

## COTTEY COLLEGE 2019 SUMMER ONLINE COURSES

Register by May 21 for all courses  
[cottey.edu/online](http://cottey.edu/online)

**Courses are \$125 per credit hour (\$375 per class)**

Withdrawals prior to the first day of the term will be charged a \$50 administrative fee. Withdrawals from the 5-week or 6-week courses must be received by fax or email to Academic Records, 417-448-1030 or [agood@cottey.edu](mailto:agood@cottey.edu) by 5 p.m., June 22, for a refund of 75 percent of the course fee. THERE IS NO REFUND AFTER THESE DATES.

### Textbooks required for courses

#### **BUS 355: Human Resource Management**

**Textbook:** *Fundamentals of Human Resource Management* (2016), 12th Edition, eBook. Authors: Decenzo, Robbins & Verhulst. Publisher: Wiley, ISBN-13: 978-1-119-03274-8.

#### **CHE/PHY 102: Fundamentals of Physical Sciences**

**Suggested Textbook:** *Physical Science* (Tenth edition), Author: Bill Tillery, Publisher: McGraw-Hill Education, ISBN: 978-0073513898.

#### **INB 345: Export Policies and Procedures**

**Textbook:** *The Global Entrepreneur: Taking Your Business International* (Third edition), Author: James F. Foley, Publisher: Jamric Press, ISBN: 978-0-9753153-1-6; ISBN:0-9753153-1-5

#### **MAT 103: College Algebra**

**Textbook:** *College Algebra*, (8th edition), Authors: Kaufmann and Schwitters. Publisher: Cengage Learning, ISBN-10: 1111990360, ISBN-13: 9781111990367 (The hardcopy of the textbook is optional.)

#### **OLS 102: Foundations in Leadership**

**Textbook:** *Leadership for Organizations* (2019), Author: David Waldman & Charles A. O'Reilly, Publisher: Sage Publications, ISBN-13: 978-1544332727, ISBN-10: 1544332726



## Online Education - Summer 2019



**Get a head start on your college career or use summer classes to help you complete graduation requirements in a timely manner.**

**Learn more at [cottey.edu/online](http://cottey.edu/online)!**

# Summer Schedule

## BUS 355: Human Resource Management

**Instructor:** Dr. Tammy Ogren

**Dates:** June 3 - July 5

Prerequisite: BUS 211 or BUS 212. Study of principles and practices in major human resource management functions including legal concerns, planning, staffing, training and development, performance management, compensation, health and safety and employee and labor relations. **3 credits; 5 weeks.**

## CHE/PHY 102: Fundamentals of Physical Sciences

**Instructor:** Dr. Ganga Fernando

**Dates:** June 3 - July 13

An overview of the physical sciences needed for college courses in chemistry and physics. Topics include the scientific method, measurements, momentum, matter and energy, electricity and magnetism, waves, the atom, chemical bonds, stoichiometry, solution chemistry, chemical and nuclear reactions, and basic mathematics. The course includes experimental activities outside of class. This course does not meet the requirement for the science core curriculum.

**3 credits; 6 weeks.**

## INB 345: Export Policies and Procedures

**Instructor:** Prof. Paula Chelminska

**Dates:** June 3–July 5

Prerequisite: Junior standing

In this course, students will obtain a thorough understanding of the exporting process. It provides knowledge, materials, and information about current tactics and solutions in order to equip students with the necessary skills to manage exports in a company with international operations. Subjects include: selecting foreign markets, the role of cultural differences, documentation and logistics, forms of payment, international pricing, channels of distribution, and legal considerations.

**3 credits; 5 weeks.**

## MAT 103: College Algebra

**Instructor:** Dr. Wei Cui

**Dates:** June 3 - July 12

Prerequisite: Two years of high school mathematics or MAT 101 Intermediate Algebra

Equations and inequalities, problem solving, coordinate geometry, graphing techniques, functions, polynomial and rational functions, exponential and logarithmic functions, and systems of equations.

**3 credits; 6 weeks**

## OLS 102: Foundations in Leadership

**Instructor:** Dr. Carol Clyde Gallagher

**Dates:** June 3 - July 12

Introduces theoretical and practical understanding of leadership. Assists in defining personal leadership orientation and philosophy, building relationships, initiating change, and empowering others. Emphasis on Organizational Leadership. **3 credits; 6 weeks.**

## How do I do this?

Enrolling in an online course is relatively easy. Register online at [cottey.edu/online](http://cottey.edu/online) and submit it with your course fee(s) by the deadline indicated. On the first day of class, use the eLearning information sent to you via email to log onto Cottey's website, click on the link to your course, and follow the instructions posted.

## Who teaches online?

Our online courses are taught by experienced Cottey faculty. Online faculty have regular contact with students through discussion forums, online faculty offices, email, and telephone conversations.

## What about technology?

You must have access to a computer with a stable Internet connection during the summer session. You must have an active email account and at least one of the listed browsers: Microsoft Edge, Safari 6 or above, Mozilla Firefox 25.0 or above, and/or Google Chrome 30.0 or above. You must have word processing software that can generate .doc files. You may have to download a PDF reader and PowerPoint viewer.

## Are online classes easier?

No, they are simply different and require more self-motivation and discipline.

## What about textbooks?

Textbook information is included on the back page. Students are responsible for obtaining their books.

## How much will this cost?

Tuition for summer online courses at Cottey College is competitive at \$125 per credit hour, plus the cost of textbook(s). A tuition installment plan is available and is due May 21 and June 21.

**Register by May 21**