczanowski, Instructor  
Term 1: January 19 – March 13, 2010  
Prerequisite: ENG 101.  
This course will deepen students’ understanding of management and leadership’s role in today’s nonprofit sector. Topics covered are the responsibilities and challenges facing today’s nonprofit managers, the role of the board of directors, planning, funding and staffing programs, financial accountability and ethical decision making.

MGT 370: Operations Management  
Richard H. Calder, Instructor  
Term 2: March 15 - May 8, 2010  
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  
Kathleen Dove, Instructor  
Term 1: January 19 - March 13, 2010  
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  
Kathleen Dove, Instructor  
Term 2: March 15 - May 8, 2010  
This course enables adult learners to examine the interpersonal dynamics of teams and team interaction; develop skills for leading teams of empowered members, explore group processes like goal setting and problem solving; learn how teams interact with their organization; and look at managing work design, culture and change.
MGT 460: Fundamentals of Project Management  
Richard H. Calder, Instructor or Vanda Marques, Instructor  
Term 1: January 19 - March 13, 2010  
or  
Vanda Marques, Instructor  
Term 2: March 15 - May 8, 2010

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  
Ralph Braithwaite, Instructor  
Term 2: March 15 - May 8, 2010

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  
Richard H. Calder, Instructor  
Term 1: January 19 - March 13, 2010 or  
Term 2: March 15 - May 8, 2010

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  
Richard H. Calder, Instructor  
Term 1: January 19 – March 13, 2010 or  
Term 2: March 15 - May 8, 2010

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 467: Training and Development  
Carlo Esidore, Instructor  
Term 2: March 15 – May 8, 2010

Prerequisite: MGT 101

This course provides an application of learning and instructional development to the education and training of employees. Topics include instructional design; strategy, technology, learning materials; and implementation, evaluation, and management of training in an organizational environment. Roles and skills of the training and development professional will be reviewed. Contribution of training and development to an organization’s goals; understanding the training and development industry; and resources available to those in the profession will also be covered.

MGT 499: Strategic Management (Capstone)  
Rose Bednarz-Luglio, Instructor  
Term 1: January 19 - March 13, 2010

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 3 credits
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 3 credits
Kevin W. Fitzgerald, Instructor
Term 2: March 15 - May 8, 2010

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 1 credit
Stephen Luko, Instructor
Session 1: January 19 – February 20, 2010 or Session 3: March 29 –May 1, 2010

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.

MAT 102: College Algebra for Nursing Students 3 credits
Keith Earnshaw, Ph.D., Instructor
Full Semester or Term 2: March 15 – May 8, 2010

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  
3 credits
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  
3 credits
Andre Freeman, 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  
3 credits
Jody Tate, 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.

MUSIC

MUS 109: Fundamentals of Music  
3 credits
New
Mark Priest, Instructor
Full Semester

Under Development

MUS 135: Music of the Beatles  
3 credits
New
Noah Baerman, Instructor
Full Semester

Prerequisites: ENG 101: English Composition 1. Additionally, while musical training and vocabulary are not prerequisites for this class, students should be comfortable with the idea of listening to music analytically. The ability to aurally distinguish instruments from one another (for example, hearing the difference between a guitar and a keyboard) will be helpful.

Students will study the groundbreaking rock band the Beatles. Though there will be some discussion of historical and sociological context, the main focus will be on their music. Students will learn about the chronology of the Beatles’ recorded works, the distinctions (and similarities) among the works and chronological periods in the group’s life, and the roles of the primary and secondary instruments used in their music and how the individuals in the band approached these instruments. Through reading and listening to many Beatles recordings, students will become familiar with the full scope of their work, while also examining their influences, their contemporaries and the subsequent solo work of the band’s members.

MUS 315: Form and Analysis  
3 credits
New
Michael Schiano, Ph.D., Instructor
Full Semester

Under Development

NURSING

NUR 190: LPN to RN Bridge Course  
3 credits
Prerequisites: A current Connecticut LPN license, acceptance into an RN nursing program in Connecticut,
completion of the required general education courses of the first year of the nursing program, the recommendation for enrollment in the online LPN to RN Articulation Bridge Course by the Director of the RN nursing program.

Eligibility requirements of the Connecticut Articulation Plan are identified at the following site: http://ctlfn.org/index.php?option=com_content&task=view&id=67.

This course is designed to facilitate successful entry of practical nurse graduates into the third semester of the registered nurse program. It provides theoretical and clinical content from the first two semesters of the registered nurse program in those areas not presented in practical nurse education programs. This course is sponsored by the Connecticut League for Nursing and has been approved by the Articulation Oversight Committee and the Directors of Connecticut LPN, Associate degree and Diploma nursing programs to meet the three-credit LPN to RN transition course requirement of the statewide Connecticut LPN to RN Articulation Plan.

This course is designed to expand on the breadth and depth of the common content from practical nurse education programs and to introduce new theories, processes and skills specific to statewide registered nurse programs. Primary content areas include the nursing process; the utilization of critical thinking skills; sound decision-making principles; selected theories from the physical/social sciences, humanities, and nursing domains; the communication process; teaching/learning methodologies; legal and ethical issues; the transition in role expectations between LPN and RN practice.

(Non-credit Nursing courses are listed under SPRING 2010 NON-CREDIT CERTIFICATE PROGRAMS.)

ORGANIZATIONAL LEADERSHIP

LDR 499: Organizational Leadership Capstone 3 credits
Cheryl Harrison, Ph.D., Instructor
Term 2: March 15 - May 8, 2010

This is the required capstone course in the Charter Oak State College Organizational Leadership concentration and should be taken in the final semester.

PARALEGAL STUDIES

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

PLG 105: Civil Procedure 3 credits
Jessica Gauvin, J.D., Instructor
Term 1: January 19 - March 13, 2010

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

PLG 110: Technology in Law 3 credits
Jeffrey Shama, J.D., Instructor
Term 2: March 15 - May 8, 2010

Prerequisite: ENG 101.

This course is designed to teach Paralegals/Legal Assistants about the use of the computers in legal organizations. Subjects to be explored include: introduction to computers, computer hardware and software, programs for word processing, spreadsheets, and databases, timekeeping and billing programs, case management and docket control, discovery and litigation support, the internet, legal research and presentation graphics.

PLG 210: Legal Research and Writing 3 credits
Dawn Scott, J.D., Instructor
Term 2: March 15 - May 8, 2010

Students will learn the essential skills of legal research, writing and analysis in this course. They will learn to use the traditional book-based methods of legal research as well as electronic research systems such as Westlaw and/or LexisNexis.

PLG 215: Wills and Probate 3 credits
Connie Mabli, J.D., Instructor
Term 2: March 15 - May 8, 2010

This course is an introduction to the subject of wills and probate law. Topics to be covered include: basic estate planning including drafting a basic will and the five basic steps of estate administration.
PLG 301: Legal Ethics and Professional Responsibility  
Christopher Heller, J.D., Instructor  
Term 2: March 15 - May 8, 2010

This course, examines the philosophical and practical issues, guidelines and problems in legal ethics. Students will develop a basic understanding of the professional codes of conduct and the laws governing the ethical behavior of legal professionals. Specific areas to be covered will include: Unauthorized practice of law, conflicts of interests, confidentiality and privilege, proper handling of client funds, referral fees and fee splitting arrangements, retainer agreements and billing, attorney/firm advertising rules, and disciplinary procedures and malpractice.

PLG 311: Elder Law  
Connie Mabli, J.D., Instructor  
Term 1: January 19 - March 13, 2010

This course is an introduction to the subject of elder care. Topics covered include advance directives, wills, guardianships, patients’ rights, entitlement programs, diseases of aging, managed care, long-term care insurance, living facilities for the elderly, and financial planning.

PLG 312: Environmental Law  
Patrick Mottola, J.D., Instructor  
Term 2: March 15 - May 8, 2010

This course provides an overview of Environmental Law, with a focus on law at the federal level. The interplay between federal environmental laws with state and local laws will be evaluated. Consideration will be given to the common law; administrative law and constitutional issues; substantive environmental statutes that govern air, water, and waste; land use regulation; and current topics in environmental law.

PLG 314: Real Estate Law  
Jonathan Wetmore, J.D., Instructor  
Term 1: January 19 - March 13, 2010

This course explores real property ownership and rights and navigates the real estate transaction from contract through the eventual sale of the property.

PLG 320: Family Law  
Michael Fryar, J.D., Instructor  
Term 1: January 19 - March 13, 2010

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: March 15 - May 8, 2010

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.

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  
Nathan Greeno, Instructor  
Term 1: January 19 - March 13, 2010 or  
Term 2: March 15 - May 8, 2010
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**

Walton Brown-Foster, Ph.D., Instructor  
Term 1: January 19 - March 13, 2010  
or  
Daryl Capuano, J.D., Instructor  
Paul Petterson, Ph.D., Instructor  
Term 2: March 15 - May 8, 2010

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 210: Controversies in Law and Politics**

Daryl Capuano, J.D., Instructor  
Full semester

This course will educate students about the interplay between big legal issues and the political system. The course covers the issues that are at the center of both law and politics: the death penalty, gun control, school prayer, and censorship are played out in politics, law and TV.

**POL 220: State and Local Government**

Jason Jakubowski, Instructor  
Term 2: March 15 - May 8, 2010

**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**

Daryl Capuano, J.D., Instructor  
Term 1: January 19 - March 13, 2010  
or  
Walton Brown-Foster, Ph.D., Instructor  
Term 2: March 15 - May 8, 2010

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

**POL 321: Constitutional Law**

Daryl Capuano, J.D., Instructor  
Term 2: March 15 - May 8, 2010

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**

C. Mark Wessinger, Ph.D., Instructor  
Term 1: January 19 - March 13, 2010  
or  
Term 2: March 15 - May 8, 2010

**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  
Ruth M. Grant, Ph.D., Instructor  
Term 1: January 19 - March 13, 2010

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: January 19 - March 13, 2010 or  
Term 2: March 15 - May 8, 2010  
or  
Susan Krampitz, Instructor  
Term 1: January 19 – March 13, 2010

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: January 19 - March 13, 2010

Prerequisite: PSY 101.
This course provides an overview of the theoretical, empirical, and applied literature related to gender. Learners critically analyze research on gender and psychology; describe constructivist and essentialist perspectives to psychological issues related to gender; and relate course content to their own gendered experiences. Topics include sex and gender differences and similarities in physical development, mental abilities, mental health issues and coping, spirituality, personality, social behavior, gender socialization in the context of ethnicity and class, sexual orientation, health, workplace, and media portrayal.

PSY 321: Social Psychology  
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 322: Learning and Memory  
Robert Hunter, Ph.D., Instructor  
Full Semester

Prerequisite: PSY 101.
In this course, students will explore historical, traditional, and contemporary literature on learning and memory and the biological basis of learning and memory. Areas of theory covered will include: classical/respondent conditioning, instrumental/operant conditioning, and social learning theory with attention to clinical, counseling, and educational applications.

PSY 333: Social Psychology and Deviance  
Michael Starenko, Instructor  
Term 1: January 19 - March 13, 2010

Prerequisite: PSY 101.
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 3 credits
Peggy Lauria, Ph.D., Instructor
Term 1: January 19 – March 13, 2010 or
Term 2: March 15 - May 8, 2010

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 3 credits
Hannah Sellers, Instructor
Full Semester
or
Jennie Schaff, Ph.D., Instructor
Term 2: March 15 - May 8, 2010

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: January 19 - March 13, 2010

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: March 15 - May 8, 2010

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: January 19 - March 13, 2010

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 210: Ethics in Public Administration 3 credits
Paul Petterson, Ph.D., Instructor
Term 1: January 19 – March 13, 2010

Prerequisites: ENG 101 and PUB 101.

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

PUB 215: Making Public Policy 3 credits
Merle Harris, Ed.D., Instructor
Term 2: March 15 – May 8, 2010

Prerequisite: ENG 101.

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

PUB 315: Public Policy Analysis 3 credits
Roger L. Kemp, Ph.D., Instructor
Term 2: March 15 – May 8, 2010

Prerequisites: ECO 101, ENG 101 and ENG 102.

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

PUBLIC SAFETY ADMINISTRATION

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

PSA 305: Ethics in PSA 3 credits
Lonnie Inzer, Instructor
Session 2: February 22 – March 27, 2010

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

PSA 315: Public Safety Community Delivery Systems 3 credits
Bill Lowe, Ph. D., Instructor
Session 2: February 22 – March 27, 2010

This course surveys various models and applications of public safety service systems throughout the United States.

PSA 330: Cultural Diversity in PSA 3 credits
John Meza, Instructor
Session 3: March 29 – May 1, 2010

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 355: Human Resources in PSA 3 credits
Mike Spector, Ph.D., Instructor
Session 2: February 22 – March 27, 2010

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 3 credits
Tina Markowski, Instructor
Session 3: March 29 – May 1, 2010

This course surveys the historical development, creation and purposes of the Department of Homeland Security and the corresponding National Strategy for Homeland Security. Students will learn the purpose and means for securing America’s homeland.
PSA 410: Political and Legal Systems
in PSA
Will Gonzalez, J.D., Instructor
Session 1: January 19 – February 20, 2010

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

PSA 425: Counteracting Terrorism
Joe Saitta, Ed.D., Instructor
Session 1: January 19 – February 20, 2010

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

PSA 445: Strategic Planning in PSA
Craig Shelley, Instructor
Session 1: January 19 – February 20, 2010

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

PSA 499: Leadership in PSA (Capstone)
Thomas Fowler, Instructor
Session 3: March 29 – May 1, 2010

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

SOCIOLOGY

SOC 101: Sociology
Janet Lanci, Instructor
Term 1: January 19 - March 13, 2010

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: March 15 - May 8, 2010

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

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

SOC 315: Sociology of Diversity 3 credits
John Morra, Instructor
Term 1: January 19 - March 13, 2010

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

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

SOC 320: Urban Youth in American Society 3 credits
Chiedza Rodriguez Pablon, Instructor
Term 1: January 19 - March 13, 2010

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 3 credits
Gayle van Dijk, Instructor
Term 2: March 15 - May 8, 2010

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 3 credits
Michael Starenko, Instructor
Term 2: March 15 - May 8, 2010

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 3 credits
Pamela Jeffrey, Instructor
Term 1: January 19 - March 13, 2010

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 3 credits
Deborah Symons, Instructor
Term 1: January 19 - March 13, 2010

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 3 credits
Deborah Symons, 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**

Deborah Symons, 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.

**SPRING 2010**

**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. An 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 course will be offered on a continuous basis. Two additional online orientation tutorials have been developed for use by health care agencies. For further information about the course contact the Connecticut League for Nursing at 860-276-9621. There are no refunds for this course.

**Home Care Orientation Tutorials**

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

**HCN 011: Clinical Practice in the Home Care Environment**

On-demand

Non-credit – 15 contact hours

Home Care Orientation Tutorial One addresses the following units of content: the evolving role of the home care nurse; components of a home visit; the plan of care; effective team communication; and patient/family teaching concepts. There are no refunds for this course.
HCN 012: Home Care Regulations and Documentation Requirements
On-demand
Non-credit – 15 contact hours
Home Care Orientation Tutorial Two addresses the following units of content: patient’s rights, privacy, and confidentiality; regulations and accreditation in home care; home care payors and documentation requirements; and, OASIS. There are no refunds for this course.

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

This refresher course is offered in three modules to assist Registered Nurses who have been out of the workforce for three to ten years to return to active practice in first-level medical-surgical staff positions in hospitals, long-term care facilities, or in home care.

Only those who participate in all three modules will earn a refresher course certificate. Others, who may be interested in taking one or both of the first two modules for personal enrichment, may do so and earn the associated contact hours (45 hours per module). This course will be offered on a continuous basis. The next sessions begin on January 18, 2010. 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 recent physical and current immunizations are required before students may participate in module two.

PERIOPERATIVE NURSING

NUR 031: Introduction to Perioperative Nursing
Online/Clinical
Non-credit – 215 contact hours
Charter Oak State College, the Connecticut League for Nursing (CLN), the Connecticut Hospital Association (CHA) and the Connecticut Office of Workforce Competitiveness collaborated to develop this online course designed to meet the needs of hospitals statewide for access to a flexible and cost effective vehicle to prepare new RN recruits for the perioperative nursing specialty with the knowledge and skills necessary for beginning practice in the intraoperative phase of care. Hospital-based laboratory experiences are integrated throughout the online lessons of the course to provide hands-on experience in mastering the skills necessary to function in scrub and circulating roles in the operating room. The course will equip the participants to enter a structured precepted orientation program in their employing institutions, and upon its completion, into practice as an operating room staff nurse.

To be eligible to participate students must:
• be an employee in the operating room of a participating hospital, and
• be recommended by their employer to participate in the course.

The spring sessions will be offered January 18 – March 12, 2010 and April 19 – June 11, 2010. 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 January 4 and March 15, 2010. 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 dliinfo@charteroak.edu.

**Portfolio Assessment**

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

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

**Testing**

Another option for earning college credits is college-level testing. Students pursuing a degree at another college can check with their admissions office to see if their college will accept any standardized exams for credit toward their degrees. Students pursuing degrees at Charter Oak State College can access information about exams that we accept at http://www.charteroak.edu/Advising/StandardizedExams.cfm.

People without computer access or those wishing further information may call 860-832-3822.
Spring 2010 On-Demand Courses

ENG 099  Criterion Writing Assessment (non-credit)
HCN 010 Introduction to Home Care Nursing (non-credit)
HCN 011 Clinical Practice in the Home Care Environment (non-credit)
HCN 012 Home Care Regulations and Documentation Requirements (non-credit)
NUR 013 RN Refresher Course, Module Three (non-credit)
NUR 021 LPN Refresher Course Module One (non-credit)
NUR 022 LPN Refresher Course Module Two (non-credit)
PHA 013 Pharmacists Refresher Course, Module Three (non-credit)

Spring 2010 Accelerated Courses
* Indicates a new course

5-Week Courses

SESSION 1: January 19 – February 20, 2010
ENG 103 Research Writing
IDS 400 Grant Writing
ITE 100 Computer Literacy (one credit)
ITE 135 Computer Security
MAT 100 Elementary Algebra
PSA 410 Political & Legal Systems in PSA
PSA 425 Counteracting Terrorism
PSA 445 Strategic Planning in PSA

SESSION 2: February 22 – March 27, 2010
ITE 100 Computer Literacy (one credit)
ITE 335 Computer Systems Security
PSA 305 Ethics in PSA
PSA 315 Human & Community Service Delivery in PSA
PSA 355 Human Resource in PSA

SESSION 3: March 29 – May 1, 2010
ENG 103 Research Writing
IDS 400 Grant Writing
ITE 100 Computer Literacy (one credit)
ITE 435 Network Security Management
MAT 100 Elementary Algebra
PSA 330 Cultural Diversity in PSA
PSA 360 America’s Homeland Security
PSA 499 Leadership in PSA (Capstone)

Term 1 8-Week Courses:
January 19 - March 13, 2010

ASE 255 Introduction to After School Care and Education
ASE 260 Program Environment & Curriculum Development in ASE
ASE 398 After School Education Practicum 1 cr
BIO 105 Nutrition
BUS 120 Business Law
BUS 250 International Business
COM 326 Organizational Communication
CRJ 101 Criminal Justice
ECE 101 Introduction to Early Childhood Education
ECE 215 Behavior Management in Early Childhood
ECE 250 Administration and Supervision of ECE Programs
ECE 310 Speech and Language Development
ECE 350 History of Montessori Education
ECE 450 Montessori Literacy Model
ECO 101 Microeconomics
ECO 410 Global Economics
EDT 311 Instructional Design
ENG 101 English Composition 1
ENG 102 English Composition 2
HCA 101 Health Care Systems and Administration
HCA 105 Medical Terminology
HCA 301 Contemporary Ethical Issues in HCA
HCA 311 Health Care Economics
HCA 321 Continuous Quality Improvement in HCA
HCA 350 Transcultural Competency in HCA
HCA 401 Regulatory and Accrediting Requirements
HIS 474* History of the Israeli-Palestinian Conflict
IDS 102 Prior Learning Portfolio Development
IDS 120 The Global Village
ITE 101 Management Information Systems
ITE 330 Systems Analysis and Design
ITE 345* Computer Ethics
ITE 430 Database Management and Design
MGT 101 Principles of Management
MGT 315 Organizational Behavior
MGT 325 Organizational and Group Dynamics
MGT 326 Organizational Theory
MGT 365 Non-Profit Management
MGT 450 Leadership Practices
MGT 460 Fundamentals of Project Management
MGT 462 Effective Project Management
MGT 464 Mastering Project Management
MGT 499 Strategic Management (Capstone)
PHL 485 Business Ethics and Individual Values
PLG 105 Civil Procedures
PLG 311 Elder Law
PLG 314 Real Estate Law
PLG 320 Family Law
POL 150 American Government
POL 250 Ethics in International Relations
PSY 101 Psychology
PSY 248 Adolescent Psychology
PSY 301 Psychology of Play
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<td>Children, School, and the Community</td>
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<tr>
<td>SOC 449</td>
<td>Social Problems: Impact on the Workplace</td>
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</table>

* Indicates a new course

**Proposed Courses for Summer 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.

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<td>ASE 265</td>
<td>Child &amp; Adolescent Development</td>
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<td>ASE 315</td>
<td>Positive Guidance for Children and Youth</td>
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<td>ASE 398</td>
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<td>International Business</td>
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<td>Chemistry with Lab</td>
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<td>Behavior Management in Early Childhood</td>
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<td>Music for Early Childhood Professionals</td>
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<td>ECE 310</td>
<td>Speech and Language Development</td>
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<td>ECE 498</td>
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<td>ECO 101</td>
<td>Microeconomics</td>
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ECO 102  Macroeconomics
ECO 410  Global Economics
ENG 099  Criterion Writing Assessment
ENG 101  English Composition 1
ENG 102  English Composition 2
ENG 103  Research Writing
ENG 302  World Literature for Children
ENG 304  American Short Story
ESC 111  Earth Science
FIN 210  Financial Management
HCA 101  Health Care Systems and Administration
HCA 105  Medical Terminology
HCA 115  Medical Records Science
HCA 301  Contemporary Ethical Issues in HCA
HCA 311  Health Care Economics
HCA 321  Continuous Quality Improvement in HCA
HCA 350  Transcultural Competency in HCA
HCA 450  Leadership in HCA
HIS 350  Contemporary China
IDS 102  Prior Learning Portfolio Development
IDS 120  The Global Village
IDS 400  Grant Writing
ITE 100  Computer Literacy
ITE 101  Management Information Systems
ITE 135  Computer Security
ITE 220  Networking and Data Communications
ITE 330  Systems Analysis and Design
ITE 335  Computer Systems Security
ITE 430  Database Management and Design
MAT 100  Elementary Algebra
MAT 101  Contemporary Mathematics
MAT 102  College Algebra for Nursing Students
MGT 315  Organizational Behavior
MGT 450  Leadership Practices
MGT 451  Team Leadership
MGT 460  Fundamentals of Project Management
MGT 464  Mastering Project Management
MUS 130  Survey of Jazz Styles
PHL 201  Ethics in America
PHL 485  Business Ethics and Individual Values
PLG 105  Civil Procedure
PLG 110  Technology in Law
PLG 301  Legal Ethics & Professional Responsibility
POL 150  American Government
POL 225  Latin American Politics & Government
POL 250  Ethics in International Relations
POL 350  International Terrorism
PSA 305  Ethics in PSA
PSA 330  Cultural Diversity in PSA
PSA 440  Research Methodology in PSA
PSA 465  Global Perspectives/Emergency Management in PSA
PSY 301  Psychology of Play
PSY 319  Psychology of Gender
PSY 321  Social Psychology
PSY 334  Psychology of Personality
PSY 335  Psychology of Exceptional Children
PSY 336  Abnormal Psychology
PUB 315  Public Policy Analysis
SCI 201  Environmental Science
SCI 202  Environmental Science Lab
SOC 101  Sociology
SOC 210  Sociology of the Family
SOC 311  Sociology of the City
SOC 315  Sociology of Diversity
SOC 350  Children, School, and the Community
SOC 449  Social Problems: Impact on the Workplace
SOC 450  Social Theory

Capstone Courses will be offered in each semester.

“The Charter Oak program has given me the flexibility to complete my degree even though I have moved around the country. The College offers an excellent degree alternative.”
## Spring 2010 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. (*indicates new course)

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<thead>
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<td>ACC 102</td>
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### 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

### 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

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.
### 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>
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### OLD GENERAL EDUCATION REQUIREMENTS

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<td>Leadership in PSA (Capstone)</td>
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<td>Psychology</td>
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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>
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<th>Liberal Arts</th>
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<td>PUB 215</td>
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<td>I, R</td>
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<td>I, R</td>
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<td>Urban Youth in American Society</td>
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<td>SOC 449</td>
<td>Social Problems: Impact on the Workplace</td>
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</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.

“From the first time I contacted Admissions, I could see that Charter Oak was way ahead of the pack when it came to customer service... and when one is a distance learner, that kind of support is critically important.”

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.

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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