Online Course Schedule
Summer 2010

CharterOak.edu/summer
### Calendar Summer 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 29</td>
<td>Course registration begins</td>
</tr>
<tr>
<td>April 2</td>
<td>College closed for Good Friday</td>
</tr>
<tr>
<td>April 30</td>
<td>Deadline to apply for Summer Financial Aid</td>
</tr>
<tr>
<td>May 21</td>
<td>Registration closes at 4 p.m., EST for Summer 2010</td>
</tr>
<tr>
<td>May 24</td>
<td>Courses begin, 8-week, Term 1, 5-week, Session 1 and 10-week Capstone 2</td>
</tr>
<tr>
<td>May 25</td>
<td>Deadline for 100% tuition refund for 8-week courses and for 5-week, Session 1 and Capstone 2</td>
</tr>
<tr>
<td>May 28</td>
<td>College closed for mandatory furlough day</td>
</tr>
<tr>
<td>May 31</td>
<td>College closed for Memorial Day</td>
</tr>
<tr>
<td>June 26</td>
<td>5-week Session 1 courses end</td>
</tr>
<tr>
<td>June 28</td>
<td>5-week Session 2 and Capstone 1 courses begin</td>
</tr>
<tr>
<td>June 29</td>
<td>Deadline for 100% tuition refund for 5-week Session 2</td>
</tr>
<tr>
<td>July 2</td>
<td>College closed for mandatory furlough day</td>
</tr>
<tr>
<td>July 5</td>
<td>College closed for Independence Day</td>
</tr>
<tr>
<td>July 17</td>
<td>8-week Term 1 courses end</td>
</tr>
<tr>
<td>July 31</td>
<td>5-week Session 2 and Capstone 1 &amp; 2 courses end</td>
</tr>
</tbody>
</table>

### Calendar Fall 2010

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>July 2</td>
<td>College closed for mandatory furlough day</td>
</tr>
<tr>
<td>July 5</td>
<td>College closed for Independence Day</td>
</tr>
<tr>
<td>July 6</td>
<td>College registration begins</td>
</tr>
<tr>
<td>August 30</td>
<td>Courses begin for 15-week full semester, 8-week Term 1 and 5-week Session 1 courses</td>
</tr>
<tr>
<td>August 31</td>
<td>Deadline for 100% tuition refund for full semester, Term 1 and Session 1</td>
</tr>
<tr>
<td>September 6</td>
<td>College closed for Labor Day</td>
</tr>
<tr>
<td>October 2</td>
<td>5-week Session 1 courses end</td>
</tr>
<tr>
<td>October 4</td>
<td>5-week Session 2 courses begin</td>
</tr>
<tr>
<td>October 5</td>
<td>Deadline for 100% tuition refund for Session 2</td>
</tr>
<tr>
<td>October 11</td>
<td>College closed for Columbus Day</td>
</tr>
<tr>
<td>October 23</td>
<td>Term 1, 8 week courses end</td>
</tr>
<tr>
<td>October 25</td>
<td>8-week Term 2 courses begin</td>
</tr>
<tr>
<td>October 26</td>
<td>Deadline for 100% tuition refund for Term 2</td>
</tr>
<tr>
<td>November 6</td>
<td>5-week Session 2 courses end</td>
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</tbody>
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### Calendar Spring 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>November 8</td>
<td>Course registration begins</td>
</tr>
<tr>
<td>November 9</td>
<td>Deadline for 100% tuition begin</td>
</tr>
<tr>
<td>November 25 &amp; 26</td>
<td>College closed for Thanksgiving</td>
</tr>
<tr>
<td>December 11</td>
<td>15-week full semester and 5-week Session 3 courses end</td>
</tr>
<tr>
<td>December 18</td>
<td>8-week Term 2 courses end</td>
</tr>
<tr>
<td>December 24</td>
<td>College closed for Christmas</td>
</tr>
<tr>
<td>December 27</td>
<td>College closed for mandatory furlough day</td>
</tr>
</tbody>
</table>

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 *
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

Accelerated Online Courses in 5- and 8-week Terms
All accelerated online courses are the same in content as 15-week courses, only condensed into five or eight weeks. 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, 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
(Visit http://www.ctdlc.org/Help/productindex.cfm?ProductID=24 for more information about Windows Vista support.)

Browsers:
System Requirements

- **Windows Operating System**
  Windows XP, Vista*, or Windows 7

  **Browsers:**
  Internet Explorer 7 and 8
  Firefox 2.0.x

  **Note:** Please visit this page for more information about Windows Vista support.

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*Note: Please visit this page for more information about Windows Vista support.
• **Mac Operating System**
  OS 10.4.x, 10.5.x, or 10.6.x
  Firefox 2.0.x
  Safari 2.0.x
  Safari 3.0.x

• **Networking**
  Ports 8010 and 8011 must be open to access the Chat and Virtual Classroom tools.

• **Safe Assign**
  You must be able to access the following addresses in order to use the plagiarism tool:
  http://www.safeassign.com:8080
  https://www.safeassign.com:8443

**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 (CTLDC) 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.

“**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

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. The student may participate in the threaded discussions, but may not participate in any
group or team projects. The instructor is not obligated to grade the auditing student’s work.

A grade of “AU” cannot be changed to a letter grade once the course has begun. Likewise a letter grade cannot be changed to an “AU” once the course begins. If a student wants a letter grade, the student would need to retake the course for credit, complete all of the required work, and pay the full tuition.

Financial Aid

Students, both new and returning, may apply for summer financial aid. In order to qualify they must meet the eligibility requirements for aid and complete the summer aid application. Summer aid is a trailer to the 09-10 academic year. Certain students may have utilized the maximum aid for which they were eligible and will have no remaining eligibility. Please note, the last day to apply for summer aid is April 30th. All applications received after this date will be denied. This date was chosen to provide time required for processing aid applications. Any students with questions regarding summer aid should contact the Financial Aid Office at Charter Oak State College for further information, (860-832-3872) or sfa@charteroak.edu.

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/prospective/tuition/payments.cfm.

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 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 Summer 2010 courses begins March 29, 2010.

Term 1, 8-week courses; Session 1, 5-week courses and Capstone 2, 10-week courses begin May 24, 2010. (See course listings for all other start dates.) The deadline to register for courses beginning May 24 is Friday, May 21, 2010 at 4 p.m., EST. The registration deadlines for Session 2 and Capstone 1 courses, beginning on June 28, 2010 is Friday, June 25, 2010 at 4 p.m., EST.

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](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 5:00 p.m. and Friday from 8:30 a.m. to 5:00 p.m.

**Our policy for online payments is as follows:**

1. We offer free electronic checking using the CashNet eCheck option.
2. We accept Mastercard, Discover and American Express credit cards. **Visa cards are not 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 does not accept credit card payments over the phone or authorizations received in the mail or by fax. The convenience fee is collected by the College’s payment processor and the College receives no portion of the fee.

3. Paper checks will 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.

**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 HHHelp.aspx](https://commerce.cashnet.com/cashnetd/selfserve/AC HHHelp.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 May 17, 2010 will 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 Summer 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 Summer 8-week term. Students requesting to begin after May 24, 2010 will need to wait for the fall 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, under special circumstances, like personal illness or a death in the family, a student may request an extension to complete the course. If approval is granted by the instructor, the student will be given an “Incomplete” for a grade and must complete the course within the extension. Students will receive a grade of “F” at the end of the 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. Summer 2010 books will be available after April 1, 2010 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 a New Text Only if ordered through MBS Direct. Used texts or eBooks are available for many courses. However, if you purchase a used text, you will need to purchase a new Access Key through the publisher. Access Keys and CD’s are not available with eBooks.
• eBooks are available for some courses. Click the title’s Internet Download Requirements and DRM link for information concerning printing and length of availability. eBooks can only be downloaded one time to one computer. There are no refunds for eBooks.
• Some courses require a study guide, often a series of supplemental readings and a video guide where appropriate. Required materials are listed; all other supplementary items are optional.
• You must receive your texts prior to the start of the course in order to maintain the required schedule.
• 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 who purchase books through MBS Direct may sell them back or any student 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, dllinfo@charteroak.edu.

Checklist for Distance Learning Students

☐ Register no later than two weeks prior to the start of the course for the Summer semester. The deadline to register for Term 1, and Session 1 courses is Friday, May 21, 2010 at 4 p.m. EST. The registration deadline for all other courses, including Session 2 will be the Friday prior to the start of classes at 4 p.m. EST. 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 Official Catalog http://www.charteroak.edu/catalog.

Academic Honesty
According to Charter Oak State College policy:

- 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.

Use of the Turnitin.com service is subject to the “Terms of Use” Agreement posted on the Turnitin.com website at [http://www.turnitin.com](http://www.turnitin.com).

Dropping Courses

There are drop dates for each term. If you wish to drop a course in which you enrolled, log in to [https://acorn.charteroak.edu](https://acorn.charteroak.edu) and return to your Course Schedule.

*The second day of the course at 11:59 p.m. ET is the deadline for all 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.

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Extensions

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](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.

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<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>
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<tr>
<td>A</td>
<td>93.0-100.0</td>
<td>4.0</td>
<td>C</td>
<td>73.0-76.9</td>
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<tr>
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<td>3.7</td>
<td>C -</td>
<td>70.0-72.9</td>
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<td>87.0-89.9</td>
<td>3.3</td>
<td>D+</td>
<td>67.0-69.9</td>
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<tr>
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<td>D</td>
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<td>0.0</td>
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<tr>
<td>W</td>
<td>Withdrawal – Student officially withdrew.</td>
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<tr>
<td>I</td>
<td>Incomplete – For 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.</td>
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<tr>
<td>AU</td>
<td>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.</td>
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</tr>
<tr>
<td>AW</td>
<td>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.</td>
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<tr>
<td>P</td>
<td>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.</td>
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</tbody>
</table>
Summer 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

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 Term 1 8-week accelerated courses, or the 10-week Capstone courses beginning on May 24, 2010:
May 25, 2010   Deadline for 100% tuition refund
May 30, 2010   Deadline for 80% tuition refund
June 6, 2010   Deadline for 50% tuition refund
June 13, 2010  Deadline for 25% tuition refund

There will be no refunds for withdrawals from the Summer 8-week accelerated courses after June 13, 2010.

Refund schedule for students taking the Session 1, 5-week courses
May 25, 2010   Deadline for 100% tuition refund
May 30, 2010   Deadline for 50% tuition refund

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

Refund schedule for students taking the Session 2, and Capstone 1 5-week courses
June 29, 2010  Deadline for 100% tuition refund
July 4, 2010   Deadline for 50% tuition refund

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

Refund schedule for Students taking 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

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

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.

“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.”
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:
- Summer 2010 8-week term course: no later than
  11:59 p.m. ET on Sunday, July 11, 2010.
- Session One 5-week course: no later than 11:59
  p.m. ET on Sunday, June 20, 2010.
- Session Two, 5-week, Capstone 1, 5-week course
  and Capstone 2, 10-week: no later than 11:59 p.m.

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
8-week accelerated courses and for 10-week capstone
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 onground class or visiting an Instructor in his/her office to discuss issues.

Library Access
Charter Oak State College provides online library resources. Charter Oak State College students may access the libraries through the Acorn portal at http://acorn.charteroak.edu. After logging in with your Charter Oak State College user name and password, click on the “Visiting Students” 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. Click on “Login Now”. Click on “NE Consortium” and select Charter Oak State College. At the Welcome page, follow direction to set up your login 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 counselor 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.

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

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“I needed a time-flexible, affordable and accelerated program to complete my degree. Charter Oak provided it all... plus a caring and supportive environment.”
SUMMER 2010
Credit Course Offerings

All courses are online.

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

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.

AFTER SCHOOL EDUCATION

ASE 255: Introduction to After School Care and Education
Kathleen Wilby, Instructor

This course provides students with an overview of the knowledge and skills necessary to implement a developmentally appropriate after school program for children in elementary and middle school. The term “after school program” refers to all out of school time programs including before and after school, vacation and summer programs that assume responsibility for student safety and promote positive child and youth development or extend educational support to children, youth and families in a program operating under state approval or licensing authority. This course examines established quality standards and best practices and their practical application to daily program practices. Topics include child development, social/emotional climate, health and safety, physical environment, curriculum planning, and program management in after school care. This course is a pre-requisite for all other After School Education courses.

ASE 265: Child and Adolescent Development
Susan Krampitz, Instructor

Prerequisite: ASE 255

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

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

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

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 499: Child and Youth Development Capstone
Carol Weisberg, Instructor

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

**BIOLOGY**

BIO 105: Nutrition
Susan Deane, RN, MSN, Instructor
or
Alison Birks, RH, CNS, Instructor

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 130: Human Biology with Lab
Susan Deane, RN, MSN, Instructor

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
Catherine Orazi, J.D., Instructor

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
Lisa Marie Bigelow, Instructor

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

**COMMUNICATIONS**

COM 326: Organizational Communication
Beth Tracy, Instructor

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
Robert Eddy, Instructor
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  

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**  
*3 credits*  
Dawn Levasseur, Instructor  

This course covers the history, theory, philosophy, and goals of Early Childhood Education, the role of the teacher and of the environment as they influence student learning, a variety of early care and education programs, typical developmental characteristics, what it means to be an Early Childhood Professional, including the Code of Ethical Conduct; and how to meet the needs of individual children, including those with special needs.

**ECE 215: Behavior Management in Early Childhood**  
*3 credits*  
Gayle van Dijk, Instructor  

Prerequisite: Child Development course.

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

**ECE 220: Music for Early Childhood Professionals**  
*3 credits*  
Carol A. Mowen, Ph.D., Instructor  

This course discusses the importance of including music in early childhood for the full development of the individual child. Research into Kodaly and European models of early childhood music instruction, Suzuki and Asian models for early childhood music instruction, and current best-practices in the United States will be conducted. The learner will 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**  
*3 credits*  
Gayle van Dijk, Instructor  

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 form 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**  
*3 credits*  
Pamela Giberti, Instructor  

This course provides an overview of the knowledge and skills necessary to develop and administer an early care and education facility. The course explores management and leadership skills, program and facility development.
ECE 310: Speech and Language Development  
Carol A. Mowen, Ph.D., Instructor

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

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

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

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.

EARTH SCIENCE

ESC 111: Earth Science  
Kristine Larsen, Ph.D., Instructor

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

ECONOMICS

ECO 101: Microeconomics  
Anthony Pranzo, Instructor

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

ECO 102: Macroeconomics  
Anthony Pranzo, Instructor

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

ECO 410: Global Economics  
John M. Halstead, Ph.D., Instructor

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.

**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*

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.

This writing course will continue to develop essential 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*
*or*
*Paul Rosenberg, Instructor*

**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*
*or*
*Paul Rosenberg, Instructor*

**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: May 24 – June 26, 2010
(Papers must be submitted by July 2, 2010.)
or
Session 2: June 28 - July 31, 2010
(Papers must be submitted by August 6, 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 302: World Literature for Children 3 credits
Ruth MacDonald, Ph.D., Instructor
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 304: American Short Story 3 credits
Paul Rosenberg, Instructor
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 3 credits
Barry J. Vroeginday, Ed.D., Instructor

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 1 credit
Barry J. Vroeginday, Ed.D., Instructor
Prerequisites: ENG 101 and ENG 102.

This course will introduce the student to a current topic in environmental science of their choosing. The student will investigate a specific environmental issue, topic, or product related to their community and/or personal experience, establish a hypothesis (if applicable), and test the hypothesis through the scientific method. In an effort to complete this 1-credit course, the student will select a topic, perform a “field” effort (visit a site or facility, interview expert sources, etc.), and submit a Field Experience Action Plan, Draft Field Experience Report (optional), and a Final Field Experience Report in American Psychological Association (APA) format. Traditional and Web-based research methods and resources will be required and demonstrated throughout the course and specifically in the Final Field Experience Report. The one credit SCI 202 lab may be taken only once.

HEALTH CARE ADMINISTRATION

HCA 101: Health Care Systems and Administration 3 credits
Lewis W. Mustard, Ph.D., J.D., Instructor
This course provides a broad introduction to the health care system and organizations in the United States; public health, participants in the health care system, customer service skills, management skills, budgeting and planning, marketing, information technology in health care, historical developments, trends, public policy, ethical issues, comparisons with systems in other countries, and the impact of global economy on health care administration.

**HCA 105: Medical Terminology**

Jeff M. Dykes, Instructor

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 115: Medical Records Science**

Cheryl Goretti, Instructor

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 301: Contemporary Ethical Issues in HCA**

Michael Hartwig, Ph.D., Instructor

This course is an examination of contemporary ethical issues that arise in the context of health care (including such issues as informed consent, termination of life support, research ethics, genetics and cloning, reproductive technologies, and professional ethics). The course will include an introduction to main ethical principles, codes of ethics, and ethical theories that are relevant to understanding and resolving ethical problems/ issues. It will also examine current political issues, such as the impact of finances, which may have an effect on the health care decision making process, with a focus on the ethical implications of health care policies and decisions.

**HCA 311: Health Care Economics**

Brandon Munson, Instructor

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

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

**HCA 350: Transcultural Competency**

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

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

**HCA 450: Leadership in HCA (duplicates MGT 450)**

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

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

**HCA 499: Strategic Management in HCA (Capstone)**

Clotilde Dudley Smith, Ed.D., Instructor

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 250: History of Eastern Religions**

Nicki Gallagher, Instructor

**Prerequisites:** ENG 101 and 102.

This course takes a comparative look at the major Eastern religious traditions, including Buddhism, Confucianism, Hinduism, Taoism and Shinto, from their origins to the present. Concepts such as karma, yoga, reincarnation, and yin-yang, will be explored. The main philosophies of each Asian religion, as well as the influence of historical figures such as Mohandas Gandhi and the Dalai Lama, will be examined through a variety of both visual and written sources.

**HIS 350: Contemporary China**

Terrence Monroe, Instructor

**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**

Kenneth Long, Ph.D., Instructor

**Prerequisite:** ENG 101.

This course provides a detailed historical overview of the Israeli-Palestinian conflict. Emphasis will be placed on events leading to the creation of and expansion of Israel, the history of Israeli government and policy, and the evolution of the Palestinian national independence movement including the Palestinian Liberation Organization and Hamas.

**INDIVIDUALIZED STUDIES CAPSTONE COURSES**

**Capstone 1: June 28 – July 31, 2010**

**Capstone 2: May 24 – July 31, 2010**

In the Summer term only students who completed Capstone 1 may take Capstone 2.

The individualized studies capstone courses are required for all students with those concentrations who matriculated after July 1, 2009. Students take the 5-week, 1-credit Pass/Fail course followed by the 10-week, 2-credit graded course. In the one credit course, the student develops the proposal for the capstone project to be completed in the two credit course.

Academic counselor 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**

Lisa Bigelow, Instructor

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

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

Kristine Larsen, Ph.D., Instructor

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

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

Edgar Colon, Ph.D., Instructor
**INFORMATION TECHNOLOGY**

**ITE 100: Computer Literacy**
1 credit

Session 1: May 24 – June 26, 2010 or
Session 2: June 28 – July 31, 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 the 5-week session. 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. **There are no refunds for this course.**

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

John Rusnak, Ph.D., Instructor

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: May 24 – June 26, 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

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 330: Systems Analysis and Design**
3 credits

John Rusnak, Ph.D., Instructor

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

**ITE 335: Computer Systems Security**
3 credits

Chris Rose, Ph.D., Instructor

Session 2: June 28 – July 31, 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 430: Database Management and Design**  
Hong Zhou, Ph.D., Instructor

*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 1:** May 24 – June 26, 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 120: The Global Village**  
*Ruth MacDonald, Ph.D., Instructor*

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: May 24 – June 26, 2010*  
*(The final project must be submitted by July 2, 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**

**Capstone 1:** June 28 – July 31, 2010  
**Capstone 2:** May 24, 2010 – July 31, 2010

*In the Summer term only students who completed Capstone 1 may take Capstone 2.*

The liberal studies capstone courses are required for all students with those concentrations who matriculated after July 1, 2009. Students take the 5-week, 1 credit Pass/Fail course followed by the 10-week, 2 credit graded course. In the one credit course, the student develops the proposal for the capstone project to be completed in the two credit course.

Academic counselor 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**

*Richard Gerber, Ph.D., Instructor*
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 462: Effective Project Management**  
Richard H. Calder, Instructor

**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

**Prerequisites:** MGT 460 and MGT 462.

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

**MGT 499: Strategic Management (Capstone)**  
Rose Bednarz-Luglio, Instructor

**Session 1:** May 24 – June 26, 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.

**MATHEMATICS**

**MAT 100: Elementary Algebra**  
1 credit  
Stephen Luko, Instructor  
Session 1: May 24 – June 26, 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.

This is a five-week course that reviews the basics of algebraic notation and skills that are the foundation for higher-level mathematics courses. It is specifically designed for students who wish to refresh their algebra skills prior to or while simultaneously taking MAT 101, MAT 103 or MAT 105 at Charter Oak State College.

Topics include algebraic expressions; one-variable linear equations; slope and straight line formulas; graphs of linear equations and systems of linear equations; linear inequalities; and concepts of linear programming using systems of linear inequalities.

**MAT 101: Contemporary Mathematics**  
3 credits  
Keith Earnshaw, Ph.D., Instructor

**Prerequisite:** Students must have completed Algebra 2 in high school. Students who did not complete this course should enroll in MAT 100 as a co-requisite or a pre-requisite for MAT 101. Students who want to refresh their high school algebra may also want to consider enrolling in MAT 100.

This is an introductory mathematics course for the liberal arts curriculum. The purpose of this course is to develop conceptual understanding of the tools and language of mathematics and the ability to reason using them in today’s contemporary world. Topics include street networks, producing and describing data, number and bar codes, weighted voting and apportionment, social choices and linear programming applications. Students will be required to view online videos (“movies”) through the Freeman publishing website at [http://bcs.whfreeman.com/fapp8e](http://bcs.whfreeman.com/fapp8e). This site requires Windows 98 or higher or MAC OS v10.15 or later and at least 64MB of RAM.

**MAT 103: College Algebra**  
3 credits  
Keith Earnshaw, Ph.D., Instructor

**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

**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

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 130: Survey of Jazz Styles**  
3 credits  
Henry Lugo, Instructor

**Prerequisites:** ENG 101: English Composition 1 or by permission of the instructor. 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.

In this course, students will gain an understanding of how jazz works. Students will learn the distinctions (and similarities) between various sub-categories and chronological periods in jazz. They will also learn the roles of various jazz instruments and how these roles have evolved. Important topics like jazz improvisation, the rhythm section and jazz composition will be explored. Through reading and listening to jazz recordings, students will become familiar with many of the great artists of jazz, including Louis Armstrong, Duke Ellington, Charlie Parker, Miles Davis and John Coltrane.

**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.


This course is designed to facilitate successful entry of practical nurse graduates into the third semester 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 SUMMER 2010 NON-CREDIT CERTIFICATE PROGRAMS.)

**ORGANIZATIONAL LEADERSHIP**

**LDR 499: Organizational Leadership**  
3 credits  
Capstone  
Cheryl Harrison, Ph.D., Instructor

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  
Josephine Graff, J.D., Instructor

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

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.

**PHILOSOPHY**

**PHL 201: Ethics in America** 3 credits
Michael Hartwig, Ph.D., Instructor

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** 3 credits
Nathan Greeno, Instructor

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

**POLITICAL SCIENCE**

**POL 150 American Government** 3 credits
Walton Brown-Foster, Ph.D., Instructor or Daryl Capuano, J.D., Instructor

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 250: Ethics in International Relations** 3 credits
Walton Brown-Foster, Ph.D., Instructor or Daryl Capuano, J.D., Instructor

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.

**PSYCHOLOGY**

**PSY 301: Psychology of Play** 3 credits
Patrice Farquharson, Ed.D., Instructor

Prerequisite: PSY 101.

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

**PSY 319: Psychology of Gender** 3 credits
Robert Hunter, Ph.D., Instructor

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

**PSY 320: Cognitive Psychology**  
*3 credits*
Robert Hunter, Ph.D., Instructor

*Prerequisite: PSY 101.*

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

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

*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 334: Psychology of Personality**  
*3 credits*
Peggy Lauria, Ph.D., Instructor

*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 336: Abnormal Psychology**  
*3 credits*
Peggy Lauria, Psy.D., Instructor

*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.

**PUBLIC ADMINISTRATION**

**PUB 101: Public Administration**  
*3 credits*
Paul Petterson, Ph.D., Instructor

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

*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: June 28 – July 31, 2010

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

**PSA 330: Cultural Diversity in PSA**  
**3 credits**

John Meza, Instructor  
Session 1: May 24 – June 26, 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 440: Research Methodology in PSA**  
**3 credits**

Glenn Simmons, Ph.D., Instructor  
Session 2: June 28 – July 31, 2010

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

**PSA 465: Global Perspective in Emergency Management**

Barry Galfano, Instructor  
Session 1: May 24 – June 26, 2010

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

**SOCIology**

**SOC 101: Sociology**  
**3 credits**

Janet Lanci, Instructor  
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**  
**3 credits**

Lucy Anne Hurston, Instructor  
Prerequisite: ENG 101.

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

**SOC 311: Sociology of the City**  
**3 credits**

Josiah Ricardo, Instructor  
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  
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 350: Children, School and the Community
Gayle van Dijk, Instructor

Prerequisites: ENG 101 and a child development course.

This course will look at theories for partnering families and communities with schools and how to put them into practice for children from birth to age eight.

SOC 449: Social Problems: Impact on the Workplace
Michael Starenko, Instructor

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.

SPANISH

SPA 100: Spanish for the Workplace
Deborah Symons, Instructor

This course is intended for students who do not speak Spanish or whose knowledge of Spanish is rudimentary. Students should not take this course if they have other credits in Spanish. Credit won’t be allowed for students who have other credits in Spanish.

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.

SUMMER 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 203-235-6873. 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 203-235-6873. **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 203-235-6873.

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 May 10, 2010. For further information, contact the Connecticut League for Nursing at 203-235-6873.

**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 203-235-6873.

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 Summer session will be offered July 19 – September 10, 2010. For further information, contact the Connecticut League for Nursing at 203-235-6873.

**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 May 24, 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 dlinfo@charteroak.edu.

Portfolio Assessment
If you wish to earn credit for college-level learning which you have acquired through work/life experience, you can do so through the Charter Oak State College Portfolio Assessment process. Students enroll in IDS 102, an eight-week, 3-credit portfolio development course. As part of the course, students will prepare a portfolio for one course of their choosing. They will have the option of submitting that course packet for review, with the potential of earning an additional three credits without an additional fee. After successfully completing the portfolio course, students who wish to gain additional credit through the portfolio process may develop more course portfolios on their own to submit for review.
For further information about Portfolio Assessment, contact Dr. Maryanne LeGrow at mlegrow@charteroak.edu or 860-832-3846.

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

People without computer access or those wishing further information may call 860-832-3822.

“I always felt Charter Oak was a ‘for me,’ not a ‘for profit.’”
Summer 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)

Summer 2010
5-Week Courses

SESSION 1: May 24 – June 26, 2010
ENG 103  Research Writing
IDS 400  Grant Writing
*ISB 499  Business Capstone 2
*ISM 499  Math/Science/Technology Capstone 2
*ISS 499  Social/Behavioral Sciences Capstone 2
*LSH 499  History/Humanities Capstone 2
*LSM 499  Math/Science Capstone 2
*LSS 499  Social/Behavioral Sciences Capstone 2
ITE 100  Computer Literacy (one credit)
ITE 135  Computer Security
ITE 435  Network Security Management
MAT 100  Elementary Algebra
MGT 499  Strategic Management (Capstone)
PSA 330  Cultural Diversity in PSA
PSA 465  Global Perspective in Emergency Mgt

*The 10-week, 2 credit Capstone 2 Courses will begin with
Session 1 courses and end July 31, 2010.

SESSION 2: June 28 – July 31, 2010
ENG 103  Research Writing
ITE 100  Computer Literacy (one credit)
ITE 335  Computer Systems Security
ISB 498  Business Capstone 1
ISM 498  Math/Science/Technology Capstone 1
ISS 498  Social/Behavioral Sciences Capstone 1
LSH 498  History/Humanities Capstone 1
LSM 498  Math/Science Capstone 1
LSS 498  Social/Behavioral Sciences Capstone 1
PSA 305  Ethics in PSA
PSA 440  Research Methodology in PSA

Proposed Courses for Fall 2010

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

ACC 101  Financial Accounting
ACC 102  Managerial Accounting
ANT 102  Cultural Anthropology
ASE 255  Introduction to After School Care and Education
ASE 265  Child & Adolescent Development
ASE 315  Positive Guidance for Children and Youth
ASE 398  After School Education Practicum 1 cr
ASE 399  After School Experience Practicum
ASE 499  Child & Youth Development Capstone
BIO 105  Nutrition
BIO 120  Genetics with Lab
BIO 130  Human Biology with Lab
BUS 120  Business Law
BUS 250  International Business
CHE 101  Chemistry with Lab
COM 101  Speech Communication
COM 326  Organizational Communication
CRJ 101  Criminal Justice
CRJ 205  Criminal Justice System: Controversial Trials
CRJ 210  Forensic Science
CRJ 310  Criminology
ECE 101  Introduction to Early Childhood Education
ECE 215  Behavior Management in Early Childhood
ECE 220  Music for Early Childhood Professionals
ECE 250  Admin & Supervision of EC Programs
ECE 310  Speech and Language Development
ECE 325  Personnel Mgt in Programs for Children
ECE 350  History of Montessori Education
ECE 399  Child Studies Practicum (6 credits)
ECE 450  Montessori Literacy Model
ECO 101  Microeconomics
ECO 102  Macroeconomics
ECO 410  Global Economics
EDT 310  Education Technology
EDU 305  Autism Spectrum Disorder
ENG 099  Criterion Writing Assessment
ENG 100  Writing Refresher
ENG 101  English Composition 1
ENG 102  English Composition 2
ENG 103  Research Writing
ENG 301  Power Writing
ENG 302  World Literature for Children
ENG 303  American Novel
ENG 305  Science Fiction
ESC 111  Earth Science
FAR 330  Women in Film
FIN 210  Financial Management
GEO 101  World Regional Geography
GEO 220  Human Geography
HCA 101  Health Care Systems and Administration
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<td>Psychology of Play</td>
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**Individualized Studies and Liberal Studies Capstone Courses** will be offered in each semester.
## Summer 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)

<table>
<thead>
<tr>
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<td>IDS 120</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
- n ..... Non-U.S. History and Culture
- o ..... Oral Communication
- q ..... Mathematics
- s ..... Natural Science
- u ..... U.S. History/Government
- y ..... Information Literacy

### 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
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<td>I, R</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  
c. Ethical Decision Making  
d. Written Communication  
e. Global Understanding  
f. Non-U.S. History and Culture  
g. Oral Communication  
h. Mathematics  
i. Natural Science  
j. U.S. History/Government  
k. Information Literacy

All online courses that require the use of the internet to do research papers or projects meet the Information Literacy (y) requirement. All video-based courses with an online component also meet this requirement (y). Consult your academic counselor for information on your specific degree program.

**OLD GENERAL EDUCATION REQUIREMENTS** – These degree requirements apply to those who matriculated as degree-seeking students at Charter Oak State College prior to July 1, 2005.

A. Aesthetic Dimensions  
C. Citizenship/Ethical Dimensions  
E. English-Written Communications  
G. Global Society  
H. Historical Development  
I. Inter-relationship to Groups  
Q. Quantitative/Analytic Research  
S. Scientific Process  
W. Western Civilization

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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  
n. .... Non-U.S. History and Culture  
o. .... Oral Communication  
q. .... Mathematics  
s. .... Natural Science  
u. .... U.S. History/Government  
y. .... Information Literacy

All online courses that require the use of the internet to do research papers or projects meet the Information Literacy (y) requirement. All video-based courses with an online component also meet this requirement (y). Consult your academic counselor for information on your specific degree program.

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C. Citizenship/Ethical Dimensions  
E. English-Written Communications  
G. Global Society  
H. Historical Development  
I. Inter-relationship to Groups  
Q. Quantitative/Analytic Research  
S. Scientific Process  
W. Western Civilization

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<th>Title</th>
<th>New</th>
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<th>Liberal Arts</th>
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<tr>
<td>SCI 201</td>
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<td>SCI 202</td>
<td>Environmental Science Lab</td>
<td>s,y</td>
<td>R,S</td>
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<td>SOC 101</td>
<td>Sociology</td>
<td>b</td>
<td>I</td>
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<td>SOC 210</td>
<td>Sociology of the Family</td>
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<td>I,R</td>
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<td>Sociology of Diversity</td>
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<td>SOC 350</td>
<td>Children, School and the Community</td>
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<td>SOC 449</td>
<td>Social Problems: Impact on the Workplace</td>
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<td>SPA 100</td>
<td>Spanish for the Workplace</td>
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“*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.*”