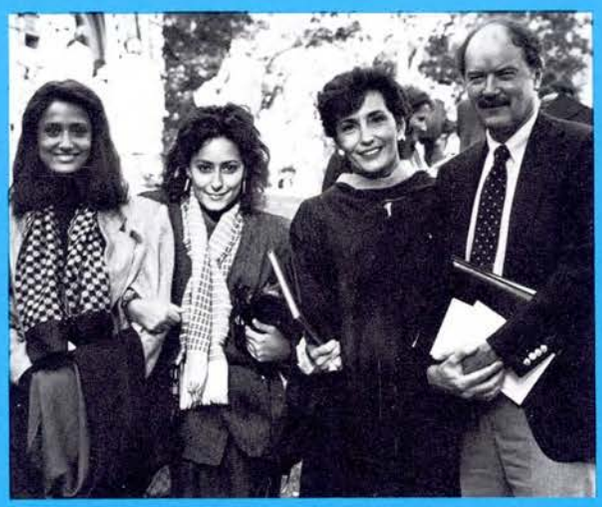
Thomas A. Edison State College

1987-1989
CATALOG



For Additional Information

(All area codes are 609 unless otherwise noted)

EDISON STATE COLLEGE (General Information)	984-1100
Academic Advisement Center (Enrolled Students between 12 noon and 4:00 p.m., Monday-Friday)	984-1179
Admissions	984-1150
Information packets about Edison State College are available by calling Admissions	
Pre-Enrollment Services:	
Trenton (for Central and Southern New Jersey)	984-1150
East Orange (for Northern New Jersey)	(201)266-1950
Alumni Association	(201)266-1950
American College Testing/Proficiency Examination Program (ACT/PEP) Registration Information (Call Advisement Center)	984-1179
Bursar	984-1116
Center for Corporate Partnerships	984-1168
College Level Examination Program Registration Information (CLEP) (Call Advisement Center)	984-1179
Computer Facilitated Learning	984-1120
Correspondence Courses (call Advisement Center)	984-1179
Fee Schedule	984-1116
Financial Aid	354-0090
Guided Study	984-1120
Military Advisement	354-0090
Personnel	633-6559
Portfolio Assessment	984-1141
Program on Noncollegiate Sponsored Instruction	984-1168
Registrar	984-1175
Thomas Edison College Examination Program (TECEP) Registration Information	984-1140
Transcripts	984-1183 OR 984-1188
Veterans Affairs	354-0090

The Thomas A. Edison State College Catalog, published every two years, provides a summary of many College policies, procedures, programs, and services. Copy for this catalog was prepared as of July 1, 1987. While every effort has been made to insure the accuracy of the information contained in the catalog, the College reserves the right to make changes without prior notice. This catalog is not to be considered an offer to enter into a contract or a contractual agreement between the College and the student or between the staff and the student.

Each student is held responsible for the information contained in this Catalog and the Program Planning Handbook. Failure to read and comply with college regulations will not exempt the student from this responsibility.

EDISON STATE COLLEGE CATALOG IS PUBLISHED BY EDISON STATE COLLEGE, TRENTON, N.J. 08625, SECOND CLASS POSTAGE PAID AT TRENTON, N.J.

JULY, 1987

Thomas A. Edison State College

New Jersey's State College for Adults

1987-1989 Catalog

101 WEST STATE STREET
CN 545
TRENTON, NEW JERSEY 08625

Thomas A. Edison State College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. As a state college of the New Jersey System of Higher Education, Edison's programs are approved by the State Board of Higher Education. In addition, approval has been given for: Bachelor of Science in Nursing, by the State Board of Nursing.

WELCOME

Thomas A. Edison State College was designed for adults who wish to begin or complete a college education. Since its founding in 1972 Edison State College has helped adults at all stages of their college careers to earn college credits and degrees. More than 6,000 degrees have been awarded since 1972.

Adults return to college for a variety of reasons: for job advancement, a new career, to become eligible for graduate school, or for the personal satisfaction of lifelong learning. In fact, by 1990 it is estimated that the number of college students over 25 years old will equal those under 25. There is no longer a "traditional" age to attend college.

Edison State College developed under two guiding assumptions: 1) many adult learners through work, leisure activities, and formal or informal training activities acquire college-level knowledge for which they have not been awarded college credit; and 2) college credit should be granted for the demonstration of college-level knowledge regardless of the source of that knowledge.

To translate this philosophy into the most comprehensive set of services available for adults, the college takes the following flexible approach to quality higher education:

- Edison State College does not have a residency requirement. Therefore, students may transfer credits from many testing programs, military, American Council on Education sources, and other accredited colleges. This is an important policy for adults who have attended college courses in several locations.
- Edison State College recognizes that many adults come to higher education with a wide range of backgrounds and experiences. In many cases these experiences are equivalent to college-level knowledge. Hence, Edison State College specializes in the evaluation of knowledge, the ultimate criterion for credit in any college. For those who can demonstrate through examinations or portfolio assessment that their learning is college level, it is possible to earn college credits without ever attending classes.
- The College is unique in that it offers no classroom instruction; instead it provides students with new independent learning opportunities using technology such as the computer, television, and video cassette recorder.
- While each student plays an important role in mapping out his or her academic program, advisors are available to offer assistance.

This catalog has been prepared to provide adult students with information about degree programs, how to complete the credits for a degree, and how to gain assistance from the College staff.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

As an Equal Opportunity/Affirmative Action institution Thomas A. Edison State College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap, ancestry, place of birth, marital status, or liability for military service in the operation of its programs and activities (including admissions, counseling, advisement). This is in accord with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color, and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 as amended (which prohibits discrimination against otherwise qualified handicapped people), and other applicable laws and regulations.

Inquiries may be directed to Gerri Collins, Affirmative Action Officer and designated employee for Section 504 Handicap Regulations Compliance, Edison State College, 101 West State Street, Trenton, NJ 08625, (609) 984-1105.

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Thomas A. Edison State College At A Glance

The College: Thomas A. Edison State College is an undergraduate institution offering associate and baccalaureate level degrees. The College is unique in that it offers no instruction and has no full-time teaching faculty of its own. Students meet degree requirements through passing college equivalency examinations, assessment of college-level learning, the transfer of credits earned at other colleges and universities, and/or completing a variety of independent learning courses (audio, video, computer-facilitated, etc.). Undergraduate degrees are available in liberal arts, business, human services, applied science and technology, and nursing. The College is accredited by the Commission on Higher Education, Middle States Association of Colleges and Schools.

History: Edison State College was founded in 1972 by the New Jersey Board of Higher Education and was charged with expanding the educational opportunities of adult learners.

Government and Control: Subject to the general policies set by the State Board of Higher Education, Edison's Board of Trustees consists of nine lay persons appointed by the Board of Higher Education and approved by the Governor and the College President ex-officio. The Academic Council as well as the Advisory Committees of the Council review and recommend to the president of the College policy issues, program development, and academic standards. The Academic Council is composed of representation of New Jersey public and private two- and four-year colleges and educational organizations from the noncollegiate sector.

Calendar: The College provides the opportunity to enroll at any time and to graduate as degree requirements are fulfilled. No traditional college calendar is used. Students are encouraged to apply and receive an evaluation of credit requirements as soon as possible if enrollment into traditional classrooom courses at other colleges and universities is anticipated.

Degree programs:
Bachelor of Arts
Bachelor of Science in Business Administration
Bachelor of Science with a Concentration in Applied Science and Technology
Bachelor of Science with a Concentration in Human Services
Bachelor of Science in Nursing
Associate in Arts
Associate in Applied Science in Radiologic Technology
Associate in Science in Management
Associate in Science in Natural Sciences and Mathematics
Associate in Science in Public and Social Services
Associate in Science in Applied Science and Technology

In addition over 108 specializations/options are available within the above degree programs.

Degree Requirements: Edison baccalaureate degrees require 120 semester hours. Associate degrees require 60 semester hours. No limitation is placed on how credits are earned or the number of credits transferred — provided the credit distributions within the degree program are met. Specific requirements are listed within each Program Description.

Services to enrolled students:
Program Planning; advisement for students through an Advisement Center, which provides assistance by telephone, and letter; student appointments with an advisor; and workshops.
Flexible and alternate methods of evaluating college-level knowledge.
Portfolio Development Workshops.
Information and registration for independent learning opportunities.
Awarding of baccalaureate and associate degrees and certificates.

Services to all New Jersey residents:
Free pre-enrollment information sessions at various locations throughout New Jersey.
Inter-institutional cooperation between Statewide Testing and Assessment Center and other colleges provides adults with the opportunity to earn college credit for college-level knowledge.
Portfolio Development Workshops.
Study Skills and Career Counseling Workshops.

Services to organizations:
Evaluation of training programs for college credit through the Program on Noncollegiate Sponsored Instruction (PONSI).
On-site academic services through the Center for Corporate Partnerships.

Student profile:
Students: 6,000 currently enrolled
Average Age of Student: 39
Degrees Awarded: Since 1972, over 6,000

Edison State College Offices:
Central Jersey (main office)
Thomas A. Edison State College
101 West State Street
Trenton, NJ 08625
(609) 984-1150

North Jersey
Thomas A. Edison State College
20 Evergreen Place
East Orange, NJ 07018
(201) 266-1950

South Jersey
Thomas A. Edison State College
100 Kings Highway South
Cherry Hill, NJ 08034
(609) 354-0090

Consulting Faculty: 228 part-time faculty act as consultants to the academic units of the College in test construction, portfolio assessment, guided study, Pre-Graduation Conference, Demonstration of Currency, Practicums, and program evaluation: 83 Professors, 61 Associate Professors, 41 Assistant Professors, 33 Instructors and 11 Nonteaching Professionals.

Information about the College:
Director of Admissions
Thomas A. Edison State College
101 West State Street, CN545
Trenton, NJ 08625
(609) 984-1150

THOMAS ALVA EDISON

Thomas Alva Edison, for whom the College is named, spent his early boyhood years in Ohio and Michigan, then became a lifetime resident of New Jersey. Edison set up laboratories in Newark, Menlo Park, and West Orange, New Jersey.

Edison at his death in 1931, left behind more than 3.5 million pages of notebooks and letters — much of them documenting his 1,093 patents. As a credit to his creative genius no one has ever produced more. This great inventor and prominent resident of New Jersey had only a few months of formal education. His vast understanding of science and engineering was acquired through diligent independent study and experimentation.

In founding Thomas A. Edison State College, the New Jersey State Board of Higher Education recognized that many men and women who have not had the opportunity to complete their formal education have acquired the equivalent knowledge and, therefore, deserve the opportunity to receive college credits and degrees by demonstrating what they know.

COLLEGE CALENDAR

July 1987

1	Wednesday	Graduation
2	Thursday	Basic Skills Test Administration (Trenton Only)
3	Friday	Independence Day — College Closed
13	Monday	TECEP Test Administration
18	Saturday	CLEP and Basic Skills Test Administration
18	Saturday	Advisement Appointments for Program Planning (by appointment only)

August 1987

15	Saturday	Material due for September 1 Graduation
15	Saturday	TECEP and CLEP Test Administration
15	Saturday	Advisement Appointment for Program Planning (by appointment only)
26	Wednesday	Basic Skills Test Administration (Trenton only)

September 1987

1	Tuesday	Graduation
2	Wednesday	Basic Skills Test Administration (Trenton Only)
7	Monday	Labor Day — College Closed
15	Tuesday	TECEP Test Administration
19	Saturday	CLEP Test Administration
19	Saturday	Advisement Appointments for Program Planning (by appointment only)

October 1987

1	Thursday	ACT/PEP Test Administration
2	Friday	ACT/PEP Test Administration
12	Monday	Columbus Day — College Closed
15	Thursday	Material due for November 1 Graduation
17	Saturday	TECEP (Statewide) and CLEP Test Administration
18	Sunday	Commencement Ceremony
21	Wednesday	Basic Skills Test Administration (Trenton Only)
24	Saturday	Advisement Appointments for Program Planning (by appointment only)

November 1987

1	Sunday	Graduation
3	Tuesday	Election Day — College Closed
11	Wednesday	Veterans Day — College Closed
14	Saturday	TECEP and Basic Skills Test Administration
21	Saturday	Advisement Appointments for Program Planning (by appointment only)
26	Thursday	Thanksgiving Day — College Closed

December 1987

12	Saturday	Advisement Appointments for Program Planning (by appointment only)
15	Tuesday	Material due for January 1 Graduation
16	Wednesday	TECEP and Basic Skills Test Administration (Trenton Only)
25	Friday	Christmas Day — College Closed

January 1988

1	Friday	Graduation
1	Friday	New Years Day — College Closed
9	Saturday	Basic Skills Test Administration (Trenton Only)
9	Saturday	Advisement Appointments for Program Planning (by appointment only)
16	Saturday	TECEP and CLEP Test Administration
18	Monday	Martin Luther King, Jr.'s Birthday — College Closed

February 1988

12	Friday	Abraham Lincoln's Birthday — College Closed
15	Monday	George Washington's Birthday — College Closed
15	Monday	Material due for March 1 Graduation
18	Thursday	TECEP Test Administration
20	Saturday	Advisement Appointments for Program Planning (by appointment only)
24	Wednesday	Basic Skills Test Administration (Trenton Only)

March 1988

1	Tuesday	Graduation
3	Thursday	ACT/PEP Test Administration
4	Friday	ACT/PEP Test Administration
19	Saturday	Advisement Appointments for Program Planning (by appointment only)

April 1988

1	Friday	Good Friday — College Closed
9	Saturday	Advisement Appointments for Program Planning (by appointment only)
15	Friday	Material due for May 1 Graduation
16	Saturday	TECEP (Statewide) and CLEP Test Administration
27	Wednesday	Basic Skills Test Administration (Trenton Only)

May 1988

1	Sunday	Graduation
13	Friday	TECEP Test Administration
14	Saturday	Advisement Appointments for Program Planning (by appointment only)
18	Wednesday	Basic Skills Test Administration (Trenton Only)
21	Saturday	CLEP Test Administration
30	Monday	Memorial Day — College Closed

June 1988

9	Thursday	ACT/PEP Test Administration
10	Friday	ACT/PEP Test Administration
11	Saturday	TECEP and Basic Skills Test Administration (Trenton Only)
15	Wednesday	Material due for July 1 Graduation
18	Saturday	CLEP Test Administration
18	Saturday	Advisement Appointments for Program Planning (by appointment only)

July 1988

1	Friday	Graduation
4	Monday	Independence Day — College Closed
11	Monday	TECEP Test Administration
16	Saturday	CLEP Test Administration
16	Saturday	Advisement Appointments for Program Planning (by appointment only)

August 1988

13	Saturday	TECEP Test Administration
13	Saturday	Advisement Appointments for Program Planning (by appointment only)
15	Monday	Material due for September 1 Graduation
20	Saturday	CLEP Test Administration

September 1988

1	Thursday	Graduation
5	Monday	Labor Day — College Closed
13	Tuesday	TECEP Test Administration
17	Saturday	Advisement Appointments for Program Planning (by appointment only)
17	Saturday	CLEP Test Administration

October 1988

10	Monday	Columbus Day — College Closed
15	Saturday	Material due for November 1 Graduation
15	Saturday	TECEP (Statewide) and CLEP Test Administration
22	Saturday	Advisement Appointments for Program Planning (by appointment only)

November 1988

1	Sunday	Graduation
8	Tuesday	Election Day — College Closed
11	Friday	Veterans Day — College Closed
19	Saturday	TECEP andd CLEP Test Administration
19	Saturday	Advisement Appointments for Program Planning (by appointment only)
24	Thursday	Thanksgiving Day — College Closed

December 1988

10	Saturday	Advisement Appointments for Program Planning (by appointment only)
14	Wednesday	TECEP Test Administration
15	Thursday	Material Due for January 1 Graduation
26	Monday	Christmas Day — College Closed

January 1989

1	Sunday	Graduation
2	Monday	New Year's Day — College Closed
16	Monday	Martin Luther King Jr.'s Birthday — College Closed
21	Saturday	TECEP and CLEP Test Administration
21	Saturday	Advisement Appointments for Program Planning (by appointment only)

February 1989

13	Monday	Abraham Lincoln's Birthday — College Closed
15	Wednesday	Material due for March 1 Graduation
16	Thursday	TECEP Test Administration
20	Monday	George Washington's Birthday — College Closed
25	Saturday	Advisement Appointments for Program Planning (by appointment only)

March 1989

1	Wednesday	Graduation
18	Saturday	TECEP and CLEP Test Administration
18	Saturday	Advisement Appointment for Program Planning (by appointment only)
24	Friday	Good Friday — College Closed

April 1989

15	Saturday	Material due for May 1 Graduation
15	Saturday	TECEP (Statewide) and CLEP Test Administration
29	Saturday	Advisement Appointments for Program Planning (by appointment only)

May 1989

1	Monday	Graduation
19	Friday	TECEP Test Administration
20	Saturday	CLEP Test Administration
20	Saturday	Advisement Appointments for Program Planning (by appointment only)
29	Monday	Memorial Day — College Closed

June 1989

15	Thursday	Material due for July 1 Graduation
17	Saturday	TECEP and CLEP Test Administration
17	Saturday	Advisement Appointments for Program Planning (by appointment only)

ADMISSIONS

Admissions Policy

Thomas A. Edison State College was created for, and serves, self-directed adult learners by offering the opportunity to qualified persons to earn college degrees and credit. Those students best served by this institution are strongly self-motivated adult learners who have generally, though not exclusively, acquired or are acquiring college-level learning in noncollegiate settings and/or in previous college courses. The majority of our students are able to earn credit through various assessment methods for prior learning. These prior learning experiences include competencies developed through jobs, professions, or careers; through previous noncollegiate postsecondary education; through formal learning experiences acquired in business, labor, military, and leisure activities: and through special credentials. Thomas A. Edison State College students are expected to enter the institution with sufficient preparation to benefit from and successfully participate in collegiate-level learning opportunities and college courses.

The College reserves the right to withhold admissions from those applicants not fitting the above profile. The College maintains sole discretion for determining those students who would not benefit appropriately from the learning and educational processes of this institution.

ADMISSIONS

Edison State College is an open admission institution committed to serving all adult students. Any individual may enroll in the College at any time regardless of previous educational achievement. Those students best served by this institution are strongly self-motivated adult learners who have generally, though not exclusively, acquired or are acquiring college-level learning in noncollegiate settings and/or in previous college courses. Neither a high school diploma nor a college entrance examination is required for admission.

The Office of Admissions assists potential applicants to determine whether Edison State College suits their particular academic goals. Applicants learn about the College's unique approach to higher education and the processes for measuring and documenting prior learning.

INFORMATION ABOUT EDISON STATE COLLEGE

Adults may obtain information about College programs, policies, and the enrollment process by writing or calling the Office of Admissions (609) 984-1150.

PRE-ENROLLMENT SESSIONS

Pre-enrollment sessions are free of charge and open to the general public. They are regularly conducted by the college at locations across the State. At these sessions potential students learn how Edison State College's flexible methods of earning college credits and comprehensive degree offerings meet their individual higher education needs. The dates of registration for pre-enrollment sessions in Central or South New Jersey may be secured by calling (609) 984-1150. North New Jersey residents may call the East Orange Office at (201) 266-1950.

Government agencies, corporations, and civic organizations may arrange pre-enrollment sessions at their site by calling (609) 984-1150.

BILINGUAL SERVICES

A bilingual counselor is available for Spanish speaking adults. Pre-enrollment sessions are conducted in Spanish at several New Jersey locations. For more information about these services call (201) 266-1950.

SERVICES FOR THE HANDICAPPED

Edison's New Jersey offices in Trenton and East Orange allow barrier-free access, and the staff in the Cherry Hill Office can arrange special meetings at several barrier-free locations in the Cherry Hill area. Call (609) 984-1150 for more information.

The homebound and handicapped persons may also arrange pre-enrollment counseling by telephone.

HOW TO APPLY

To apply, submit an application form with the application fee, to:

Bursar's Office
Thomas A. Edison State College
101 West State Street, CN 545
Trenton, NJ 08625

At the same time request that official transcripts and documents be forwarded directly from the issuing college, university, or testing agency to:

Registrar
Thomas A. Edison State College
101 West State Street, CN 545
Trenton, NJ 08625

Students may apply for one associate and one baccalaureate degree at the same time.

PROCEDURE FOR HAVING OFFICIAL DOCUMENTATION SENT

1. Transcripts from **all** regionally accredited colleges that were attended must be sent by the college attended directly to: Registrar, Edison State College. When requesting a transcript students should provide their former college with: Maiden name or former name, student ID number at that institution, social security number, date of birth, years in attendance, and address of Edison State College.
2. Military documents, licenses, and/or certificates should be photocopied, certified by a notary public to be a true copy, and mailed by the student to the Registrar's Office.
3. Training programs reviewed and recommended for credit by the American Council on Education's Program on Noncollegiate Sponsored Instruction (PONSI) must be shown on an official company transcript and mailed to the Registrar's Office by the organization, business, or corporation that did the training.
4. Official transcripts for any completed college-level examinations must be mailed to the Registrar's Office by the organization responsible for the tests.
5. Foreign credentials must be translated into English by an official translator and certified to be a true copy by a notary public. A certified true copy of the original transcript/credential must accompany the translation and be mailed by the student to the Registrar's Office. Refer to the Academic Policy: Foreign Degrees.

EVALUATION OF TRANSCRIPTS AND CREDENTIALS

After students apply the Registrar's Office will review all official documents and notify students as to the credits accepted by the College. Students will receive an "Evaluation and Progress Report" form showing how accepted credits will apply toward their degree, and what credits are needed to complete the degree program. If there is any doubt as to the content of a particular course, students will be asked to submit additional information such as a course syllabus or outline. Students will be billed for appropriate fees: First Year's Tuition Equivalency Fee and Transcript/Evaluation Fee.

A review for acceptance of credits will be made each time students send new credentials from other colleges and

programs to the Registrar's Office, and when students complete Edison State College credits through Portfolio Assessment, Testing or Guided Study. Credits accepted will be added to the "Evaluation and Progress Report" form. A copy of the form will again be mailed with an appropriate bill for fees to the student.

ENROLLMENT

Students are considered "enrolled" when they pay the First Year's Tuition Equivalency Fee. A student's enrollment date is defined as the date the Bursar receives the First Year's Tuition Equivalency Fee. This fee covers a period of one year of service. At the end of the year students will receive a bill for the Subsequent Year's Tuition Equivalency Fee.

When students have received the "Evaluation and Progress Report" form showing how credits will apply to their degree program, and the appropriate fees have been paid, they are urged to proceed with Program Planning and contact the Academic Advisement Center, (609)984-1179. The services of this Center are explained in full in the section, "Academic Advisement Center."

Should it become necessary to temporarily "stop-out" — become inactive, students are urged to officially withdraw from the College. An explanation of this policy may be found under the heading, "Withdrawal from the College."

NEW JERSEY COLLEGE BASIC SKILLS PLACEMENT TEST

All New Jersey students who have fewer than 24 semester hours of credit at the time of application for admission at Edison State College must take the New Jersey College Basic Skills Placement Test after being admitted. The student is required to take the test within six months of acceptance. The College Registrar's Office will notify those students required to take the test.

The test serves to identify potential difficulties students may have with college courses using English Composition and Mathematics; it will also assist the staff to provide students with appropriate advisement and course selection.

Edison administers the New Jersey Basic Skills Placement Test once a month. Students required to take the test will receive a registration form, testing dates and instructions on how to register. There is no fee for the test. Score reports are sent to students by the Office of Academic Programs.

The College will provide students information and advice on remediation options. Within 24 months from the date of the exam, students will be expected to demonstrate successful remediation by passing a post-test on the portion failed or by satisfactorily completing a college remediation course(s) on the portion(s) failed.

No additional credits beyond 29 semester hours will be transcripted until the student has demonstrated successful remediation.

LIMITED SERVICE

Limited Service is available to individuals who wish to consolidate college-level work documented elsewhere onto an Edison State College transcript. Those who use Limited Service will not enroll in an Edison State College degree. However, students are advised that if they wish to transfer to other colleges or universities, they will be required to submit transcripts from all previous institutions attended. Those who use Limited Service must complete the College application for admission and check Limited Service.

The Limited Service application fee entitles students to transcription services for one year. The normal transcription fee will apply. Students are advised that credits transcripted under the Limited Service program may or may not apply to a degree program at Edison or another college. It will be the student's responsibility to ensure that a receiving institution's academic policy will allow transfer of each credit.

Limited Service students who later decide to enroll at Edison should file an application for admission and pay the appropriate fees. At that time all credits will be reviewed for acceptance in the degree and the student will be informed which credits are appropriate for the specific degree.

KEEPING RECORDS CURRENT

Student's demographic information should be kept current at all times. Such information can only be changed on the written request of the student. Students should notify the Registrar of changes in the following: name, address (include County), telephone, and/or degree (See Academic Policy: Change of Program/Degree Status).

READMISSION

Fees

Students are billed for the Subsequent Year's Tuition Equivalency Fee on the anniversary date of their enrollment in the College.

Students are considered to be inactive if they fail to pay the Subsequent Year's Tuition Equivalency Fee. A student may pay the fee plus the Late Fee and continue as a current student. The student's anniversary enrollment date will not change.

Unofficial Withdrawal

Students who do not pay the Subsequent Year's Tuition Equivalency Fee for one full year must reapply by filling out a new Application Form, and pay the application fee and the First Year Tuition Equivalency Fee. The student's anniversary enrollment date will be the new enrollment date.

Official Withdrawal

Students may officially withdraw from the College by filling out the College Withdrawal Form. The form may be secured from the Advisement Center (609/984-1179) or the Registrar's Office (609/984-1175). Students who officially withdraw from the College may be readmitted by filling out an Application Form and paying only the prevailing Subsequent Year's Tuition Equivalency Fee. The student's anniversary date will be the new reenrollment date.

Graduates of the College who return for a second degree may also be readmitted by filling out an Application Form and paying only the prevailing Subsequent Year's Tuition Equivalency Fee, and the Change of Degree Fee (refer to Second Degree Policy).

Degree Requirements

Students who officially withdraw from the college and reenroll may complete the degree requirements that were in effect at the time of their initial enrollment if they continue in the same degree. If they reenroll in a different degree they will be required to complete the degree requirements in effect at the time of reenrollment.

Students who do not officially withdraw from the college and reenroll will be required to complete the degree requirements in effect at the time of reenrollment.

GRADUATION

When all degree requirements have been satisfied, students will apply for graduation. Students do not automatically become a candidate for a degree. Students must complete the Request for Graduation form and return it to the Registrar with the graduation fee.

Once the form and fee have been received, and the Office of Academic Programs has certified that all degree requirements have been met, student names will be presented to the Board of Trustees for formal approval. The official graduation dates are: January 1, March 1, May 1, July 1, September 1, and November 1. To be considered, all student materials must be in the Registrar's Office 15 days prior to graduation dates (Refer to College Calendar).

COMMENCEMENT CEREMONY

A commencement ceremony is held each year during October in the War Memorial Building located in the historic capitol complex in Trenton. Graduates will be provided with specific information about the ceremony.

FOREIGN STUDENTS ADMISSION

Citizens of nations other than the United States, who are residing outside the United States, should be aware of the limitations and restrictions on services to students.

The College recognizes the difficulty and discipline necessary to complete a self-directed program of study and suggests that foreign students without a strong command of the English language seriously consider their higher education options before enrolling with the College. Since the College is an external degree institution for adults, it offers no instruction, issues no visas, and has no residential campus facilities. Its primary mission is the testing and assessment of learning obtained outside the formal classroom setting.

Foreign citizens interested in becoming students will be eligible for enrollment if the student's educational background and scores on the Test of English as a Foreign Language (TOEFL) are acceptable.

Once a foreign student is accepted for enrollment with Edison State College, the student's foreign credentials will be evaluated by the College upon payment of appropriate fees. Students seeking evaluations of foreign credentials must provide notarized copies of English translations (where necessary), mark sheets, and syllabi (course descriptions). Unless course descriptions are provided it becomes very difficult to ascertain the breadth and depth of knowledge gained in a particular subject.

Where possible home country institutions should be asked to forward transcripts (mark sheets) or other credentials directly to the Registrar's Office at Edison State College. The College reserves the right to reject documents that are not properly submitted.

Students may be assessed special fees to cover the costs of consulting faculty used in the evaluation of foreign credentials, as well as additional mailing and telephone costs. After the evaluation of the student's credentials has been completed, the student will be advised of the remaining degree requirements.

It is the responsibility of the student to arrange for the completion of remaining degree requirements under the following stipulations:

Program Requirements

Certain degree program requirements can only be fulfilled through study in the United States or by meeting with College staff. Therefore, students residing outside the United States will be restricted in the admission and enrollment of such programs.

Edison State College is an American college and the degrees it awards must reflect the general content of an American education. The College cannot award a degree for knowledge which is significantly different from what is generally expected of an American education.

Therefore, as part of the 120 semester credit requirement for the Bachelor's degree, foreign citizens will be required to complete a minimum of thirty (30) specified semester hour credits in subject areas taught in American colleges and universities. This requirement is applied to a minimum of fifteen (15) semester hour credits for the Associate degree programs. All such credits must be approved in writing by the College.

Limitations of access to acceptable American collegiate institutions may restrict the student's ability to complete the remaining degree requirements for the Edison State College degree program.

Visas and Fees

Edison State College does not issue "Certificates of Acceptance (Form I-20)" to any foreign student. Foreign students who need a visa to enter the United States cannot do so through Edison State College, nor can existing visas be renewed through the College.

Students on F Visas will be required to pay out-of-state fees. Students on visas other than F will be charged fees depending upon their visas and place of residence.

Student Services

In most cases, foreign students residing outside the United States will not be eligible for the College's portfolio assessment or credit by examination programs. Students may make use of these services by coming to the United States as indicated below. In addition, students residing outside the United States should be prepared for delays in obtaining Edison State College's services because of mail service time and an elaborate evaluation and credit earning process.

Foreign Students Residing in The United States

A student who enters the United States on a student visa (F1) by obtaining Form I-20 Certificate of Acceptance from a college other than Edison State College may enroll in Edison degree programs. Students receiving such visas to enter the United States from authorized sources other than Edison State College will receive the full range of services for enrolled students. It will be the student's responsibility to keep his/her visa status current and eligible for further study at Edison State College.

1987-1989 FEES*

EDISON STATE COLLEGE STUDENTS

All enrolled students will pay the following fees:

	N.J. Resident	Non-resident†
APPLICATION FEE	$ 50	$ 50
FIRST YEAR'S TUITION EQUIVALENCY FEE	165	285
SUBSEQUENT YEAR'S TUITION EQUIVALENCY FEE	150	250
TRANSCRIPT/EVALUATION FEE		
Per United States transfer credit accepted	4	8
Per Foreign transfer credit accepted	8	8
GRADUATION FEE	80	80

FEES FOR SPECIAL ASSESSMENTS

Students will pay fees for the assessment which applies to them. Credits earned through special assessment are not charged the transcription/evaluation fee.

CHANGE OF PROGRAM	60	60
LATE FEE	55	55
PORTFOLIO ASSESSMENT		
Application: Up to 12 credits	60	90
Application: Between 13-30 credits	85	150
Application: Over 30 credits	100	200
Per credit attempted	25	35
GUIDED STUDY		
Per credit attempted	30	45
TECEP and TeleTECEP		
Per credit attempted	15	20
BACHELOR OF SCIENCE IN NURSING STUDY GROUP FEE	50	N/A
NON-EDISON NURSING STUDENTS STUDY GROUP FEE	100	N/A
PRE-GRADUATION CONFERENCE for B.A. degree	80	125
PRACTICUM application B.S./Human Services and A.S./Public and Social Services	90	145
Per credit attempted	25	35
DEMONSTRATION OF CURRENCY application	60	90

LIMITED SERVICE

Nondegree seeking students may have credits recorded on a transcript for the following fees:

Limited Service Enrollment for one year	60	60
Per United States credit transcripted	4	8
Per Foreign credit transcripted	8	8

*Fees are subject to change without notice.

†A nonresident student is one who maintains residence outside of the State of New Jersey or is not a U.S. citizen or permanent resident of the United States.

Students may pay any fees with money order, check, or cash (in person only). Fees over $35 may be paid with VISA or Mastercard. All fees must be paid in United States dollars. All fee payments should be sent to the Office of the Bursar.

DEFINITION OF FEES

APPLICATION FEE. The application fee covers the cost of processing the application and establishing the student's file. This includes the preliminary stages of the College's evaluation of academic credentials. Students will receive a detailed statement of credits accepted by the College and how they apply to specified degree programs.

FIRST YEAR'S TUITION EQUIVALENCY FEE. Receipt of this fee matriculates the student with the College, and makes available a full year of College services (academic advising, program planning, testing information, correspondence and telecourse services, transcripts, and other support services). Students must also pay the Transcription fee as defined below.

TRANSCRIPTION FEE. The fee applies to all transfer credits which are accepted and applied toward a degree and is assessed once the initial evaluation is completed and upon completion of each progress/evaluation update. This fee applies to all non-Edison earned credits (transfer of credits from other accredited institutions, College Level Examination Program (CLEP), American Council on Education (ACE) Military Evaluations, ACE Program on Noncollegiate Sponsored Instruction (PONSI), etc.).

For limited service students, this fee applies to all credits which are placed on an Edison State College transcript.

SUBSEQUENT YEAR'S TUITION EQUIVALENCY FEE. For enrolled students to remain active, the Subsequent Year's Tuition Equivalency Fee is due on the student's anniversary date. For example, if a student has paid the tuition equivalency fee in February, 1987, the next year's tuition equivalency fee will be due in February, 1988. It is necessary to remain an active student each year in order to receive the full services of the College.

Payment of the tuition equivalency fee at the beginning of the second and subsequent years of enrollment assures the student of continued matriculation with the college, and provides academic advisement, and access to other college services. A student will be considered inactive if the Subsequent Year's Tuition Equivalency Fee is not paid within ninety (90) days of the due date or if the student has not withdrawn.

LATE FEE. Students will be assessed a late fee of $55 if they pay the Subsequent Year's Tuition Equivalency Fee after the 90 day grace period but prior to their anniversary enrollment date.

Students who wish to remain inactive should officially withdraw. This process is explained under "Withdrawal from the College."

GRADUATION FEE. The graduation fee covers the cost of awarding the degree and the lifetime maintenance of student's transcript.

CHANGE OF DEGREE PROGRAM FEE. An enrolled student wishing to change his/her degree program will be assessed a fee for the reevaluation of credits and for the development of a new program plan.

PORTFOLIO ASSESSMENT APPLICATION FEE. The portfolio assessment application fee covers the costs of assisting students through the initial stages of portfolio development for a six month period. As part of this initial stage, students may receive guidance in the proper development of a portfolio from a portfolio advisor.

PRACTICUM/PORTFOLIO PER CREDIT FEE. The student pays this fee for each credit hour attempted in portfolio assessment and the practicum.

GUIDED STUDY FEE. The per credit fee for Guided Study covers the faculty mentor service, the examination(s), and a grade report.

TECEP EXAMINATION FEE. The per credit fee for each examination covers the cost of taking the examination and receiving a score report/transcript.

PRE-GRADUATION CONFERENCE FEE. The Pre-Graduation Conference fee for Bachelor of Arts students covers the cost of processing the application and conducting the conference.

PRACTICUM APPLICATION FEE. The Practicum Application Fee covers the cost of processing the application and conducting the conference for students enrolled in the Bachelor of Science Human Services Program and the Associate in Science in Public and Social Services.

DEMONSTRATION OF CURRENCY FEE. The demonstration of currency application fee covers the cost of processing the application and conducting the conference for those students who present courses in a business or professional area that are more than 10 years old (Business Degrees and Applied Science and Technology Degrees).

LIMITED SERVICE FEE. The limited service fee provides one year's credit banking service for individuals who are interested in consolidating their academic records or in having an official statement of personal accomplishments. Those who use this service generally do not plan to enroll in a degree program at Edison State College.

LIMITED SERVICE PER CREDIT FEE. Applies to all credits placed on the Edison State College transcript at the student's request.

NURSING STUDY GROUP FEE. This fee is assessed to cover any miscellaneous Edison State College administrative cost that may be associated with the cooperating agency who is providing the site for the nursing peer study group.

RE-ENROLLING FROM WITHDRAW STATUS. The student will be required to pay the Subsequent Year's Tuition Equivalency Fee and will be billed for any outstanding transcription evaluation fee recalculated to reflect the current per credit charge.

RE-ENROLLING FROM INACTIVE STATUS. The student will be required to pay the combined Application and First Year's Tuition Equivalency Fee and will be billed for any outstanding transcription evaluation fee recalculated to

reflect the current per credit charge.

REMOVE STATUS. The applicant who did not enroll by paying the First Year's Tuition Equivalency Fee at the end of a 12 month period will be required to reapply and re-submit credentials for evaluation.

FEE REFUND POLICY. Fifty (50%) percent of the tuition equivalency fee may be refunded if a student wishes to withdraw from the College. The request for the refund must be in writing and submitted to the Registrar no more than thirty days after payment has been received.

Fifty (50%) percent of fees submitted for credits applied for under portfolio assessment will be refunded under the following conditions: (1) if the request is submitted in writing, and (2) if said request is received by the college ten working days after payment was received.

Fee refunds for withdrawal from Guided Study courses:

1. During the first week of the course, eighty percent of the tuition and one hundred percent of the study materials fee will be refunded, if materials are returned in new condition. Study materials must be returned within two weeks of notifying the College of a course withdrawal. Materials received after that period of time may be refused.
2. After the first week of the course, but prior to the end of the fourth week of the course, fifty percent of tuition will be refunded. No refund for study materials or texts will be made.
3. After the fourth week of the course no tuition or study materials fees will be refunded.

The following fees are nonrefundable: Application Fee, Graduation Fee, Change of Program Fee, Transcription Fee, Pre-Graduation Conference Fee, Practicum Application Fee, Practicum Per Credit Fee, Demonstration of Currency Application Fee, Portfolio Application Fee, Thomas Edison College Examination Program (TECEP) Examination Fee, Limited Service Fee, Portfolio Development Workshop Fee, Portfolio Orientation Workshop Fee, and Nursing Study Group Fee.

DEGREE PROGRAMS

Edison State College, through its baccalaureate and associate degree programs, offers students the opportunity to earn degrees through traditional and nontraditional methods that are flexible in meeting students needs and interests while ensuring both breadth and depth of knowledge in a quality degree program.

Each degree requires work in (1) General Liberal Arts, (2) Major field of study: a Concentration or Specialization or Option, and (3) Elective subjects.

(1) Through the general liberal arts, students should gain a broad knowledge of the world in which they live by study in major academic areas:

- Acquire basic knowledge and competencies in the humanities such as literature, philosophy, and the arts, and a knowledgeable appreciation of the value of the humanities to the individual and to society.
- Gain a perspective of the social sciences, knowledge about the interaction of human groups, about the world and U.S. history and institutions, and about comparative economic systems.
- Understand and be able to apply the scientific method and basic scientific and mathematical concepts.

(2) Through the major field of study students:

- Will achieve mastery of a subject field and be aware of the special relationship to career and personal goals and/or graduate school experience.
- Will pursue a discipline or course of study in sufficient depth to be acquainted with both the basic body of knowledge therein and the frontiers to which it reaches.

(3) Through elective subjects students:

- Will have an opportunity to satisfy personal interests in any college-level field of learning.
- Will satisfy intellectual and cultural interests in any college-level field of learning.

Primary responsibility for successful completion of a degree program lies with the student. The key to meeting this responsibility is the student's personal involvement in academic program planning. In order to plan a program that will best meet individual needs, goals and interests, students are encouraged to know their degree requirements, work closely with Program Advisors through the Academic Advisement Center, and be familiar with the methods available for meeting degree requirements.

An Edison State College graduate should be able to:

- Deal creatively and realistically with personal, community, national, and international concerns.
- Think logically, act rationally, and make appropriate decisions about the future based on past and present conditions and circumstances.
- Understand the ethics and aesthetics for the development of a value system that can be translated into effective participation in society.

BACHELOR OF ARTS
Credit Distribution Requirements

Subject Category		Semester Hour Credits
I. Liberal Arts Requirement		60
A. Written Expression	6	
B. Humanities No more than 6 semester hours may be taken from one subject area	12	
C. Social Science No more than 6 semester hours may be taken from one subject area	12	
D. Natural Sciences and Mathematics Math or Computer Science required (3) No more than 6 semester hours may be taken from one subject area	12	
E. Liberal Arts Electives Credits from any Liberal Arts Subjects	18	
II. Area Concentration or Specialization Student may choose A or B.		33
A. Area Concentration. The Area Concentration will include 33 semester hours and must be chosen from Humanities, Social Sciences/History, or Natural Sciences/Math. The concentration will include at least Three Subject Areas. 12 semester hour credits must be in one subject area.		
OR		
B. Specialization.		
a. Single Subject Specialization. The specialization will include 33 semester hours in one subject area.		
or		
b. Inter-disciplinary Specialization. The inter-disciplinary specialization will include 33 semester hours and may combine work from Humanities, Social Sciences/History and Natural Sciences/Math. Examples of appropriate inter-disciplinary specializations are: Black American Studies, and Women's Studies.		
AND		
C. The Pre-Graduation Conference. All students must complete the Pre-Graduation Conference which will cover the Area Concentration (A) or the Specialization (B).		
III. Free Electives		27
	Total	120

BACHELOR OF ARTS

The Bachelor of Arts degree enables the student to develop a broad general knowledge of the traditional Liberal Arts disciplines while providing the opportunity to develop a greater depth of knowledge in particular areas of study of interest to the student. This flexibility can prepare the student for career change or advancement, graduate education or provide personal satisfaction. Credit requirements are distributed among the traditional Liberal Arts areas (i.e., Humanities, Social Sciences, Natural Sciences/Mathematics) and Free Electives. Students have the opportunity to pursue either an Area Concentration, choosing from subjects within one of the Liberal Arts areas, or to select one of many individual Subject Specializations, which provide for sequential coursework in one particular subject of the student's interest.

DEGREE REQUIREMENTS

Completing the Bachelor of Arts degree requires a total of 120 semester hours of credit. Ninety-three credit hours are allocated to the Liberal Arts with 60 credits required in General Education and 33 credits required in a concentration or specialization. These 93 Liberal Arts credits must include at least 36 Upper Level (Advanced) credits. The remaining 27 credits are Free Electives. In addition to the credit requirements of the Bachelor of Arts degree, students must pass the Pre-Graduation Conference requirement.

AREA CONCENTRATION

For students who wish to combine coursework in three or more subjects within a Liberal Arts area (i.e., Humanities, Social Sciences/History, or Natural Sciences/Mathematics), the Area Concentration is an appropriate option. Students complete 33 semester hours of credit in an Area Concentration in one of the three broad Liberal Arts areas: Humanities, Social Sciences, or Natural Sciences/Mathematics. At least three different subjects must be included which provide for breadth of knowledge in the Area of Concentration. A deeper knowledge of some subjects is provided by requiring a minimum of 27 Upper Level credits. Also, students must earn at least 12 credits in one subject. Students should work with the Advisement Center to select appropriate courses for their Area Concentration.

SPECIALIZATIONS

An individual subject specialization is an in-depth emphasis in a particular Liberal Arts discipline. Specializations include 33 semester hours of credit in one subject. A minimum of 27 credits must be Upper Level representing intensive study in the specialization. Some specializations also require additional credits outside of the specialization subject. For example, the Physics specialization requires 33 credits in Physics and credits in specific Mathematics subjects.

The following is a list of approved Individualized Specializations:

Humanities	Social Sciences/History
Art	Anthropology
Communication	Archaeology
Dance	Economics
Foreign Language	Environmental Studies
Journalism	Geography
Literature	History
Music	Labor Studies
Philosophy	Political Science
Photography	Psychology
Religion	Sociology
Theater Arts	

Natural Sciences/Mathematics

Biology
Chemistry
Computer Science
Mathematics
Physics

Some specializations are considered to be interdisciplinary. An Interdisciplinary Specialization is a Liberal Arts emphasis which includes credits from more than one Liberal Arts subject and Liberal Arts area. Examples of Interdisciplinary Specializations are American Studies, Asian Studies, Black Studies, and Women's Studies. Students should work closely with the Advisement Center to select appropriate courses for their individual specializations.

UPPER LEVEL CREDITS

All B.A. degree candidates must complete a minimum of 36 semester hour credits of advanced study in the Liberal Arts. This advanced study is designated as Upper Level credit. From the 36 Upper Level credits required, students selecting an area concentration will complete a minimum of 27 Upper Level credits as part of their concentration. Students selecting a specialization will also complete a minimum of 27 Upper Level credits. The remaining Upper Level requirements are completed in the General Liberal Arts requirement.

For the purpose of this requirement, the College classifies courses, examinations, and portfolio assessment credits according to two levels: Lower Level and Upper Level. The following criteria define the two levels.

Lower Level: Courses and/or competency in a given discipline considered to be the foundation for further study in the discipline. The first two courses (normally six semester hours) in a particular subject are usually considered Lower Level credit for that subject.

Upper Level: Courses and/or competency beyond the foundation or introductory level of a field of study. Credits earned beyond the first two courses (normally six semester

hours) of a particular subject will usually be considered Upper Level credit. Upper Level courses emphasize more advanced skills, more complex knowledge or concepts than the introductory level course.

Some courses or examinations can be automatically considered Upper Level because of the nature of the subject (e.g., Calculus, Statistics, Shakespeare). Students should work closely with the Advisement Center to select the appropriate amount of Upper Level credit.

LIMITATION OF CREDITS IN ONE SUBJECT AREA

No more than 70 semester hours credit earned in one subject area (e.g. Art, Music, Psychology) will be counted toward meeting the degree requirements of the B.A. degree.

PRE-GRADUATION CONFERENCE

All B.A. students must pass the Pre-Graduation Conference (PGC) before graduation. The purpose of the conference is to determine that the candidate demonstrates an acceptable knowledge and understanding of the basic concepts, theories, and principles in the Area Concentration or Specialization, and can apply these concepts, theories, and principles to given problems, issues, and situations.

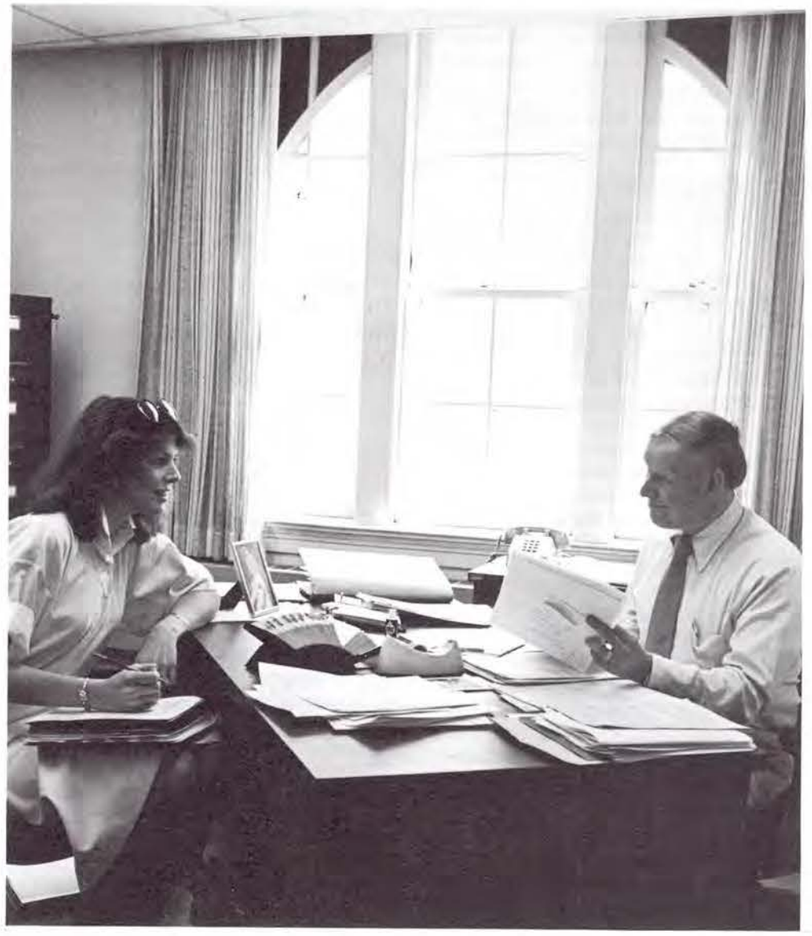
The conference itself is a one to one discussion between the student and a faculty assessor. The student has the opportunity to select topics for discussion from a subject in the Area of Concentration or Specialization. Three topics are selected by the student which relate to a single subject area (i.e., Psychology, Literature, Biology, etc.). The three topics should be varied enough so that discussion will demonstrate sufficient breadth as well as depth of knowledge. The student's application and topic selection will be reviewed by the College. Once approved, a faculty member who teaches in the subject area of the topics selected will be identified to conduct the conference.

The PGC will occur after the student completes a minimum of 100 credits (including 30 credits completed in the Area Concentration or Specialization). The conference lasts approximately one hour and is conducted for New Jersey residents at Edison State College in Trenton. For out-of-state students, a telephone conference option is available. Students may request PGC application forms, a list of topics, and student guidelines by contacting the Advisement Center. Four to six weeks should be allowed for scheduling the conference. Additional details on the Conference will be provided at that time.

A written Pre-graduation Conference in place of the oral conference may be approved for the following reasons:

(1) The student is an American citizen living abroad.
(2) The student has a speech, hearing, or physical handicap.
(3) The student has taken the PGC unsuccessfully, twice.

A request of this type must be made in writing and approved by the Dean of Academic Programs.



BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
Credit Distribution Requirements

Subject Category					Semester Hour Credits
I. Liberal Arts Requirements					48
A. Written Expression				6	
Options:	A,	B,	or C	33	
B. Humanities	12	12	9		
C. Social Sciences					
Introduction to Macro and Micro Economics	6	6	6		
Electives	6	3	6		
D. Natural Sciences/Mathematics	9	12	12		
Math or Computer Science (3)					
Other Nat. Sci./Math (6-9)					
E. Liberal Arts Electives				9	
II. Professional Business Requirements					60
A. Business Core				33	
Data Processing (TECEP or CLEP)			(3)		
Introductory Business Law (CLEP)			(3)		
Introductory Acctg. (CLEP or TECEP)			(6)		
Introductory Marketing (CLEP)			(3)		
Statistics (DANTES)			(3)		
Introduction to Operations Management (TECEP)			(3)		
Principles of Finance (TECEP)			(3)		
Business in Society (TECEP)			(3)		
Business Policy (TECEP)			(3)		
Management Process (TECEP, DANTES, or CLEP)			(3)		
(Note: Titles are CLEP and TECEP examinations approved to satisfy core requirements. Equivalent courses or Portfolio Assessment may be substituted.)					
B. Specializations				18	
Choose from 1, 2, or 3.					
1. Standard Specializations:					
Accounting		Marketing			
Finance		Operations Management			
Management of Human Resources					
2. General Management Specialization: The 18 credits must be distributed among at least four of the five standard areas listed above.					
3. Nonstandard Specializations:					
Administrative Office Management		Management Information Systems			
Banking		Procurement			
Data Processing		Public Administration			
Hospital Health Care Administration		Purchasing and Materials Management			
Insurance		Real Estate			
Hotel/Motel/Restaurant Management		Retailing Management			
		School Business Administration			
		Transportation Management			
C. Business Electives				9	
III. Free Electives					12
				Total	120

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The Bachelor of Science in Business Administration (B.S.B.A.) is composed of a curriculum that ensures college-level competence in business and the arts and sciences. The B.S.B.A. Degree provides ample opportunities for prior learning to be recognized and used in meeting many, if not all, of its degree requirements.

Edison State College offers the B.S.B.A. Degree with an emphasis or specialization in eighteen different areas. Although the majority of Edison State's business students elect to do specializations in the more traditional functional areas of business, a substantial proportion of students choose other more specific areas of business to emphasize in their specializations. Edison State College's commitment to serving the adult student enables it to add new specializations to its business offerings after carefully analyzing business trends, business curricula, and student needs. Students wishing a specialization in an area not listed will need to work closely with the Advisement Center to determine the appropriateness of a new area.

BASIC DEGREE REQUIREMENTS

To attain the B.S.B.A. Degree, the student must earn 120 semester hours of credit distributed as follows: 48 credits in liberal arts, 60 credits in business, and twelve credits of free electives.

CURRENCY REQUIREMENTS

Up to fifteen semester hours of business credits that are older than ten years from the date of application will be accepted and applied toward the business component of the degree. Before any other older business credits can be applied toward the business component of the degree, these credits will have to be validated for currency through one of the validation procedures established by the college, i.e., current business credits that will validate older credits or the Demonstration of Currency Conference.

In certain instances, courses/exams can be recommended to the student to take in order to validate currency for older business credits. Upon successful completion and transferal of these recommended credits, the older credits will be included in the student's degree program.

The Demonstration of Currency Conference is a conference between a faculty member (expert in the business areas to be validated) and the student which covers contemporary topics/issues common to the credits in question.

Students required to validate currency will be informed when their transfer credits are evaluated. A complete explanation of the procedures will be provided at that time.

METHODS OF MEETING DEGREE REQUIREMENTS

The B.S.B.A. Degree is particularly attractive if the student elects the testing mode as a primary means of completing the degree. For example, the Business Core and Business Elective categories can be completed through a combination of CLEP, TECEP, DANTES, Ohio University Examinations, and ACT/PEP examinations. In addition, TECEP examinations are available to cover all the standard and General Management Specializations of the degree. These examinations all of which carry three semester hours (except where noted) are listed.

ACCOUNTING

Intermediate Accounting I
Intermediate Accounting II
Managerial Accounting I
Managerial Accounting II
Advanced Financial Accounting
Auditing
Tax Accounting
(Note: Auditing and Tax Accounting necessary for CPA)

FINANCE

Corporate Finance
Financial Institutions and Markets
International Finance and Trade
Public Finance
Security Analysis and Portfolio Management
Advanced Security Analysis and Portfolio Management

MARKETING

Advertising
Marketing Communications
Channels of Distribution
Market Research
Marketing Management Strategy I
Marketing Management Strategy II (6 sh)
Sales Management

MANAGEMENT OF HUMAN RESOURCES

Labor Relations and Collective Bargaining
Advanced Labor Relations and Collective Bargaining
Organizational Behavior
Advanced Organizational Behavior
Organization Theory and Organizational Analysis
Advanced Organizational Theory and Organizational Analysis
Contemporary Labor Issues
Industrial Psychology
Labor Economics
Labor Laws
Labor Movement Theories
Personnel/Human Resources Management
Public Personnel Management

OPERATIONS MANAGEMENT

Materials Management and Inventory Control
Quantitative Managerial Decision-Making
Transportation and Traffic Management
Management of Quality Control
Management of Information Systems
Work Methods and Measurements

BACHELOR OF SCIENCE WITH A CONCENTRATION IN APPLIED SCIENCE AND TECHNOLOGY

Credit Distribution Requirements

Subject Category			Semester Hour Credits
I. Liberal Arts Requirement			48
A. Written Expression		6	
B. Humanities		9	
No more than 6 semester hours may be taken from one subject area			
C. Social Sciences		12	
1. Psychology or sociology	(3)		
2. Any selection from anthropology, economics, history, political science, psychology, sociology or geography.	(9)		
No more than 6 semester hours in one subject area			
D. Natural Sciences/Mathematics		18	
1. College Algebra or above	(6)		
2. General Physics or Chemistry, depending on specialization	(6)		
3. Additional science or mathematics	(6)		
E. Liberal Arts Electives		6	
II. Concentration in Applied Science and Technology			54
A. Core Requirements		21	
1. Advanced theoretical knowledge	(12)		
2. Statistics	(3)		
3. Principles of Management	(3)		
4. Technical Report Writing	(3)		
B. Individual Specialization		33	
III. Free Electives			18
		Total	120

The following Individualized Specializations have been approved. Other Specializations may be developed. Students should work with the Advisement Center to select courses for the Specialization.

Agricultural Mechanization
Air Traffic Control
Architectural Design
Aviation
Biological Laboratory Science
Biomedical Electronics
Chemical Laboratory Science
Civil Technology
Computer Science and Technology
Construction
Dental Hygienics
Electrical Technology
Electronics
Engineering Graphics
Environmental Science and Technology
Fire Protection Science
Forestry
Horticulture
Laboratory Animal Science
Materials Science
Medical Laboratory Science
Naval Science
Nondestructive Evaluation
Nuclear Industrial Operations
Nuclear Medicine
Perfusion Technology
Radiation Protection
Radiation Therapy
Radiologic Science
Respiratory Therapy
Surveying
Technical Services in Audiology
Technical Services in Food Science
Technical Services in Industry
Water Resources Management

BACHELOR OF SCIENCE WITH A CONCENTRATION IN APPLIED SCIENCE AND TECHNOLOGY

The Bachelor of Science Degree is intended to meet the educational and professional needs of mid-career adults in a wide variety of applied science and technology fields. The student selects the specialization that matches his or her expertise. For most students this reflects their occupation.

BASIC DEGREE REQUIREMENTS

The Bachelor of Science Degree requires 120 semester hours of credit: 48 credits in the liberal arts distribution, 54 credits in the concentration in Applied Science and Technology and 18 credits in free electives.

One three semester hour course in the broad area of Computer Science or Data Processing is required. This may be used under natural science, liberal arts electives, or free electives, depending on the nature of the course.

GENERAL LIBERAL ARTS

The 48 semester hour requirement in general liberal arts provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and enables students to have a foundation for the Applied Science and Technology specialization.

CONCENTRATION

The Concentration contains a 21 semester hour Core and a 33 semester hour Individual Specialization.

The Core includes 12 semester hours of Advanced Theoretical Knowledge and 9 semester hours in three specific areas. The Advanced Theoretical Knowledge area is specific to the student's specialization and covers advanced mathematics and science courses as well as more theoretical aspects of the specialization. The Core also requires Statistics, Principles of Management, and Technical Report Writing.

The Individualized Specialization requires 33 semester hours in an Applied Science and Technology area. The credits used in the specialization must exhibit depth and breadth and cover both theoretical and applied aspects of the field. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by portfolio assessment if he or she does not already have appropriate coursework in that area.

DEMONSTRATION OF CURRENCY

Because of the rapid changes occurring in technical fields today, it is important for today's college graduate to maintain up-to-date knowledge. If more than 8 semester hours in a student's specialization are over ten years old at the time of application to the college, a Demonstration of Currency will be required in these courses. Demonstration of Currency for these subjects is validated through an oral conference with a faculty consultant on contemporary topics/issues in the subjects. These courses will not be used toward the specialization until currency has been demonstrated. Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of the process will be provided at that time.

OTHER DEGREE REQUIREMENTS

A year of General Physics or a year of General Chemistry, depending on specialization, is required of all students in the Applied Science and Technology concentration. When a classroom course is used to fulfill this requirement, it must include a laboratory. If these courses have already been completed as nonlaboratory courses, another laboratory science course must be completed elsewhere in the degree program.

BACHELOR OF SCIENCE
WITH A CONCENTRATION IN HUMAN SERVICES
Credit Distribution Requirements

Subject Category			Semester Hour Credits
I. Liberal Arts Requirement			48
A. Written Expression		6	
B. Humanities		9	
No more than 6 semester hours may be taken from one subject area			
C. Social Sciences		18	
1. Sociology	(3)		
2. Psychology	(3)		
3. Economics, Political Science, History, or Geography	(3)		
4. Additional Social Science	(9)		
D. Natural Sciences/Mathematics		9	
1. Mathematics or Computer Science	(3)		
2. Additional Natural Sciences or Mathematics	(6)		
No more than 6 semester hours may be taken from one subject area			
E. Liberal Arts Elective		6	
II. Concentration In Human Services			54
A. Core Requirements		21	
1. "Dynamics of Social Setting" (Upper level subjects in sociology, urban politics, social history, and the like)	(6)		
2. "Dynamics of the Individual" (Upper level psychology subjects)	(6)		
3. "Dynamics of Intervention" Covering such areas as counseling, interviewing, social work methods.	(3)		
4. Social Planning Covering such areas as social policy, planning, administration.	(3)		
5. Statistics or Research Methodology	(3)		
B. Individual Specialization		33	
1. Appropriate Course Work (Include one course in Introduction to Human Services or similar course)	(27)		
2. Advanced Level Practicum	(6)		
III. Free Electives			18
		Total	120

BACHELOR OF SCIENCE
WITH A CONCENTRATION IN HUMAN SERVICES

The Bachelor of Science with a Concentration in Human Services is intended to meet the educational and professional needs of mid-career adults in a wide variey of human services fields. The student selects a specialization that matches his or her expertise. For most students, this reflects their occupation.

BASIC DEGREE REQUIREMENTS

This Bachelor of Science Degree requires 120 semester hours of credit: 48 credits in the liberal arts distribution, 54 credits in the concentration in Human Services and 18 credits in free electives.

One three semester hour course in the broad area of Computer Science or Data Processing is required. This requirement may be used to fulfill natural science, liberal arts electives, or free electives, depending on the nature of the course.

GENERAL LIBERAL ARTS

The 48 semester hour requirement in general liberal arts provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and enables students to have a foundation for the Human Services specialization.

THE HUMAN SERVICES CONCENTRATION

The Human Services Concentration contains Core requirements of 21 semester hours and an Individual Specialization of 33 semester hours.

CORE REQUIREMENTS

The Core requirements are the same for all specializations within Human Services. The Core stresses advanced social science and other subjects closely related to Human Services.

SPECIALIZATION REQUIREMENTS

The Individual Specialization requires 33 semester hours in a Human Services area. This area usually is closely related to the student's current employment. The 33 credit specialization must include an introduction to human services (or a similar course), credits in the particular field of specialization (24 sem. hrs.) and the Advanced Level Practicum (6 sem. hrs.). The specialization includes both theory and applied aspects of the field. Since the specialization covers the field in which the student is employed, it may be earned by portfolio assessment or examination if appropriate classroom work has not yet been completed.

The following Individualized Specializations have been approved. Other Specializations may be developed. Students should work with the Advisement Center to select courses for the Specialization.

Art Therapy
Child Development Services
Community Education Services
Community Legal Services
Community Services
Counseling Services
Criminal Justice
Gerontology
Health and Nutrition
Health Services
Health Services Administration
Health Services Education
Mental Health Services
Mental Retardation Services
Public Administration
Public Safety Services
Recreation Services
Rehabilitation Services
Services for the Deaf
Social Services
Social Services Administration

ADVANCED LEVEL PRACTICUM

The Advanced Level Practicum is the capstone requirement tying together theory with the practical experience the student has gained through employment. Students must have current experience in their field of specialization in order to complete the degree program. While this is usually current full-time paid employment, it may also be extensive part-time or volunteer experiences. The Advanced Level Practicum is a special assessment by a faculty member appointed by the College. Near completion of the degree students will apply for the practicum and will receive more detailed information.

BACHELOR OF SCIENCE IN NURSING
Credit Distribution Requirements

Subject Category			Semester Hour Credits
I. Liberal Arts Requirements			60
A. Written Expression		6	
B. Humanities		12	
No more than 6 semester hours may be taken from one subject area			
C. Social Sciences		15	
No more than 6 semester hours may be taken from one subject area			
D. Natural Sciences and Mathematics		15	
Math or Computer Science	(3)		
Anatomy and Physiology	(3)		
Microbiology	(3)		
Other Natural Sciences/Mathematics	(6)		
E. Liberal Arts Electives		12	
Credits from any Liberal Arts subjects			
II. Professional Nursing Component (Developed by the University of the State of New York Regents College Degrees)			48
A. Written Examinations (Administered through ACT):			
Health Restoration: Area I		4	
Health Restoration: Area II		4	
Health Support: Area I		4	
Health Support: Area II		4	
Professional Strategies		4	
B. Performance Examinations:			
Clinical Performance (CPNE)*		8	
Health Assessment Performance (HAPE)*		6	
Teaching Performance (TPE)*		2	
Professional Performance (PPE)**		12	
III. Free Electives			12
		Total	120

*Administered in New York by the Regents until test sites are established in New Jersey.
**Administered in New Jersey by Edison.

BACHELOR OF SCIENCE IN NURSING

The Nursing Program, an upper division program instituted in October, 1983, is open to Registered Nurses who live or work in New Jersey. The Program is accredited by the New Jersey Board of Nursing and has a membership in the National League for Nursing and the American Association of Colleges of Nursing. To complete the Program, 120 semester hour credits are required.

To earn credit toward the degree, several different assessment mechanisms such as proficiency examinations, college courses from regionally accredited institutions, and portfolio assessment are built into the Program to afford students the opportunity to demonstrate proficiency in general and professional education. Students progress at their own pace and it may be possible to complete the entire Program through examination.

BASIC DEGREE REQUIREMENTS

The curriculum is composed of two basic components: Liberal Arts (60 s.h.) and Professional Nursing (48 s.h.). The former includes offerings in the humanities, natural and social sciences. In addition, students may complete 12 elective credits. See page 28 for the BSN credit distribution requirements.

PROFESSIONAL NURSING COMPONENT

The Professional Nursing Component is a series of written and performance examinations designed to test knowledge and competencies comparable to those expected of graduates from traditional bachelor of science in nursing programs. The examinations were developed by The University of the State of New York Regents College Degrees Nursing Program, which is fully accredited by the National League for Nursing. The Nursing Program uses the Professional Nursing component in its curriculum through contractual agreement with the Regents.

The written examinations provide the theoretical base for the performance examinations. They are administered through the American College Testing Program and may be taken in any sequence at any test site in the country.

The performance examinations assess the student's ability to perform the technical portion of nursing practice, to do a health assessment, and a brief teaching session. They also test competencies related to four major dimensions of professional nursing: management of client care, leadership, collaboration and research. These examinations are by appointment only and require from 7 hours to 2½ days for administration. They are administered by the Regents primarily on weekends in Mineola, on Long Island, in Yonkers, and Albany, New York. Students are expected to make their own travel and lodging arrangements. Effective January, 1987 Edison State College developed one of its three Performance Assessment Centers (test sites) in New Jersey with the administration of the Professional Performance Examination (PPE) in Trenton. The other two tests sites for offering the Health Assessment Teaching Performance Examination (HATPE) and the Clinical Performance in Nursing Examination (CPNE) in New Jersey are scheduled to be operational in the summer of 1987 and 1988 respectively.

STUDY GROUPS

To assist students to prepare for the examinations they will be provided with study guides and assigned to a study group located in or near the county of their place of residence or employment. The group will serve as an academic support network comprised of individuals with diverse experience and educational backgrounds to facilitate the sharing of suggestions for coping with the demands of the Program. Each group will be coordinated by a Registered Nurse with a Master's Degree in Nursing and experience in teaching. The Facilitator's responsibilities include assisting students to: (1) develop goals to complete the Program, (2) prepare for the examinations using effective study and test taking techniques, and (3) become socialized into the professional role.

OTHER REQUIREMENTS

Candidates for the Bachelor of Science in Nursing Degree are required to:

1. Submit an official transcript of all courses to be evaluated.
2. Submit a notarized copy of current RN license with enrollment application.
3. Maintain current RN license on file with the Nursing Program and live or work in New Jersey.
4. Have CPR certification by the American Heart Association or The American Red Cross.
5. Have the specified amount of professional liability insurance coverage.
6. Complete the entire Professional Nursing Component.
7. Validate the knowledge in general education subjects taught in a diploma nursing program through successful completion of college level courses or proficiency examinations. A list of the proficiency examinations is included in the catalog.

ASSOCIATE IN ARTS
Credit Distribution Requirements

Subject Category					Semester Hour Credits
I. Liberal Arts Requirements					48
A. Written Expression	(6)				
		Options: A	or B	or C	
B. Humanities		12	12	9	
C. Social Sciences		12	9	12	
D. Natural Sciences/Mathematics		9	12	12	
Mathematics or Computer Science	(3)				
Other Nat. Sci./Math	(6-9)				
E. Liberal Arts Electives	(9)				
II. Free Electives					12
				Total	60

The Associate in Arts Degree is a broad degree emphasizing the Liberal Arts. By satisfying many of the basic liberal arts requirements traditionally associated with the freshman and sophomore years, it facilitates entry into baccalaureate programs.

DEGREE REQUIREMENTS

To earn an Associate in Arts Degree, students must complete 60 semester hours of credit. Of these, 48 credits must be earned in the liberal arts according to a prescribed plan covering the Humanities, Social Sciences, and Natural Sciences/Mathematics. The remaining 12 semester hours are allotted to free electives.

EMPHASIS IN HISTOTECHNOLOGY

The Associate in Arts Degree with an emphasis in Histotechnology is open only to individuals who are registered Histotechnologists with the American Society of Clinical Pathologists (ASCP). The National Society for Histotechnology (NSH) has developed a series of courses that are offered at state and regional chapter meetings of the NSH. Edison State College has developed examinations through the Thomas Edison College Examination Program (TECEP) for these courses. The TECEP examinations are available to members of NSH and to others who wish to take the examinations and use them as free electives.

Students selecting the Histotechnology emphasis must complete the following within the Associate in Arts requirements:

Natural Sciences/Mathematics

Mathematics of Computer Sciences	(3)
General Chemistry	(3)
Anatomy or Anatomy and Physiology (TECEP)	(3)
or Human Microscopic Anatomy (TECEP)	(3)
Other Natural Sciences/Math	(3)

Professional Component-Histotechnology Exams

ASCP/HT Registry	(4)
Introductory Histotechnology/ Histochemistry (TECEP)	(5)
Current Techniques in Diagnostic Histopathology (TECEP)	(3)

ASSOCIATE IN SCIENCE IN MANAGEMENT
Credit Distribution Requirements

Subject Category			Semester Hour Credits
I. Liberal Arts Requirements			30
A. Written Expression		6	
B. Humanities		6	
C. Social Sciences		9	
1. Principles of Economics	(3)		
2. Electives	(6)		
D. Natural Sciences/Mathematics		6	
College Mathematics	(3)		
Other Natural Science/Mathematics	(3)		
E. Liberal Arts Electives		6	
II. Management Core			15
A. Accounting (CLEP or TECEP)		6	
B. Business Law (CLEP)		3	
C. Computers and Data Processing (CLEP or TECEP)		3	
D. Introduction to Business (DANTES)		3	
III. Management Options			12
Complete one of the following options:			
A. General Management Option			
1. Business and Management Topics, Management of Human Resources, Operations Management, Office Management, Organizational Theory, Industrial Psychology, Marketing	(6-12)		
2. Business Electives	(0-6)		
B. Individualized Option			
To be fulfilled under one of the following plans:			
1. By completing 12 s.h. in one of the following areas: Accounting, Finance, Management of Human Resources, Marketing, or Operations Management. OR			
2. By completing 12 s.h. in some other single subject area, such as, Administrative Office Management, Data Processing, Hotel/Motel Management, Insurance, Public Administration, Real Estate, Banking, Procurement, Transportation Management, Hospital and Health Care Administration, School Business Administration, and Purchasing and Materials Management, and Retailing Management			
IV. Free Electives			3
		Total	60

To earn the A.S.M. degree students must complete 60 semester hours (s.h.). Thirty semester hours must be in liberal arts, 15 s.h. in the management core, twelve s.h. in a management option, and three s.h. in free electives.

Edison State College offers the A.S.M. with an option (emphasis) in the business areas of accounting, finance, general management, management of human resources, marketing, and operations management. Students may also focus their associate degree in other business fields such as data processing, banking, retailing management, etc.

The A.S.M. is designed so that it can be used as a foundation for the B.S.B.A. degree.

DEMONSTRATION OF CURRENCY

Because of the rapid changes occurring in business fields today, it is important for today's business student to maintain up-to-date knowledge in these areas. If more than 7 semester hours in the business component of the degree, i.e., Management Core and/or Option, are older than ten years they must be validated for currency. Currency of knowledge for these subjects is validated through a conference with a faculty member on contemporary topics/issues common to these subjects.

Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of the process will be provided at that time.

ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
Credit Distribution Requirements

Subject Category			Semester Hour Credits
I. Liberal Arts Requirement			30
A. Written Expression		6	
B. Humanities		6	
C. Social Sciences		6	
D. Natural Sciences/Math		6	
1. Math/Computer Science	(3)		
2. Other Natural Sciences/Math*	(3)		
E. Liberal Arts Electives*		6	
II. Individualized Option			21
Introduction to the Option		3	
Theoretical Area		9	
Applied Area		9	
III. Free Electives			9
		Total	60

The following Options will emphasize areas appropriate to the degree and will articulate with specializations in the Bachelor of Science with a concentration in Applied Science and Technology:

Agricultural Mechanization
Air Traffic Control
Architectural Design
Aviation
Chemical Laboratory Science
Civil Technology
Computer Science and Technology
Construction
Electrical Technology
Electronics
Engineering Graphics
Environmental Science and Technology
Fire Protection Science
Forestry
Horticulture
Materials Science
Naval Science
Nondestructive Evaluation
Nuclear Industrial Operations
Surveying
Technical Services in Audiology
Technical Services in Food Science
Technical Services in Industry
Water Resources Management

*Some options will require additional Math and Science credits.

The Associate in Science in Applied Science and Technology is designed to articulate with many areas within the Bachelor of Science with a Concentration in Applied Science and Technology.

DEGREE REQUIREMENTS

To earn an Associate in Science degree, a student must complete 60 semester hours of credit. Of these, 30 credits must be earned in the liberal arts according to a prescribed plan covering the humanities, social sciences, and natural sciences/mathematics. Twenty-one credits must be in the individualized option and 9 credits in free electives. The options articulate with the approved specializations in the Bachelor of Science with a Concentration in Applied Science and Technology. Some of the options require the inclusion of certain courses in the Natural Sciences and Mathematics under the liberal arts distribution.

THE INDIVIDUALIZED OPTION

The individualized option requires 21 semester hours in one of the areas listed with the distribution requirements. These credits will include 3 semester hours of credit in introduction to the option, 9 semester hours of credit in the theoretical area and 9 semester hours of credit in the applied area. If students have not yet earned appropriate college credit in this area, they may be able to earn credits through portfolio assessment.

DEMONSTRATION OF CURRENCY

Because of the rapid changes occurring in technical fields, it is important for today's college graduates to maintain up-to-date knowledge. If more than 5 semester hours of the credits in the option were completed over ten years prior to the student's application to the college, demonstration of currency in those courses will be required. Currency of knowledge for these subjects is validated through a conference with a faculty consultant on contemporary topics/issues in these subjects. Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of the process will be provided at that time.

ASSOCIATE IN SCIENCE IN NATURAL SCIENCES AND MATHEMATICS
Credit Distribution Requirements

Subject Area		Semester Hour Credits
I. Liberal Arts Requirements		30
A. Written Expression,	6	
B. Humanities	6	
C. Social Sciences	6	
D. Natural Sciences/Math to include Math/Computer Science (3)	6	
E. Liberal Arts Electives	6	
II. Individualized Option		21
Introduction to the Option	3	
Required Basic Theory Areas	9	
Individualized selection appropriate to the Option	9	
III. Free Electives		9
	Total	60

The following options will emphasize areas appropriate to the degree and will articulate with Specializations in the Bachelor of Arts degree:

Biology
Chemistry
Computer Science
Mathematics
Physics

The Associate in Science Degree in Natural Sciences and Mathematics emphasizes the liberal arts. The degree is designed to provide a basis for transfer into the Bachelor of Arts Degree in the area of Natural Sciences/Mathematics.

DEGREE REQUIREMENTS

To earn an Associate in Science Degree in Natural Sciences and Mathematics a student must earn 60 semester hours. Of these, 51 credits must be in the liberal arts with 30 in General Liberal Arts according to the prescribed plan, covering the humanities, social sciences, and natural sciences/mathematics; and 21 in the student's chosen Individualized Option. The remaining 9 credits are allocated to Free Electives.

THE INDIVIDUALIZED OPTION

The individualized option requires 21 semester hours in one of the areas listed with the distribution requirements. These credits will include 3 semester hours of credit in introduction to the option, 9 semester hours of credit in required basic theory areas and 9 semester hours individually selected from courses appropriate to the option. The individualized options articulate with approved Bachelor of Arts Specializations.

ASSOCIATE IN SCIENCE IN PUBLIC AND SOCIAL SERVICES
Credit Distribution Requirements

Subject Category			Semester Hour Credits
I. Liberal Arts Requirements			30
A. Written Expression		6	
B. Humanities		6	
C. Social Sciences		6	
1. Introduction to Sociology	(3)		
2. Introduction to Psychology	(3)		
D. Natural Sciences/Math		6	
1. Math/Computer Science	(3)		
2. Other Natural Sciences/Math	(3)		
E. Liberal Arts Electives		6	
II. Individualized Option			21
Introduction to the Option		3	
Theoretical area		9	
Applied area		3	
Practicum		6	
III. Free Electives			9
		Total	60

The following options will emphasize areas appropriate to the degree and will articulate with specializations in the Bachelor of Science with a Concentration in Human Services:

Child Development Services	Public Administration
Community Education Services	Public Safety Services
Community Legal Services	Recreation Services
Community Services	Rehabilitation Services
Counseling Services	Services for the Deaf
Criminal Justice	Social Services
Mental Retardation Services	Social Services Administration

The Associate in Science in Public and Social Services is designed to articulate with many areas within the Bachelor of Science with a Concentration in Human Services.

DEGREE REQUIREMENTS

To earn an Associate in Science degree, a student must complete 60 semester hours of credit. Of these, 30 credits are in the liberal arts according to a prescribed plan covering the humanities, social sciences, and natural sciences/mathematics; 21 credits are in the individualized option; and 9 credits in free electives. The options available correspond to approved specializations in the Bachelor of Science with a Concentration in Human Services. Some of the options require the inclusion of certain courses in social science under the liberal arts distribution.

THE INDIVIDUALIZED OPTION

The individualized option requires 21 semester hours in one of the areas listed with the distribution requirements. These credits will include 3 semester hours of credit in introduction to the option, 9 semester hours of credit in the theoretical area, 3 semester hours of credit in the applied area, and 6 semester hours of practicum credit. Most students will be employed in the area of his or her option.

PRACTICUM

Practical experience in a public or social service field is an integral part of the Associate in Science. In most cases the Practicum will cover the student's current employment. The student may, however, use part-time or volunteer work or a field placement from another college.

ASSOCIATE IN APPLIED SCIENCE IN RADIOLOGIC TECHNOLOGY
Credit Distribution Requirements

Subject Category			Semester Hour Credits
I. Liberal Arts Requirements			26
A. Written Expression Requirement		6	
B. Humanities		3	
C. Social Science		3	
D. Natural Sciences/Mathematics		12	
Anatomy and Physiology	(6)		
Mathematics	(3)		
Natural Sciences/Math	(3)		
E. Liberal Arts Electives		2	
II. Professional Component			34
A license earned through a hospital-based program in 1980 or later		34	
OR			
*A hospital-based program completed prior to 1976		20	
AND either:			
ARRT Radiation Therapist Registry		14	
or			
ARRT, ASCP, or NMTCB Registry in Nuclear Medicine			
or			
Equivalent Coursework			
		Total	60

*Hospital-based programs completed between 1976 and 1980 may fit either of these categories.

The Associate in Applied Science in Radiologic Technology (AASRT) was developed to provide X-Ray technologists with the opportunity to continue their education and to help widen career horizons. The degree is not meant to prepare new technologists for entry into the field but is viewed as a means for facilitating the professional development of practicing technologists. In order to be eligible for the degree, a student must be certified by either the New Jersey Licensing Board (Certified X-Ray Technologist) or the American Registry of Radiologic Technologists (Radiographers).

This degree may be an appropriate foundation for the Bachelor of Science Degree with a Concentration in Applied Science and Technology.

BASIC REQUIREMENTS

The A.A.S.R.T. Degree requires 60 semester hours of credit for completion. Twenty-six credits are devoted to general liberal arts requirements and 34 credits to the professional requirements.

METHODS OF MEETING REQUIREMENTS

The basic assumption underlying the A.A.S.R.T. Degree is the belief that the specialized training and on-the-job experience of the licensed technologist are at least equivalent to the knowledge and competency expected of current graduates holding the A.A.S.R.T. Degree. Therefore, the Edison State College A.A.S.R.T. Degree is designed to

assess the college-level knowledge and experience acquired by the practitioner and award college credit for it. The chief method of carrying out such assessments in this degree is the college proficiency examination.

The principal examinations are:

1. The New Jersey State Licensing Examination of the National Registry Examination necessary for the certification component.

2. TECEP examinations in Anatomy and Physiology and three in Radiologic Technology.

3. The CLEP and TECEP examinations, useful in satisfying a large portion of the liberal arts requirements.

The examinations should serve very adequately the needs of most practicing technologists, who are generally well prepared for them by previous training and experience. However, some students may prefer to satisfy partial degree requirements particularly in the liberal arts by enrolling in college courses at other institutions. For others the method of portfolio assessment may be more suitable.

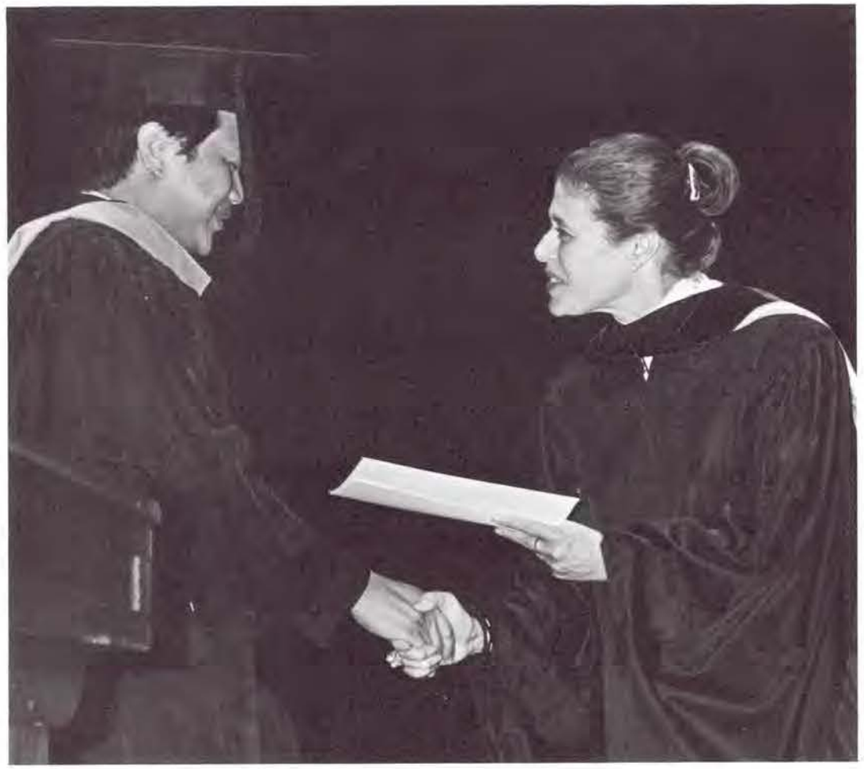
CERTIFICATES

The Edison State College certificate is composed of eighteen semester hours in one professional area, twelve of which are required credits. After July 1, 1986, twelve semester hours of Liberal Arts credit will also be required. The professional areas are:

Accounting
Administrative Office Management
Computer Aided Design
Computer Science
Data Processing
Electronics
Finance
Marketing
Management of Human Resources
Operations Management
Labor Studies
Public Administration

Certificates fulfill the needs of a diverse group of students. In some cases certificates may be earned by those students not enrolled in a degree program but pursuing credits in a particular area in order to gain college-level knowledge and to have that knowledge academically recognized (put on a transcript). Others may earn certificates that coincide with particular degree requirements that they are also pursuing. More information concerning certificates can be obtained by contacting the Advisement Center or the Registrar's Office.

ACADEMIC POLICIES



ACADEMIC POLICIES

Academic policies which apply to all students are published here. Policies which are specific to a degree program may be found with the explanation of the student's specific degree program.

CATALOG WHICH APPLIES TO STUDENT

Students must use the College catalog that was in effect on the date of enrollment to determine graduation requirements. However, if students change their degree program or change from nondegree seeking to degree-seeking status, graduation requirements will be required as listed in the catalog in effect at the time the official change is recorded in the Registrar's Office.

UNIT OF CREDIT

In expressing its degree requirements Edison State College uses semester hours measurement. Other colleges define the value of knowledge in semester hours, trimester hours, quarter hours, and competencies. All credit hours transferred to Edison State College will be converted to semester hours.

CHANGE OF RECORDS

If students wish to make any changes in their records, they must inform the Office of the Registrar in writing. Changes that may be requested include: change in name, address, telephone number, exclusion of courses/grades, military duty, citizenship, or degree program.

CHANGE OF PROGRAM/DEGREE STATUS

When students change their degree program or change from nondegree seeking to degree-seeking status they are required to follow the graduation requirements in effect at the time the official change is recorded in the Registrar's Office.

Students are required to request change of degree in writing and submit the appropriate fee. Such requests should be addressed to the Registrar.

GRADES

Edison State College records grades of A, B, C, and D for credits accepted from other accredited colleges. Edison State College does not record pluses (+) or minuses (—); F, U, W, I or No Credit designations are not recorded on the transcript.

GRADING POLICY — GUIDED STUDY

The outcome of active, current learning experiences assessed by the College will be graded based upon a standard grading scale of A, B, C, D, and F. This policy will only apply to credits earned through the Guided Study Program. TECEP examinations, portfolio assessment, and any other assessment of prior learning will remain nongraded, credit/no credit.

CREDIT WITHOUT A GRADE

Edison State College will transcript credit (CR) without a grade for the following: portfolio assessment, all testing programs, business, industry and corporation training programs evaluated and recommended for credit by the American Council on Education, military training programs evaluated and recommended for credit by the American Council on Education, licenses and registries evaluated and recommended for credit by Edison State College, and special programs evaluated and recommended for credit by Edison State College.

GRADE REPORTS

Edison State College sends a grade report to students for credits attempted through the Thomas Edison College Examination Program (TECEP), Portfolio Assessment, and TeleTECEP. Credit (CR), without a grade, is given for credits earned through these programs. Credits earned are automatically applied to Edison degree programs for enrolled students.

Grade reports are also sent to students for credits attempted through the Edison State College Guided Study program. Grades (A-F) are awarded for this program. Credits earned are automatically applied to Edison degree programs for enrolled students earning grades A-D. Credits with F are not transcripted.

GRADE POINT AVERAGE

The Edison State College transcript will show grades A through D where grades have been awarded. However, no grade point average will be noted on the transcript.

A Grade Point Average (GPA) of 2.0 (C average) is required for all semester hours of credit with a grade designation. In addition, the GPA must be 2.0 for the credits in the Concentration, Specialization, or Professional Requirements (depending on the degree).

Edison State College will use grades A, B, C, and D to determine the grade point average. Pluses (+) and minuses (—) are not used.

At the first evaluation of transfer credits, "D" grades will be accepted only if the overall Grade Point Average is 2.0. Subsequently, "D" credits will be accepted if grades of "B" or better have been earned to balance them within the grade point average requirement. Students must request use of "D" credits not originally used if they wish them to be used for the degree.

Credits which do not carry a grade are recorded as credit (CR) and do not effect the Grade Point Average.

DEGREE PROGRESS REPORTS

The Edison State College Registrar's Office sends each student a copy of an "Evaluation and Progress Report" that includes credits accepted in transfer (with grades accepted), credits earned through portfolio assessment, examinations and licensures, guided study, etc., and a classification of such credits. The form shows how credits have been placed in the student's degree program and which require-

ments have not been met.

If students wish to have a grade excluded from their Edison State College transcript, this must be requested in writing to the Registrar's Office prior to the official evaluation. Credits once placed on an Edison State College transcript will not be removed.

TRANSCRIPTS

Transcripts will show all credits that have been applied toward the student's degree program.

Transfer credits will be identified by Department code, course number, course title, credits, grades, and year completed. Only courses receiving A, B, C, and D will be on the transcript.

Examination credits will be identified by the name of the program, title of the examination, credits, score and year completed. Examples of testing programs include TECEP, CLEP, ACT/PEP and DANTES.

Edison State College Guided Study credits will be identified by the title of the course, credits, grade and year completed.

Other Assessment credits will be identified by the name of the program, course (equivalent) title, credits, and year completed. Examples of such assessments include Portfolio Assessment, American Council on Education's Program on Noncollegiate Sponsored Instruction, and Military Training programs.

Transcripts will be issued by the Registrar's Office upon the written request of the student. Transcripts may be issued at any time during or after completion of a degree.

COLLEGES ACCREDITED BY REGIONAL ASSOCIATIONS

Edison State College will accept in direct transfer credits earned at institutions accredited by the six regional accrediting commissions as well as from institutions which are candidates for accreditation by a regional accrediting commission. Credits must meet requirements for degree seeking students.

The six commissions are: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.

COLLEGES AND PROPRIETARY SCHOOLS NOT ACCREDITED BY REGIONAL ASSOCIATIONS

Edison State College will not accept in direct transfer credits earned at institutions accredited by other associations, such as, Association of Independent Colleges and Schools, American Association of Bible Colleges, National Association of Trade and Technical Schools, National Home Study Council and COPA approved Professional Schools which are outside regionally accredited colleges. Students requesting the acceptance of credit from these institutions will be advised to apply for credit through Portfolio Assessment.

CREDITS FROM AMERICAN COUNCIL ON EDUCATION EVALUATIONS

Edison State College will accept the recommendations of the American Council on Education, Office on Educational Credit for courses completed through industry, government and special organizations. These recommendations can be found in **The National Guide to Credit Recommendations in Noncollegiate Courses**, January 1976 edition and subsequent editions.

WRITTEN EXPRESSION REQUIREMENT

Students are required to demonstrate a proficiency in written expression. This proficiency can be met by:

(1) Satisfactory completion of the TECEP Examination in Written Expression for six semester hour credits;
(2) Six semester hours of college coursework in English Composition with a grade of C;
(3) The satisfactory completion of one of the CLEP examinations (including the Essay) in English: English Composition (General), College Composition, Freshman English, or the College-Level GED Examination in Expression.

Students are advised to complete this requirement as soon as possible.

MATH/COMPUTER SCIENCE REQUIREMENT

Students are required to demonstrate completion of three semester hours of college mathematics or computer science. This proficiency can be met by:

(1) Three semester hours of college coursework in mathematics beyond developmental courses (Elementary Algebra **cannot** be used.);
(2) The satisfactory completion of one of the CLEP examinations: Mathematics (General), Statistics, Trigonometry, College Algebra, Calculus with Elementary Functions, or College Algebra and Trigonometry;
(3) Earning three credits of college mathematics through portfolio assessment.

OR

(1) Three semester hours of college coursework in computer science;
(2) The satisfactory completion of a CLEP examination: ECP: Fortran IV, or Computers and Data Processing;
(3) Earning three credits of college computer science through portfolio assessment.

Students are advised to complete this requirement as soon as possible.

DUPLICATION OF CREDIT

Credit will not be granted in cases of obvious or apparent duplication. An example would be two college courses taken at different institutions which cover the same subject matter, such as "Survey of American History Since the Civil War" and "American History II, 1865 to Present." Also, credit will not be granted for both the CLEP Subject Examination in Sociology and a course in Introductory Sociology. The College recognizes that there may be a duplication of credit between the CLEP General Examinations and college courses and/or proficiency examinations. In the interest of fairness the following guidelines are presented:

English Composition

The College will accept for credit a maximum of two one-semester courses or equivalent in Freshman English. This includes courses or examinations in English Composition, Freshman English, Fundamentals of Communications, etc. Thus, if 6 semester hours are presented in coursework or examinations in these areas, no credit will be given for the CLEP General Examination in English Composition. A student cannot receive credit for more than one of the following CLEP examinations: the General Examination in English Composition, the Subject Examination in College Composition and the Subject Examination in Freshman English. These policies on duplication are in effect regardless of the order in which the examinations and/or courses were completed.

Mathematics

The College will accept for credit a maximum of two one-semester courses or equivalent in basic college mathematics. This includes courses and examinations in Introductory College Mathematics or College Algebra. Thus 6 semester hours of coursework or examinations in these areas will duplicate the CLEP General Examination in Mathematics. If a student presents 3 semester hours of credit in College Mathematics only 3 semester hours will be awarded for the CLEP General Examination in Mathematics. These policies are in effect regardless of the order in which the examinations and/or courses were completed. Please note: Courses or examinations in Trigonometry, College Algebra and Trigonometry, Calculus, or Statistics will be counted in addition to credits earned in College Mathematics.

The policies on duplication of credit for the three CLEP General Examinations listed below are divided into two separate policies for each of the three examinations. The first paragraph under each examination title is in effect only if the courses or examinations were completed prior to the CLEP General Examinations. The policies in the second paragraph under each examination title are in effect regardless of the order in which the General Examinations and college courses and/or proficiency examinations were completed. To receive partial credit for these three General Examinations, students must have an overall passing score for the entire examination and a minimum scaled score of 42 on the portion which has not been duplicated.

Natural Sciences

If a student has completed 6 semester hours or more in two or more of the following areas: (1) Physics, (2) Chemistry, (3) Astronomy, Geology, or Meteorology, no credit will be granted for the physical sciences portion (3 s.h.) of the examination. If a student has completed 6 s.h. in Biology, no credit will be granted for the biological sciences portion (3 s.h.) of the examination. These policies on duplication are in effect regardless of the order in which the examinations and/or courses were completed.

Humanities

If a student has completed 6 semester hours of basic literature courses, e.g., World Literature, or 6 s.h. in two or more areas of literature, e.g., or American Literature, English Literature, The Novel, etc., no credit will be granted for the literature portion (3 s.h.) of the examination. If a student has completed 6 s.h. in basic fine arts course, e.g., Foundations of Art or Foundations of Music, no credit will be granted for the fine arts portion of the examination.

Social Sciences History

If a student has completed 6 semester hours in two or more areas of the social sciences, such as Government, Economics, Geography, Anthropology, Sociology, or Psychology no credit will be granted for the social sciences portion (3 s.h.) of the examination. If a student has completed 6 s.h. in World History, History of Western Civilization, etc. or 6 s.h. in two of more areas of history, no credit will be granted for the history portion of the examination. A course or examination which is a survey of the social sciences is considered to be a duplication of the social sciences portion of the examination.

LIMIT ON FRESHMAN LEVEL ENGLISH COMPOSITION AND MATHEMATICS CREDIT

The College will accept for credit in any degree program a maximum of 6 s.h. in freshman composition and freshman mathematics. Freshman mathematics includes College Algebra, College Algebra combined with Trigonometry, Trigonometry alone, Calculus, or Statistics, etc., are accepted in addition to 6 s.h. or College Mathematics.

LIMIT ON TRANSFER CREDITS FROM TWO-YEAR COLLEGES AND OTHER PROGRAMS

Baccalaureate degree candidates may transfer up to 80 semester hours of transfer credits deemed to be "Junior/Community College and Related." Such credits include those earned in two year colleges, CLEP General examinations, most hospital based training programs, lower-level noncollegiate courses recommended by the American Council on Education, and those licenses, certificates, and programs evaluated as such by Edison State College.

ACCEPTANCE OF CREDITS FROM GRADUATE PROGRAMS

Edison State College will accept a maximum of thirty (30) credits of graduate work to apply to an undergraduate program.

CREDIT FOR COURSES TAUGHT AT OTHER COLLEGES

An Edison State College student who does not possess college credits in a subject that he or she teaches in a regionally accredited college could be awarded credits for the course. Students should request the application and information from the Advisement Center. The College must be accredited by one of the six regional accrediting commissions listed under Regional Accrediting Associations.

Credit awarded for college courses taught will be considered 4-year level regardless of where the course was taught.

FOREIGN DEGREES

Foreign students with a baccalaureate degree from another country, considered equivalent to a U.S. degree, must complete at least 30 additonal credits and meet all the concentration and specialization degree requirements to obtain an Edison State College degree. All other conditions that apply to local students will apply to foreign students as well.

Edison State College may accept in direct transfer credits earned at Foreign Colleges which are identified as the equivalent to U.S. Colleges and listed in: "The International Handbook of Universities" published by the International Association of Universities, "World Education Series" book on various countries, published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and "Commonwealth Universities Yearbook."

PHYSICAL EDUCATION CREDITS

Edison State College will accept a maximum of 4 s.h. of physical education activity courses, such as volleyball, softball, and weight training toward an Associate Degree, or 8 s.h. toward a Baccalaureate Degree.

CONTINUING EDUCATION UNITS

Continuing Education Units are measures of time spent in an organized continuing education experience and are not units of credit. One Continuing Education unit signifies that the student has "ten contact hours of participation or its equivalent" in a learning experience, but Continuing Education Units do not verify that college-level learning has resulted from the experience. Any learning suggested by Continuing Education Units requires full evaluation by appropriate means before credit can be assessed.

In-service courses, workshops, conferences, adult education courses, etc., are appropriately seen as opportunities for learning. Full evaluation is required to determine the content and level of the college-level learning gained through such routes, and to ascertain that any credit granted does not repeat similar learning credited from other sources. Continuing Education Units are useful to verify that the experience occurred, and they occasionally indicate the length of time the student participated; but they are not in themselves evidence of learning.

Students may request that Edison State College evaluate for credit their college-level knowledge acquired through continuing education experiences. Students must officially request such an evaluation by submitting an application for Portfolio Assessment and paying the application and credit hour fees. The Portfolio Assessment Brochure will be mailed to students who inquire about credit for Continuing Education Units.

SECOND ASSOCIATE OR BACCALAUREATE DEGREE

A student who has earned an associate degree from Edison State College or another regionally accredited college or university and who wishes to earn a second associate degree from Edison State College must submit a minimum of 15 semester hours beyond those credits completed on the date prior degree(s) was awarded. The student must also meet all the requirements specific to the second degree.

No more than 6 semester hours of credit can be used for the Option in the second associate degree that were used in the Option for the first associate degree.

A student who has received one or more baccalaureate, and/or Masters, and/or Doctorate degree(s) must complete a minimum of 30 additional credits beyond those credits completed on the date prior degree(s) were awarded to earn an Edison baccalaureate degree. Also, she/he must meet the specialization and concentration requirements of the second degree.

No more than 9 semester hours of credit can be used for the specialization (major) in the second baccalaureate degree that were used in the specialization (major) in the first baccalaureate degree.

A student who has not received a baccalaureate degree but has more than 120 credits will be awarded a degree as follows: of the total, 120 credits will be applied to the first degree and the remaining towards other multiple degrees following the principle that a minimum of an additional 30 credits for each degree are met.

TWO OPTIONS OR SPECIALIZATIONS WITHIN ONE DEGREE

Students may complete two options within one associate degree. No more that 6 semester hours of credit can be used for the second option that are used in the first option. All related required credits for each option, as well as all degree requirements must be met.

Students may complete two specializations (majors) within one baccalaureate degree. No more than 9 semester hours of credit can be used for the second specialization that are used in the first specialization. All related required credits for each specialization, as well as all degree requirements must be met.

TRANSFER AND ACCEPTANCE OF STUDENTS TO NEW JERSEY STATE COLLEGES (FULL FAITH AND CREDIT)

The New Jersey Department of Higher Education has a policy which guarantees admission to a state college to a graduate with an Associate in Arts or Associate in Science degree from any New Jersey county college or Edison State College. This policy applies to Edison students who have completed an Associate in Arts or an Associate in Science degree and transfers to another New Jersey state college to complete a baccalaureate degree. Students must meet the degree requirements of the specific program they enroll in; these requirements are determined by the respective state colleges.

This policy also applies to students who have completed an Associate in Arts or an Associate in Science degree at a New Jersey county/community college and transfer to Edison State College to complete a baccalaureate degree.

Acceptability for admission and acceptance of credits for nongraduates shall be at the discretion of the state college.

The policy of the Board of Higher Education includes the following:

A. Graduates with Associate in Arts and Associate in Science degrees.

- Graduates shall be guaranteed admission to a state college, although not necessarily to the college of their first choice.
- While admission to a state college is guaranteed, admission to a specific curriculum shall be determined by the college based upon the criteria which it imposes upon its own students.

B. Nongraduates of Associate in Arts and Associate in Science programs.

- Normally, students are encouraged to complete the associate degree prior to transfer. However, state colleges may admit nongraduates under the same conditions which it imposes upon any transfer student. Acceptability for admission and acceptance of credits shall be at the discretion of the state college.

C. Graduates and nongraduates of Associate in Applied Science programs.

- State colleges may admit graduates or nongraduates of Applied Science programs and decide on the transferability of credits at their discretion.

A copy of the full policy is filed in the Registrar's Office and is available to students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Edison State College adheres to The Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment. This act is designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings, and the right of students to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

In accordance with the Act Edison State College has designated the following categories of student information as public or Directory Information: student name, date of enrollment, major field of study, and degrees conferred. This information may be released for any purpose at the discretion of the College. Under the provisions of the Family Educational Rights and Privacy Act of 1974, all students have the right to withhold the disclosure of any or all of the categories of Directory Information by notifying the Registrar in writing.

The College limits disclosure of other personally identifiable information from educational records unless the student has given prior written consent.

Student's may request a complete copy of the Family Educational Rights and Privacy Act of 1974 as it applies to Edison State College by writing to the Registrar.

WITHDRAWAL FROM THE COLLEGE

There are two types of withdrawal from the College: official and unofficial. It is to the student's advantage to officially withdraw from the College. Students should request an "Official Withdrawal" form from the Registrar's Office if they do not plan, for any reason, to pay the Subsequent Year's Tuition Equivalency Fee. Students who officially withdraw may at a later date become an active student by notifying the Registrar, paying the appropriate fees, and completing the degree requirements which were in effect for the year of their enrollment.

Students who fail to fill out an "Official Withdrawal" form and do not pay the Subsequent Year's Tuition Equivalency Fee for a period of one year (or more) will be required to reenroll by submitting a new application, paying the prevailing application fee and the prevailing First Year's Tuition Equivalency Fee. Students in this category will be required to fulfill the degree requirements in effect at the time of reenrollment.

APPEALS

Students may appeal an academic decision. Such appeals must be filed within six months of the date of the notification of that decision. All appeals must be submitted in writing to the Office of the Registrar which will forward the appeal to the appropriate College office for a decision.

WAIVERS

Request for a waiver of a specific requirement and/or college policy must be submitted in writing to the Office of the Registrar.

ACADEMIC INTEGRITY AND HONESTY

Edison State College is committed to maintaining academic quality, excellence, and honesty. The College expects students to maintain the highest ethical standards in all respects regarding the information and materials presented to the College for review. Plagiarism, falsification of documents, or misrepresentation of student work is unacceptable. Any verification of academic dishonesty in examinations, portfolio materials, guided study, college transcripts, or other areas of academic work will be referred to the Academic Standards Committee of the Academic Council. Academic dishonesty may be grounds for dismissal from the College. In addition, the College reserves the right to review all credits, degrees, certificates, and fees and if any dishonesty is uncovered, those credits, degrees, certificates may be rescinded by the College.

HOW STUDENTS MOVE THROUGH COLLEGE PROCEDURES

THE STUDENT	FACILITATING OFFICE	COLLEGE SERVICES
Initial Request For Information	ADMISSIONS	Provides pre-admission information.
Files Application For Enrollment	BURSAR	Processes Fees.
	REGISTRAR	Processes Application. Sends Student College Catalog.
Submits Transcripts and Credentials	REGISTRAR	Evaluates transcripts & credentials & sends student summary of credits accepted.
	ACADEMIC PROGRAMS	Provides Academic Advisement Information and **Program Planning Handbook** containing Degree Guidelines.
Plans How To Complete The Degree	ACADEMIC PROGRAMS & ADVISEMENT CENTER	Reviews educational needs: Basic Skills, Written Expression & Math Requirement. Assists students with Program Planning during an individual appointment. Answers questions through the Telephone Advisement Center. Program Plan approved by Advisor.
Implements Plan For Degree Completion	TESTING	Administers TECEP, CLEP, ACT/PEP, DANTES, N.Y.U. examinations.
	ACADEMIC AFFAIRS	Guided Study, TeleTECEP, Television Courses, Correspondence Courses, Computer Facilitated Learning, Portfolio Assessment.
May Develop A Portfolio	PRIOR LEARNING ASSESSMENT	Portfolio Workshops, guidance on portfolio development, assess the portfolio.
Submits Further Credentials	REGISTRAR	Credentials evaluated and credits added to student file, sends student statement of remaining degree requirements.
Requests Additional Approvals for Courses, Exams, etc.	ACADEMIC ADVISEMENT CENTER	Staff provides approvals and confirms in writing.
Completes Special Degree Requirements	ACADEMIC PROGRAMS	Staff advises concerning requirements unique to degree program: Pre-Graduation Conference, Demonstration of Currency, Advanced Level Practicum, Nursing Performance Exams.
Files Request for Graduation	REGISTRAR	Reviews student files for degree completion.
	ACADEMIC PROGRAMS	Reviews student file and certifies all degree requirements have been met.
GRADUATION COMMENCEMENT	THOMAS A. EDISON STATE COLLEGE	Graduation may occur six times each year.
		Commencement ceremony occurs once a year in October.

Academic Advisement

Edison State College offers academic advisement services through its Advisement Center in order to assist students in developing a plan for degree completion and to help students monitor their progress toward completion of the degree requirements.

PROGRAM PLANNING HANDBOOK

Students enrolled with Edison State College are required to submit a degree program plan which outlines how to complete all or part of the remaining requirements of the degree program. Students receive the **Program Planning Handbook** which provides them with information such as methods of earning credit, academic policies as they relate to degree programs, the structure and credit requirements of degree programs, and the steps involved in developing and structuring a degree program plan. The Handbook is sent to all applicants with their initial Evaluation and Progress Report.

ADVISEMENT PHONE CENTER (609) 984-1179

The Advisement Phone Center is staffed by academic advisors who will answer questions and provide degree information to students.

When students call, the Advisor will have access to the student's record for discussion. The outcome of each call is recorded on a form and the Advisor will mail students a copy of the form with the appropriate action taken and file a copy in the student's official file. It is suggested that students keep a record of calls to the Phone Center and the name of the Academic Advisor to whom they have spoken.

The Phone Center is open Monday through Friday from 12 to 4 p.m., except on State holidays. Because of the number of calls received each day by the Center, questions should be brief in order to allow as many students as possible to utilize the Center. If students have questions which require speaking with an advisor for an extended period of time, it is suggested that students set up an appointment (see below). If students need to have courses or examinations approved, it is recommended that they contact the Center at least two weeks prior to the date of registration for the course or examination.

The type of advisement students receive from the Phone Center is determined by their status as an applicant or an enrolled student. It is to the student's advantage to enroll so advisors can address all aspects of degree program planning. Applicants to the College (those who have paid only the application fee) may have questions regarding Evaluation and Progress Reports, College fees, and general academic policies answered by the Phone Center staff but will not receive course/credit approvals, and program planning.

STUDENT APPOINTMENTS

Students are encouraged to make an appointment with an Advisor for program planning, **extensive** questions regarding degree programs, and methods of earning credits. Appointments with an Advisor are available to enrolled students only. One hour appointments can be scheduled at the Trenton Office Monday through Friday and on specified Saturdays (listed in the College Calendar). Out-of-State students who live 100 miles beyond the New Jersey border may request an appointment to be conducted by telephone. Appointments are made with an Advisor who specializes in the degree program in which students are enrolled. It is recommended that students call for an appointment at least two to four weeks prior to the time desired.

Enrolled students should call (609) 633-6980 if enrolled in one of the following degree programs: Bachelor of Science in Business Administration, Associate in Science in Management, Bachelor of Arts, Associate in Arts, or Associate in Science in Natural Sciences and Mathematics.

Enrolled students should call (609) 292-1329 if enrolled in one of the following degree programs: Bachelor of Science with a Concentration in Human Services, Bachelor of Science with a Concentration in Applied Science and Technology, Associate in Applied Science in Radiologic Technology, Bachelor of Science in Nursing, Associate in Science in Applied Science and Technology, or Associate in Science in Public and Social Services.

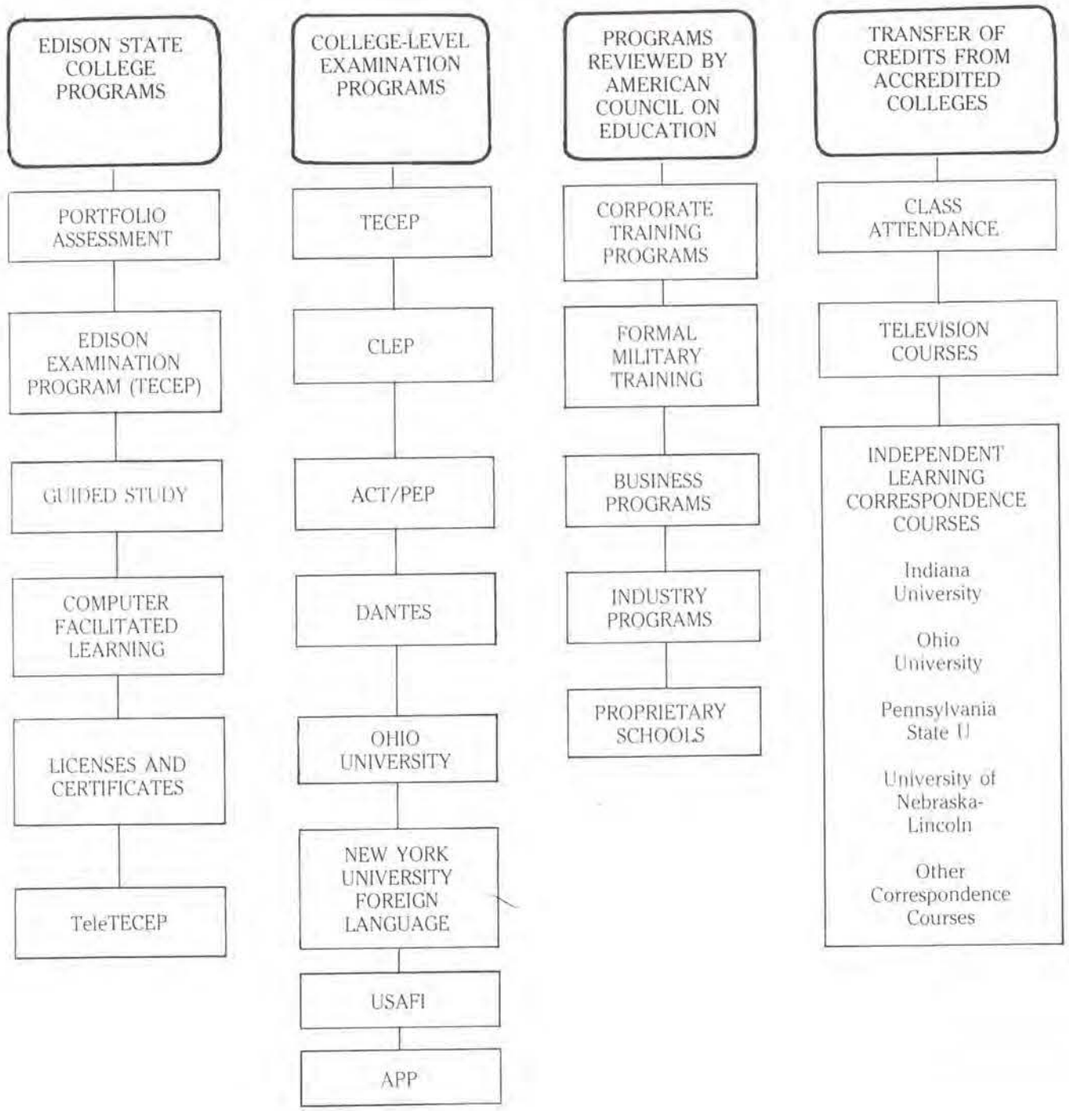
WRITTEN CORRESPONDENCE WITH THE CENTER

Students may also write to the Advisement Center. Letters will be answered by an Advisor who specializes in the student's degree program. A telephone call to the Advisement Center will give an immediate response with follow-up written documentation of the call. Therefore, students are encouraged to call the Advisement Center whenever possible. It is suggested that students make copies for their own records of all correspondence sent to the Center. Correspondence should be sent to:

Thomas A. Edison State College
Advisement Center (indicate degree program)
101 West State Street
CN 545
Trenton, NJ 08625

METHODS OF EARNING CREDIT

METHODS OF EARNING CREDIT*



*Refer to the index to locate the catalog page for an explanation of each method.

METHODS OF EARNING CREDIT

Edison State College offers unique and flexible opportunities for earning college credit. Some of the options permit students to earn credit for knowledge they already have and some provide new learning opportunities.

Most adults acquire significant knowledge and skills from their work experience, community involvement, hobbies, or independent reading. Often this learning is at the college level. At Edison State College students have several options for demonstrating their college-level learning. Edison does not place a restriction on the number of credits a student may earn through any method. Therefore, students may earn unlimited credits through any method or combination of methods.

PORTFOLIO ASSESSMENT

Students may demonstrate their college-level knowledge and skill through the College's Portfolio Assessment Program. This Program provides optimum flexibility because it recognizes that each student's learning is unique and often cannot be fully evaluated through an examination.

As is described in the Portfolio Assessment section, the portfolio assessment program enables students to define their learning in terms of college courses that are taught at accredited colleges across the United States. Students then provide evidence in the form of written documents, products, or demonstrate that the learning they already possess is equal to what is taught in those courses.

TESTING

The College offers more than 400 examinations for evaluating students' prior knowledge. All of the examinations reflect content areas that are commonly covered in courses that are actually taught in college classrooms. When students earn credit by demonstrating their college-level knowledge and skills by scoring at a satisfactory level on examinations, they are proving that they have knowledge and skills equal to that of students who learn the material in the college classroom.

The College offers its own college-equivalency or credit-by-examination program, the Thomas Edison College Examination Program (TECEP), and serves as a test center for the College-Level Examination Program (CLEP); the American College Testing Proficiency Examination Program (ACT-PEP); DANTES, (previously a military program now available to civilians); the Ohio University Examination Program; and the New York University Proficiency Testing in Foreign Languages Program. For details about each of these programs and test titles refer to the section by testing title.

OTHER CREDIT BEARING OPPORTUNITIES

Students may also earn credit for certain licenses and certificates that have been reviewed, found to reflect college-level learning, and approved by the Edison State College Academic Council. A list of licenses and certificates approved for direct credit by Edison State College are listed in the section on Licenses and Certificates.

Similarly, through the Program on Noncollegiate Sponsored Instruction (PONSI), a program of the American Council on Education (ACE), students may earn credit for successfully completing many training programs offered by business, industry, labor unions and other noncollegiate providers of education and training. The catalog section on the American Council on Education provides additional information about this program.

Students who have had formal military training may also be able to earn college credit for their experience and training. The catalog section on Armed Services Programs describes the procedures for making use of this opportunity.

TO OBTAIN NEW KNOWLEDGE AND SKILL . . .

The College also offers opportunities for gaining new knowledge. Students may enroll in the College's Guided Study program which offers video programs, books, and faculty mentors who will provide support and guidance through all aspects of the coursework. Refer to the section on Guided Study for more information.

The College offers Computer Facilitated Learning opportunities in cooperation with software education companies as described in the section on Computer Facilitated Learning.

Edison State College encourages students to make use of a number of accredited correspondence programs that are offered by colleges and universities throughout the United States. These programs provide great flexibility and varied learning opportunities. Edison State College has agreements with four such programs to facilitate the distribution of their bulletins directly to students. In addition, students may make arrangements with Edison's Testing Office to have their correspondence course exams proctored by Edison. The section on Independent Learning/Correspondence Courses contains additional information about these programs.

Students may transfer to Edison State College credits earned at other accredited colleges. Information about this process may be found in the catalog section on Transfer Credit.

Students may also wish to attend colleges in their own communities, transferring credits earned to their Edison State College degree programs. Many students find a classroom experience extremely satisfying as a complement to the other credit-bearing options available to them.

Courses offered on public television stations offer another opportunity for students to learn on their own time in their own homes. Edison has developed examinations for a number of these courses. This program is called TeleTECEP and is described more fully in the section by that name. In addition Edison State College will accept credits for television courses students take through other colleges. A partial list of such courses is found in the section on Television Courses.

Students are encouraged to find the best method — or combination of methods — to earn credit towards their Edison State College degree programs.

PORTFOLIO ASSESSMENT

Portfolio Assessment provides the most flexible option for earning college credit. Through this process the skills and knowledge students have acquired from their work experience, volunteer activities, homemaking abilities, independent reading, military experience and special accomplishments can very often be translated into college credit. Although the term portfolio assessment suggests that what is assessed is a student's portfolio, in fact what is really assessed is the knowledge and skills each student possesses. The portfolio is simply the vehicle for demonstrating what each student knows.

Students will first consider their assessment objectives: do they want their portfolio credits applied to an Edison State College degree, to a degree at another institution, a certificate program, or to meet licensing or job promotion requirements?

PORTFOLIO HANDBOOK

In undertaking the portfolio assessment process, students purchase a self-instructional **Student Handbook in Portfolio Assessment** that describes the entire portfolio development and assessment process step-by-step and contains all the necessary forms that will be used in the construction of the final portfolio. To order the handbook students may write or call the Office of Prior Learning Assessment, (609) 984-1141.

PORTFOLIO DEVELOPMENT PROCESS

The portfolio development process requires students to identify their knowledge and skills. The **Student Handbook in Portfolio Assessment** suggests several ways of doing this, and many students find this first step extremely rewarding. Busy adults often do not have an opportunity to consider all they have learned and can do. This early step in the portfolio assessment process often provides new insight into the richness and diversity of each individual's life.

Having determined their assessment objectives and identified their knowledge and skills acquired outside the college classroom, students can then carefully select the courses for which they need to earn credit. Assessment of prior learning can help students expedite their educational goals — whether these be degrees, certificates or job promotions. Of course, degree requirements do not always match what a student already knows. In this case, attempting credit through portfolio assessment would not be a good choice. Using the portfolio assessment process can only help students earn credit for knowledge and skills they already possess and can demonstrate. It is not an appropriate option for areas in which students need to obtain new information. The portfolio assessment process requires students to choose particular college course descriptions that best match their own learning. Again, the **Student Handbook in Portfolio Assessment** offers several ways to do this.

Once students have an approved program plan and apply to the portfolio assessment program, they will be assigned to an advisor who will work with them to make the final selection of appropriate course descriptions. Portfolio advisors serve as students' strongest advocates. They help them review rough drafts of material, identify the best documentation, verify learning, and make several decisions relevant to the construction of their portfolio.

Documentation included in a portfolio can include anything that verifies a student's knowledge — computer programs, poems, artwork, clothing designs, articles about a student's accomplishments — the list is virtually limitless.

Once the portfolio has been accepted by the College each section is sent to a qualified faculty assessor who has taught a comparable subject at a college or university and who has been specially trained to assess prior learning. This person reviews the portfolio and makes one of three recommendations: to award credit, deny credit, or request additional information or testing of the student.

Approximately 90% of all credits requested through the portfolio assessment process are eventually awarded. This is about the same rate of achievement as in a traditional college classroom.

TIME FRAME

The entire portfolio assessment process may take anywhere between one month to a year. The time depends on the content areas and the number of credits that are to be assessed. Students may begin working on their portfolios at any time during the year. There is no need to begin and finish on a semester basis. Students with special deadlines need to plan their portfolio work well in advance. While the College makes every effort to process students' portfolios in a timely fashion, delays sometimes occur. Students can assist in the process by giving themselves and the College adequate time to complete the work.

NUMBER OF CREDITS

At Edison State College no limit is placed on the number of credits that may be earned through the portfolio assessment process. The actual number will depend largely on the depth and breadth of students' knowledge as well as the extent to which this learning is appropriate to students' degree programs. Students working on a portfolio in conjunction with degree programs at institutions other than Edison State College will most likely find that their institutions limit the number of credits that can be earned in this fashion. They will want to check with their home institutions before applying for portfolio assessment.

POLICIES AND PROCEDURES

There are a few policies and procedures students need to be aware of before they begin the portfolio assessment process. These include:

1. All students enrolled with Edison State College need to complete a Program Plan before they apply for Portfolio Assessment. Students enrolled at other institutions will want to make sure that credits earned through the portfolio assessment process will apply to the degree programs at their home institutions. They will want to discuss portfolio plans with their own advisor.

2. The topics of human knowledge are virtually limitless. It is important for students to remember that the College can only assess courses that are taught at accredited U.S. colleges and for which faculty assessors can be found in our region of the country. Every effort is made to find faculty consultants in the student's areas of expertise, but occasionally no such faculty member can be located. In this case the portfolio assessment process cannot be completed.
3. To protect students from needless expense and possible failure, the College reserves the right to refuse to process any portfolio that does not meet the standards set by the College. Students will want to work closely with their advisors to insure the best possible chance of earning credit through the portfolio assessment process.
4. Sometimes students have a great deal of knowledge in a particular field but no evidence or documentation to prove it. In these cases students can opt for an examination as part of the assessment process. This method works extremely well for many students who would otherwise be unable to demonstrate their knowledge and skills. Sometimes faculty assessors also choose to administer examinations when students have submitted evidence. This is the faculty member's prerogative and should be regarded by students as a normal academic procedure.
5. Students using many different catalogs to select their course titles will want to be on the alert for duplication of credit problems. Sometimes courses with different course titles cover the same content. In any academic setting students may not earn college credit for the same course. Again, portfolio assessment students need to work closely with their advisors to avoid this problem early on in the process.
6. Occasionally students are disappointed when they are denied credit for a course in their portfolio. This is certainly understandable. However, it is important for students to remember that the faculty assessors who teach the subject make the recommendation awarding credit.

PORTFOLIO ORIENTATION WORKSHOPS

Several times a year Portfolio Orientation Workshops are offered throughout New Jersey. Students may enroll in one of these workshops in order to learn more and to have their questions answered before committing themselves to this educational option.

Portfolio Workshops are scheduled at the Trenton office and around the state. Students may call the Office of Prior Learning Assessment (609) 984-1141 for registration forms and the dates and fees for the workshops. Workshops will be offered once a month at various sites throughout the state in September, October, November, January, March, April, May, June, and July.

STUDENT PROFILES

Hundreds of people across the United States have earned credit for knowledge and skills they already possess. Consider the following peoples' stories:

- **Nancy** developed an interest in community theatre. Over a number of years she learned acting techniques, blocking a scene, voice projection, staging, set building, and many other aspects of effectively presenting drama, comedy, and musical plays. Eventually she learned directing and successfully directed a number of plays.
- **John** worked as an apprentice in electrical technology for several years after graduating from high school. He studied on his own in order to acquire an understanding of the basic knowledge in the electrical field, and he read several textbooks on math and physics.
- **Mary** worked as an assistant manager of a small business for twelve years. She was also active in a community organization as a volunteer, and she gave many public speeches as its representative. During her leisure time she read and wrote poetry. Several of her poems were published.
- **Bob** worked as a marketing specialist for a publishing firm. He was responsible for analyzing and developing marketing strategies and identifying target populations. Further, he designed and built his own home, was on the Board of Directors for Boy Scouts of America, and gave speeches for various organizational meetings and training programs.

Each of these people earned considerable college credit for knowledge and skills they obtained from informal learning. They were able to apply their credits toward degree programs at Edison State College and elsewhere. Students should consider this unique and flexible opportunity for earning college credit to meet their own educational and life goals.

GUIDED STUDY

The Guided Study Program is designed to allow working adults to fit learning into their busy daily schedules. All of the Guided Study courses are well integrated providing each learner with specific learning goals and methods for achieving them. These programs were developed by national panels of faculty specialists to ensure that they would meet the highest standards of academic quality.

Students are responsible for completing their courses. The courses are demanding and success requires self-discipline and commitment. The benefits are many, and the learning experience itself can be rewarding to the self-motivated learner.

Guided Study frees students from the classroom as the primary place of learning. This model incorporates a detailed week-by-week syllabus; a study guide, which guides students through the reading; video programs shown on Public Broadcasting Stations and available on VCR cassettes for home use; written assignments; a basic text; and a series of unit texts (supplementary readings). Self-assessment tests and exercises are incorporated into the materials.

This independent learning process is reinforced through the use of faculty mentors, who assess students' work and progress through the course and are available for consultation concerning course material. The requirement for each course includes four (or more) written assignments and a comprehensive final examination.

Additional information on this program is available from the Center for Learning through Telecommunications Office or the Advisement Center, (609) 984-1179. Enrolled students should secure approval for Guided Study courses by calling the Advisement Center.

Current offerings include the following:

HUMANITIES

Exploring Language: Thinking, Writing, Communicating (6 s.h.)

Exploring Language has a dual purpose: to explore the social, psychological, and political implications of language and to teach the fundamentals of clear, concise writing by providing week-by-week instruction in organizing and writing essays. The composition and language-study parts of this course complement each other. The composition portion helps to improve a student's awareness of the language environment. Topics include the structure and function of language, how language is acquired, and how language is used for manipulation in politics and advertising. This dual focus helps students to understand and to use language more effectively. Transcribed as Exploring Language: Thinking, Writing, Communicating I (3); Exploring Language: Thinking, Writing, Communicating II (3).

Greece: 478-336 B.C. (9 s.h.)

This course studies Greek civilization from the end of the Persian War to the rise of Macedon centering on Athens. The works of various ancient philosophers, dramatists, historians, orators, sculptors, and architects are studied including some by Plato, Aristotle and Euripides. Transcribed as History, Literature of Greece 478-336 B.C. (3); Art and Culture of Greece, 478-336 B.C. (3); Religion of Greece, 478-336 B.C. (3).

Literature of the Americas (3 s.h.)

This course is designed to widen one's understanding of what constitutes American literature by exploring three important literary traditions of North and South America: Spanish-American, Afro-American, and Canadian fiction. These traditions deserve attention for their blossoming in the twentieth century: two of the Spanish-American writers included are Nobel laureates; contemporary Afro-American writing has become a prominent U.S. ethnic literature; and Canadian writers are increasingly gaining worldwide recognition. The works studied in the course have been chosen for their variety as well as their literary excellence. They illuminate themes central to each of the three cultures: (1) Latin American themes — myth, history, dictatorship, and cultural conflict; (2) Afro-American themes — quest for identity and cultural conflict; (3) Canadian themes — alienation, guilt, the quest for identity, and the meaning of wilderness. Transcribed as Literature of the Americas I (3); Literature of the Americas II (3).

The Age of the Enlightenment (9 s.h.)

This course explores the culture of the "Age of Reason" at its height through the close study of a number of major texts and certain leading figures. The approach is interdisciplinary embodying historical, literary, and philosophical perspectives. Poetry, philosophy, history, science, music, and art are studied in their own right but also as interconnected and mutually illuminating phenomena. Transcribed as 18th Century Music and Art (3); 18th Century Poetry and Literature (3); 18th Century History and Philosophy (3).

The History of the English Language (3 s.h.)

The course explores the origins, evolution and expansion of the English language while focusing on the specific structure of the language and on the concept that language is a reflection of society. Topics covered will include the role of William Shakespeare in the development of the language, the use of English in America, how language functions as an instrument of political control, and how English has become the world's most influential language. Transcribed as The History of the English Language (3).

The Religious Quest (9 s.h.)

This course compares world religions such as Hinduism, Buddhism, religions of China and Japan, Judaism, Christianity, Islam and African primal religions. It focuses on the historical, social, philosophical, and theological dimensions of these religions. The influence of religion on individuals and society will also be assessed. Transcribed as Introduction to World Religion (3); Eastern Religions (3); Western Religions (3).

Introduction to Humanities (9 s.h.)

This course combines philosophy, history, music, art and literature to examine the cultural achievement of man. It explores the methods used by scholars in each subject area and then applies these methodological techniques in case studies of significant writers, composers, artists, works, and events. Transcribed as Introduction to Humanities I (3); Introduction to Humanities II (3); Introduction to Humanities III (3).

SOCIAL SCIENCES

African History and Culture (3 s.h.)

African History and Culture examines the history and contemporary life of Africa through its triple heritage; what is indigenous, what was contributed by Islam, and what was acquired from the West. The aim of the course is to offer a new perspective on Africa, to explore the real story of the continent and to look at modern Africa with new insight. This course will examine the Africa that existed before the outsiders came, the influence of Islam and Christianity, and will show how both East and West, as well as Africa itself, exploited the slave trade. Finally, the course will look at African economic and social systems, examining inherit conflicts and exploring Africa's relationships with the rest of the world. Transcribed as African History and Culture (3).

Constitutional Issues (3 s.h.)

This is a course on constitutional rights and public policy. The focus of the course is a series of thirteen controversial constitutional issues like capital punishment, affirmative action, abortion, executive privilege, and national security vs. freedom of the press. The human stories behind the landmark Supreme Court cases which have helped define the Bill of Rights, how the Constitution adapts to changing times, how the Supreme Court corrects the errors of past courts, and how the balance between individual and societal rights is achieved are examined. Transcribed as Constitutional Issues (3).

Economics U.$.A. (3 s.h. each semester)

Economics U$A is a two semester course in macro and micro economics. Students may elect to enroll in either semester or both semesters in any sequence. The series is an absorbing documentary examination of major historic and contemporary events that have shaped 20th century American economics. Through the use of interviews, commentary and analysis, the series establishes a clear relationship between abstract economic principles and concrete human relationships.

The **macroeconomics** sequence focuses on the evolution of economic theory, investigating the circular flow of the GNP, the establishment of the Federal Reserve, and the emergence of a monetary policy. Transcribed as Macroeconomics (3).

The **microeconomics** segment examines the forces of supply and demand, the efficiencies of a free market system as well as its failure to resolve problems of poverty and pollution. Transcribed as Microeconomics (3).

People and Organizations (9 s.h.)

This course is concerned with the processes at work in complex organizations with special emphasis upon the mechanisms of formal and informal control. Topics include the classification of organizations, power, roles, decision-making, and the relationship between the individual work group and the organization. Major theories of organization will also be studied. Transcribed as Organizations Theory (3); Complex Organizations (3); Sociology of Work (3).

The Adult Years: Continuity and Change (6 s.h.)

This timely course explores the inner lives of adults and their relationship to family, work, education and the community. Adulthood is seen as a period of variability and change rather than as sequential developmental stages. Transcribed as The Adult Years: Continuity and Change I (3); The Adult Years: Continuity and Change II (3).

The American Civil Rights Movement (3 s.h.)

This course offers a comprehensive history of the people, the stories, the events, and the issues of the 20th century struggle for social justice in America. The course takes the point of view that the period of the Civil Rights Movement is one of the most significant in our history. It made America a more democratic society, gave rise to a host of other movements which transformed the face of American culture, changed those who participated in it, and influenced and created a new generation of American leadership. Transcribed as The American Civil Rights Movement (3).

The Development of Modern Europe, 1870-1970 (9 s.h.)

This course defines the development of modern Europe with the emergence of Germany as a great power on the continent. This development is presented through four main themes: ideas; international competition and European balance; social conflict and social integration; and technology, communications and weaponry. Transcribed as Politics, History and Economics of Europe, 1870-1900 (3); Politics, History and Economics of Europe, 1900-1940 (3); Modern Europe, 1940-1970 (3).

Time's Harvest: Exploring the Future (9 s.h.)

This course is designed to introduce students to the underlying philosophies and major issues in the field of future studies and to demonstrate how forces operating in our society today will shape our tomorrow. Some of the key topics are food and population, breakthroughs in science and technology, economic and political systems, resource availability, telecommunications, and cultural values. These topics will have a profound impact on all of our lives. Transcribed as Future Society (3); Changing Science and Technology (3); Future Economic and Political Systems (3).

War and American Society (6 s.h.)

This course focuses on the various ways in which America has dealt with war and on the changes that have taken place in American society as a result of war. Students begin their study with an investigation of the Revolutionary War and continue with the Civil War, World War I, World War II, the Cold War, and Vietnam. Major emphasis is placed on a multidisciplinary approach, in which students view war and American society from historical, literary, artistic, and philosophical perspectives. Transcribed as War and American Society I (3); War and American Society II (3).

NATURAL SCIENCES

General Earth Sciences (3 s.h.)

The purpose of this course is to provide basic understanding of the structure, composition, and history of the earth and of the methods used to develop the model. The development of an evolutionary and theoretical model of the earth is studied along with plate tectonics, geological time, and the earth's interior. Transcribed as General Earth Sciences (3).

Introduction to Physics I (3 s.h.)
Introduction to Physics I constitutes a first semester introduction to physics which uses advanced computer animation, scientific experiments, and other techniques to convey an understanding of classical mechanics, heat and thermodynamics, and includes the instruction in calculus required to work with the concepts presented in the course. This is a nonlab introduction to Physics. Transcribed as Introduction to Physics I (3).

Introduction to Physics II (3 s.h.)
The second semester of Physics focuses on electricity and magnetism, relativity, waves and optics, heat and thermodynamics, and modern physics. It continues the instruction in calculus required to work with the concepts presented in the course. This is a nonlab introduction to Physics. Transcribed as Introduction to Physics II (3).

BUSINESS

Complexity, Management, and Change (9 s.h.)
The overall aim of this course is to enable one to recognize, pinpoint, analyze, and make decisions regarding the kinds of complex real-world situations which managers and supervisors in any kind of organization, or even in a personal sense, have to confront. The course covers issues such as identifying and choosing between goals and strategies, resolving operational and structural difficulties, and making decisions in the light of the pros and cons of various options. The methods and techniques used in the analysis of systems will be applied to case studies. Transcribed as Introduction to Systems Analysis II (3); Systems Modeling (3); Systems Applications (3).

Introduction to Marketing (3 s.h.)
The overall aim of this course is to provide an introduction to marketing as it relates to contemporary living and society's changing needs. Learning will focus on how a marketing manager interacts with diverse areas of business, as well as basic marketing principles, including product, promotion, pricing, distribution, and their interrelationships. Course topics include: consumer markets, planning and forecasting, product adoption, wholesaling, retailing, advertising and publicity, pricing strategy, selling, and international marketing. Transcribed as Introduction to Marketing (3).

Systems Organization (9 s.h.)
This course provides an introduction to the systems approach to analyzing and managing complex problems. The systems approach is a method for separating the parts of a problem, defining the parts and their relationships, and understanding how their interaction produces a particular outcome. Important aspects of systems and systems analysis including subsystems, boundaries, perception, scaling, and windowing are also studied. Transcribed as Introduction to Systems Analysis (3); Organizational Behavior (3); Organizational Change (3).

TELETECEP

The TeleTECEP program is an exam preparation program offered in cooperation with an independent, private sector company known as University Video. The program allows you to obtain video and text materials from University Video in order to prepare for one of Edison's TECEP examinations listed below. Here's how U.V. works. You rent course tapes (and purchase the course texts) from University Video either through a participating video store or directly through the mail. You pay only for tapes which you request and can thereby set your own learning pace. Faculty tutoring is available from U.V. at additional cost. Passing the examination is the only way credits will be awarded by Edison State College. University Video is not affiliated with Edison State College and can not offer credit. The costs for programs are separate from the costs of attending Edison and any of the college's programs. For information concerning University Video call 1-800-85-CLASS.

BUSINESS
- Introduction to Business (3)
- Marketing (3)
- Principles of Accounting (3)

HUMANITIES
- Freshman English I (3)
- Freshman English II (3)
- Introduction to the Humanities (3)
- Introduction to Linguistics (3)
- Survey of English Literature (3)
- Survey of the Humanities (3)
- Western Philosophy (3)
- Designing Home Interiors (3)
- Photography I (3)

HISTORY, POLITICAL SCIENCE
- American Government I (3)
- American Government II (3)
- American History II (3)
- Japanese History (3)
- Survey of American Government (3)
- You and the Law (3)

PSYCHOLOGY
- Child Psychology (3)
- Introduction to Psychology (3)

SOCIAL SCIENCES
- Introduction to Anthropology (3)
- Introduction to Sociology (3)
- Introduction to Psychology (3)
- Child Psychology (3)
- Quest for Peace (3)
- Contemporary Japan (3)

MATHEMATICS
- Calculus I (3)
- Calculus II (3)
- Introduction to Mathematics (3)

NATURAL SCIENCE
- Environmental Studies (3)
- Introduction to Astronomy (3)
- Introduction to Biology (3)
- Introduction to Geoscience (3)

EDUC. HEALTH SCIENCE, OTHER PROFESSIONAL
- Human Concerns in the Schools (3)
- A Matter of Taste (3)

COMPUTER FACILITATED LEARNING

Computer Facilitated Learning (CFL) is the College's most recent development in distant learning. Currently, this program is offered in cooperation with TeleLearning Systems, Inc.

Courses taken through CFL require students to own, or have access to one of the following computers: IBM PC or PCjr; Apple II+, IIe, or IIc; or Commodore 64.

CFL courses connect your personal computer with the personal computer of your mentor using standard telephone lines. These courses allow you to work at your own pace on your own computer (off-line) with the benefit of personalized instruction. A typical course includes lessons presented to you through your computer, reading assignments and "homework" activities arranged by your mentor. Also included in each course are periodic progress evaluations which when completed are sent to your instructor via electronic mail. You also have the opportunity to ask and transmit questions to your mentor.

Credit for each course may be earned by registering and passing an examination (TECEP, CLEP, or ACT/PEP) at the end of the course. The fees for the examination are included in the fees paid to TeleLearning Systems, Inc. for registration in its course. Telelearning may withdraw a course or add new courses at any time. Students should consider this an optional method in place of registering for classroom courses.

COURSE NUMBER	COURSE TITLE *
	HUMANITIES
	ENGLISH
4300	Written Expression (6)
4303	Introduction to Film (3)
4306	English Literature (6)
4309	American Literature (6)
	HISTORY
4350	Western Civilization in Ancient Near East to 1648 (3)
4351	Western Civilization II: 1648 to Present (3)
4352	American History I: Early Colonizations to 1877 (3)
4353	American History II: 1865 to the Present (3)
	NATURAL SCIENCES/MATHEMATICS
	SCIENCE
4403	Biology (6)
	MATHEMATICS
4420	College Algebra (3)
4421	Trigonometry (3)
4422	Calculus with Elementary Functions (6)
	STATISTICS
4602	Statistics (3)

*Numbers in parentheses indicate semester hour credits.

COURSE NUMBER	COURSE TITLE *
	SOCIAL SCIENCES
	SOCIOLOGY
4520	Introduction to Sociology (3)
	POLITICAL SCIENCE
4355	American Government (3)
4530	Foundations of Political Science (6)
	PSYCHOLOGY
4500	General Psychology (3)
	ECONOMICS
4540	Economics I: Microeconomics (3)
4541	Economics II: Macroeconomics (3)
	SOCIAL SCIENCE
4629	Industrial Psychology (3)
	BUSINESS
	COMPUTER APPLICATIONS
4209	Word Processing Fundamentals (3)
4210	Data Base Management (3)
4600	Computers and Data Processing (3)
4601	BASIC (3)
4700	Financial Institutions and Markets (3)
4701	International Finance and Trade (3)
4702	Public Finance (3)
4703	Security Analysis and Portfolio Management (3)
4704	Advanced Security Analysis and Portfolio Management (3)
	FINANCE
4606	Principles of Finance (3)
4607	Corporate Finance (3)
4608	Money and Banking (3)
	ACCOUNTING
4660	Introductory Accounting (6)
4661	Tax Accounting (3)
4705	Intermediate Accounting I (3)
4706	Intermediate Accounting II (3)
4707	Managerial Accounting I (3)
4708	Managerial Accounting II (3)
4709	Advanced Managerial Accounting (3)
	MARKETING
4630	Introduction to Business Law (3)
4671	Marketing Communications (3)
4672	Channels of Distribution (3)
4674	Advertising (3)
4675	Introductory Marketing (3)

COURSE NUMBER	COURSE TITLE
MANAGEMENT	
4204	Small Business Administration and Management (4)
4265	Quantitative Managerial Decision Making (3)
4620	Introduction to Business (3)
4621	Business in Society (3)
4622	Principles of Management (3)
4623	Introduction to Operations Management (3)
4626	Labor Relations and Collective Bargaining (3)
4654	Principles of Business Policy (3)
4714	Advanced Labor Relations and Collective Bargaining (3)
4715	Advanced Organizational Behavior (3)
4716	Organizational Theory and Organizational Analysis (3)
4719	Materials Management and Inventory Control (3)
4721	Management Information Systems (3)
4722	Work Methods and Measurements (3)
4723	Management of Quality Control (3)

TELEVISION COURSES

Credits earned through Television courses may apply toward Edison State College degrees. Television courses are sometimes offered through local county colleges and state colleges on the Public Broadcasting Systems. Students enrolled at Edison State College should gain approval from the Advisement Center before registering for a Television course to ensure it will satisfy degree requirements. Students should register directly with the College offering the television course and when the course has been completed request that a transcript be sent to Edison's Registrar's Office.

The following television courses have been previously offered. To find out which Television courses are currently available, students should call the community or state college near their place of residence.

Humanities

The Story of English (3)

Social Sciences

Understanding Human Behavior (3)
Family Portrait (3)
Focus on Society (3)
The Growing Years (3)
The American Adventure (3)
The Vietnam Project (3)
America - The Second Century (3)
Faces of Culture (3)
The World (3)

Natural Sciences/Mathematics

Cosmos (3)
Oceanus: The Marine Environment (3)
Planet Earth (3)
The Mechanical Universe (3)
Project Universe (3)
The Mechanical Universe and Beyond (3)

Nonliberal Arts

Voyage: Challenge and Change in Career/Life Planning (3)
Contemporary Health Issues (3)

Professional

The Business File (3)
Personal Finance and Money Management (3)
The Business of Management (3)
The New Literary (3)
Marketing (3)

CREDIT FOR LICENSES AND CERTIFICATES

Edison State College will grant credit for a number of professional licenses or certificates that have been approved by the College's Academic Council.

Students who have earned one of the licenses or certificates listed should submit a notarized copy of the license or certificate. In addition an official transcript of the courses completed or the examinations passed must be sent to the Office of the Registrar from the hospital or agency through which they were completed.

The following licenses and certificates have been approved for credit:

CREDIT FOR HOSPITAL BASED LICENSING OR CERTIFICATE PROGRAMS	Semester Hour Credits
N.J. Emergency Medical Technician Ambulance (EMT-A)	4
N.J. Emergency Medical Technology Paramedic (MICP)	12-16
Histotechnology (ASCP-HT)	4
Nuclear Medicine Technology (ARRT-NMT)	30
Nursing (RN) (For programs other than BSN)	up to 60
Radiologic Technology (X-Ray)(ARRT-Radiography)	
Hospital based program 1980 and subsequent	34
Hospital based programs 1976-1980 (credit depends on specific hospital program)	20 or 34
Hospital based programs prior to 1976	20
Respiratory Therapy Technician (AART-cRTT)	23
Respiratory Therapist (AART-rRT)	44
CREDIT FOR AVIATION LICENSES AND CERTIFICATES	
FAA Private Pilot Airplane License	6
FAA Private Pilot Rotocraft License	6
FAA Commercial Pilot Airplane License	12
FAA Commercial Pilot Rotocraft Lincense	12
FAA Instrument Pilot Airplane License	6
FAA Instrument Pilot Rotocraft License	6
(If a student holds both approved pilot licenses the maximum credit award is 9 semester hours; for both commercial pilot licenses, 18 semester hours; and for both instrument pilot licenses, 9 semester hours)	
FAA Flight Engineer	6
FAA Flight Dispatcher	7
FAA Flight Instructor Airplane Rating	4
FAA Flight Instructor Instrument Rating	4
FAA Flight Navigator	8
FAA Mechanic Certificate/Airframe and Power Plant Rating	55
FAA Air Traffic Control Specialist	60
FAA Multi-engine Airplane	2
FAA Airline Transport Pilot	5

LICENSES AND CERTIFICATES NOT APPROVED FOR CREDIT

Many adults have received certificates and licenses for programs which have not been evaluated for credit award. The programs reviewed by Edison State College and American Council on Education are a very small number of the noncredit programs in which adults participate.

Licenses and certificates not approved for credit should be discussed with a Program Advisor for possible inclusion in a Portfolio.

CREDIT FOR BUSINESS CERTIFICATES	Semester Hour Credits
Certified Professional Secretary (CPS) — Certificate awarded by The Institute for Certifying Secretaries, a department of Professional Secretaries International. Credit recommendations made by The American Council on Education.	up to 30
Certified Public Accountant (CPA)* — Certificate awarded by state boards of accountancy (each state has it's own board).	up to 33
Chartered Life Underwriter (CLU)*	up to 30
Chartered Financial Consultant (ChFC)* — Designations awarded by the Certification Board of the Board of Trustees of The American College.	up to 30
Chartered Property Casualty Underwriter (CPCU)* — Designation awarded by The American Institute for Property and Liability Underwriters. Credit recommendations made by the American Council on Education.	up to 30
Certificate in Computer Programming	up to 12
Certificate in Data Processing — Certificates awarded by the Institute for Certification of Computer Professionals.	up to 15
Certified Financial Planner (CFP) — Designation awarded by The College for Financial Planning. Credit recommendations made by the American Council on Education.	up to 15
Certified Employee Benefit Specialist (CEBS) — Designation awarded by The International Foundation of Employee Benefits Plans. Credit recommendations made by the American Council on Education.	up to 34
Certified Purchasing Manager (CPM) — Designation awarded by The National Association of Purchasing Management. Credit recommendation made by The National Program on Noncollegiate Sponsored Instruction (Univ. of State of NY and State Dept. of Educ., Albany, NY).	up to 3
Certified Public Manager Program of New Jersey (CPM) — Credit recommendations made by the American Council on Education, Washington, D.C.	up to 18

*There is a considerable amount of duplication within the credit recommendations of the CPA, the ChFC, the CLU, and CPCU. Where duplication exists, credit will be granted only once.

OTHER CERTIFICATES OR LICENSES	
New Jersey State Land Surveyor License	7
Evelyn Wood Reading Dynamics Course	1.5
Navy Nuclear Power School (after 1961) (NV 1732-0002)**	41
Nuclear Regulatory Commission Reactor Operator's or Senior Reactor Operator's License**	27

**There is duplication within the recommendation in these two credit awards. If a student holds both, the maximum credit award will be 57 s.h.

TESTING PROGRAMS

THOMAS EDISON COLLEGE EXAMINATION PROGRAM (TECEP)

The Thomas Edison College Examination Program (TECEP) gives students an opportunity to earn college credit for knowledge gained through work, hobbies, independent reading, or other activities. Many different examinations covering a wide range of liberal arts, business, and professional areas, are offered through TECEP.

Most of the examinations contain multiple-choice questions and some include short answer or essay questions as well. Testing times for the examinations range from 1½ to 4 hours.

The tests have been prepared by teams of college faculty who have taught comparable undergraduate-level courses in the areas covered by these examinations. Each examination is based on an outline of a particular area of study.

Students enrolled at Edison State College may earn credit by passing any TECEP examination. Students enrolled elsewhere will need to check directly with the Admissions' or Registrar's Office or the Academic Dean to verify that the institution will grant credit for passing TECEP examinations. Although many institutions have developed policies for granting credit through examinations, some have not. It is better to confirm the institution's policy before taking the tests to avoid being disappointed later.

TECEP REGISTRATION

Registration forms, which contain all the information needed to sign up for examinations, are available through the Registrar's Office, (609) 292-1279.

TEST ADMINISTRATION

Edison State College administers examinations once a month: ten of the administrations are held at Edison State College in Trenton, and the other two are held at eight regional test sites in New Jersey. Out-of-state students may register to take examinations at a college near them. Complete instructions are listed on the test registration form.

SCORE REPORTS

The minimum passing scores for TECEP are listed on the following pages. Students will receive a score report from the Registrar's Office which indicates whether or not they have passed. Please note that score results may not be given out over the telephone. This is in keeping with the Family Educational Rights and Privacy Act of 1974.

RETAKING A TECEP EXAMINATION

Students may repeat an exam only once if they do not pass, and they must wait three months before retaking it.

TEST DESCRIPTION BOOK

A comprehensive test description book covering all TECEP and DANTES examinations may be ordered from the Office of the Registrar for $10.00. Edison State College advises all students to use the study guides before taking TECEP examinations. Each test description contains an outline, sample questions, and a list of recommended readings. Students will probably need to order books either directly from the publisher or through one of the many bookstores that will process orders. Local public libraries can provide publishers' addresses and current book prices (through **Books in Print**) as well as the names of nearby bookstores that handle orders for books not in stock.

From time to time these books go out of print and become difficult to locate. If a recommended book is not readily available, consult a local librarian for assistance in locating another book. Generally, there are many books in a field that will help students prepare for a TECEP examination.

TECEP Examinations: Descriptions

LIBERAL ARTS EXAMINATIONS

Humanities

ART HISTORY AND APPRECIATION I (3 s.h.)
Survey of the Art of Antiquity, Medieval Art, and Renaissance and Baroque Art. Topics include: painting, sculpture, and architecture. Passing score: 60%.

ART HISTORY AND APPRECIATION II (3 s.h.)
Survey of Oriental Art, Primitive Art, and Nineteenth and Twentieth Century Art. Topics include: painting, sculpture, and architecture. Passing score: 60%.

INTRODUCTION TO SHAKESPEARE (3 s.h.)
Introduction to the development of Shakespearean drama, including farces, romantic comedies, history plays, tragedies, and final plays. The survey is chronological, beginning with the sonnets, and focuses on Shakespeare's poetic and dramatic development. Basic literary terminology and the literary concepts of structure, style, and principles appropriate in analyzing Shakespeare's works are required. Passing score: 60%.

INTRODUCTION TO THE ART OF FILM (3 s.h.)
Background and development of the motion picture from its earliest stages to the present. Topics include: the evaluation of film as an art form; techniques of film production; theory and esthetics; film as a cultural, social, and economic force; important trends and movements; genres; and major influential figures. Passing score: 60%.

INTRODUCTION TO THE ART OF THEATER (3 s.h.)
Introduction to the art of theater. Topics include: dramatic literature; types of drama and theatrical events; theater design and play productions; and criticism. Passing score: 60%.

INTRODUCTION TO NEWS REPORTING (3 s.h.)
Emphasis on writing the story, reporting terminology and procedures, and legal and ethical issues. Passing score: 70%.

MAJOR PHILOSOPHICAL IDEAS (6 s.h.)
A critical examination of philosophical problems and the most significant justifications of human beliefs. Topics include: the mind-body relationship; the existence of God; the nature of being; knowledge of the external world; human freedom; the problem of verification; and the meaning of moral judgments. Passing score: 60%.

PUBLIC RELATIONS THOUGHT & PRACTICE (3 s.h.)
Overview of the public relations field. Topics include: fundamental concepts of public relations practice; studies of public opinion formation, influence and measurement; techniques of communication and journalism which effectively reach large audiences; and management skills required to plan and execute a successful public relations program. Passing score: 70%.

Social Sciences

ALCOHOL ABUSE: FUNDAMENTAL FACTS (3 s.h.)
Covers the pharmacology, anatomy, culture and sociology of alcohol; the definition of alcoholism; the phases and symptoms of alcoholism; and therapy for the alcoholic. Passing score: 70%.

CULTURES OF THE WORLD (3 s.h.)
Geographic investigation of the basic cultural systems of the world: the nations of the modern world and the nations of the world of tradition. The cultural worlds are compared and contrasted in terms of their physical environment, population, and, especially, their culture. Passing score: 67%.

INDUSTRIAL PSYCHOLOGY (3 s.h.)
Survey of industrial and organizational psychology; emphasis on application of psychological theories and research to the organizational structure. Passing score: 60%.

INTRODUCTION TO POLITICAL SCIENCE (3 s.h.)
The nature of political science, with emphasis on traditional political philosophy, behaviorism, the main approaches to the study of politics, and international politics. Passing score: 60%.

INTRODUCTION TO SOCIAL PSYCHOLOGY (3 s.h.)
Introduction to the field of social psychology and methods of social psychological research. Topics include: socialization and its consequences; interpersonal behavior; attitudes and attitude change; influencing and helping others; groups and organizations; aggression and collective behavior. Passing score: 60%.

INTRODUCTION TO TRANSACTIONAL ANALYSIS (3 s.h.)
Basic concepts of Transactional Analysis, including the major issues involved in Structural Analysis, Games Analysis and Script Analysis. Passing score: 64%.

LABOR LAW (3 s.h.)
Labor law concepts in the U.S. Topics include: the legislative foundations of our labor laws; the legal processes and institutions that allow them to operate; and the dynamics of labor unions and collective bargaining. Passing score: 65%.

PSYCHOLOGY OF PERSONALITY (3 s.h.)
Covers the development and organization of personality, with evaluation of major theoretical viewpoints; research on personality structure, dynamics, and change. Passing score: 65%.

SUBSTANCE ABUSE: FUNDAMENTAL FACTS (4 s.h.)
Introduction to drug abuse with four major content areas: treatment and rehabilitation; legal; pharmacological; and psychosocial. Passing score: 60%.

Natural Sciences/Mathematics

ANATOMY AND PHYSIOLOGY (6 s.h.)
Survey of the structure and function of the human body. Topics include: cells and tissues; integumentary, muscular, nervous, circulatory, respiratory, digestive, urogenital, and endocrine systems. Passing score: 60%.

BASIC (3 s.h.)
Knowledge of the BASIC programming language. Topics include: BASIC commands and syntax; reading code to determine input, output, and program flow; and recognition of errors and debugging. Passing score: 60%.

GENERAL CHEMISTRY (6 s.h.)
Topics include: stoichiometry and units; states of matter; acid-base chemistry including solution stoichiometry equilibria (homogeneous and heterogeneous); electrochemistry; thermochemistry and thermodynamics; descriptive chemistry; carbon or covalent compound chemistry. Passing score: 69%.

GENERAL PHYSICS I (3 s.h.)
Basic concepts in physics. Topics include: mechanics; electricity and magnetism; elementary electrical circuits; and elementary atomic theory. Passing score: 50%.

GENERAL PHYSICS II (3 s.h.)
Basic concepts in physics. Topics include: general wave properties; sound, light as a wave, interference and diffraction; optics and optical devices; properties of ideal gases; and thermodynamics. Passing score: 50%.

Written Expression Requirement

WRITTEN EXPRESSION (6 s.h.)
Requires the writing of a number of short passages, each involving different topics and audiences, as well as a short research paper. The writing is evaluated on the basis of organization, grammatical correctness, clarity of expression, and appropriateness of style to the audience addressed. This examination satisfies the College's Written Expression requirement. Passing score: 70%.

Students who do not produce a satisfactory short research paper may still receive three semester hours of credit from this examination, if performance on the other section of the examination is satisfactory and the student has not already earned credit for a Freshman English course. Such students will need 3 additional semester hours of credit (by other means) to satisfy the College's Written Expression Requirement.

BUSINESS ADMINISTRATION EXAMINATIONS
Accounting

ADVANCED FINANCIAL ACCOUNTING (3 s.h.)
Accounting topics related to business combinations, partnerships, and the effects of foreign exchange on financial statements. Relevant pronouncements of the Accounting Principles Board and the Financial Accounting Standards Board are included. The business combination area covers the nature of business combinations, consolidation methods, treatment of intercompany transactions, changes in equity, and reciprocal stockholdings. The partnership accounting portion includes formation, admission of a new partner, and liquidation and insolvency. The foreign exchange area includes techniques for translating statements prepared in foreign currency, treatment of gains and losses due to currency fluctuations, and financial statement presentation. Passing score: 60%.

AUDITING (3 s.h.)
Covers the audit report, evidential matters, and planning, conducting, and completing the audit. Integration of the Statement on Auditing Standards and the Code of Professional Ethics of the A.I.C.P.A. with actual auditing situations is required. Topics include: evaluations of internal control (including flowcharting of existing accounting procedures); statistical sampling; the special problems of auditing computerized accounting systems; and audit programs for specific balance sheet and income statement accounts. Passing score: 60%.

INTERMEDIATE ACCOUNTING I (3 s.h.)
Theory and practice of preparing financial statements for large publicly-held industrial corporations. Familiarity with the relevant pronouncements of the Accounting Principles Board of the American Institute of Certified Public Accountants and its successor, the Financial Accounting Standards Board, is required. Topics include: accounting for assets and liabilities; balance sheet; income statement formats and revenue recognition. Passing score: 60%.

INTERMEDIATE ACCOUNTING II (3 s.h.)
Topics include: accounting for stockholders' equity; leases; pension costs; earnings per share; presentation of accounting changes; and statement of changes in financial position. Passing score: 60%.

MANAGERIAL ACCOUNTING I (3 s.h.)
Concepts and techniques in the development of accounting information for product costing by manufacturing organizations. Topics include: cost classification; job order; process and standard costs systems; comprehensive budgeting techniques; the use of cost data for decision-making with emphasis on the cost-volume-profit model and incremental analysis. Passing score: 60%.

MANAGERIAL ACCOUNTING II (3 s.h.)
Integration of concepts from quantitative analysis (managerial decision-making), behavioral sciences (organizational behavior), and economics with managerial accounting. Topics include: regression for statistical cost estimation; linear programming for product-mix decisions; learning curve; inventory and queuing models; and the relationship between performance evaluation (including budgeting) and the behavior of employees; and performance evaluation systems (including cost centers, profit centers, return on investment, and absolute residual income). Passing score: 60%.

PRINCIPLES OF ACCOUNTING I (3 s.h.)
Fundamental accounting theory, including the accounting cycle, as well as concepts and techniques of accounting for business transactions. Topics include: accounting for merchandising; periodic reporting; and inventory systems and valuation. Passing score: 70%.

PRINCIPLES OF ACCOUNTING II (3 s.h.)
Fundamental accounting theory, as well as concepts and techniques of accounting for business transactions. Topics include: plant assets; cash controls; payroll; partnerships; corporations; long-term obligations and investments; and financial statement analysis. Passing score: 70%.

TAX ACCOUNTING (3 s.h.)
Comprehensive coverage of the federal income tax structure as it pertains to individuals, partnerships and corporate taxpayers. Topics include: classification of taxpayers; determination of gross income; exemptions; taxable income; computation of tax; special tax computations; and credits against tax. Passing score: 60%.

Business Environment and Strategy

BUSINESS IN SOCIETY (3 s.h.)
Analysis of the social and governmental aspects of business operations. Topics include: laws and government regulations; social responsibilities of concerned corporate executives; activities of consumer advocates; problems of monopolistic competition; administrative commissions; corporate ethics; public relations; and consumer protection. Passing score: 60%.

BUSINESS POLICY (3 s.h.)
Capstone review of senior management decision areas, using concepts covered in an undergraduate course in business policy or corporate planning. Topics include: corporate goals and resources, financial analysis, long-range plans, policy models, and management strategy. Case problems are used to integrate theories and apply concepts to simulated situations. Passing score: 60%.

Finance

ADVANCED SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT (3 s.h.)
Analysis of investments and the management of portfolio or securities. Topics include: economic factors underlying securities values; methods of determining personal risk utility; advanced tools of securities analysis; the role of major securities exchanges; advanced techniques of portfolio management. Passing score: 60%.

CORPORATE FINANCE (3 s.h.)
Financial functions typically utilized by a practitioner of finance within a firm or institution. Topics include: funds flow analysis; break even and leverage analysis; management of current assets and liabilities; management of long term assets and liabilities; equity capital and mergers and acquisitions. Familiarity with basic accounting is essential. Passing score: 60%.

FINANCIAL INSTITUTIONS AND MARKETS (3 s.h.)
Analysis of the financial structures of the United States. Topics include: examination of the nature of financial markets including money and capital markets; credit creation; the role of commercial banks and the Federal Reserve; the role of saving; savings banks; savings and loan associations; insurance companies; pension funds; investment companies; balance of payments; foreign exchange market; international banking; and international markets. Passing score: 64%.

INTERNATIONAL FINANCE AND TRADE (3 s.h.)
Introduction to international financial management. Topics include: international monetary and economic environment such as the foreign exchange market, the balance of payments, and the financing of multinational business activities; institutions and instruments of international finance, such as international banking, the International Bank for Reconstruction and Development, and the Export-Import Bank of the U.S.; special aspects and problems of international financial management including legal factors, taxation of internationally-derived income, and exchange risks. Passing score: 60%.

PRINCIPLES OF FINANCE (3 s.h.)
Managerial finance and the environment within which the financial decision-maker functions. Topics include: the role of the financial manager; elementary concepts and tools of financial analysis; and management and financing of short-term and long-term assets. Familiarity with basic accounting is essential. Passing score: 60%.

PUBLIC FINANCE (3 s.h.)
Introduction to expenditures, taxes, and debts of federal, state and local governments. Topics include: public budgets and intergovernmental fiscal relationships and their economic implications on financial activities. Passing score: 60%.

SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT (3 s.h.)
Introduction to investment in securities. Topics include: study of various investment vehicles such as government securities, corporate bonds, preferred stocks and common stock; the stock market and securities brokerage; analysis of company stock as an investment; and the theory and practice of portfolio management. Passing score: 60%.

Management of Human Resources

ADVANCED LABOR RELATIONS AND COLLECTIVE BARGAINING (3 s.h.)
Analysis of the role, structure, and practice of modern industrial relations. Emphasis is on integration of the major principles of labor relations and collective bargaining and their application to specific problems. Topics include: the significance of collective bargaining in a modern industrial society; the impact of collective bargaining on societal behavior and public policy; the negotiation and administration of a labor contract; and the relationships among unions, business, government and the public. Passing score: 50%.

ADVANCED ORGANIZATION THEORY AND ORGANIZATIONAL ANALYSIS (3 s.h.)
Covers human resources management in a complex organization. Emphasis is placed on the ability to analyze complex organizational structures and apply concepts, techniques, and theories to an evaluation of organizational effectiveness. Topics include: classical organizations and their effect on modern organization structure, bureaucratic forms of organization; neoclassical theories of organization, their concepts, revisions, and effects on organization theory; modern organization theory, including project-matrix models, and the relationship between organization structure and modern technology; and the application of the four preceding areas to management problem-solving and decision-making. Passing score: 50%.

ADVANCED ORGANIZATIONAL BEHAVIOR (3 s.h.)
Analysis and integration of the areas of organizational behavior. Emphasis is on the behavioral aspects of modern organizations and applications of basic principles to specific problems. Topics include: landmark research results with regard to leadership, power and authority; organizational change in complex organizations; organizational conflict and its resolution; organization development, including the dynamics of planned change and process intervention; and the role, norms and behavior of groups in organizations, including the methods for observing and analyzing group behavior. Passing score: 60%.

LABOR RELATIONS AND COLLECTIVE BARGAINING (3 s.h.)
Survey of the principles and practices of modern industrial relations. Topics include: the history of labor unions and labor law in the United States; the political and social aspects of unionism; modern union organizational structures; the practice of collective bargaining; and the major labor legislation in the United States. Passing score: 50%.

THE MANAGEMENT PROCESS (3 s.h.)
Introduction to the principles and practices of human resource management. Topics include: the development of management thought; the functions of management; individual and group behavior at work; and the dynamics of organizational behavior. Passing score: 50%.

ORGANIZATION THEORY AND ORGANIZATIONAL ANALYSIS (3 s.h.)
Analysis of the historical and theoretical development of systems of organization and the emerging concepts in organization theory. Topics include: classical and modern models; measures of organizational effectiveness; the im-

pact of data-base management information systems on the structure of and relationships within organizations; and the impact of modern technology and complex organization structure on management problem-solving and decision-making. Passing score: 50%.

ORGANIZATIONAL BEHAVIOR (3 s.h.)
Introduction to the behavior of modern complex organizations. Topics include: organization goals, processes, and procedures; the role of technology in manpower management; the individual and the organization; motivation, communications and group dynamics; leadership, authority, power, and influence; and the structure of work groups. Passing score: 50%.

Marketing

ADVERTISING (3 s.h.)
The essentials of advertising: functions, applications, and current developments. The role of advertising in marketing. Management of the advertisement function, including principles of layout and copy, budget, evaluation of media, the advertising department, the advertising agency, and ethical and legal aspects. Passing score: 65%.

CHANNELS OF DISTRIBUTION (3 s.h.)
Survey of the channels of distribution or place area of the marketing mix. Topics include: seller distribution goals, policies and strategies; middlemen buying policies and practices and relationships with sellers; channel leadership; channel systems; channel-design decision-making; channel incentive, and promotion strategies and programs. Passing score: 60%.

MARKETING COMMUNICATIONS (3 s.h.)
Survey of the promotional area of the marketing mix. Topics include: the role of communication; advertising objectives; strategies and plans; advertising program design, implementation, and evaluation; advertising budgets; media selection; sales promotion; sales force organization, recruitment and training; sales management goals, policies and strategies; and sales force compensation, motivation and evaluation. Passing score: 60%.

MARKETING MANAGEMENT STRATEGY I AND II (3 s.h.-3 s.h.)
Capstone review of the theory and practice marketing policy and strategy formulation for the business student who specializes in marketing. These two examinations may be taken independently of each other. Passing score: 50%.

MARKETING RESEARCH (3 s.h.)
Fundamental concepts, principles, and practices in the area of marketing research. Topics include: problem definition; data collection methods; sampling; analysis of market research information; data sources; and survey planning. Passing score: 60%.

SALES MANAGEMENT (3 s.h.)
The role of sales management in marketing. Principles and practices in planning, organizing, and controlling the sales force. Selection, training, compensating, supervising, and motivating salespeople. Passing score: 60%.

Operations Management

INTRODUCTION TO DATA PROCESSING (3 s.h.)
Survey of the basic concepts, principles, and procedures in electronic information processing. Topics include: computer concepts, components and functions; elementary data processing applications; systems analysis and design; basic forms of input and output; elements of operating systems; and data communication systems. Familiarity with the concepts underlying computer programming is required, but no particular programming language is tested. Passing score: 60%.

INTRODUCTION TO OPERATIONS MANAGEMENT (3 s.h.)
Survey of operations management using system concepts to stress coordination, optimization, and control of materials, equipment and people to the management of all types of organizations. Topics include: logistics; production; purchasing; inventory control; and other areas of operations management and research. Passing score: 60%.

MANAGEMENT INFORMATION SYSTEMS (3 s.h.)
Analysis and design of computer-based information systems. Topics include: business systems analysis; examination of data requirements; data collection, classification, transmission, and display; data base organization; management reporting systems; on-line real-time systems and software related to system design. Passing score: 60%.

MANAGEMENT OF QUALITY CONTROL (3 s.h.)
Survey of the statistical quality control function in industry. Topics include: principles of organization and management; techniques of statistical quality control; and acceptance sampling systems and procedures. Passing score: 60%.

MATERIALS MANAGEMENT AND INVENTORY CONTROL (3 s.h.)
Integrated approach to the control and physical movement of raw materials, components and finished goods from the supplier through the manufacturer and distributor to the ultimate user. Emphasis is placed on the concepts, methods and functions of inventory control and its relationship to the area of materials management. Passing score: 60%.

QUANTITATIVE MANAGERIAL DECISION MAKING (3 s.h.)
The understanding, application, and limitations of various mathematical and statistical tools of decision-making for managerial problem-solving. Topics include: correlation; regression; probability; analysis of variance; hypothesis testing; nonparametic statistics; Bayesian analysis; forecasting and scheduling techniques; statistical quality control; inventory control; indices; linear programming; PERT/CPM; and applied queuing theory. Passing score: 60%.

TRANSPORTATION AND TRAFFIC MANAGEMENT (3 s.h.)
Overview of the management of traffic and transportation systems, stressing the economics of moving people and goods. Topics include: freight classification; rate formulation and negotiation; mode, route and carrier selection criteria; traffic demand forecasting; and government regulation of the transportation industry. Passing score: 60%.

WORK METHODS AND MEASUREMENTS (3 s.h.)
Concepts of work analysis, time study, and work measurement practices. Topics include: stop-watch time study; micro-motion study; establishment of allowances by stop-watch; work sampling and simplification studies; establishment and use of predetermined time values; construction and application of work measurement formulae. Passing score: 60%.

Professional Area Examinations

BEHAVIOR MODIFICATION TECHNIQUES IN COUNSELING (3 s.h.)
Basic concepts and techniques of behavior modification. Topics include: relaxation; sensitization and desensitization; self-image improvement; rational thinking and assertiveness training. Passing score: 64%.

COMMUNITY HEALTH (3 s.h.)
Historical precedents of present-day health care services and programs. Topics include: leading causes of illness, disability, and death; services being rendered by local, state, and federal agencies; structure and role of voluntary agencies; the planning process; community involvement; and elementary concepts of epidemiology. Passing score: 60%.

COUNSELOR TRAINING: SHORT-TERM CLIENT SYSTEMS (3 s.h.)
Skills in the areas of empathy, values and attitudes, exploration and problem-solving that may be applied to establishing and maintaining more effective helping relationships with clients. Passing score: 75%.

DATA BASE MANAGEMENT (3 s.h.)
Basic concepts of relational database implementation, manipulation, modification, maintenance, and management. This examination assumes a knowledge of SQL and dBase (II or III), and a basic knowledge of computerized data processing. Passing score: 70%.

INTRODUCTION TO THE LIBRARY (1 s.h.)
Overview of the academic library, including arrangement of materials and access to books, periodicals, documents, and reference materials. Passing score: 75%.

PUBLIC ADMINISTRATION I (3 s.h.)
Survey of the basic administrative structures and functions of government agencies. Topics include: the principal theories underlying the study of these structures and functions, and the major political and philosophical issues related to the study of public administrative agencies. Passing score: 60%.

PUBLIC PERSONNEL MANAGEMENT (3 s.h.)
Principles and practices of human resource management in the public sector. Topics include: recruitment; placement; training; health plans; incentive and merit systems; collective bargaining in the public sector; employee development and benefits; retirement planning; EEO and affirmative action; and intergovernmental personnel relations. Passing score: 65%.

TECHNICAL WRITING (3 s.h.)
Technical writing for industry, business and research. Emphasis on the special requirements and techniques for the professional report. Passing score: 60%.

WOMEN IN TREATMENT (3 s.h.)
Issues and approaches in the treatment and rehabilitation of the female drug addict. Topics include: climate setting; characteristics of the female drug addict; attitudes toward women; the counselor-client interaction; treatment planning; and action planning. Passing score; 65%.

WORD PROCESSING FUNDAMENTALS (3 s.h.)
The fundamentals of word processing systems and their use in creating, editing, printing, storing and retrieving documents. No knowledge of a particular word processing system or program is required. Passing score: 65%.

Histotechnology

CURRENT TECHNIQUES OF DIAGNOSTIC HISTOPATHOLOGY (3 s.h.)
Topics include: recommended procedures for handling surgical specimens in the histopathology laboratory; intimate details of resection as they apply to the handling of small biopsy specimens; the rules for grossing tissue from the major human organ systems. The test is geared to the experienced histotechnologist working in a clinical environment. Passing score: 60%.

DIAGNOSTIC IMMUNO-ENZYME HISTOCHEMISTRY (3 s.h.)
Incorporates the immunological aspects of disease processes into histopathology. Topics covered include T and B lymphocyte identification, immunofluorescence testing for autoimmune disease, fluorescence microscopy, biopsy of muscle, kidney, skin, lymph node, enzyme cytochemistry of normal and leukemic blood cells and principles of immunohistology.

HUMAN MICROSCOPIC ANATOMY (3 s.h.-3 s.h.)
Topics include: the structure of organ systems (nervous, musculoskeletal, cardiovascular, respiratory, gastrointestinal, urinary, reproductive and endocrine) with emphasis on tissue identification; and microscopic anatomy of the cell, bone, epithelial, blood and connective tissues. The two sections of this test, Tissue Identification and Descriptive Anatomy, may be taken independently of each other. Three semester hours of credit will be awarded for each. Passing score: 60%.

INTRODUCTORY HISTOTECHNOLOGY/ HISTOCHEMISTRY (5 s.h.)
Routine histopathological techniques and the more specialized histochemical methods designed to meet the needs of the professional histotechnologist. Topics include: fundamentals of histopathological technique: fixation, tissue preparative procedures, solution preparation, and the theoretical basis of routine staining methods: histochemical methods for the demonstration of carbohydrates, amyloid, pigments and nucleic acids. Passing score: 60%.

ULTRASTRUCTURE (3 s.h.)
Deals with cell fine structure, epithelia, endocrine glands, reproductive tissues, urinary system, connective tissues, blood cells and lymphoid tissue, muscle and nerves.

Radiologic Technology

The following three exams are available only to students enrolled in the Associate in Applied Science in Radiologic Technology degree prior to July 1, 1987. The last administration for these 3 exams will be June 1987.

RADIOLOGIC TECHNOLOGY A (5 s.h.)
Fundamentals of radiographic exposure and technique, including radiation protection. The radiographic exposure and technique section covers the prime factors of radiography and their interrelationships, and apparatus for improving radiographic quality. The protection section includes protection to personnel and patients and basic concepts from physics and radiobiology as they relate to radiation protection. Passing score: 75%.

RADIOLOGIC TECHNOLOGY B (6 s.h.)
Routine and special radiographic procedures, medical and surgical diseases, and radiographic anatomy and positioning. The routine and special procedures portion of the examination includes questions relating to equipment and to a variety of different procedures, such as pneumoencephalography, bronchography, cardioangiography, sialography, and body section radiography. The radiographic anatomy and positioning portion requires knowledge of the more difficult and advanced radiographic positions and related anatomy. Passing score: 75%.

X-RAY PHYSICS (3 s.h.)
Basic principles of physics as they relate to x-radiation and to the design and use of radiographic equipment. Topics include: nature and classification of electro-magnetic radiations; measure of radiation quantity and duration; generation of x-rays; x-ray tube design; principles of operation of transformers and coils; rectification; fluoroscopy; image intensifiers; use of television in radiography; and mobile x-ray equipment. Passing score: 65%.

AMERICAN COLLEGE TEST PROFICIENCY EXAMINATION PROGRAM (ACT PEP)

The American College Testing Program (ACT PEP) offers a series of college-level examinations at test centers throughout the country including three times a year at Edison State College in Trenton. Test description guides for each ACT PEP exam are available to students. Each test description contains an outline, sample questions, and a list of recommended readings. To secure guides, registration materials, and exam fees, students should write to:

ACT PEP
P.O. Box 168
Iowa City, Iowa 52243

The dates ACT PEP exams are administered at Edison State College are listed in the Edison College Calendar in front of the catalog. Score reports for ACT PEP exams are sent directly to students (two to three months for exams with essay, two to four weeks for multiple choice exams). Students must request The American College Testing Program to send a score report to the Edison State College Registrar if they wish the credits to be used toward their degree.

TITLE*	PASSING SCORES†
ARTS AND SCIENCES	
Abnormal Psychology (3)	45
Afro-American History (6)	45
American History (6)	45
Anatomy and Physiology (6)	45
Earth Science (6)	D
Foundations of Gerontology (3)	45
Freshman English (6)	D
Microbiology (3)	45
Physical Geology (3)	45
Shakespeare (3)	D
Statistics (3)	45
BUSINESS	
Accounting: Level I (6)	45
Finance: Level I (9)	45
Management of Human Resources: Level I (6)	45
Management of Human Resources: Level II (9)	P
Management of Human Resources: Level III (12)	P
Marketing: Level I (3)	45
Operations Management I (9)	45
Business and Environment and Strategy (6)	P
EDUCATION	
Educational Psychology (3)	45
History of American Education (3)	D
Reading Instruction in the Elementary School (6)	45
Corrective and Remedial Instruction in Reading (9)	45

*Numbers in parentheses indicate semester hour credits.

†45 = standard score; D = letter grade; P =pass/fail

‡These exams are required for Edison's Bachelor of Science in Nursing Degree.

NURSING (COLLEGE PROFICIENCY EXAMINATIONS)	
Fundamentals of Nursing (10)	45
Maternal and Child Nursing A.A. Level (6)	45
Maternal and Child Nursing B.A. Level (8)	45
Adult Nursing (8)	45
Psychiatric/Mental Health Nursing (8)	45
NURSING (ASSOCIATE DEGREE)	
Commonalities in Nursing Care: Area A (5)	45
Commonalities in Nursing Care: Area B (5)	45
Differences in Nursing Care, Area A (4)	45
Differences in Nursing Care, Area B (4)	45
Differences in Nursing Care, Area C (4)	45
Occupational Strategies in Nursing (5)	45
NURSING (BACCALAUREATE DEGREE)‡	
Health Restoration: Area I (4)	45
Health Restoration: Area II (4)	45
Health Support: Area I (4)	45
Health Support: Area II (4)	45
Professional Strategies, Nursing (4)	45

ADVANCED PLACEMENT PROGRAM

The College Entrance Examination Board administers the Advanced Placement Program (APP), a series of college level examinations, to High School Seniors. Edison State College will grant 6 semester hours credit for APP examinations for which a score of 3 or better has been obtained. Students should request official score reports for these examinations to be sent to Edison's Registrar's Office by writing to Advanced Placement Program (APP), P.O. Box 592, Princeton, New Jersey 08541.

The examinations are offered in the following areas:

- Art
  - History of Art
  - Studio Art
    - Drawing or
    - General Portfolio
- Biology
- Chemistry
- Computer Science
- English
  - Language and Composition
  - Literature and Composition
- French
  - Language Level 3
  - Literature Level 3
- German
  - Language Level 3
- Government and Politics
  - American
  - Comparative
- History
  - American
  - European
- Latin
  - Vergil
  - Catullus-Horace
- Mathematics
  - Calculus AB
  - Calculus BC
- Music
  - Listening and Literature
  - Theory
- Physics B
- Physics C
  - Mechanics
  - Electricity and Magnetism
- Spanish
  - Language Level 3
  - Literature Level 3

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Board offers students the opportunity to obtain college credits by examination through its College Level Examination Program (CLEP). There are five General Examinations which cover what is usually taught during the first year of college. These examinations test general knowledge in the area of **mathematics, humanities, natural sciences, social sciences and history,** and **English composition.** The CLEP general exams may duplicate other credit students have earned. Refer to the academic policy on Duplication of Credit for a complete explanation.

In addition to the five General Examinations, CLEP offers a wide selection of Subject Examinations which correspond to specific college courses. Edison State College offers the CLEP examinations ten times a year on the third Saturday of each month, except December and February. A CLEP score report will be automatically sent to Edison State College if students list the official Edison code, 2748, on the CLEP registration form.

More detailed information about the CLEP examinations and the locations of test centers around the country can be obtained by writing to CLEP, P.O. Box 592, Princeton, New Jersey 08541. Registration materials, including exam fee charges, may also be obtained by contacting the Office of the Registrar, (609) 984-1175 or the Advisement Center (609) 984-1179.

CLEP EXAMINATIONS AND PASSING SCORE FOR CREDIT

EXAMINATION TITLE*	PASSING SCORE
BUSINESS	
Accounting, Introductory (6)	47
Business Law, Introductory (3)	51
Management, Introduction to (3)	47
Computers and Data Processing (3)	47
Marketing, Introductory (3)	48
HUMANITIES	
American Literature (6)	46
Analysis and Interpretation of Literature (6)	49
College French 1 and 2 (6)	41
College French 1 and 2 (12)	53
College German 1 and 2 (6)	40
College German 1 and 2 (12)	48
College Spanish 1 and 2 (6)	41
College Spanish 1 and 2 (12)	50
English Composition (General) (6) (Essay required by Edison)	421
College Composition (6) (Essay required by Edison)	47
English Literature (6)	46
Freshman English (6) (Essay required by Edison)	47
Humanities (6) (General)	421
NATURAL SCIENCES/MATHEMATICS	
General Biology (6)	46
Calculus with Elementary Functions (6)	47
College Algebra (3)‡	45
College Algebra and Trigonometry (3)‡	45
General Chemistry (6)	47
Mathematics (General) (6)‡	421
Natural Sciences (General) (6)	421
Trigonometry (3)	50
SOCIAL SCIENCES	
American Government (3)	47
American History I (3)	45
American History II (3)	45
Educational Psychology (3)	46
General Psychology (3)	46
Human Growth and Development (3)	45
Macroeconomics, Introductory (3)	48
Microeconomics, Introductory (3)	47
Social Sciences — History (General) (6)	421
Sociology, Introductory (3)	47
Western Civilization I (3)	46
Western Civilization II (3)	47

*Numbers in parentheses indicate semester hour credits.

‡No more than 6 s.h. may be earned for these examinations.

UNITED STATES ARMED FORCES INSTITUTE (USAFI)

Until mid-1974 the Department of Defense, through the United States Armed Forces Institute (USAFI), offered a series of examinations for military service personnel on active duty. The College will continue to accept transcripts for USAFI Subject Standardized Tests and End-of-Course Tests as well as the College Level GED examinations. The College will use the minimum passing scores and credit recommendations set by the American Council on Education. Transcripts for USAFI examinations can be obtained at no charge by writing to Educational Testing Service, DANTES, Box 2879, Princeton, New Jersey 08541.

DANTES SUBJECT STANDARDIZED TESTS

College-level examinations in the DANTES Subject Standardized Tests (DSSTs) series are available for Edison State College students to take at regular TECEP administration times. A Test Description Book is available for all TECEP and DANTES examinations which contains an outline of topics and sample questions and a list of recommended readings for each examination. The current price may be obtained and the book ordered from the Registrar's Office.

Students will probably need to order books directly from the publisher or through one of the many bookstores that will process orders. Local public libraries can provide publishers, addresses and current book prices (through **Books in Print**) as well as the names of nearby bookstores that handle orders for books not in stock.

From time to time textbooks go out of print and become difficult to locate. If a recommended book is not readily available, students should consult local librarians for assistance in finding other suitable books. Generally there are many books in a field that will appropriately help students prepare for an examination.

Students should allow sufficient time to obtain and study from books before registering for an examination. Students may obtain registration forms from the Office of the Registrar, (609) 292-1279. The examinations and their credit amounts are listed as follows.

EXAMINATION TITLE*	PASSING SCORES
HUMANITIES	
579 Beginning German I (4)	47
580 Beginning German II (3)	45
585 Beginning Italian I (3)	47
586 Beginning Italian II (3)	48
SOCIAL SCIENCES	
457 History of Western Civilization to 1500 (3)	53
458 History of Western Civilization Since 1500 (3)	50
494 General Anthropology (3)	50
NATURAL SCIENCES/MATHEMATICS	
424 Intermediate College Algebra (3)	50
433 Basic Statistics (3)	54
440 Calculus I (4)	50
446 Linear Algebra (3)	52
500 Astronomy (3)	47
505 General Geophysics (3)	51
519 Geology I (3)	53
520 Geology II (3)	53
BUSINESS	
530 Personnel/Human Resource Management (3)	48
533 Business Law (3)	53
543 Introduction to Business (3)	48
546 Risk and Insurance (3)	54
548 Money and Banking (3)	47
549 Basic Marketing (3)	50
PROFESSIONAL AREAS	
497 Introduction to Law Enforcement (3)	50
498 Criminal Justice (3)	49
562 Fundamentals of Counseling (3)	55
740 Basic Automotive Service (3)	50
741 Automotive Electrical/Electronics (3)	50
781 Fundamentals of Electricity (2)	55
785 Electrical Measuring Instruments (2)	57
788 Electric Circuits (3)	57
789 Introduction to Electronics II (3)	57
885 Principles of Electronic Communication Systems (3)	54
936 Introduction to Air Conditioning, Refrigeration and Heating (3)	42

*Numbers in parentheses indicate semester hour credits.

OHIO UNIVERSITY EXAMINATIONS*

Edison State College students may take the Ohio University examinations listed for college credit. To register/enroll contact: Enrollment Clerk, Independent Study, 302 Tupper Hall, Ohio University, Athens, OH 45701. Telephone: 1-800-282-4406 (in Ohio); 1-800-342-4791 (except Ohio).

Students enroll in a course to obtain credit by examination and receive a brief syllabus which describes the nature of the course, the textbooks and other material to study and the type of examination to expect. The supervised examination must be taken within six months. Students prepare for the examination without intermediate assistance from the faculty member. Upon completion of the examination, students receive a grade and resident Ohio University credit. Failures are recorded. Students must request Ohio University to send an official transcript to: Office of the Registrar, Thomas A. Edison State College.

Note: All examinations are listed with quarter hour credits which will be converted to semester hours when transferred to an Edison State College transcript on the following basis:

3 quarter hours = 2 semester hours;
4 quarter hours = 2 2/3 semester hours;
5 quarter hours = 3 1/3 semester hours;
6 quarter hours = 4 semester hours.

COURSE NUMBER — COURSE TITLE

ACCOUNTING
103 Financial Accounting Procedures (3)
201 Financial Accounting (4)
202 Managerial Accounting (4)
203 Accounting Information Systems (4)

AFRO-AMERICAN STUDIES
225 History of the Black Worker (4)

AVIATION
110 Private Pilot Ground Instruction (4)
310 Commercial Pilot Ground Instruction (4)
350 Instrument Ground Instruction (4)
440 Flight Instructor Ground Instruction (4)
450 Instrument Instructor Ground Instruction (3)
460 ATP Ground Instruction (4)

BUSINESS ADMINISTRATION
101 Business and its Environment (4)
310 Production Management (4)

BUSINESS LAW
255 Law and Society (4)
356 Law of the Management Process (4)
357 Law of Commercial Transactions (4)

COMPUTER SCIENCE
230 Computer Programming I (5)

ECONOMICS
301 Introduction to Economic Analysis I (4)
302 Introduction to Economic Analysis II (4)
303 Microeconomics (4)
304 Macroeconomics (4)
305 Managerial Economics (4)

*Numbers in parentheses are quarter hour credits. They must be converted to semester hours.

ELECTRONICS TECHNOLOGY
133 Basic Electronics (5)
134 Direct Current Circuit Analysis (5)
135 Alternating Current Circuit Analysis (5)
136 Electrical Motors, Control Circuits and Computers (5)
140A Power Distribution Systems (3)
233 Solid State Devices (6)
234 Industrial Electronics and Linear Integrated Circuits (5)
235 Digital Electronics (6)
236A Microprocessor and Computer Basics (6)
236B Microprocessor and Computer Basics (6)
240A Electronic Communication Systems (3)
250 Computer Programming for Electronic Circuit Analysis (3)
289 Electronic Trouble Shooting and Repair (3)

ENGINEERING, CHEMICAL
200 Introduction to Chemical Engineering (4)

ENGLISH LANGUAGE AND LITERATURE
201 Interpretation of Fiction (5)
203 Interpretation of Drama (5)
301 Shakespeare, The Histories (5)
302 Shakespeare, The Comedies (5)
303 Shakespeare, The Tragedies (5)
312 Early English and Renaissance Literature (5)
313 Restoration and Neoclassical English Lit. (5)
314 Romantic and Victorian Literature (5)
315 American Literature (3)
321 American Literature to the Civil War (5)
322 American Literature Since the Civil War (5)

ENGLISH, HUMANITIES
107 Humanities—Great Books (3)
108 Humanities—Great Books (3)
109 Humanities—Great Books (3)
307 Humanities—Great Books (3)
308 Humanities—Great Books (3)
309 Humanities—Great Books (3)

FINANCE
325 Managerial Finance (4)

GEOGRAPHY
101 Elements of Physical Geography (5)
121 Elements of Cultural Geography (4)
130 Economic Geography (4)

HEALTH AND SPORT SCIENCES
202 Personal and Community Health (4)
227 First Aid (3)
406 Organization and Administration of Physical Education (4)

HEARING AND SPEECH SCIENCES
213 Anatomy (4)
250 Speech Science (4)

COURSE NUMBER — COURSE TITLE*

HISTORY
101 Western Civilization in Modern Times (4)
102 Western Civilization in Modern Times (4)
103 Western Civilization in Modern Times (4)
211 American History to 1828 (4)
212 History of the United States, 1828-1900 (4)
213 History of the United States Since 1900 (4)
329A Ancient Egypt and Mesopotamia (4)
329B Ancient Greece (4)
329C Ancient Rome (4)

INDUSTRIAL TECHNOLOGY
101 Engineering Drawing (3)
102 Engineering Drawing (3)

JOURNALISM
105 Introduction to Mass Communications (4)
411 Newspaper and Communications Law (4)

MARKETING
301 Marketing Principles (4)

MATHEMATICS
113 Algebra (5)
120 Elementary Topics in Mathematics (5)
121 Elementary Topics in Mathematics (5)
130 Plane Analytic Geometry (3)
163A Introduction to Calculus (5)
163B Introduction to Calculus (3)
211 Elementary Linear Algebra (5)
263A Analytic Geometry and Calculus (5)
263B Analytic Geometry and Calculus (5)
263C Differential Equations (5)
314 Elementary Abstract Algebra (5)
340 Differential Equations (5)
410 Matrix Theory (5)

MODERN LANGUAGES

French
111 Elementary French (4)
112 Elementary French (4)
113 Elementary French (4)
211 Intermediate French (4)
212 Intermediate French (4)
213 Intermediate French (4)

German
111 Elementary German (4)
112 Elementary German (4)
113 Elementary German (4)
211 Intermediate German (4)
212 Intermediate German (4)
213 Intermediate German (4)

Spanish
111 Elementary Spanish (4)
112 Elementary Spanish (4)
113 Elementary Spanish (4)
211 Intermediate Spanish (4)
212 Intermediate Spanish (4)
213 Intermediate Spanish (4)

*Numbers in parentheses are quarter hour credits. They must be converted to semester hours.

MUSIC
Performance examinations are available by special arrangement for some courses in Applied Music, Music Education, and Music Theory and Composition. Exams are given only in Athens, Ohio. For more information write to the Independent Study Office.

MUSIC EDUCATION
160 Music Fundamentals (3)

OFFICE MANAGEMENT TECHNOLOGY
111 Beginning Shorthand (3)
112 Intermediate Shorthand (3)
121 Introductory Keyboarding/Typing (3)
122 Intermediate Typing (3)
131 Office Communications (3)
231 Machine Computation (3)

PHILOSOPHY
120 Principles of Reasoning (4)
130 Introduction to Ethics (4)
301 Introduction to Philosophy (3)

PHYSICAL SCIENCE
100 Survey of Astronomy (4)
121 Physical World (3)

PHYSICS
201 Introduction to Physics (3)
202 Introduction to Physics (3)
203 Introduction to Physics (3)
251 General Physics (4)
252 General Physics (4)

POLITICAL SCIENCE
304 State Politics (5)

PSYCHOLOGY
101 General Psychology (5)
273 Child and Adolescent Psychology (4)
275 Educational Psychology (4)
310 Motivation (4)
332 Abnormal Psychology (4)
333 Psychology of Personality (4)
335 Environmental Psychology (4)
336 Social Psychology (4)
337 Social Psychology of Justice (4)
376 Psychological Disorders of Childhood (4)

REAL ESTATE TECHNOLOGY
102 Real Estate Brokerage (4)

SECRETARIAL TECHNOLOGY, GENERAL
111 Beginning Shorthand (3)
112 Intermediate Shorthand (3)
131 Office Communication (3)
221 Machine Transcription (3)
231 Machine Computation (3)
262 Report and Letter Writing (4)

SOCIOLOGY
101 Introduction to Sociology (5)
220 Introduction to the Family (4)

ZOOLOGY
101 Principles of Biology (5)
103 Human Biology (5)
345 Human Physiology (4)
384 Bioethical Problems in Biology & Medicine (5)
390H Biology and the Future of Man (5)
391 Biology of Human Sexuality (4)

NEW YORK UNIVERSITY PROFICIENCY TESTING IN FOREIGN LANGUAGE

Edison State College offers a series of language examinations prepared by faculty at New York University. Up to twelve semester hours of credit may be awarded depending on the level of performance.

These proficiency equivalency examinations are designed to provide native speakers with an assessment of their ability to function in their native languages. It also provides individuals with foreign residency or extensive experience in a foreign language the opportunity to determine skills at the equivalent of elementary-intermediate college level. The level of language testing corresponds to the S-3 FSI definition of Minimum Professional Proficiency, i.e. the ability to speak, write, and read the language sufficiently to satisfy normal social and work requirements.

Each examination tests three basic areas: comprehension of the spoken language, the written language in free composition, and translation from the native language into English.

The following examinations are available:

Arabic	Hebrew	Polish
Chinese	Italian	Portuguese
Danish	Japanese	Russian
Dutch	Korean	Spanish
French	Modern Greek	Swedish
Gaelic	Norwegian	Thai
German	Persian (Farsi)	Turkish

The examinations are available at Edison State College in Trenton. Students must register ONE MONTH in advance of the date to be tested. Each examination costs $100. A registration form is available from the Office of the Registrar. Score reports are sent by New York University within two weeks of the examination.

Students may also take these examinations at New York University in New York City. Students choosing this option should contact NYU directly by calling the Foreign Language Office at (212) 598-3346 or by writing to:

Foreign Language Program
NYU School of Continuing Education
2 University Place, Room 55
New York, NY 10003

EARNING CREDITS THROUGH TRANSFER

Credits accepted through transfer by Edison State College may come from a variety of sources: accredited colleges and universities, certain training courses offered in business and industry, correspondence courses, and some licensing and certificate programs. The following information includes the varied college-level educational experiences that Edison State College may accept for credit through transfer.

REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES

Credits earned at a college or university that is regionally accredited or a candidate for accreditation by the Council on Postsecondary Accreditation for the American Council on Education may be transferred to Edison State College regardless of the number of institutions attended. The College does not grant credit for courses with "W" or "F" grades.

Students should request that Official Transcripts from other colleges be sent to the Registrar's Office at Edison. Student copies of transcripts cannot be accepted.

Students may be required to provide course descriptions or a copy of the catalog where the courses were taken to enable course-by-course evaluations to determine if such courses can be accepted toward degree requirements of Edison State College degrees. If descriptions are needed these should be requested from the Registrar of the college(s) where the courses were completed.

Many students who come to Edison State College will bring with them enough previously earned credits to qualify for an associate degree without further coursework or credits. Students may continue their work with the College until they have earned enough credits by additional classroom coursework or by examination and assessment to receive a baccalaureate degree.

Students planning to take in-class instruction at another accredited college will register there as a visiting, "special," or part-time student.

If the registration at another college requires a counselor's signature, students may need to see a counselor who handles visiting or "special" students at that college. If needed, Edison's Registrar can provide a "Student in Good Standing" form. Also Edison's Advisement Center can provide a "Response Form" which indicates course approval.

When the course is completed students should notify the Registrar at the college where the course was taken to send an official transcript to the Registrar at Edison State College. Students may do this each time a course is completed or once a year.

COLLEGE/UNIVERSITY FOREIGN CREDENTIALS AND PROFESSIONAL QUALIFICATIONS

The College will accept credits from foreign colleges that are recognized by the educational authority of that country, and listed in one of the publications included in the Academic Policy "Foreign Degrees" of this catalog.

EXAMINATIONS

Edison will accept credit from tests conducted by the College Board and American College Testing Programs, CLEP, ACT/PEP, Advanced Placement, USAFI, DANTES, and New York University Proficiency Testing in Foreign Languages. These programs are explained and examination titles listed in the section on Testing.

TRAINING PROGRAMS EVALUATED BY THE AMERICAN COUNCIL ON EDUCATION

The American Council on Education has undertaken the evaluation of noncollegiate learning experiences available through industry and various governmental agencies. The Office on Educational Credit of the American Council on Education has reported its credit recommendations in a publication called **The National Guide** and Edison State College accepts its recommendations. Students interested in knowing if a specific course has been evaluated by the OEC should contact the training director at their place of employment.

TRAINING PROGRAMS EVALUATED AND PUBLISHED BY THE 'UNIVERSITY OF THE STATE OF NEW YORK'

The New York State Education Department evaluates noncollegiate learning experiences in industry and various governmental agencies primarily in New York State. Edison State College accepts the recommendations of the New York State Program on Noncollegiate Sponsored Instruction.

EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

The College will grant credit for those military service schools which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education. Members of The Armed Forces currently on active duty should submit a DD Form 295 Application for the Evaluation of Educational Experiences During Military Services. Veterans should submit a notarized copy of their separation report.

Since 1950 a separation report is identified as DD Form 214. Prior to 1950 Army and Air Force veterans were issued a Separation Qualification Record; Navy and Coast Guard veterans were issued a Notice of Separation; Marine Corps veterans were issued a Report of Separation. The original separation report should be a notarized photocopy submitted to the College. Students should not submit the original. Students unable to locate the original separation report can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, Missouri, 63132 and forward it with the covering form from the National Personnel Records Center to the College. Members of the Reserves or National Guard should contact their units for any necessary documentation.

ARMY MOS

The College will award credit for enlisted Military Occupational Specialty classification (MOS) on the basis of the composite MOS evaluation score of 70 or higher in accordance with the recommendations of the American Council on Education. (Please note that the earliest date for enlisted MOS recommendations is October, 1973.) One factor in the composite score was a written MOS test which was discontinued in December, 1976. Since January, 1977, the Army has been phasing in a new system of evaluating MOS proficiency, the Skill Qualifications Tests (SQT's). A score of 60 or above is required for granting credit. The appropriate document to verify the attaining of a composite score is USAEEC Form 10A Enlisted Evaluation Data Report. The alternative to the SQT test for the period after December, 1976, is the Enlisted Evaluation Report (EER) with a score of 120 or above. Army personnel on Active Duty should request that their training office send a certified copy of the USAEEC Form 10A or EER to the College. Veterans should write to the National Personnel Records Center at 9700 Page Boulevard, St. Louis, Missouri 63132 for a copy of USAEEC Form 10A.

Many Warrant Officer MOSs have also been evaluated by ACE. Although a few warrant officer MOS recommendations are in effect from the 1940s and 1950s, most recommendations are in effect after 1960. Appropriate documentation to support the warrant officers MOS would be DA Form 2-1, Personnel Qualification Record or DA Form 66, Officer Qualification Record. Warrant Officers on active duty should provide a certified copy of either of these forms from their training office. Veterans should write to the National Personnel Records Center at the address above.

NAVY RATING

The American Council on Education has also evaluated various Navy Ratings. The earliest date for any of these recommendations is June, 1971. Appropriate verification can be found on DD 295, "Application for the Evaluation of Education Experiences During Military Service." Active duty personnel should contact the Education Office to obtain a certified copy of that form. Veterans should write to the National Personnel Records Center at 9700 Page Boulevard, St. Louis, Missouri 63132. Separation Report (DD 214) may also be used for verification.

Please note: The forms mentioned above as the appropriate documentation for verifying the award of credit for service experiences may not be sufficient. Separation reports (DD 214s) often lack sufficient information to determine if a student is entitled to the credit recommended by ACE. The College may require additional documents such as orders, certificates, or training records.

COLLEGES NOT APPROVED BY REGIONAL ASSOCIATIONS

Edison State College will not accept credits from colleges without Regional Institutional Accreditation. Edison has developed the Portfolio Assessment process to assist students to earn Edison credit for work completed at nonregionally accredited schools.

Prior to July, 1984, Edison reviewed a small number of programs accredited by the National Association of Trade and Technical Schools, the Association of Independent Colleges and Schools, and the American Association of Bible Colleges. The college will honor the transfer of credit for the specific courses evaluated. Only the specific courses from the same program will be honored. The credits will be honored for a five year period if the course title and description are the same as the course which was originally evaluated. Students are advised to apply for credit through Portfolio Assessment for any courses not previously reviewed.

The number of programs reviewed is small. Students may submit transcripts for review to determine whether they will receive direct credit or will need to submit a Portfolio.

CORRESPONDENCE COURSES

Students are encouraged to consider earning credit through independent study. Edison provides a number of independent study courses through Guided Study. These course are listed elsewhere in the catalog under Guided Study.

In order to assist students in selecting other courses through correspondence, Edison has made arrangements with four national correspondence programs to provide Edison students with their bulletins and information. To assist students the four programs and course offerings are listed on the following pages.

A national publication lists all 52 colleges and universities in the United States which provide courses by correspondence. Students may use courses from any correspondence school listed in the national publication, as long as the courses satisfy Edison degree requirements. To secure the publication students should write to:

NUCEA Book Order Department
Peterson's Guide
P.O. Box 2123
Princeton, NJ 08540

For telephone orders contact: Order Service Department

Non-New Jersey residents: (800) 225-0261
For New Jersey residents: (609) 924-5338

Indiana University

Students may earn credit toward their degree program by taking correspondence courses from Indiana University. Students register for the course directly with Indiana University. The credits earned will be placed on their transcript and forwarded to Edison State College at the student's request.

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Edison degree requirements. Students should call the Advisement Center for approval (609) 984-1179.

To request a University bulletin with course descriptions and registration information write or call:

Indiana University
Independent Study Program
Owen Hall 001
Bloomington, Indiana 47405
(812) 335-3693

The following correspondence courses are listed in the order they appear in the University bulletin. The University may temporarily withdraw a course or add new courses.

COURSE NUMBER	COURSE TITLE*
AFRICAN STUDIES	
E310	Introduction to Cultures of Africa (3)
A250	Introduction to African Art (3)
A364	History of Black Americans (3)
E432	History of Africa II (3)
Y325	Black Politics (3)
ANTHROPOLOGY	
A105	Human Origins and Prehistory (3)
E105	Culture and Society (3)
E310	Introduction to the Cultures of Africa (3)
ASTRONOMY	
A100	The Solar System (3)
A105	Stellar Astronomy (3)
A110	Introduction to Astronomy (3)
BIOLOGY	
N100	Contemporary Biology (3)
BUSINESS	
A201	Introduction to Accounting I (3)
A202	Introduction to Accounting II (3)
A203	Principles of Hospital Accounting (3)
A211	Intermediate Accounting (3)
A212	Intermediate Accounting (3)
A233	Intermediate Hospital Accounting (3)
A322	Advanced Financial Accounting I (3)
A325	Cost Accounting (3)
A328	Introduction to Taxation (3)
A333	Hospital Budgeting and Cost Analysis (3)
A335	Fund Accounting (3)
A339	Advanced Income Tax (3)
A434	The Professional Aspects of Accounting (3)
C204	Business Communications (3)
C300	Administrative Systems (3)
D300	International Business Administration (3)
D419	Environmental Analysis for International Business (3)
F260	Personal Finance (3)
F301	Financial Management (3)
G300	Introduction to Managerial Economics (3)
G330	Principles of Urban Economics (3)
G406	Business Enterprise and Public Policy (3)
L201	Legal Environment of Business (3)
L303	Commercial Law (3)
M300	Introduction to Marketing (3)
M419	Retail Management (3)
N300	Principles of Risk and Insurance (3)
R300	Principles of Real Estate (3)
T300	Principles of Transportation (3)
X100	Business Administration: Introduction (3)
X425	Job Search Techniques (1)
Z300	Organizational Behavior and Leadership (3)
Z300H	Organizational Behavior and Leadership (Hospital Version) (3)
CLASSICAL STUDIES	
C101	Ancient Greek Culture (3)
C102	Roman Culture (3)
C205	Classical Mythology (3)
C209	Medical Terms from Greek and Latin (2)
L100	Elementary Latin I (4)
L150	Elementary Latin II (4)
COLLEGE OF ARTS AND SCIENCES	
Q294	Basic Career Development (1)

*Numbers in parentheses indicate semester hour credits.

COURSE NUMBER	COURSE TITLE*
COMPARATIVE LITERATURE	
C190	An Introduction to Film (1)
C255	Modern Literature and the Other Arts: An Introduction (3)
COMPUTER SCIENCE	
C201	Introduction to Computer Programming (4)
C203	COBOL and File Processing (3)
C251	Foundations of Digital Computing (3)
C303	COBOL Programming (1)
CRIMINAL JUSTICE	
P100	Introduction to Criminal Justice (3)
P200	Theories of Norm-Violations (3)
P475	American Juvenile Justice System (3)
P320	Foundations of Criminal Investigation (3)
ECONOMICS	
E103	Introduction to Microeconomics (3)
E104	Introduction to Macroeconomics (3)
E270	Introduction to Statistical Theory in Economics and Business (3)
E360	Public Finance: Survey (3)
EDUCATION	
E343	Mathematics in the Elementary School (3)
K205	Introduction to Exceptional Children (3)
M135	Self-Instruction in Art (1-5)
M333	Art Experiences for the Elementary Teacher (2)
P407	Psychological Measurement in the Schools (3)
Q400	Man and the Environment: Instructional Methodology (3)
U205	Human Development Opportunities for College Students (3)
X150	Reading/Learning Techniques (1)
X152a	Reading/Learning Techniques (1)
X152b	Reading/Learning Techniques (1)
ENGLISH	
G205	Introduction to the English Language (3)
L141	Introduction to Writing and the Study of Literature I (4)
L141a	Introduction to Writing and the Study of Literature I (4)
L142	Introduction to Writing and the Study of Literature II (4)
L202	Literary Interpretation (3)
L202a	Literary Interpretation (3)
L203	Introduction to Drama (3)
L204	Introduction to Fiction (3)
L205	Introduction to Poetry (3)
L207	Women and Literature (3)
L211	English Literature to 1700 (3)
L212	English Literature since 1700 (3)
L213	Literary Masterpieces I (3)
L214	Literary Masterpieces II (3)
L220	Introduction to Shakespeare (3)
L314	Late Plays of Shakespeare (3)
L348	19th Century British Fiction (3)
L354	American Literature since 1914 (3)

*Numbers in parentheses indicate semester hour credits.

COURSE NUMBER	COURSE TITLE*
L355	American Fiction To 1900 (3)
L358	20th Century American Fiction (3)
L363	American Drama (3)
L390	Children's Literature (3)
W103	Introductory Creative Writing (3)
W119	Critical Review Writing (1)
W131	Elementary Composition (3)
W202	English Grammar Review (1)
W203a	Creative Writing (3)
W205	Vocabulary Acquisition (1)
W203b	Creative Writing (3)
W203c	Creative Writing (3)
W231	Professional Writing Skills (3)
W350	Advanced Expository Writing (3)
W350a	Advanced Expository Writing (3)
FINE ARTS	
A101	Ancient and Medieval Art (4)
A250	Introduction to African Art (3)
FOLKLORE	
101	Introduction to Folklore (3)
220	Introduction to American Folklore (3)
F404	Topics in Folklore: An Interdisciplinary Perspective (3)
FRENCH	
F100	Elementary French I (4)
F150	Elementary French II: Language and Culture (4)
GEOGRAPHY	
G107	Physical Systems of the Environment (3)
G109	Weather and Climate (3)
G110	Introduction to Human Geography (3)
G120	World Regional Geography (3)
G304	Meteorology and Physical Climatology (3)
G315	Environmental Conservation (3)
GEOLOGY	
G103	Earth Sciences: Materials and Processes (3)
HEALTH, PHYSICAL EDUCATION, AND RECREATION	
F258	Marriage and Family Interaction (3)
H363	Personal Health (3)
H366	Health Problems in the Community (3)
N220	Basic Nutrition (3)
N231	Human Nutrition (3)
P497	Organizational and Curricular Structures of Physical Education K-12 (3)
R160	Recreation and Leisure (3)
R317	Seminar in Recreation and Parks: Armed Forces Recreation (3)
R324	Recreational Sports Programming (3)
HISTORY	
A301	Colonial and Revolutionary America I (3)
A317	American Social History (3)
A318	The American West (3)
A333	History of Indiana I (2)
A363	Survey of Indiana History (3)
B361	Europe in the 20th Century I (3)
B362	Europe in the 20th Century II (3)
B356	French Revolution and Napolean (3)
E432	History of Africa II (3)

COURSE NUMBER	COURSE TITLE*
H101	The World in the 20th Century (3)
H103	Europe: Renaissance to Napoleon (3)
H104	Europe: Napoleon to the Present (3)
H105	American History I (3)
H106	American History II (3)
H111	Historical Background to Contemporary Problems I (3)
H207	Modern East Asian Civilization (3)
H211	Latin American Culture and Civilization (3)
H220	American Military History (3)
H233	Sports in History (3)
T226	Special Topics in History: Women in American History (3)
HISTORY AND PHILOSOPHY OF SCIENCE	
X200	Introduction to Scientific Reasoning (3)
X201	Nature of Scientific Inquiry (3)
X303	Introduction to Philosophy of Science (3)
HOME ECONOMICS	
H203	Textiles (3)
ITALIAN	
M100	Elementary Italian I (4)
M150	Elementary Italian II (4)
JOURNALISM	
C200	Introduction to Mass Communications (3)
C300	The Citizen and the News (3)
J327	Writing for Publications (3)
LABOR STUDIES	
L101	American Labor History (3)
L201	Labor Law (3)
L203	Labor and the Political System (3)
L220	Grievance Representation (3)
L240	Occupational Health and Safety (3)
L270	Union Government and Organization (3)
L320	Grievance Arbitration (3)
L495	Directed Labor Study (1-6) By Arrangement
LINGUISTICS	
L103	Introduction to the Study of Language (3)
MATHEMATICS	
GIBM 1	Arithmetic for Algebra (0)
GIBM 2	Arithmetic for Algebra II (0)
GIBM 3	Overcoming Math Anxiety (0)
M014	Basic Algebra (4)
M110	Excursions into Mathematics (3)
M118	Finite Mathematics (3)
M119	Brief Survey of Calculus I (3)
M125	Pre-Calculus Mathematics (3)
M126	Trigonometric Functions (2)
M215	Analytic Geometry and Calculus I (5)
M216	Analytic Geometry and Calculus II (5)
T101	Mathematics for Elementary Teachers I (3)
T102	Mathematics for Elementary Teachers II (3)
T103	Mathematics for Elementary Teachers III (3)
MUSIC	
M174	Music For The Listener (3)
T109	Rudiments of Music I (3)

*Numbers in parentheses indicate semester hour credits.

COURSE NUMBER	COURSE TITLE*
NURSING	
B215	Nutrition Throughout the Life Cycle (3)
B219	Pharmacology (3)
B400	Framework for Nursing Practice (1)
H430	Health Promotion in the Community (3)
J304	Acute Health Disruptions (3)
J305	Health Disruptions (3)
J355	Dynamics of Nursing I (3)
J356	Dynamics of Nursing II (3)
J357	Dynamics of Nursing III (3)
J358	Dynamics of Nursing IV (3)
L473	Leadership in Nursing (3)
P306	Mental Health Disruptions (3)
PHILOSOPHY	
P100	Introduction to Philosophy (3)
P140	Elementary Ethics (3)
P201	Ancient Greek Philosophy (3)
P282	Women in Philosophical Thought (3)
P337	Philosophy of Work (3)
PHYSICS	
P101	Physics in the Modern World I (4)
P110	Energy (2)
P120	Energy and Technology (3)
POLITICAL SCIENCE	
Y103	Introduction to American Politics (3)
Y105	Introduction to Political Theory (3)
Y109	Introduction to World Politics (3)
Y200	Sex Discrimination and the Law (3)
Y325	Black Politics (3)
Y301	Political Parties and Interest Groups (3)
AY308	Urban Politics (3)
PSYCHOLOGY	
K300	Statistical Techniques (3)
P101	Introductory Psychology I (3)
P102	Introductory Psychology II (3)
P316	Psychology of Childhood and Adolescence (3)
P319	Psychology of Personality (3)
P320	Social Psychology (3)
P324	Abnormal Psychology (3)
RELIGIOUS STUDIES	
R152	Introduction to Religion in the West (3)
SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS	
V366	Managing Human Resources (3)
V373	Personnel Management in the Public Sector (3)
V445	Policy in State Government (3)
SOCIOLOGY	
R121	Social Problems (3)
S100	Sociological Analysis of Society (3)
S161	Principles of Sociology (3)
S210	Social Organization (3)
S215	Social Change (3)
S230	Society and the Individual (3)
S305	Population and Human Ecology (3)
S309	The Community (3)
S313	Sociology of Religion (3)

COURSE NUMBER	COURSE TITLE*
S315	Sociology of Work (3)
S316	Sociology of the Family (3)
S317	Social Stratification (3)
S320	Deviant Behavior and Social Control (3)
S326	Sociology of Law (3)
S338	Sociology of Sex Roles (3)
S340	Social Theory (3)
S361	Urban Sociology (3)
SPANISH	
S100	Elementary Spanish I (4)
S150	Elementary Spanish II (4)
S216	Second-Year Spanish Reading I (3)
S266	Second-Year Spanish Reading II (3)
SPEECH-COMMUNICATION	
S121	Public Speaking (2)
S122	Interpersonal Communication (2)
S223	Business and Professional Speaking (3)
S339	Freedom of Speech (3)
WOMAN'S STUDIES	
L207	Women and Literature (3)
P282	Special Topics in History: Women in American History (3)
Y200	Contemporary Political Topics: Sex Discrimination and the Law (3)
S316	Sociology of the Family (3)
S338	Sociology of Sex Roles (3)

*Numbers in parentheses indicate semester hour credits.

Ohio University

Students may earn credit toward their degree program by taking correspondence courses from Ohio University. Students register for the course directly with Ohio University. The credits earned will be placed on an Ohio University transcript and forwarded to Edison State College at the student's request.

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Edison degree requirements. Students should call the Advisement Center for approval (609) 984-1179.

To request a University bulletin with course descriptions and registration information write or call:

Ohio University
Independent Study
Tupper Hall 303
Athens, Ohio 45701
(614) 594-6721

The following correspondence courses are listed in the order they appear in the University Bulletin. The University may temporarily withdraw a course or add new courses.

Ohio University credits are listed in quarter credit hours which will be converted to semester credit hours when transferred to an Edison State College transcript, on the following basis:

2 quarter hours = 1.3 semester hours
3 quarter hours = 2 semester hours
4 quarter hours = 2.6 semester hours
5 quarter hours = 3.3 semester hours

COURSE NUMBER	COURSE TITLE*
ACCOUNTING	
201	Financial Accounting (4)
202	Managerial Accounting (4)
203	Accounting Information Systems (4)
AFRO-AMERICAN STUDIES	
150	Introduction to Black Media (4)
ART HISTORY	
211	History of Art (4)
AVIATION	
110	Private Pilot Ground Instruction (4)
310	Commercial Pilot Ground Instruction (4)
350	Instrument Ground Instruction (4)
BOTANY	
101	Principles of Biology (5)
102	Plant Biology (5)
BUSINESS ADMINISTRATION	
101	Business and Its Environment (4)
310	Production Management (4)
445	Small Business Administration (4)
BUSINESS LAW	
255	Law and Society (4)
356	Law of the Management Process (4)
357	Law of Commercial Transactions (4)
442	Law of Property and Real Estate (4)
BUSINESS MANAGEMENT TECHNOLOGY	
260	Business Report Writing (4)

*Numbers in parentheses indicate quarter hour credits.

COURSE NUMBER	COURSE TITLE *
CHEMISTRY	
121	Principles of Chemistry I (4)
122	Principles of Chemistry II (4)
301	Organic Chemistry (3)
302	Organic Chemistry (3)
CLASSICAL LANGUAGES: GREEK AND LATIN LANGUAGES	
111	Beginning Greek (4)
112	Beginning Greek (4)
113	Beginning Greek (4)
111	Beginning Latin (4)
112	Beginning Latin (4)
211	Intermediate Latin (4)
COMPUTER SCIENCE	
120	Computer Science Survey (5)
ECONOMICS	
103	Principles of Macroeconomics (4)
104	Principles of Microeconomics (4)
303	Microeconomics (4)
304	Macroeconomics (4)
320	Labor Economics (4)
340	International Economics (4)
360	Money and Banking (4)
EDUCATION-GUIDANCE COUNSELING, AND STUDENT SERVICES	
102	Life and Career Experiences Analysis (4)
201	Career and Life Planning Seminar (3)
ELEMENTARY EDUCATION	
321	Children's Literature (4)
ENGINEERING, CHEMICAL	
200	Introduction to Chemical Engineering (4)
ENGLISH LANGUAGE AND LITERATURE	
151	Freshman Composition: Writing and Rhetoric (5)
152	Freshman Composition: Writing and Reading (5)
153A	Women and Men in Literature (5)
200	Introduction to Literature (4)
201	Interpretation of Fiction (5)
202	Interpretation of Poetry (5)
203	Interpretation of Drama (5)
206	Introduction to International Literature III: The Modern Tradition (5)
301	Shakespeare, The Histories (5)
302	Shakespeare, The Comedies (5)
303	Shakespeare, The Tragedies (5)
308J	Advanced Composition (5)
309A	Creative Writing: Poetry (5)
309B	Creative Writing: Fiction (5)

COURSE NUMBER — COURSE TITLE*

312 Medieval and Renaissance English Literature (5)
313 Restoration and Neoclassical English Literature (5)
314 Romantic and Victorian Literature (5)
321 American Literature to the Civil War (5)
322 American Literature Since the Civil War (5)
331 20th Century British and American Literature (5)

Humanities:
107 Humanities — Great Books (4)
108 Humanities — Great Books (4)
109 Humanities — Great Books (4)
307 Humanities — Great Books (4)
308 Humanities — Great Books (4)
309 Humanities — Great Books (4)

Spanish:
336A Spanish Literature in English (4)
336B Spanish Literature in English (4)

FINANCE
325 Managerial Finance (4)

GEOGRAPHY
101 Elements of Physical Geography (5)
121 Elements of Cultural Geography (4)

HEALTH, PHYSICAL EDUCATION AND RECREATION
202 Personal and Community Health (4)
302 Kinesiology (4)
390 Community Health (4)
404 History and Principles of Physical Education (4)
406 Organization and Administration of Physical Education (4)
449 Administration of Recreation (4)

HISTORY
101 Western Civilization in Modern Times (4)
102 Western Civilization in Modern Times (4)
103 Western Civilization in Modern Times (4)
211 American History to 1828 (4)
212 History of the United States, 1828-1900 (4)
213 History of the United States Since 1900 (4)
317A Ohio History to 1851 (4)
317B Ohio History Since 1851 (4)
354 Early Christianity: East and West (4)

HOME ECONOMICS
128 Introduction to Nutrition (4)
180 Furnishing Today's Home (3)
390 Family Consumer Economics (3)

HUMAN RESOURCE MANAGEMENT
420 Human Resources Management (4)

INTERPERSONAL COMMUNICATION
101 Fundamentals of Human Communication (3)
105 Introduction to Mass Communications (4)
234 Introduction to Communication Theory (5)

JOURNALISM
105 Introduction to Mass Communications (4)

*Numbers in parentheses indicate quarter hour credits.

COURSE NUMBER — COURSE TITLE*

LAW ENFORCEMENT TECHNOLOGY
100 Introduction to Law Enforcement Technology (3)
120 Constitutional, Criminal, And Civil Law (3)
130 Interviewing and Report Writing (3)
260 Criminal Investigation (3)

LIBRARY AND INFORMATION TECHNOLOGY
102 Support Operations for Public Services (4)

MANAGEMENT SYSTEMS
200 Introduction to Management (4)
300 Management (4)
325J Communication Behavior in the Modern Organization (4)

MARKETING
101 Consumer Survival in the Marketplace (4)
301 Marketing Principles (4)

MATHEMATICS
101 Basic Mathematics (0)
113 Algebra (0)
115 Introduction to Mathematics (Precalculus) (5)
116 Analytic Trigonometry (2)
118 Elementary Applied Mathematics (4)
120 Elementary Topics in Mathematics (5)
121 Elementary Topics in Mathematics (5)
130 Plane Analytic Geometry (3)
163A Introduction to Calculus (5)
163B Introduction to Calculus (3)
211 Elementary Linear Algebra (5)
250A Finite Mathematics (5)
263A Analytic Geometry and Calculus (5)
263B Analytic Geometry and Calculus (5)
330 Foundations of Geometry (5)

MODERN LANGUAGES
111 Elementary German (4)
112 Elementary German (4)
113 Elementary German (4)

MUSIC
321 History and Literature of Music (3)
370 Practicum in Piano Pedagogy (2)
428 Jazz History (3)

PHILOSOPHY
101 Fundamentals of Philosophy (5)
120 Principles of Reasoning (4)
130 Introduction to Ethics (4)
232 Philosophy of Art (3)
260 Philosophy of Religion (4)
301 Introduction to Philosophy (3)
310 History of Western Philosophy: Ancient (5)
350 Philosophy of Culture (5)

PHYSICAL SCIENCE
100B The Universe (4)
101 Physical World (4)
105 Color, Light, and Sound (4)
121 Physical World (3)

PHYSICS
201 Introduction to Physics (3)
202 Introduction to Physics (3)
203 Introduction to Physics (3)

POLITICAL SCIENCE
101 American National Government (4)
304 State Politics (5)

PSYCHOLOGY
101 General Psychology (5)
275 Educational Psychology (4)
332 Abnormal Psychology (4)
333 Psychology of Personality (4)
335 Environmental Psychology (4)
337 Social Psychology of Justice (4)
374 Psychology of Adulthood and Aging (4)

QUANTITATIVE BUSINESS ANALYSIS
201 Introduction to Business Statistics (4)

SECURITY/SAFETY TECHNOLOGY
101 Introduction to Protective Services (3)
110 Physical Security Systems (3)
120 Occupational Safety and Health (3)
201 Fire Safety and Fire Codes (3)
210 Loss Prevention in Modern Retailing (3)
220 Analysis of Security Needs — Survey (3)
230 Information and Data Systems Security (3)
240 Security Administration (3)
250 Current Problems in Security (3)
260 Analytical Accounting (3)
290A Special Area Studies: Terrorism (3)
290B Special Area Studies: Law and Security (3)

SOCIOLOGY
101 Introduction to Sociology (5)
334 Sociology of Aging (4)
351 Elementary Research Techniques (4)
362 Criminology (4)

TELECOMMUNICATIONS
105 Introduction to Mass Communications (4)
106 Introduction to Radio-Television (4)

UNIVERSITY COLLEGE
110 Effective Study Skills (2)
112 Speed Reading and Comprehension (2)

ZOOLOGY
101 Principles of Biology (5)
103 Human Biology (5)
150 Introduction to Zoology (6)
352 Kinesiology (4)
384 Bioethnical Problems in Biology and Medicine (5)
390H Biology and the Future of Man (5)

*Numbers in parentheses indicate quarter hour credits.

Pennsylvania State University

Students may earn credit toward their degree program by taking correspondence courses from Pennsylvania State University. Students register for the course directly with Pennsylvania State University. The credits earned will be placed on the Pennsylvania State University transcript and forwarded to Edison State College at the student's request.

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Edison degree requirements. Students should call the Advisement Center for approval (609) 984-1179.

To request a University bulletin with course descriptions and registration information write or call:

Pennsylvania State University
Dept. of Independent Study by Correspondence
128 Mitchell Building
University Park, PA 16802
(814) 865-5403

The following correspondence courses are listed in the order they appear in the University bulletin. The University may temporarily withdraw a course or add new courses.

COURSE NUMBER	COURSE TITLE*
ART	
Art 1	The Visual Arts and the Studio: An Introduction (3)
Art 120	Introduction to Drawing (3)
ART HISTORY	
Art H 110	Survey of Western Art (3)
LANDSCAPE ARCHITECTURE	
L Arch 60	History of Landscape Architecture (3)
THEATRE ARTS	
Thea 440	Principles of Playwriting (3)
ACCOUNTING	
Acctg 101	Introductory Financial Accounting (3)
Acctg 104	Introductory Managerial Accounting (3)
Acctg 206	Introductory Federal Income Taxation (4)
Acctg 801	Introductory Accounting (3)
Acctg 802	Introductory Accounting (3)
BUSINESS ADMINISTRATION	
B A 100	Introduction to Business: The Business File (3)
B A 250	Problems of Small Business (3)
BUSINESS LAW	
B Law 243	Legal Environment of Business (3)
BUSINESS LOGISTICS	
B Log 301	Business Logistics Management (3)
B Log 304	Transport Systems (3)
FINANCE	
Fin 100	Introduction to Finance (3)
Fin 108	Personal Finance (3)
Fin 204	Security Markets (3)
Fin 301	Corporation Finance (3)
Fin 306	Investment Valuation (3)
MANAGEMENT	
Mgmt 100	Survey of Management (3)
Mgmt 321	Organizational Behavior (3)
Mgmt 341	Personnel Management (3)
QUANTITATIVE BUSINESS ANALYSIS	
Q B A 101	Introduction to Quantitative Business Analysis (3)
Q B A 102	Elementary Business Statistics (3)
METEOROLOGY	
Meteo 2	Weather and Man (2)
Meteo 452	Tropical Meteorology (3)
Meteo 474	Applications of Statistics to Meteorology (3)
COMMUNICATIONS	
Comm 120	Advertising and Society (3)
Comm 297G	Special Topics: Introduction to Radio News (3)
EDUCATIONAL PSYCHOLOGY	
Ed Psy 20	Educational Psychology for Professional Effectiveness (3)
Ed Psy 400	Introduction to Statistics in Educational Research (3)
EDUCATIONAL THEORY AND POLICY	
Ed Th P 416	Sociology of Education (3)
Soc 416	
Ed Th P 430	History of Education in the U.S. (3)
INDUSTRIAL EDUCATION	
I Ed 1	Vocational Education (3)
I Ed 106	Safety Education for Vocational Teachers (3)
CIVIL ENGINEERING	
C E 370	Water Pollution Control (3)
C E 861	Fluid Flow (3)
ELECTRICAL ENGINEERING	
E E 251	Signals and Circuits I (3)
E E 352	Signals and Circuits II (3)
E E T 801	Fundamentals of Electrical Circuits (4)
E E T 804	A.C. Circuits (2)
ENGINEERING GRAPHICS	
E G 1	Engineering Drawing (2)
E G 10	Introductory Engineering Graphics (1)
E G 11	Engineering Design Graphics (1)
E G 12	Spatial Analysis (2)
E G 803	Advanced Engineering Drawing (3)
ENGINEERING MECHANICS	
E Mch 11	Statistics (3)
E Mch 12	Dynamics (3)
E Mch 13	Strength of Materials (3)
E Mch 811	Elementary Mechanics (3)
E Mch 813	Strength and Properties of Materials (3)
INDUSTRIAL ENGINEERING	
I E 315	Industrial Organization and Administration (3)
MECHANICAL ENGINEERING	
M E 805	Kinematics (3)
M E 810	Product Design (3)
NUCLEAR ENGINEERING	
Nuc E 297G	Special Topics: Understanding Health Effects of Ionizing Radiation (3)
Nuc E 497G	Special Topics: Understanding Health Effects of Ionizing Radiation (4)
PHYSICAL EDUCATION	
Ph Ed 140	History, Orientation, and Principles of Health and Physical Education (3)
Ph Ed 400	Adapted Physical Education (3)
Ph Ed 489	Intramural Athletics (3)

*Numbers in parentheses indicate semester hour credits.

COURSE NUMBER	COURSE TITLE*
Ph Ed 490	Measurement and Evaluation in Health and Physical Education (2)
Ph Ed 491	Organization and Administration of Health and Physical Education in Schools (2)
Ph Ed 493	Methods and Principles of Athletic Coaching (2)
RECREATION AND PARKS	
Rc Pk 120	Leisure and Human Experience (3)
Rc Pk 434	Functional Planning and Evaluation of Park Support Systems (3)
DIETETIC FOOD SYSTEMS MANAGEMENT	
D S M 205	Human Relations Dietetic Supervisory Skills (3)
D S M 250	Quantity Food Production Management (4)
HEALTH EDUCATION	
Hl Ed 5	Health Aspects of Sports (1)
Hl Ed 19	Man and Disease (1)
Hl Ed 43	Drugs in Society (1)
Hl Ed 46	Introduction to Health Aspects of Human Sexuality (1)
Hl Ed 57	Consumer Health (1)
Hl Ed 60	Principles and Practices of Healthful Living (3)
Hl Ed 496	Community Emergency Medical Services (3)
HEALTH PLANNING AND ADMINISTRATION	
H P A 101	Introduction to Health Services Organization (3)
HOTEL AND FOOD SERVICE	
H F S 802	Sanitation Practices in Food Service Operations (3)
H F S 860	Food Service Supervision (4)
H F S 875	Hospital Food Operating Systems (4)
INDIVIDUAL AND FAMILY STUDIES	
I F S 129	Introduction to Individual and Family Development (3)
I F S 219	Family Financial Management (3)
I F S 229	Infant and Child Development (3)
I F S 249	Adult Development and Aging (3)
I F S 297E	Special Topics: Child Maltreatment (1)
I F S 297F	Special Topics: Family Day Care (1)
NUTRITION	
Nutr 150	Elementary Nutrition (2)
Nutr 251	Intro Principles of Nutrition (3)
Nutr 252	Diet Therapy and Nutrition Care in Disease (4)
Nutr 801	Nutrition Component of the Food Service System (3)
ADMINISTRATION OF JUSTICE	
Adm J 401	Probation, Parole, and Pardons (3)
AMERICAN STUDIES	
Am St 100	Introduction to American Studies (3)
ANTHROPOLOGY	
Anthy 1	Introductory Anthropology (3)
Anthy 45	Cultural Anthropology (3)
COMPARATIVE LITERATURE	
C Lit 1	Masterpieces of Western Literature Through the Renaissance (3)
C Lit 2	Masterpieces of Western Literature Since the Renaissance (3)
ECONOMICS	
Econ 2	Introductory Microeconomic Analysis and Policy (3)
Econ 4	Introductory Macroeconomic Analysis and Policy (3)
Econ 14	Principles of Economics (3)
Econ 315	Labor Economics (3)
ENGLISH	
Engl 4	Basic Writing Skills (3)
Engl 15	Rhetoric Composition (3)
Engl 100	English Language Analysis (3)
Engl 101	Understanding Literature (3)
Engl 202A	Effective Writing: Writing in the Social Sciences (3)
Engl 202D	Effective Writing: Business Writing (3)
Engl 232	American Literature from 1865 (3)
FRENCH	
Fr 1	Elementary French (4)
Fr 2	Elementary French (4)
Fr 3	Intermediate French (4)
GERMAN	
Ger 1	Elementary German I (4)
Ger 2	Elementary German II (4)
Ger 3	Intermediate German (4)
HISTORY	
Hist 1	The Western Heritage I (3)
Hist 2	The Western Heritage II (3)
Hist 12	History of Pennsylvania (3)
Hist 21	History of U.S. Since 1877 (3)
Hist 143	History of Fascism and Nazism (3)
Hist 150	Colonial Pennsylvania (3)
Hist 156	History of the American Worker (3)
LABOR STUDIES	
L S 100	Industrial Relations
PHILOSOPHY	
Phil 1	Critical Thinking and Argument (3)
Phil 2	Existentialism (3)
Phil 4	Basic Problems of Philosophy (3)
Phil 12	Elements of Symbolic Logic (3)
POLITICAL SCIENCE	
PlSc 1	American National Government (3)
PlSc 3	Government and Politics in Modern Society (3)
PlSc 20	Comparative Politics — Western Europe (3)
PlSc 425	Government and Politics of the American States (3)
PSYCHOLOGY	
Psy 37	Mental Health (3)
PUBLIC ADMINISTRATION	
Pub A 496C	Public Personnel Administration (3)
RELIGIOUS STUDIES	
Rl St 1	Introduction to the Study of Religion (3)
Rl St 3	Introduction to the Religions of the East (3)
Rl St 4	Jewish and Christian Foundations (3)
RL St 19	Religion in American Life and Thought (3)

*Numbers in parentheses indicate semester hour credits.

COURSE NUMBER	COURSE TITLE *
RUSSIAN	
Rus 5	Elementary Technical Russian: Acquisition of Skills in Reading (4)
SOCIAL SCIENCE	
So Sc 1	The Urbanization of Man: A Social Science Perspective (3)
SOCIOLOGY	
Soc 1	Introductory Sociology (3)
Soc 3	Introductory Social Psychology (3)
Soc 15	Urban Sociology (3)
Soc 30	Sociology of the Family (3)
SPANISH	
Span 3	Intermediate Spanish (4)
Span 231	Masterpieces of Spanish American Literature in English Translation (3)
BIOLOGICAL SCIENCE	
Bi Sc 2	Genetics, Ecology, and Evolution (3)
Bi Sci 3	Man and His Environment (3)
BIOLOGY	
Biol 20	Plants, Places, and People (3)
Biol 41	Physiology (3)
CHEMISTRY	
Chem 12	Chemical Principles (3)
Chem 13	Chemical Principles (3)
Chem 34	Organic Chemistry (3)
MATHEMATICS	
Math 4	Intermediate Algebra (3)
Math 5	College Algebra I (3)
Math 6	Plane Trigonometry (3)
Math 7	College Algebra II and Analytic Geometry (3)
Math 17	Finite Mathematics (3)
Math 18	Elementary Linear Algebra (3)
Math 35	General View of Mathematics (3)
Math 36	Insights into Mathematics (3)
Math 110	Techniques of Calculus I (4)
Math 111	Techniques of Calculus II (2)
Math 140	Calculus with Analytic Geometry I (4)
Math 141	Calculus with Analytic Geometry II (4)
Math 200	Number Systems (3)
Math 220	Matrices (2)
Math 250	Ordinary Differential Equations (3)
Math 251	Ordinary and Partial Differential Equations (4)
Math 807	Technical Mathematics (5)
Math 808	Technical Mathematics and Calculus (4)
PHYSICAL SCIENCE	
Ph Sc 7	Physical Science (3)
PHYSICS	
Phys 201	General Physics (4)
Phys 202	General Physics (without lab) (4)
Phys 203	General Physics (3)
STATISTICS	
Stat 200	Elementary Statistics (4)

*Numbers in parentheses indicate semester hour credits.

University of Nebraska-Lincoln

Students may earn credit toward their degree program by taking correspondence courses from the University of Nebraska-Lincoln. Students register for the course directly with the University of Nebraska-Lincoln. The credits earned will be placed on the University of Nebraska-Lincoln transcript and forwarded to Edison State College at the student's request.

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Edison degree requirements. Students should call the Advisement Center for approval (609) 984-1179.

To request a University bulletin with course descriptions and registration information write or call: University of Nebraska-Lincoln, Division of Continuing Studies, 269 Nebraska Center for Continuing Education, Lincoln, Nebraska 68583-0900, (402) 472-1926.

ACCOUNTANCY	
201x	Introductory Accounting (3)
202x	Introductory Accounting (3)
308x	Managerial Accounting (3)
313x	Intermediate Accounting (3)
AGRICULTURAL ECONOMICS	
276x	Rural Sociology (3)
ART	
167x	Introduction to Art History and Criticism (3)
BIOLOGICAL SCIENCES	
320x	Introductory Ecology (3)
BROADCASTING	
474x	Advanced Broadcast Writing (3)
CLASSICS	
116x	Scientific Greek and Latin (2)
CURRICULUM AND INSTRUCTION	
307x	Teaching Social Studies in the Elementary School (3)
ECONOMICS	
211x	Principles of Economics (3)
212x	Principles of Economics (3)
215x	Statistics (3)
245x	Elementary Quantitive Methods (3)
307x	Principles of Insurance (3)
EDUCATIONAL PSYCHOLOGY AND SOCIAL FOUNDATIONS	
261x	Fundamentals of Psychology for Education (3)
362x	Learning in the Classroom (3)
ENGLISH	
100x	Composition and Literature Survey (3 or 6)
103x	Composition and Short Story (3)
205Bx	Modern Fiction (3)
230x	Shakespeare (3)
255x	Business Writing (3)
258x	Special Topics in Writing (2)
FINANCE	
361x	Finance (3)
382x	Real Estate Principles and Practice (3)
482x	Real Estate Finance (3)
GEOGRAPHY	
120x	Introductory Economic Geography (3)
140x	Introduction to Human Geography (3)
271x	Geography of the United States (3)
375x	Geography of Asia (3)

*Numbers in parentheses indicate semester hour credits.

HEALTH, PHYSICAL EDUCATION AND RECREATION	
101x	Elements of Health Promotion (3)
170x	Emergency Health Care (3)
HISTORY	
101x	Western Civilization since 1715 (3)
201x	American History to 1877 (3)
202x	American History after 1877 (3)
211x	History of the Middle Ages (3)
212x	History of Early Modern Europe: Renaissance to the French Revolution (3)
359x	History of Nebraska (3)
HUMAN DEVELOPMENT AND THE FAMILY	
160x	Human Development and the Family (3)
HUMAN NUTRITION AND FOOD SERVICE MANAGEMENT	
151x	Introduction to Nutrition (3)
INDUSTRIAL AND MANAGEMENT SYSTEMS ENGINEERING	
206x	Intro. to Industrial Decision Models (3)
MANAGEMENT	
245x	Elementary Quantitive Methods (3)
331x	Operations and Resources Management (3)
361x	Personnel Administration (3)
835x	Administrative Policy (3)
MARKETING	
341x	Marketing (3)
MATHEMATICS AND STATISTICS	
90x	Algebra (None)
100x	Algebra (2)
101x	Algebra (2)
102x	Trigonometry (2)
106x	Analytic Geometry and Calculus I (5)
107x	Analytic Geometry and Calculus II (5)
208x	Analytic Geometry and Calculus III (4)
PHILOSOPHY	
110x	Elementary Logic (3)
265x	Philosophy of Religion (3)
PHYSICS AND ASTRONOMY	
141x	General Physics for the Life Sciences (4 or 5)
142x	General Physics for the Life Sciences (4 or 5)
211x	General Physics (4)
212x	General Physics (4)
POLITICAL SCIENCE	
100x	American National and State Government (3)
104x	Contemporary Foreign Governments and their Problems (3)
230x	Political Parties and Election Campaigns (3)
PSYCHOLOGY	
170x	Elementary Psychology I (3)
171x	Elementary Psychology II (3)
222x	Psychosocial Aspects of Alcoholism (3)
REAL ESTATE	
345x	Real Estate Management (3)
382x	Real Estate Principles and Practice (3)
439x	Real Estate Investments (3)
441x	Fundamentals of Real Estate Appraisal (3)
482x	Real Estate Finance (3)
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209x	Delinquency and Crime (3)
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241x	Rural Sociology (3)
VOCATIONAL AND ADULT EDUCATION	
331x	Cultural Foundations of American Education (3)

OTHER STUDENT SERVICES

FINANCIAL AID AND SCHOLARSHIPS

Financial aid information and counseling are available in the Cherry Hill or Trenton Office. Applications, forms, and further information concerning financial aid are available from: Director of Financial Aid, Thomas A. Edison State College, 100 Kings Highway South, Cherry Hill, New Jersey 08034 at 609/354-0090.

All applicants for financial aid must complete a College Scholarship Service "Financial Aid Form." (The College Scholarship Service number for Edison State College is 2748). All financial aid applicants must have applied to the College and have had an official evaluation of previous college credits.

Institutional awards are made by the Committee on Financial Aid on the basis of academic promise and financial need. Life circumstances and family responsibility are taken into consideration. Limited funds are available through the following private sources:

Larraine R. Matusak Scholarship

The Larraine R. Matusak Scholarship is an endowed fund that was instituted in honor of Edison State College's second president. Information on the Matusak Scholarship is available from the Financial Aid Office.

The Charlotte W. Newcombe Foundation

The Charlotte W. Newcombe Foundation Scholarship fund is for women 25 or older who are preparing for a second career, are pursuing a degree at Edison State College, and have completed at least half the credits (60 semester hours) toward the baccalaureate degree.

New Jersey Bell Scholarship

Funds have been provided annually by the New Jersey Bell Telephone Company in order to provide scholarships to help New Jersey residents pay a portion of their Edison State College fees.

Public Service Electric & Gas Scholarship

Funds have been provided annually by Public Service Electric & Gas Company to provide scholarships to help financially needy Edison State College students pay a portion of their fees.

Other Sources

The College participates on a limited basis in the Pell, Guaranteed Student Loan, and New Jersey Tuition Aid Grant Programs.

The most overlooked source of financial aid for adults is through their employer. Students are advised to check with their personnel office to see if there is a tuition reimbursement program.

Additional sources of aid are listed in "Financial Aid Opportunities for Adults" which can be obtained from the Financial Aid Office at the College.

Veterans' Benefits

For enrolled students at Edison State College, V.A. benefits can be applied only to classroom courses taken at approved colleges. The courses must be applicable to the degree program being pursued. A written request for course approval must be submitted to the Registrar's Office at Edison State College. If the courses have not been approved by an advisor, photocopies of the course descriptions must accompany the request.

The institution where courses are being taken is responsible for forwarding all necessary V.A. forms to the Veteran's Administration. The enrollment certification should not be forwarded by the institution until the specific courses that a student is taking are approved by the Registrar's Office at Edison State College.

The student must be active (all current fees paid) before course approval will be given.

MILITARY ADVISEMENT

Edison State College is a participating institution in the Servicemembers Opportunity College and Servicemembers Opportunity College Associate Degree Programs as well as a member of the Navy Campus Consortium. The College provides academic services on a regular basis at Fort Dix, Fort Monmouth, McGuire Air Force Base, Naval Air Engineering Center at Lakehurst, and the Philadelphia Naval Station.

Active and retired military personnel, reservists, and educational specialists are encouraged to contact the Director of Military Affairs for academic advisement or to request Edison State College literature. For further information, write or call: Director of Military Affairs, Thomas A. Edison State College, 100 Kings Highway South, Cherry Hill, New Jersey 08034, (609) 354-0090.

DRUG ABUSE PREVENTION

The College provides information concerning drug abuse to any student, officer, or employee of the College. Information and referrals to agencies offering drug abuse counseling can be obtained from the Cherry Hill Office, 609/354-0090.

STATEWIDE TESTING AND ASSESSMENT CENTER

Most testing and assessment services are available to students not enrolled at Edison State College who wish to meet degree or certifying requirements at other colleges or agencies. The Statewide Testing and Assessment Center allows students to demonstrate their college-level knowledge by taking college-equivalency examinations or by preparing a portfolio for assessment. Credits earned by these means are sent on an Edison State College transcript to the institution or agency designated by the student.

All of the colleges working with the Center believe that people should receive credit for what they know regardless of how, when, or where that knowledge was acquired. Each of the participating colleges has a policy for awarding credit and will accept Edison State College transcripts towards their degree programs.

Full advisement and workshop services are available to students choosing to undergo assessment of their prior learning through portfolio.

Although the Center was established primarily to serve students enrolled at the cooperating institutions, students at any college or university may earn credit through the services of the Center with the approval of an academic advisor or dean at their home institution. The services of the Center may also be used to meet various certifying and licensure requirements.

The following institutions are members of the Center:

Atlantic Community College
Bergen Community College
Brookdale Community College
Bucks County Community College
Burlington County College
Caldwell College
Camden County College
College of St. Elizabeth
County College of Morris
Cumberland County College
Essex County College
Felician College
Georgian Court College
Glassboro State College
Gloucester County College
Hudson County Community College
Jersey City State College
Kean College of New Jersey
Marywood College
Mercer County Community College
Middlesex County College
Montclair State College
Rider College
Rutgers, The State University (University College, Newark)
Salem Community College
Somerset County College
Stockton State College
Sussex County Community College
Thomas A. Edison State College
Trenton State College
Upsala College
Warren County Community College
William Paterson College

ALUMNI ASSOCIATION

The Edison State College Alumni Association was founded in 1976 to encourage a spirit of loyalty to the College and fellowship among alumni through a program of activities sponsored by the Association and its Chapters. All Edison graduates are members of the Association.

Meetings and social events in regional areas where there are concentrations of Edison alumni are scheduled periodically by the College's Alumni Office. Such events have taken place in Atlanta, Georgia; Washington, DC; Chicago, Illinois; New York City, New York; and San Antonio, Texas. Edison graduates interested in information about Alumni Affairs or activities or in exploring the possibilities of a regional gathering of alumni are invited to call or write the Alumni Office, Edison State College, 20 Evergreen Place, East Orange, N.J. 07018; 201/266-1950.

CENTER FOR CORPORATE PARTNERSHIPS

To help organizations meet their human resource development goals, the College operates the Center for Corporate Partnerships. Organizations may work through the Center to develop flexible higher education programs tailored to meet the needs of their employees. The College will provide on-site presentations about Edison State College's flexible, individualized methods of completing college degrees.

College Credit Recommendations for Formal Courses

Formal courses offered to employees or clients can be equated to college courses and recommended for college credit through the Program on Noncollegiate Sponsored Instruction (PONSI). Edison State College manages this program in New Jersey, operating as a field representative for the American Council on Education (ACE).

College credit recommendations resulting from the evaluation are published in **The National Guide.** Students can use such credit recommendations at Edison State College and a number of other New Jersey colleges and universities as well as at more than 1500 colleges nationally. The recommendation for credit is based on the expert judgement of a team of three subject matter and curriculum specialists who examine the course's objectives, learning activities, and evaluation strategies. Edison State College accepts PONSI recommendations on the equivalent terms with other transfer credit.

For Additional Information

Interested businesses, organizations, or corporations wishing to discuss College services may write or call:

Director, Center for Corporate Partnerships
Thomas A. Edison State College
(609) 984-1168

For specific information about the Program on Noncollegiate Sponsored Instruction (PONSI), contact:

Director, Program on Noncollegiate Sponsored Instruction
Thomas A. Edison State College
(609) 984-1168

Students should contact the training or personnel director at their worksite to learn if on-site courses have been PONSI evaluated and are recommended for college credit.

Students interested in having Edison State College services available at their worksites should contact the training or personnel director at work or call the Center for Corporate Partnerships (609) 984-1168.

COLLEGE NEWSPAPER

Invention is published twice a year and is mailed to all enrolled students, alumni, and faculty consultants.

Invention provides the following information: Alumni notes, changes in academic policy, college personnel news, financial aid news, information on Independent Learning options, military news, recent college events, TECEP and Assessment Notes, and other items of interest.

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The Council receives advisory input from an Executive Committee and five Advisory Committees in the following professional fields: Applied Science and Technology, Business, Human Services, Liberal Arts, and Nursing. In addition, special ad hoc committees are formed as needed to deal with issues affecting particular academic programs and policies.

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Edison State College faculty consultants are drawn primarily from the regular academic staffs of New Jersey public four-year colleges, public two-year colleges and private colleges. The faculty provide many services to Edison, including: assessment of prior learning through portfolio, test development and review, curriculum review, development of new degree programs, academic advisory committees, Pre-Graduation Conference, Advanced Level Practicum, Demonstration of Currency and other special assignments.

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GLOSSARY

ADVISEMENT CENTER

Assists students in developing a plan for degree completion and helps students monitor their progress toward completion of degree requirements. Through the Center students have telephone access to advisors, can make appointments with advisors for program planning, and can correspond with the advisement staff.

ASSESSMENT

When students request credits through Portfolio, evidence/documentation is reviewed (assessed) by a faculty member who determines appropriate credit award recommendations.

DEMONSTRATION OF CURRENCY

The validation of current knowledge through an oral conference with a faculty member. Students needing to demonstrate currency will be informed with their First Evaluation and Progress Report. The Demonstration of Currency applies only to students enrolled in business and technical degree programs.

EVALUATION

Process used by Registrar's Office to review (evaluate) credits to determine acceptance and how the credits will be used toward the student's degree program.

EVALUATION AND PROGRESS REPORT

A form used by Edison State College to inform students how accepted credits will be applied toward their degree and what credits are needed to complete the degree. A copy of the form is mailed to students at the time of the first evaluation and each time students submit additional credits.

FACULTY ASSESSOR

Faculty members who are academically qualified to review portfolios in specific disciplines for credit recommendation; develop and grade tests; conduct Practicums, Pre-Graduation Conferences, Demonstration of Currency Conferences; and complete other special assignments for the College.

FREE ELECTIVES

Credits chosen from either the Liberal Arts or Non-Liberal Arts areas which are used to complete unspecified degree requirements.

LIBERAL ARTS

A term used to indicate disciplines within the Humanities, Social Sciences, and Natural Sciences/Mathematics. A detailed listing of Liberal Arts disciplines is provided to enrolled students in their Program Planning Handbook.

NON-LIBERAL ARTS

Any discipline that is not designated Liberal Arts is considered Non-Liberal Arts. This usually refers to disciplines that represent applied knowledge, such as business, technical fields, education, and human service fields.

OPTION

The major area/field of study in the associate degrees.

PRACTICUM

An end of degree requirement for students in the Bachelor of Science with a Concentration in the Human Services and in the Associate in Science in Public and Social Service degrees. The Practicum is an oral conference with a faculty member during which the student identifies and applies the theory and principle of their specific field.

PRE-GRADUATION CONFERENCE

An end of degree requirement for students in the Bachelor of Arts degree. It is an oral conference with a faculty member during which the student identifies and applies major concepts and ideas within their Concentration or Specialization.

PORTFOLIO

The process used by the college to assess experiential knowledge for credit. The process involves the collection of evidence and documentation to support a formal credit request for specific courses. Students are required to purchase the **Student Handbook in Portfolio Assessment** in order to prepare their portfolio.

PORTFOLIO ADVISOR

The academic representative with whom students work throughout the portfolio development and assessment process.

PROGRAM ADVISOR

The academic representative with whom students work to develop their program plan and who assists students to monitor their progress toward degree completion.

PROGRAM PLAN

A document which identifies specific courses/tests/guided study/portfolio assessment for degree completion. All students develop a Program Plan with the assistance of a Program Advisor.

SPECIALIZATION

The major area/field of study in the baccalaureate degrees.

TRANSCRIBE

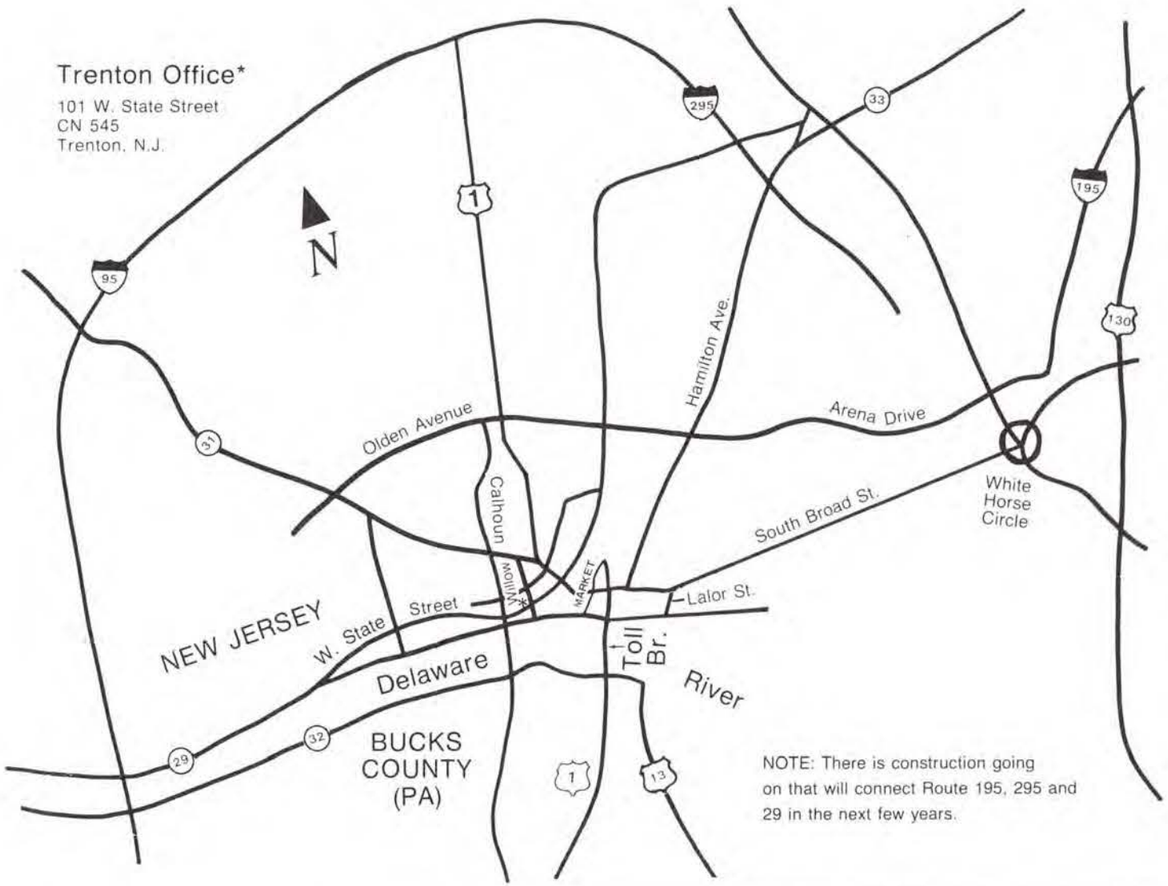
Refers to the placing of credits on a transcript.

TRANSCRIPT

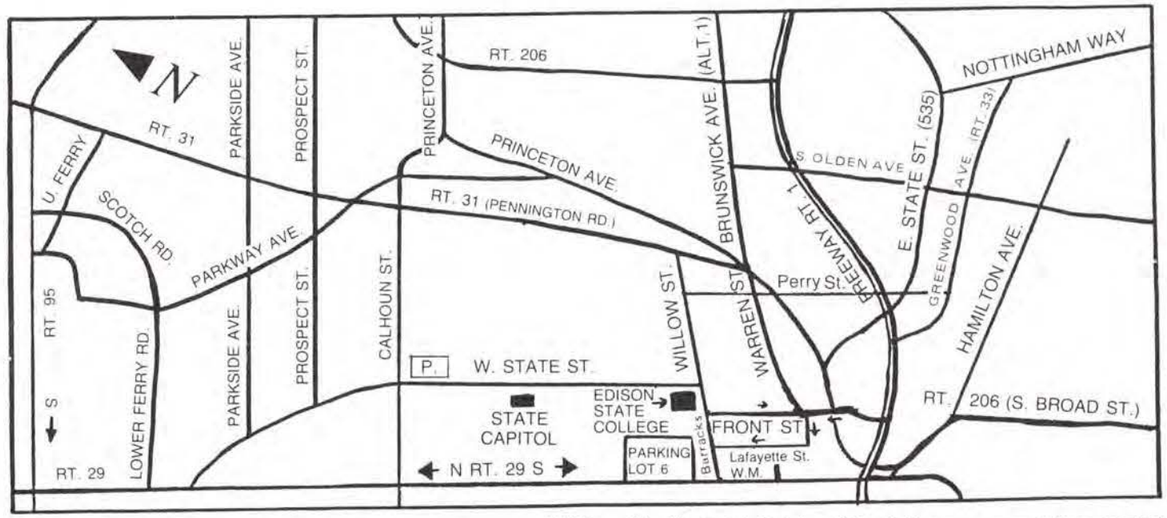
An official college transcript contains a listing of all credits earned by a student at a particular college. The imprint of the college seal and an authorized signature on the transcript attests to its validity. The Edison State College transcript contains a listing of all credits used to satisfy degree requirements.

Trenton Office*

101 W. State Street
CN 545
Trenton, N.J.



NOTE: There is construction going on that will connect Route 195, 295 and 29 in the next few years.

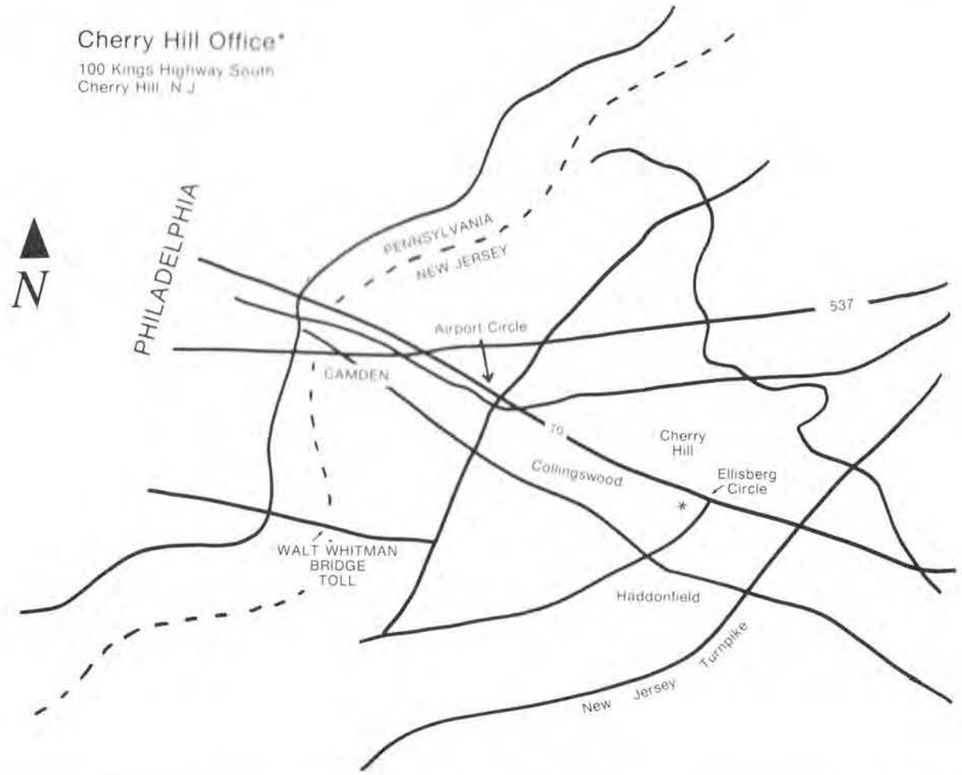


P = Parking garages

W.M. = War Memorial Building (Site of Commencement Ceremonies)

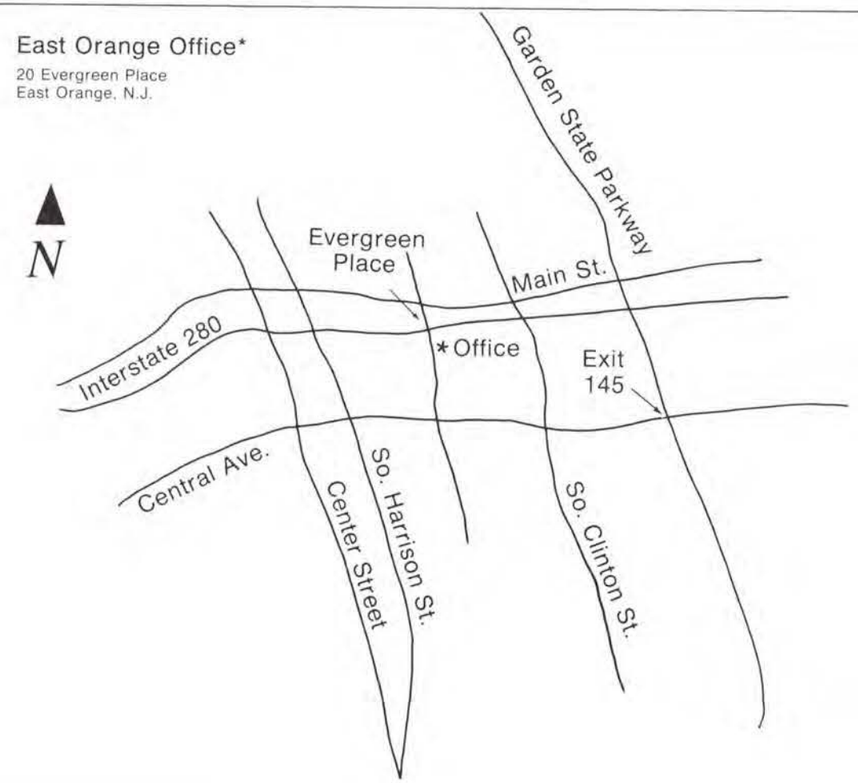
Cherry Hill Office*

100 Kings Highway South
Cherry Hill, N.J.



East Orange Office*

20 Evergreen Place
East Orange, N.J.



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