
1993-1995 CATALOG



THOMAS

EDISON

STATE

COLLEGE

New Jersey's State College for Adults

For Additional Information

*All area codes are 609
unless otherwise noted*

THOMAS EDISON STATE COLLEGE (Information)	984-1100
Admissions Services	
Information packets about Thomas Edison State College are available by calling the Office of Admissions Services.	
Trenton	984-1150
Newark	(201) 648-4400
Alumni Association	(201) 877-1450
American College Testing/Proficiency Examination Program (AC/ PEP) Information	633-2844
Bursar	984-1589
CALL Network Technical Support Center	777-4140
Center for Corporate and Public Partnerships	984-1168
College Level Examination Program (CLEP) Registration	984-1181
Enrolled Students: Appointment Only	292-2803
Fee Information	984-1589
Financial Aid	756-2430
Guided Study Course Registration	633-9242
Guided Study Examination Registration	633-6353
Human Resources	633-6559
Independent Study/Correspondence Course Examination Registration	984-1181
Portfolio Assessment	984-1141
Program on Noncollegiate Sponsored Instruction (PONS)	633-6271
Registrar	984-1188
Thomas Edison College Examination Program (TECEP) Registration	633-2844

The Thomas Edison State College Catalog, published every two years, provides a summary of the many College policies, procedures, program and services. Copy for this Catalog was prepared as of July 1, 1993. 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.

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.

July 1993

1993-1995 CATALOG

THOMAS EDISON STATE COLLEGE

New Jersey's State College for Adults

101 West State Street
Trenton, NJ 08608-1176

Thomas 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, Thomas 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, and accredited by the National League for Nursing.

Welcome

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 College staff. But it is much more than that, because it provides a door through which you may enter a unique adventure in higher education — Thomas Edison State College.

To understand why Thomas Edison is a unique and special institution, one needs only to attend its annual Commencement. The event has all of the ceremony and pageantry of a traditional graduation exercise, and the name of each graduate is read aloud as the degree is conferred. At a traditional graduation, parents and grandparents stroll the halls, proud of the achievements of the graduate who has brought them there. Not so at Thomas Edison, where the achievements belong to the parents and grandparents, for it is *their* names that are read aloud, and they are the graduates who walk across the stage to receive their hard-earned degrees. As a new graduate receives a diploma, an evocative "Way to go, Grandma!" or "Yea, Dad!" from the back of the auditorium places the significance of Thomas Edison in perspective.

The more than 9,000 graduates of Thomas Edison State College have discovered an institution which affords adult learners the opportunity to earn college credits and degrees which they might otherwise never have completed. Students enroll in Thomas Edison because of the quality degree opportunities at the associate and baccalaureate level, because they may pursue their educational goals while attending to the challenges and priorities of adult life, because they may earn credits through a variety of methods (including assessment of knowledge gained outside the college classroom) and because they make the decisions about how and when their credits will be completed.

Thomas Edison encourages learning and access to learning opportunity in all forms, acts to translate the outcomes of learning into well-defined college course equivalents and enables students to make maximum use of educational resources to achieve their goals.

Thomas Edison's enrollment has increased annually for the last eight years and has grown by more than 50 percent over the past five years. Enrollment is projected to continue to increase over the next five years. Sustained growth of this magnitude is unprecedented in established institutions and is indicative of the success of Thomas Edison in developing a learner-centered institution for the fastest-growing segment in higher education — the adult student.

Equal Opportunity/Affirmative Action

Thomas Edison State College is an Equal Opportunity/Affirmative Action institution. In the operation of its programs and activities (including admissions, counseling, advisement), the 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. 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 that govern them, so as to accommodate the needs of all handicapped persons to the greatest extent.

Inquiries may be directed to Gerri Collins, Affirmative Action officer and designated employee for Section 504 Handicap Regulations Compliance and Section 506 The Americans with Disabilities Act, Thomas Edison State College, 101 West State St., Trenton, N.J. 08608-1176, (609) 984-1105.

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Statement of Mission and Purpose

Thomas Edison State College was established by the State of New Jersey and chartered by the New Jersey Board of Higher Education in 1972. The College was founded for the purpose of providing diverse and alternative methods of achieving a collegiate education of the highest quality for mature adults. To this end, the College seeks:

- I. To provide curricula and degree opportunities of appropriate level and composition consistent with the aspirations of our students, the public welfare and the highest qualitative standards of American higher education.
- II. To create a system of college-level learning opportunities for adults by organizing collegiate and sponsored noncollegiate instruction into coherent degree strategies.
- III. To make available educationally valid learning opportunities which serve as alternatives to college classroom study and which are appropriate to the varied needs and learning styles of adults.
- IV. To develop and implement processes for the valid and reliable assessment of experiential and extracollegiate college-level learning, and to provide appropriate academic recognition for knowledge so identified consistent with high standards of quality and rigor.
- V. To serve higher education and the public interest as a center of innovation, information, policy formulation and advocacy on behalf of adult learners.
- VI. To fulfill the public service obligation inherent to American institutions of higher education.
- VII. To conduct its affairs in a manner which acknowledges the maturity, autonomy and dignity of its students; assures a portal of access to higher education for adult learners; and celebrates the values, diversity and high qualitative standards of American higher education.

Thomas Edison State College At A Glance



Graduate Albert Llanes, BSAST in Electronics Engineering Technology, with his family: wife Luann, children Evan and Audrey, and brother Armendo.

The College

Thomas Edison State College is an undergraduate institution offering associate and baccalaureate level degrees. The College is unique in that it offers no classroom instruction, has no residency requirement and has no full-time teaching faculty of its own. Students meet degree requirements by 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

Thomas 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.

Governance

Subject to the general policies set by the State Board of Higher Education, Thomas Edison's Board of Trustees consists of 9 lay persons appointed by the Board of Higher Education and approved by the governor; two students appointed by the Board of Trustees; the chancellor of the state's Department of Higher Education and the president of the College, ex-officio. In addition, a 25 member Academic Council and its advisory committees review and recommend to the president of the College policy issues, program development and academic standards. The Academic

Council is composed of representatives from New Jersey public and private two- and four-year colleges and from educational organizations within the noncollegiate sector.

Tuitions and Fees

Information on tuitions and fees is included in a separate brochure.

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 classroom courses at other colleges and universities is anticipated.

Degree Programs

Bachelor of Arts
Bachelor of Science in Business Administration
Bachelor of Science in Applied Science and Technology
Bachelor of Science 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

A total of 118 specializations/options are available within the above degree programs.

Degree Requirements

Thomas Edison baccalaureate degrees require 120 semester hours. Associate degrees require 60 semester hours. No limitations are placed on how credits are earned or the number of credits transferred, provided the credit distributions within the degree program are met. In addition, the College has no residency requirement. Specific requirements are listed within each program description.

Services to Enrolled Students

Services to enrolled students include the following flexible and alternative methods: program planning, advisement by telephone and letter through an Academic Advisement Center, electronic mail, student appointments with an advisor and portfolio development workshops. The College awards baccalaureate and associate degrees, and certificates.

CALL Network

Many of the College's programs and services are available through the CALL (Computer Assisted Lifelong Learning) Network. Through CALL, students can view their academic records, communicate with advisors and register for Guided Study Courses.

Services to all New Jersey Residents

Free pre-enrollment information sessions at the three offices of the College are available to New Jersey residents. New Jersey residents can also take advantage of inter-institutional cooperation between the Statewide Testing and Assessment Center and other colleges, which provides adults with opportunities to earn college credit for college-level knowledge. Services include portfolio development workshops, study skills and career counseling workshops.

Services to Organizations

The College also provides the following services to organizations: evaluation of training programs for college credit through the Program on Noncollegiate Sponsored Instruction (PONS) and on-site academic services through the Center for Corporate and Public Partnerships.

Student Profile

Students: 8,600 currently enrolled
Average age of student: 39
Degrees awarded since 1972: over 9,000

Thomas Edison State College Offices

Main office
Thomas Edison State College
101 West State St.
Trenton, NJ 08608-1176
(609) 984-1150
FAX: (609) 984-8447

North Jersey
Thomas Edison State College
153 Halsey St., 5th Floor
Newark, NJ 07102-2898
(201) 648-4400
For general information only
FAX: (201) 877-1466

South Jersey
Thomas Edison State College
101 Haddon Ave.
Camden, NJ 08103
(609) 756-2430
For information about financial aid and veterans' benefits
FAX: (609) 756-2429

Consulting Faculty

322 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.

Information about the College

Director of Admissions Services
Thomas Edison State College
101 West State St.
Trenton, NJ 08608-1176
(609) 984-1150

Thomas Alva Edison, '92



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.

At his death in 1931, Edison left behind more than 3.5 million pages of notebooks and letters — many 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, yet was instrumental in creating the telephone, phonograph and incandescent electric lamp. His vast understanding of science and engineering was acquired through diligent independent study and experimentation.

In founding Thomas 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.



In October 1992, at the College's 20th anniversary celebration, Thomas Alva Edison was awarded a posthumous Bachelor of Science degree in Applied Science and Technology with a specialization in Electrical Technology. Barry Sloane, great grandson of Thomas Alva Edison, received the BSAST in Electrical Technology diploma for Mr. Edison from Dr. George A. Pruitt, College president. The assessment of Edison's college-level learning for an earned degree was a collaborative effort with researchers of the Thomas Alva Edison Papers project at Rutgers, The State University, and Thomas Edison State College consulting faculty and staff.

College Calendar

July 1993 - July 1995

July 1993

- 1 Thursday Graduation
- 5 Monday Independence Day Observed
College Closed
- 13 Tuesday TECEP Test Administration
- 15 Thursday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 17 Saturday Advisement Appointments for Program Planning (by appointment only)
- 17 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 19 Monday CLEP Test Administration
- 31 Saturday TECEP Test Administration

August 1993

- 14 Saturday TECEP Test Administration
- 15 Sunday Materials for September 1 Graduation due
- 19 Thursday CLEP Test Administration
- 21 Saturday Basic Skills Test Administration (Trenton only)
- 21 Saturday Advisement Appointments for Program Planning (by appointment only)
- 21 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 30 Monday TECEP Test Administration
- 30 Monday Guided Study fall semester begins

September 1993

- 1 Wednesday Graduation
- 6 Monday Labor Day Observed
College Closed
- 11 Saturday CLEP Test Administration
- 17 Friday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 18 Saturday Advisement Appointments for Program Planning (by appointment only)
- 18 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 18 Saturday TECEP Test Administration
- 30 Thursday TECEP Test Administration

October 1993

- 7 Thursday ACT/PEP Test Administration (Trenton only)
- 8 Friday ACT/PEP Test Administration (Trenton only)



Patricia Jackson, senior program advisor, reviews materials with student Barbara Rice, BSAST in Medical Laboratory Science.

- 10 Sunday COMMENCEMENT
- 11 Monday Columbus Day Observed
College Closed
- 12 Tuesday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 15 Friday Materials for November 1 Graduation due
- 15 Friday TECEP Test Administration
- 16 Saturday CLEP Test Administration
- 23 Saturday Advisement Appointments for Program Planning (by appointment only)
- 23 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 30 Saturday TECEP Test Administration

November 1993

- 1 Monday Graduation
- Nov. 1 - Dec. 3 Guided Study registration for winter semester 1994

- 2 Tuesday Election Day Observed
College Closed
- 11 Thursday Veterans' Day Observed
College Closed
- 13 Saturday Advisement Appointments for Program Planning (by appointment only)
- 13 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 13 Saturday Basic Skills Test Administration (Trenton only)
- 19 Friday CLEP Test Administration
- 20 Saturday TECEP Test Administration

- 25 Thursday Thanksgiving Day Observed
College Closed
- 30 Tuesday TECEP Test Administration

December 1993

- 11 Saturday Advisement Appointments for Program Planning (by appointment only)
- 11 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 11 Saturday CLEP Test Administration
- 13 Monday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 15 Wednesday Materials for January 1 Graduation due
- 16 Thursday TECEP Test Administration
- 17 Friday Guided Study fall semester ends
- 24 Friday Christmas Day Observed
College Closed
- 31 Friday New Year's Day Observed
College Closed

1994

January 1994

- 1 Saturday Graduation
- 3 Monday Guided Study winter semester begins
- 8 Saturday TECEP Test Administration
- 12 Wednesday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 14 Friday CLEP Test Administration
- 17 Monday Martin Luther King's Birthday Observed
College Closed
- 22 Saturday Advisement Appointments for Program Planning (by appointment only)

Testing dates are subject to change.

- 22 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 26 Wednesday TECEP Test Administration

February 1994

- 10 Thursday TECEP Test Administration
- 11 Friday Lincoln's Birthday Observed
College Closed
- 15 Tuesday Materials for March 1 Graduation due
- 19 Saturday CLEP Test Administration
- 21 Monday Washington's Birthday Observed
College Closed
- 26 Saturday Advisement Appointments for Program Planning (by appointment only)
- 26 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 26 Saturday TECEP Test Administration

Feb. 28 - Apr. 1 Guided Study registration for summer semester 1994

March 1994

- 1 Tuesday Graduation
- 3 Thursday ACT/PEP Test Administration (Trenton only)
- 4 Friday ACT/PEP Test Administration (Trenton only)
- 8 Tuesday TECEP Test Administration
- 15 Tuesday CLEP Test Administration
- 19 Saturday Advisement Appointments for Program Planning (by appointment only)
- 19 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 19 Saturday Basic Skills Test Administration (Trenton only)
- 26 Saturday TECEP Test Administration

April 1994

- 1 Friday Good Friday Observed
College Closed
- 8 Friday TECEP Test Administration
- 9 Saturday Advisement Appointments for Program Planning (by appointment only)
- 9 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 15 Friday Materials for May 1 Graduation due
- 16 Saturday CLEP Test Administration
- 20 Wednesday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 22 Friday Guided Study winter semester ends
- 23 Saturday TECEP Test Administration

May 1994

- 1 Sunday Graduation
- 2 Monday Guided Study summer semester begins
- 5 Thursday TECEP Test Administration

- 13 Friday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 14 Saturday Advisement Appointments for Program Planning (by appointment only)
- 14 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 14 Saturday CLEP Test Administration
- 21 Saturday TECEP Test Administration
- 30 Monday Memorial Day Observed
College Closed

June 1994

- 6 Monday TECEP Test Administration
- 10 Friday CLEP Test Administration
- 11 Saturday Advisement Appointments for Program Planning (by appointment only)
- 11 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 15 Wednesday Materials for July 1 Graduation due
- 18 Saturday Basic Skills Test Administration (Trenton only)
- 25 Saturday TECEP Test Administration

June 27 - Aug. 5 Guided Study registration for fall semester 1994

July 1994

- 1 Friday Graduation
- 4 Monday Independence Day Observed
College Closed
- 8 Thursday TECEP Test Administration
- 12 Tuesday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 16 Saturday CLEP Test Administration
- 16 Saturday Advisement Appointments for Program Planning (by appointment only)
- 16 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 23 Saturday TECEP Test Administration

August 1994

- 10 Wednesday TECEP Test Administration
- 13 Saturday Advisement Appointments for Program Planning (by appointment only)
- 13 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 13 Saturday CLEP Test Administration
- 15 Monday Materials for September 1 Graduation due
- 19 Friday Guided Study Summer semester ends
- 22 Monday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 27 Saturday TECEP Test Administration
- 29 Monday Guided Study Fall semester begins

September 1994

- 1 Thursday Graduation
- 5 Monday Labor Day Observed
College Closed
- 9 Friday CLEP Test Administration
- 10 Saturday TECEP Test Administration
- 17 Saturday Basic Skills Test Administration (Trenton only)
- 17 Saturday Advisement Appointments for Program Planning (by appointment only)
- 17 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 29 Thursday TECEP Test Administration

October 1994

- 10 Monday Columbus Day Observed
College Closed
- 12 Wednesday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 13 Thursday TECEP Test Administration
- 15 Saturday Materials due for November 1 Graduation
- 15 Saturday CLEP Test Administration
- 16 Sunday (To be confirmed)
COMMENCEMENT
- 22 Saturday Advisement Appointments for Program Planning (by appointment only)
- 22 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 29 Saturday TECEP Test Administration

Oct. 31 - Dec. 2 Guided Study registration for winter semester 1995

November 1994

- 1 Tuesday Graduation
- 8 Tuesday Election Day Observed
College Closed
- 10 Thursday Basic Skills Test Administration (Administrations in Trenton, Newark and Camden)
- 11 Friday Veterans' Day Observed
College Closed
- 16 Wednesday CLEP Test Administration
- 19 Saturday TECEP Test Administration
- 19 Saturday Advisement Appointments for Program Planning (by appointment only)
- 19 Saturday Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 24 Thursday Thanksgiving Day Observed
College Closed
- 30 Wednesday TECEP Test Administration

Testing dates are subject to change.

COLLEGE CALENDAR

December 1994

- 10 **Saturday** Advisement Appointments for Program Planning (*by appointment only*)
- 10 **Saturday** Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 12 **Monday** CLEP Test Administration
- 13 **Tuesday** TECEP Test Administration
- 15 **Tuesday** Materials for January 1 Graduation due
- 16 **Friday** Basic Skills (*Administrations in Trenton, Newark and Camden*)
- 16 **Friday** Guided Study Fall semester ends
- 26 **Monday** Christmas Day Observed
College Closed

1995

January 1995

- 1 **Sunday** Graduation
- 2 **Monday** New Year's Day Observed
College Closed
- 2 **Monday** Guided Study winter semester begins
- 7 **Saturday** Advisement Appointments for Program Planning (*by appointment only*)
- 7 **Saturday** Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 7 **Saturday** TECEP Test Administration
- 14 **Saturday** CLEP Test Administration
- 16 **Monday** Martin Luther King's Birthday Observed **College Closed**
- 20 **Friday** TECEP Test Administration
- 21 **Saturday** Basic Skills Test Administration (*Trenton only*)

February 1995

- 4 **Friday** TECEP Test Administration
- 7 **Saturday** Advisement Appointments for Program Planning (*by appointment only*)
- 7 **Saturday** Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 13 **Monday** Lincoln's Birthday Observed
College Closed
- 15 **Wednesday** Materials for March 1 Graduation due
- 16 **Thursday** CLEP Test Administration
- 20 **Monday** Washington's Birthday Observed
College Closed
- 23 **Thursday** TECEP Test Administration

Feb. 27 - April 13 Guided Study registration for summer semester 1995

March 1995

- 1 **Wednesday** Graduation
- 2 **Thursday** ACT/PEP Test Administration (*Trenton only*)
- 3 **Friday** ACT/PEP Test Administration (*Trenton only*)
- 11 **Saturday** TECEP Test Administration
- 11 **Saturday** Advisement Appointments for Program Planning (*by appointment only*)
- 11 **Saturday** Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 14 **Tuesday** Basic Skills Test Administration (*Administrations in Trenton, Newark and Camden*)
- 18 **Saturday** CLEP Test Administration
- 28 **Saturday** TECEP Test Administration (*Trenton only*)

April 1995

- 10 **Monday** Basic Skills Test Administration (*Administrations in Trenton, Newark and Camden*)
- 12 **Wednesday** TECEP Test Administration
- 14 **Friday** Good Friday Observed
College Closed
- 15 **Saturday** Materials for May 1 Graduation due
- 18 **Tuesday** CLEP Test Administration
- 21 **Friday** Guided Study winter semester ends
- 22 **Saturday** Advisement Appointments for Program Planning (*by appointment only*)
- 22 **Saturday** Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 29 **Saturday** TECEP Test Administration

May 1995

- 1 **Monday** Graduation
- 1 **Monday** Guided Study summer semester begins
- 13 **Saturday** Advisement Appointments for Program Planning (*by appointment only*)
- 13 **Saturday** Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 13 **Saturday** TECEP Test Administration
- 19 **Friday** CLEP Test Administration
- 20 **Saturday** Basic Skills Test Administration (*Trenton only*)
- 29 **Monday** Memorial Day Observed
College Closed
- 31 **Wednesday** TECEP Test Administration

June 1995

- 10 **Saturday** CLEP Test Administration
- 14 **Wednesday** Basic Skills Test Administration (*Administrations in Trenton, Newark and Camden*)
- 15 **Thursday** Materials for July 1 Graduation due
- 17 **Saturday** TECEP Test Administration
- 19 **Saturday** Advisement Appointments for Program Planning (*by appointment only*)
- 19 **Saturday** Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 29 **Thursday** TECEP Test Administration

July 1995

- 1 **Saturday** Graduation
- 4 **Tuesday** Independence Day Observed
College Closed
- 12 **Wednesday** CLEP Test Administration
- 15 **Saturday** TECEP Test Administration
- 15 **Saturday** Advisement Appointments for Program Planning (*by appointment only*)
- 15 **Saturday** Advisement Appointments for Portfolio Assessment
[call (609) 984-1141 for an appointment]
- 20 **Thursday** Basic Skills Test Administration (*Administrations in Trenton, Newark and Camden*)
- 31 **Saturday** TECEP Test Administration

Admissions Services

Thomas Eklund, assistant dean for Academic Advisement, with Janice Toliver, director of Admissions Services, planning for Enrollment Day.



Admissions Policy

Thomas 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 post-secondary education; through formal learning experiences acquired in business, labor, military and leisure activities; and through special credentials. Thomas Edison students are expected to enter the institution with sufficient preparation to benefit from and successfully participate in college-level learning opportunities and college courses. They are expected to be at least 21 years of age and to possess a high school diploma or its equivalent.

The College maintains sole discretion for determining those students who would benefit appropriately from the learning and educational processes of this institution.

Thomas Edison State College is an Equal Opportunity/Affirmative Action institution in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable laws and regulations.

Information About Thomas Edison State College

Adults may obtain information about College programs, policies and the enrollment process by writing to the Office of Admissions Services at the Trenton office, or by calling (609) 984-1150. A bilingual counselor is available for Spanish-speaking adults.

Pre-Enrollment Sessions

Pre-enrollment sessions are free of charge and are open to the general public. They are offered on a regular basis at the three offices of the College. At these sessions, potential students learn how Thomas Edison State College's methods of earning credits and comprehensive degree offerings meet their individual higher education needs. Information on sessions in central or southern New Jersey can be obtained by calling (609) 984-1150. Northern New Jersey residents may call the Newark Office at (201) 648-4400.

Testing dates are subject to change.

Application to the College

Applying to Thomas Edison is a simple, convenient process. Complete the five steps that follow to apply for admission to the program of your choice and to receive a full evaluation of college-level credits you may have earned.

Applications can be submitted by mail or fax.

1. Complete the application at the back of the Catalog.
2. Remove the application; enclose a check or money order for \$75 or indicate your credit card information and mail to: Office of Admissions Services, Thomas Edison State College, 101 W. State St., Trenton, N.J. 08608-1176

Please note that the application fee is nonrefundable. Once the College receives your application and fee, you will receive the College Catalog and other information.

3. As soon as you have sent your application, contact every college, licensing and training program, and/or testing program (such as CLEP), in which you have participated and from which you are seeking credit. Ask each to send an official transcript or score report directly to:

Office of the Registrar,
Thomas Edison State College
101 W. State St., Trenton, NJ
08608-1176

Also, notarized or certified copies of military credentials, foreign credentials, and approved licenses and certificates should be sent directly to the Office of the Registrar. Refer to *Military Training Programs and Schools*; *Foreign Degrees*; and *Licenses and Certificates* in this Catalog.

A list of certificates, licenses and organizational training programs that have been reviewed for college credit appear in the Catalog. Refer to *Methods of Earning Credit* in this Catalog. If you have any questions regarding your credentials, please call the Office of Admissions Services.

Do **not** include resumes, portfolios, student copies of transcripts or other credentials with your application. You will have the opportunity to discuss your background and experiences with an academic advisor after you enroll, and,

depending on the methods of earning credit you select, you will have the opportunity to submit additional evidence of learning.

4. As soon as **all** your transcripts and other credentials have been received, Thomas Edison will notify you that your file is complete and the evaluation process has begun. The College will make every effort to mail you an "Evaluation and Progress Report" within two weeks of the date your file is completed. If your file is still incomplete after 30 days, you will receive notification from the Office of the Registrar. After 90 days, the College will automatically evaluate your file using what ever credentials have been received.

The report you receive will include:

- how your prior credits have been applied to your degree program, and
- what credits remain to be earned for you to complete your degree requirements.

You also will receive:

- A Program Planning Handbook for your degree program
- A recommended list of courses for your selected specialization
- A videotape, "Getting Started"
- Brochures on the testing program, portfolio assessment and Guided Study program

5. After you receive this evaluation, you should be able to decide whether or not you wish to enroll. Upon payment of the first year's enrollment fee, you become an enrolled student and are entitled to the full range of College programs and services. If you need further information before you can make your enrollment decision, contact the Office of Admissions Services.

After You Enroll

Once you pay your enrollment fee, you are fully matriculated as a degree candidate at Thomas Edison State College and have access to the full range of academic services to plan your degree completion program. Refer to the section on *Academic Advisement* in this Catalog.

Tuition and Fee Definitions



Phillip Sanders, bursar, receiving the enrollment check from student Loretta A. Brooks, BSAST in Computer Science.

The tuition and fees are normally adjusted on July 1 each year; because of this, the current fees are not listed in the Catalog. Tuition and fees are distributed to students through the College's Prospectus and Tuition and Fee brochures.

Tuition and fees are subject to change without prior notice.

Fee Refund Policy

Enrollment Fees: Fifty percent of the annual enrollment fee may be refunded only if a student wishes to terminate enrollment from the College. The request for the refund must be submitted no more than 30 days after payment has been received. All requests for refunds must be submitted in writing to the Office of the Registrar.

Guided Study Courses: During the first week of the course, 80 percent of the tuition may be refunded if a student wishes to drop a course. After the first week, but prior to the end of the third week of the course, 50 percent of the tuition will be refunded. After the third week of the course, no tuition will be refunded. All requests for refunds must be submitted in writing to the Office of the Registrar.

Nonrefundable Tuition and Fees

The following tuition and fees are **nonrefundable**: Application, credit transfer evaluation, graduation, change of program, Guided Study course extension, Guided Study late registration, credit banking, TECEP registration.

Tuition and Fees Definitions

Application Fee: This fee establishes the student's file and includes the initial review of academic credentials. The College will provide the applicant with a detailed statement of credits which can be applied to the chosen degree program upon payment of annual enrollment fee. The application fee extends for one year from the date of application. If an applicant does not enroll during this year, that person's file and its entire contents are not retained.

Annual Enrollment Fee: Payment of this annual fee enrolls the student in a chosen degree/certificate program and entitles the student to a full year of College services from the date of payment including academic advisement and program planning. The date of payment determines the student's anniversary date (the date when annual enrollment expires). This fee also entitles students

TUITION AND FEE DEFINITIONS

to use any of the assessment services listed below:

- American College Testing/Proficiency Examination Program (ACT/PEP);
- Advanced Placement Program (APP);
- College Level Examination Program (CLEP);
- New York University Foreign Language Proficiency Examinations;
- certain licenses/registries/certificates;
- military training reviewed by the program on American Council on Education (ACE);
- course work reviewed by the Program on Noncollegiate Sponsored Instruction (PONS);
- courses taught by an enrolled Thomas Edison student at a regionally accredited college;
- special Thomas Edison State College assessments;
- Demonstration of Currency.

There are special fees for the following: the Thomas Edison State College Examination Program (TECEP), Defense Activity for Nontraditional Education Support (DANTES), Portfolio Assessment/Practicum and Guided Study.

Late Fee (enrollment)

A late fee is charged if a student does not pay the annual enrollment fee within 30 days after his/her anniversary date.

Credit Transfer Evaluation Fee

This fee is charged for Thomas Edison's evaluation and acceptance of transfer credits from other regionally accredited colleges or approved foreign colleges toward a student's degree/certificate program. The first time this fee is charged, it covers the review of all the transcripts listed on the application form and all credits applied to the student's degree program. Subsequently, a credit transfer evaluation fee is charged for each transaction that updates a student's record.

Graduation Fee

This fee covers the cost of awarding the degree and maintenance of the student's transcript.

TECEP/DANTES Examination Fee

This fee is charged in addition to the annual enrollment fee to cover the cost of administering each examination and generating a score report. (Students using services that do not lead to a degree do not pay the annual enrollment fee; they pay the credit banking fee.)

Portfolio Per Credit Fee

This fee is charged in addition to the annual enrollment fee to cover the assessment of each credit submitted by the student for a portfolio. (Students using services that do not lead to a degree do not pay the annual enrollment fee; they pay the credit banking fee.)

Practicum Per Credit Fee

This fee is charged in addition to the annual enrollment fee to cover the assessment of each credit submitted by the student for a Practicum. (Students using services that do not lead to a degree do not pay the annual enrollment fee; they pay the credit banking fee.)

Guided Study Tuition

This per-credit tuition provides for the faculty mentor service, the administration of the program and examination, and the grade report. (Students using services that do not lead to a degree do not pay the annual enrollment or credit banking fee.)

Change of Degree Program

An enrolled student or a student returning from withdrawn status who wishes to change a degree program will be charged this fee for the re-evaluation of credits and for the development of a new program plan.

Credit Banking Fee

This fee covers transcription of credits without evaluation toward degree program for students not seeking a degree. The credit banking fee is valid for one year from the date of payment. The credit transfer evaluation fee will be charged only if transfer credits from other colleges are credit banked.

Review of Foreign Credentials

This fee is charged to individuals who wish to have their foreign credentials evaluated for U.S. equivalencies and credit distributions. This fee is charged to individuals who are not enrolled.

Returned Check Charge

Students are billed the returned check charge for any check returned.

Fees For Reactivation

Re-enrolling from Official Withdrawal Status: Students who officially withdraw and then return to active status within two years are required to pay the current annual enrollment fee and are billed for any outstanding credit transfer evaluation fees at the current rate.

Inactive Status: Student who have not officially withdrawn and who return to the College are required to pay the application fee and the annual enrollment fee. After re-enrollment, they are billed for any outstanding credit transfer evaluation fees at the current rate.

Removed Status: Applicants who do not enroll by paying the annual enrollment fee during the one year period are required to reapply and to resubmit all credentials for evaluation.

Financial Aid



Alumni Annual Fund Phonathon volunteers at work.

Financial aid information and advisement are available in the Camden or Trenton offices. Applications, forms and further information concerning financial aid are available from: Director of Financial Aid and Veterans' Services, Thomas Edison State College, 101 Haddon Ave., Suite # 6, Camden, N.J. 08103, or by telephone at (609) 756-2430.

All applicants for financial aid must complete the Free Application for Federal Student Aid (FAFSA) and have had an official evaluation of previous college credits before they can be considered for assistance.

Eligible Thomas Edison students who are taking the required number of Guided Study courses per semester can be considered for PELL grants and federal loans. New Jersey residents who qualify economically and take at least 12 credits per semester may be eligible for New Jersey Tuition Aid Grants.

In order to maintain eligibility in the federal and state programs, students must meet the academic progress requirements. All students who apply for aid will be given a copy of this policy as well as information concerning student rights and responsibilities when applying for financial assistance.

Other Financial Aid Sources

One of the most overlooked sources of financial assistance is the educational benefits that companies offer to their employees. Information about a company's educational benefits is usually available through the personnel office.

Additional aid might be available through the State Education Agency in your area. A listing of all agencies is included with the Thomas Edison State College application for financial aid.

Individualized Appointments

Students are encouraged to schedule an appointment with the director of financial aid. Telephone consultations are welcome.

Veterans' Benefits

Eligible veterans can receive benefits if they take Guided Study courses, or courses at approved traditional colleges. All courses must be applicable to the degree program that is being pursued at Thomas Edison State College. For information about applying for veterans' benefits, call or write to the

**Office of Financial Aid and Veterans' Services,
101 Haddon Ave.,
Suite # 6, Camden, NJ 08103
(609) 756-2430.**

Evaluations and Records

Procedure for Having Official Documentation Sent

Official documents include: transcripts from regionally accredited or candidate for accreditation institutions, military or corporate training reviewed for college credit by ACE, licenses/certificates listed in the Thomas Edison State College Catalog, credentials from foreign countries, and standardized tests and examinations. Documents not included above should be retained by the student until after enrollment for possible submission if prior learning assessment (portfolio) is attempted.

1. Transcripts from all regionally accredited colleges that were attended must be *sent by the college attended directly to*: Office of the Registrar, Thomas 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 the address of Thomas 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 Office of the Registrar. Active duty personnel should submit the original DD form 295 and official transcripts (if available) from their military files forwarded by their Office of Education. For details, refer to *Military Training Program and Schools* section of the Catalog.
3. Training programs reviewed and recommended for credit by the American Council on Education's Program on Noncollegiate Sponsored Instruction (PONSIS) must be shown on an official company transcript and mailed to the Office of the Registrar by the organization, business or corporation that did the training.
4. Official transcripts for any completed college-level examinations must be mailed to the Office of the Registrar 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 Office of the Registrar. Refer to the *Academic Policy, Foreign Degrees* section of the Catalog.

Evaluation of Transcripts and Credentials

After students apply, the Office of the Registrar will evaluate all official documents and notify students as to the credits accepted by the College. Evaluation may be done for one associate and one baccalaureate degree at the same time. 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.

This document is an inhouse document used for advising and program planning and should not be mistaken for a Thomas Edison transcript.

A review for acceptance of credits will be made each time students send new credentials from other colleges and programs to the Office of the Registrar, and when students complete Thomas 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.

If students wish to have a course with a low grade excluded from their Thomas Edison State College transcript, this must be requested in writing to the Office of the Registrar prior to the official evaluation and *during the first year of enrollment*. Once placed on a Thomas Edison State College transcript, *credits will not be removed*.

Duplication of Credit

Duplicated credits will not be applied to a student's degree program. For details see policy on *Duplication of Credit*.

Residency Requirement

Thomas Edison State College has no residency requirement for U.S. citizens or foreign students residing in the continental USA. However, Thomas Edison does require a minimum of 30 specified credits for baccalaureate degrees and 15 for associate degrees when all earned credits are from a foreign country, including Canada.

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 to Thomas Edison State College must take the New Jersey College Basic Skills Placement Test after being admitted. However, students who transfer in 3 s.h. credits in college-level mathematics and in English Composition are exempt from taking the test. The student is required to take the test within two months after being admitted. The College Office of the Registrar 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 in providing students with appropriate advisement and course selection.

Thomas 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. Students will be expected to demonstrate successful remediation within 12 months of admission by passing a post-test on the portion failed or by satisfactorily completing a college remediation course(s) on the portion(s) failed.

Anyone interested in taking English Composition and mathematics through Thomas Edison's Guided Study program will be required to take the New Jersey College Basic Skills Placement Test prior to enrolling in the course(s).

Effective July 1, 1991, Thomas Edison will not accept scores older than three years. Students in this category will be expected to retake the New Jersey College Basic Skills Placement Test.

Unit of Credit

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

Transfer Credits

Credits accepted through transfer by Thomas Edison State College may come only from regionally accredited colleges and universities. The following information includes the college-level educational experiences that Thomas 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 a regional institutional accrediting body may be transferred to Thomas Edison State College regardless of the number of institutions attended. The College does not transfer courses with "W" or "F" grades.

Students may be required to provide course descriptions, or a copy of the catalog from the institution where the courses were taken, to enable course-by-course evaluations when determining if such courses can be accepted toward the degree requirements of Thomas Edison degrees. If descriptions are needed, these should be requested from the registrar of the college(s) where the courses were completed. An official transcript from each institution to be evaluated must be submitted. Thomas Edison will not accept credits listed as "transfer" on an institution's transcript.

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, the Office of the

Registrar at Thomas Edison can provide a "Letter of Good Standing." Thomas Edison's Advisement Center can also 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 Office of the Registrar at Thomas Edison.

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* section of this Catalog.

Colleges and Proprietary Schools not Accredited by a Regional Association

Thomas Edison State College will not accept in direct transfer credits earned at institutions accredited by other associations, such as the 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.

Acceptance of Credits from Graduate Programs

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

Enrollment

Students are considered "enrolled" when they pay the annual enrollment fee. A student's enrollment date is defined as the date the Bursar receives the annual enrollment 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 enrollment fee. Full-time active duty military students are considered New Jersey state residents for administrative purposes.

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, 1-800-882-8372. The services of this Center are explained in full in the section, *Academic Advisement Services*.

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 and Readmission*.

Keeping Records Current

A 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*.)

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 Office of the Registrar.

Students are required to request change of degree or a specialization/concentration/option in writing and to submit the appropriate fee. Such requests should be addressed to the registrar. A form for this purpose is also included in the Program Planning Handbook.

Change of Records

Students can only make changes to their permanent records during the period of active enrollment.

Grading Policies

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.

Credit Without a Grade

Thomas Edison State College will transcript credit (CR) without a grade for the following: portfolio assessment, all testing programs, business, industry and corporate 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 Thomas Edison State College, special programs evaluated and recommended for credit by Thomas Edison State College and credits from foreign universities.

Grade Reports

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

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

Grade Point Average

The Thomas Edison State College transcript will show grades A through D where grades have been awarded. However, no grade point average will be computed or 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).

Thomas 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 affect the grade point average.

Grades from Transfer Credit

Thomas Edison State College records grades of A, B, C and D for credits accepted from other regionally accredited colleges. The College does not record pluses (+) or minuses (-); F, U, W, I or N credit designations are not recorded on the transcript, nor are audited courses or courses graded CEU (continuing education unit) transferred.

Foreign Degrees

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

Thomas Edison State College may accept 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* books on various countries, published by the American association of Collegiate Registrars and Admissions Officers (AACRAO), and *Commonwealth Universities Yearbook*.

Graduation

When all degree requirements have been satisfied, students are required to apply for graduation by submitting the "Request for Graduation" form included in the Program Planning Handbook and the fee. Students do not automatically become candidates for a degree.

To be considered for graduation, all academic and financial requirements must have been met by the 15th day of the month preceding the graduation date. The official graduations dates are: January 1, March 1, May 1, July 1, September 1 and November 1. Once the form and fee have been received, and both the Office of Academic Programs and the Office of the Registrar have certified that all degree requirements have been met, student

names will be presented to the Board of Trustees for formal approval.

Upon approval by the Board of Trustees, graduates receive written confirmation from the Office of the Registrar that their degree was conferred. Diplomas are ordered for each graduate individually and are usually sent to graduates within ten to twelve weeks of the graduation date.

Commencement Ceremony

Although the College graduates students six times during the year, the Annual Commencement ceremony is held in October. Unlike most colleges which hold their commencement ceremonies in June, Thomas Edison State College holds commencement in October, reflecting the unique nature of the College. Students who have graduated on or prior to September 1 are invited to attend the commencement ceremony. The ceremony is held in the War Memorial located in the historic capitol complex in Trenton. Graduates will be provided with specific information in advance of the ceremony.

Thomas Edison State College Transcripts

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

Exclusion of courses with low grades must be requested within the first year of enrollment and prior to a student's first request for a transcript. When students pursue both associate and baccalaureate degrees and when they graduate, the transcript will include all the courses used in the evaluation for both the degrees and excess credits if requested and paid for by the students. Beyond this point, courses will not be removed from the transcript. If a student repeats a course for a better grade after this point, the course with the better grade can be added to the transcript but the course with the lower grade cannot be removed.

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.

Thomas Edison State College Guided Study credits will be identified by the title of the course, credits, grade and year completed. Courses with a grade of F will not be transcribed.

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 upon the written request of the student. Students must be in good academic and financial standing before a transcript can be issued. Transcripts may be issued at any time during or after completion of a degree.

Withdrawals and Readmission

Withdrawal from the College

If a student must interrupt or terminate his/her studies, it is to the student's advantage to withdraw officially from the College. Students should request an "Official Withdrawal" form from the Office of the Registrar if they do not plan, for any reason, to pay the annual enrollment fee. Students who officially withdraw may at a later date become active students by notifying the registrar, paying the appropriate fees and completing the degree requirements which were in effect for the year of their enrollment.

Official Withdrawal

Students may officially withdraw from the College for a two year period by filling out the College "Official Withdrawal" form or by writing to the Office of the Registrar. The form may be secured from the Program Planning Handbook, by calling the Advisement Center at 1-800-882-8372 or the Office of the Registrar at (609) 984-1188.

Readmission

Applicants who do not enroll by paying the annual enrollment fee during the one year period from the date of application must reapply by paying the admissions services fee again and by resubmitting all documents.

Enrolled students who do not renew their enrollment by paying the annual enrollment fee on their anniversary date and who do not officially withdraw must reapply by filling out a new application for Admissions Services, and by paying the admissions services fee and the annual enrollment fee. The student's anniversary enrollment date will be the new enrollment date.

Readmission of Thomas Edison State College Graduates

Graduates of the College who return for a second degree may be readmitted by filling out an application for Admissions Services and paying only the current annual enrollment fee.

Degree Requirements for Returning Students

Students who officially withdraw from the College and re-enroll within a two year period may complete the degree requirements that were in effect at the time of their initial enrollment if they continue working toward the same degree. If they re-enroll in a different degree, they will be required to complete the degree requirements in effect at the time of re-enrollment.

Students who do not officially withdraw from the College and re-enroll will be required to complete the degree requirements in effect at the time of re-enrollment.

Appeals and Waivers

Appeals

Students may appeal an academic decision. Such appeals must be filed within six months of the date of the notification of the 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.

Registration

Guided Study

To register for Guided Study courses, refer to the Guided Study course registration bulletin mailed annually to all students, or call (609) 292-6317 for a bulletin.

TECEP

To register for the Thomas Edison College Examination Program (TECEP) or DANTES examinations, refer to the Test Registration book included in your first evaluation package, or call (609) 633-2844 for information.

Portfolio Assessment

For advice and an application, refer to the portfolio assessment brochure included in your first evaluation package.

Pre-Graduation Conference/Human Services Degree Practicum/ Demonstration of Currency

Refer to Program Planning Handbook.

CLEP, New York University Language Examination, ACT/PEP, Advance Placement

Refer to the *Testing Programs* section in the Catalog.

Credit Banking

Credit Banking is available to individuals who wish to document college-level military experiences, licenses, college proficiency examinations, college-level corporate training programs and community college credits for teacher certification purposes. Those who use Credit Banking will not enroll in a Thomas Edison State College degree but must complete the

College application for Admissions Services, checking the *Credit Banking* section.

The Credit Banking application fee entitles students to transcription services for one year. The normal transcription fee will apply for students transferring college credits. Students are advised that credits transcribed under the Credit Banking program may or may not apply to a degree program at Thomas 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.

Credit Banking students who later decide to enroll at Thomas Edison should file an application for Admissions Services and pay the appropriate fees. At that time, all credits will be reviewed for acceptance in the degree program, and the student will be informed as to which credits are appropriate for the specific degree.

Certifications

To receive letters of good standing, a student must be in good academic and financial standing. Written requests should be addressed to the Office of the Registrar.

Written requests for letters of recommendation for admission to graduate schools should be addressed to the Dean of the College.

For certifications relative to financial aid/loans, written requests should be made to the Office of Financial Aid.

For graduation certification, write to the Office of the Registrar.

Family Educational Rights and Privacy Act of 1974

Thomas 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.

Thomas Edison State College does not publish a directory and has designated the following categories of student information as public information: student name, enrollment status, major field of study and degree/honors conferred. This information may be released for any purpose at the discretion of the College.

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

Students may file a written authorization with the Office of the Registrar if they wish to authorize another person by name and relationship to discuss their academic matters, specifying the period of such authorization.

Students may request a complete copy of the Family Education Rights and Privacy Act of 1974 as it applies to Thomas Edison State College by writing to the registrar.

International Student Policy



Dr. Frank DeCaro, faculty consultant, discusses testing with Dr. Thomas Donlon, director of Test Development and Research.

The College recognizes the difficulty and discipline necessary to complete a self-directed program of study and suggests that international students without a strong command of the English language seriously consider their higher education options before enrolling with the College. 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. Because the College is an external degree institution for adults, it offers no instruction, issues no visas and has no residential campus facilities.

Eligibility

Foreign citizens interested in becoming students will be eligible for enrollment if they have:

- Completed the equivalent of 24 semester hours of college-level work.
- Scored 500 on the Test of English as a Foreign Language (TOEFL) for students living in countries where English is not the native language.
- Signed a memorandum of understanding that accompanies an application.

Students are responsible for taking the TOEFL test and having the scores sent to Thomas Edison by the Educational Testing Service (ETS). For information on TOEFL write to:

**Box 2877, Princeton, NJ
08541-2877 USA**

Degree Requirements

Thomas 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 hour credit hour requirement for the bachelor's degree, foreign citizens will be required to complete a minimum of 30 specified semester hour credits in subject areas taught in American colleges and universities. This requirement is applied to a minimum of 15 semester hour credits for the associate degree programs. All such credits must be approved in writing by the College.

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 to such programs.

Bachelor of Science in Human Services (BSHS)

International students will not be able to meet the requirements of a Practicum in a BSHS degree program from a foreign country.

Bachelor of Arts (B.A.)

The Pre-Graduation Conference (PGC) required in the Bachelor of Arts degree may be completed by a student through a telephone conference at his or her own

expense. Application for the conference can be made through the Advisement Center.

Bachelor of Science in Applied Science and Technology (BSAST) and Bachelor of Science in Business Administration (BSBA)

If professional credits are more than ten years old, a demonstration of currency (DOC) is required for business and technology degrees. The DOC can only be completed in the USA.

Bachelor of Science in Nursing (BSN)

International students will be ineligible for the BSN program since students are required to work or live in the state of New Jersey and to have a current United States Registered Nurse (R.N.) license.

Methods of Earning Credit

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 identified below. Thomas Edison State College will also award credits in transfer for professional qualifications listed in the reference books that follow. A student may transfer a maximum of 90 credits from foreign institutions. Foreign students in the United States on student (F-1) visas can use all methods available to U.S. students for completing their degree requirements.

Thomas Edison may accept in direct transfer those 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* books on various countries published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or National Association of Foreign Student Advisors (NAFSA), and *Commonwealth Universities Yearbook*.

Most of the methods of earning credit described elsewhere in the catalog are available to international students. However, the following conditions apply for certain methods of earning credit.

Testing and Portfolio Assessment

The College will give consideration to international students residing outside the United States who wish to attempt testing and portfolio assessment. International students who are not enrolled as degree candidates at Thomas Edison State College will not be permitted to apply for credit through the College's Portfolio Assessment program.

International students wishing to take TECEP exams may do so through a full-time faculty member or the academic dean at an approved American university abroad. Thomas Edison reserves the right to require modification of the proposed proctoring arrangement.

Examination proctors may impose a fee for their services. The College will review permissible limits for such fees.

Students who are not degree candidates at Thomas Edison may request approval to register for TECEP examinations. Such approval will ordinarily be based on the College's ability to arrange an administration of examinations that makes use of approved examination sites.

Application Procedures

In order to apply to Thomas Edison State College, the following need to be submitted: an application for Admissions Services along with the appropriate fees; memorandum of understanding; copies of foreign credentials signed by a justice of the peace or notary public; an English translation signed by one of the above for credentials that are not in the English language; and a TOEFL score report, which should be sent directly to Thomas Edison from the College Board.

Once an international student applies to Thomas Edison, the student's foreign credentials will be evaluated by the College. 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 Office of the Registrar at Thomas Edison State College. The College reserves the right to reject documents that are not properly submitted.

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.

Visas

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

A student who enters the United States on a student visa (F-1) by obtaining Form I-20 "Certificate of Acceptance" from a college other than Thomas Edison may enroll in Thomas Edison degree programs and will receive the full range of services for enrolled students. It will be the student's responsibility to keep his/her visa status current to be eligible for further study if a Thomas Edison degree is to be pursued.

Fees

Fees for international students residing in foreign countries cover extensive administrative costs. Students on nonimmigrant visas living in the United States will pay out-of-state fees. Details on the fees are available with the application package.

Degree Programs

Student Eric A. Eisenstein, B.A. in Communications, reviews a section from the Program Planning Handbook with Dr. Samone Jolly, coordinator of Liberal Arts Degree Programs.



Through its baccalaureate and associate degree programs, Thomas Edison State College offers students the opportunity to earn degrees through traditional and nontraditional methods which conform to 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, specialization or option) and (3) elective subjects.

1. Through the general liberal arts, students gain a broad knowledge of the world in which they live by study in major academic areas. They should:
 - acquire basic knowledge and competencies in the humanities such as literature, philosophy and the arts, an 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, U.S. history and institutions, and about comparative economic systems;
 - understand and be able to apply 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;
 - pursue a discipline or course of study in sufficient depth to be acquainted with both the basic body of knowledge it represents 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;
 - satisfy intellectual and cultural interests in any college-level field of learning.

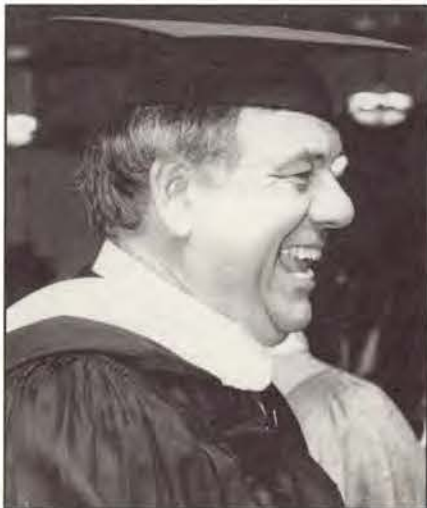
Primary responsibility for successful completion of a degree program lies with the student. The key to meeting this responsibility is the student's personal involvement in academic program planning. In order to plan a program that will best meet individual needs, goals and interests, students are encouraged 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.

A Thomas 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



Graduate Richard Sheeran, news anchor, KYW-TV-3 (Philadelphia), celebrates his B.A. in Journalism.

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements60	
A. Written Expression	6
B. Humanities	12
No more than 6 semester hours may be taken from one subject area	
C. Social Sciences	12
No more than 6 semester hours may be taken from one subject area	
D. Natural Sciences and Mathematics	12
One college-level math course required (3)	
Strongly recommend one Computer Science course (3)	
Other Natural Sciences/Mathematics (6)	
No more than 6 semester hours may be taken from one subject area	
E. Liberal Arts Electives	18
Credits from any liberal arts subjects	
II. Area Concentration or Specialization33	
Student may choose A or B.	
A. Area Concentration	
The area concentration will include 33 semester hours and must be chosen from humanities, or social sciences/history, or natural sciences/mathematics. The concentration will include at least three subject areas, with 12 semester hours being earned in one subject area. A maximum of 18 semester hours can be earned in any one subject area in order to have a balanced interdisciplinary concentration.	
OR	
B. Specialization	
Single Subject Specialization.	
The specialization will include 33 semester hours in one subject area.	
AND	
C. The Pre-Graduation Conference	
All students must complete the Pre-Graduation Conference which will cover one subject area in the concentration (A) or the specialization (B).	
III. Free Electives27	
Total 120	

The following is a list of approved Specializations:

Humanities	Social Sciences/History	Chemistry
Art	Anthropology	Computer Science
Communications	Archaeology	Geology
Dance	Economics	Mathematics
Foreign Language	Geography	Physics
Journalism	History	Interdisciplinary
Literature	Labor Studies	African-American Studies
Music	Political Science	American Studies
Philosophy	Psychology	Asian Studies
Photography	Sociology	Environmental Studies
Religion	Natural Sciences/Mathematics	Urban Studies
Theater Arts	Biology	Women's Studies

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, or graduate education, or can 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 a concentration, choosing from subjects within one of the liberal arts areas, or to select one of the individual subject specializations which provide for sequential coursework in one particular subject of the student's interest.

Degree Requirements

The Bachelor of Arts degree requires 120 semester hours of credit: 60 credits in the liberal arts distribution, 33 credits in the concentration or specialization, and 27 credits in free electives.

Liberal Arts Requirements

The 60 semester hour requirement in 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 Bachelor of Arts concentration or specialization.

Concentration

For students who wish to combine coursework in three or more subjects within a liberal arts area (i.e., humanities, or social sciences, or natural sciences/mathematics), the concentration is an appropriate option. Students complete 33 semester hours of credit in a concentration in one of the three broad liberal arts areas: humanities, or social sciences, or natural sciences/mathematics. At least three different subjects must be included which provide for breadth of knowledge in the concentration. Also, students must earn at least 12 credits in one subject. A maximum of 18 credits can be earned in any one subject area in order to have a balanced interdisciplinary concentration. A deeper knowledge of some subjects is provided by requiring a minimum of 27 upper-level credits.



Dorothy Sconyers, senior program advisor, reviews learning alternatives with student Timothy D. Brown, B.A. in Psychology.

Specializations

An individual subject specialization is an in-depth emphasis in a particular liberal arts discipline. Specializations include 33 semester hours of credits 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. These additional credits are known as corollary requirements. Please refer to the *Bachelor of Arts Degree Subject Area Descriptions* section.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

Upper-Level Courses

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 a *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 other 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 Academic Advisement Center to select the appropriate amount of upper-level credit.

Dr. Richard J. Brower, faculty consultant, Dr. Dawn B. Sova, faculty consultant, and Dr. Jerry Ice, vice president for academic affairs, at the College's workshop for new faculty.



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 to given problems, issues and situations.

The conference itself is a professional, one-to-one discussion between the student and a faculty assessor. The student has the opportunity to select three topics for discussion that relate to only one subject area in the *concentration* or that relate to the area of *specialization*. 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 coordinator of liberal arts degree programs. Once approved, a faculty member who has expertise 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 the majority of credits completed in the area concentration or specialization). The conference lasts approximately one hour and is conducted for New Jersey residents at Thomas Edison State College in Trenton, N.J. 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 Academic Advisement

Center. The Pre-Graduation Conference application should be mailed to the College at least six weeks in advance of the requested conference date for scheduling purposes. 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, and the time difference between the foreign country and the United States is too great, thereby making a phone conference impractical.
2. The student has a speech impediment, a hearing impairment or is physically challenged.
3. The student has taken the PGC unsuccessfully, twice, and the faculty consultant recommends the student complete the PGC in writing.

A request of this type must be made in writing and approved by the coordinator of liberal arts degree programs.

Limitation of Credits in One Subject Area

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

Bachelor of Arts Concentrations

Humanities*

This concentration is for those who wish to combine coursework in three or more subjects within Humanities. Subject areas applicable toward the Humanities concentration include the following: Advanced Writing, Art, Communications [Oral (speech) and Mass Media (film, journalism, radio and television)], Dance, Foreign Languages, Literature, Music, Philosophy, Photography, Religion, Theater.

Note: All communications courses and foreign languages are considered one subject area in the concentration.

Required Courses:

At least three different subjects must be included which provide for a breadth of knowledge in the Humanities. A deeper knowledge of some subjects is provided by requiring a minimum of 27 upper-level credits. A student must earn at least 12 credits in one subject. A maximum of 18 credits can be earned in any one subject area in order to have a balanced, interdisciplinary concentration.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.



Dr. Ruth McKeefery, dean of the College, meets with Dr. Robert Thompson, faculty consultant, at the workshop for Guided Study mentors.

Natural Science/Mathematics*

This concentration is for those who wish to combine coursework in three or more subjects within Natural Sciences/Mathematics. Subject areas applicable toward the Natural Sciences concentration include the following: Biology, Chemistry, Computer Science, Environmental Science, Geology, Math, Physics.

Required Courses:

At least three different subjects must be included which provide for breadth of knowledge in Natural Science/Mathematics. A deeper knowledge of some subjects is provided by requiring a minimum of 27 upper-level credits. A student must earn at least 12 credits in one subject. A maximum of 18 credits can be earned in any one subject area in order to have a balanced interdisciplinary concentration.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Social Sciences*

This concentration is for those who wish to combine coursework in three or more subjects within Social Sciences. Subject areas applicable toward the Social Sciences concentration include the following: African-American studies (social science content courses), American Studies, Anthropology, Archaeology, Economics, Environmental Studies (social science content courses), Geography, History, Labor Studies, Political Science, Psychology, Sociology, Urban Studies (social science content courses), Women's Studies (social science content courses).

Required Courses

At least three different subjects must be included which provide for breadth of knowledge in the social sciences. A deeper knowledge of some subjects is provided by requiring a minimum of 27 upper level credits. A student must earn at least 12 credits in one subjects. A maximum of 18 credits can be earned in any one subject area in order to have a balanced interdisciplinary concentration.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Bachelor of Arts Specializations



Rosa Lee Eickhoff, senior program advisor, approves coursework for student Eugene E. Crocker, B.A. in Computer Science.

African-American Studies

This specialization is a liberal arts interdisciplinary plan of study. It provides an opportunity to comparatively study, analyze and evaluate the various disciplines incorporating a synthesis of African, American and European cultures. Course emphasis must be consistent with specialization.

Required Courses:

Six semester hours from at least two of the following: Art, Dance, Literature, Music, Philosophy, Religion, Theater; six semester hours of African-American History related courses; six semester hours from at least two of the following: Anthropology, Economics, Political Science, Psychology, Sociology; 15 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

American Studies*

This specialization is a liberal arts interdisciplinary plan of study. It provides an opportunity to explore and gain an understanding of the past through present aspects of American civilization: culture, intellectual traditions and relationships among people. Course emphasis must be consistent with specialization.

Required Courses:

American History I, II; Art, Literature, Music, Philosophy (ethics course required), Religion, Sociology; nine semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Anthropology*

Anthropology is the study of likenesses and differences among human beings — past and present.

Required Courses:

Cultural Anthropology and Physical, or Physical Anthropology I, II, or Cultural Anthropology I, II; Introduction to Archeology, Social Organization (kinship), New World Anthropology (north, middle, south America) or Old World Anthropology (Africa and Euro-Asia); six semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Archaeology*

The study of archaeology deals with a review of great archaeological discoveries about the ancient world, theory and methods in archaeology, techniques of excavation and artifact analysis, and overview of world prehistory, new world archaeology, cultures, behavioral systems and ecology.

Required Courses:

Introduction to Archaeology, Methods and Materials in Archaeology, Theory and Development of Archaeological Methods and Techniques, Introduction to Cultural Anthropology, Old World Archaeology, New World Archaeology, specialization electives which include nine semester hours from either Old World or New World Archaeology courses and six semester hours from other areas archaeology courses.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Art*

This specialization deals with the fundamental elements and principles of art, explores the techniques of various art media and creates an awareness of the value of art by presenting the proper historical and cultural background.

Required Courses:

Art History Survey I, II; at least one course in each of the following for a total of 12 semester hours: Color, Graphics, Drawing, Painting; 15 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Asian Studies*

This specialization is a liberal arts interdisciplinary plan of study. It provides an opportunity to explore and gain an understanding of the past through present aspects of Asian civilization: culture, intellectual traditions and relationships among people. Students must select a specific area of specialty within Asian (e.g., China, Japan, Korea, India, etc.) and consistently choose courses from within this area.

Required Courses:

Six semester hours minimum of the Asian language specialty at the **intermediate level only** (beginning-level language may be used in other liberal arts sections); three semester hours minimum in Asian History: either History of the Asian Specialty or General History of Asia (additional Asian history is strongly recommended); 15 semester hours from at least three of the following not to include Language: Anthropology, Art, Economics, History, Literature, Political Science, Religion or Philosophy, Sociology; nine semester hours of specialization electives (may include language).

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Biology*

This specialization develops an understanding of biological principles which underlie all living things, instills a sense of inquiry and sharpens analytical thinking skills.

Required Courses:

General Biology I with lab, II with lab, or Botany with lab and Zoology with lab, Cell Biology, Genetics, Microbiology; 18 semester hours of specialization electives.

Corollary Requirements:

General Chemistry I with lab, II with lab, General Physics I with lab, II with lab, Organic Chemistry I with lab, II with lab, math at least through precalculus.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Chemistry*

This specialization develops the ability to solve problems employing the techniques, processes, interpretations and theoretical constructs of chemistry.

Required Courses:

General Chemistry I with Lab, II with Lab, Organic Chemistry I with Lab, II with Lab, Physical Chemistry, Analytical Chemistry, 15 semester hours of specialization electives.

Corollary Requirements:

Calculus I, II.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Communications*

This specialization explores the various aspects of creating, transmitting and analyzing messages which flow among individuals, groups, organizations and societies. Within the specialization, students may focus on communications courses relating to oral communications (speech) and/or mass media communications (film, journalism, radio and television).

Required Courses:

Select two of the following courses for the Communication Theory requirement: Fundamentals of Speech; Interpersonal Communications; Mass Communication; 27 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Computer Science*

This specialization is designed for students who desire a strong liberal arts program with a major area of study in Computer Science.

Required Courses:

Introduction to Computer Science, Assembly Language Programming, Data Structures; Mathematics requirement: Numerical Analysis or Discrete Mathematics or Linear Algebra (calculus-based); 21 semester hours of specialization electives which may include a maximum of two courses/six semester hours in the following: Database Management, Information Storage and Retrieval, Microcomputers, Systems Analysis and Design, Systems Programming.

Corollary Requirements:

Calculus I, II.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Dance*

This specialization combines a broad experience in the liberal arts with a major area of study in dance.

Required Courses:

Twelve semester hours in dancing (six semester hours from each of two areas): Ballet, Modern, American Folk, Jazz Dance, Ethnic Dance; 12 semester hours in theory selected from: Dance History, Music, Acting, Movement Techniques, Dance Notation; nine semester hours in laboratory selected from: Choreography, Dance Production, Dance Staging/Lighting, Workshop.

Corollary Requirements:

Human Anatomy or Kinesiology or Exercise Physiology.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Economics*

Economics is the study of the ways society chooses to use its scarce resources to attain alternate and often conflicting goals. As a social science, Economics is concerned with the major issues of today.

Required Courses:

Macro, Micro, Intermediate Macro, Intermediate Micro, one of the following: Advanced Economic Theory, Advanced Seminar in Economics, History of Economic Thought; 18 semester hours of specialization electives.

Corollary Requirements:

Computer Science, Statistics (statistics courses from an economics department can be used to satisfy this requirement).

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Environmental Studies*

This specialization is a liberal arts interdisciplinary plan of study. It shows how the biological, physical and social sciences are employed to understand environmental problems.



Student Carol B. Goldstein, BSBS in Community Services, and Louis Martini, admissions representative, watch the College's "Getting Started" video.

Required Courses:

Man and the Environment, Earth's Resources, Geology with Human Emphasis; nine semester hours chosen from at least three of the following areas: Economics of the Environment, Politics of the Environment, Environmental Psychology, Social and Environmental Change/Sociology of Environment, Philosophy/Environment, Anthropology/Environment; an additional 15 semester hours of specialization electives in subjects related to the environment and chosen from fields such as geography, sociology, biology, ecology, geology, etc.

Corollary Requirements:

General Biology with lab, General Chemistry with lab.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Foreign Language*

This specialization deals with linguistics skills, literary appreciation and understanding people and their culture. Students **must** select a specific foreign language (e.g., French, German, Spanish) and consistently choose courses from that specific foreign language. Elementary or Beginning Language I or II can not be applied toward the specialization. These courses can be used in other liberal arts sections.

Required Courses:

Twelve semester hours of language skills through the advance level (i.e., Intermediate Language I, II and Advanced Language I, II), History of Civilization;

six semester hours major writers or masterpieces of literature; 12 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Geography*

Geography is the integrated study of the earth with emphasis on the location, spatial distribution and interaction of its various aspects. It encompasses all the physical and social sciences insofar as how they affect the environment, and provides a firm basis for examining how various human cultures function and influence this environment and each other.

Required Courses:

World Cultures, Physical Geography, Population; nine semester hours from the following: Population, World Resources, Regional Geography, Geographic Techniques; 15 semester hours of specialization electives.

Corollary Requirements:

(a) three semester hours in **one** of the following subject areas are to be taken in the Social Science portion of the degree: Urban Studies or Regional Studies or Economics.

(b) three semester hours in **one** of the following subject areas are to be taken in the Natural Sciences/Mathematics portion of the degree: Geology or Climatology.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Geology*

The study of geology emphasizes the earth's processes, resources, evolution of plant and animal life, and the affects of the environment on human activities.

Required Courses:

Physical geology, Historical Geology, Invertebrate Paleontology/Paleobiology, Stratigraphy, Mineralogy, Petrology, Structural Geology; 12 semester hours of specialization electives.

Corollary Requirements:

Calculus I, II, General Physics I, II, General Chemistry I, II.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

History*

Through the study of history, the student is exposed to the discipline of weighing evidence and evaluating various and conflicting interpretations of great events and significant personalities of the past.

Required Courses:

Western civilization I, II, American History I, II, Non-Western History (e.g., Africa, Asia, etc.); 15 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Journalism*

This specialization is designed to offer experiences in Journalistic theory, technique and practice.

Required Courses:

Law and Ethics or Communication Law; 12 semester hours of four theory courses/exam such as: Basic Issues in the News, Communication Theory, Introduction to Mass Communication, Mass Media and Society, Media History, Public Relations Theory, Theories of Persuasion; 12 semester hours of four skills courses/exams such as Broadcast News Writing, Copy Editing, Feature Writing, Graphic Design for Print, Investigative Reporting, Magazine Article Writing, News Reporting I, II, Public Affairs Writing; six semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Labor Studies*

Labor studies examines work, workers, the organizations workers create to defend their interests and non-work phenomena that affect and are affected by workers.

Required Courses:

U.S. Labor History, Introduction to Labor Studies or Work in Contemporary Society, Labor Economics, Labor Law; 21 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Literature*

This specialization is designed to explore the various aspects of literature.

Required Courses:

Survey American Literature I, II, Survey British Literature I, II, World Literature/Non-British, Non-American; 18 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Mathematics*

This specialization provides students who have a basic mathematical background with the opportunity to further utilize their skills in the advanced study of mathematics.

Required Courses:

Calculus I (differential), Calculus II (integral), Calculus III (multivariate), Linear Algebra (calculus-based; prerequisite of calculus in description), Probability or Statistics, Geometry (prerequisite of calculus or more advanced mathematics); 15 semester hours of specialization electives.

Corollary Requirements:

General physics I (calculus-based), II (calculus-based).

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Music*

This specialization offers a well-rounded preparation and enriches the comprehensive awareness of the musician.

Required Courses:

Survey of Music History I, II, Music Theory/Harmony I, II (must include harmony); 21 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Philosophy*

The study of philosophy explores philosophies that have shaped Western civilization as well as critical thinking and the development of one's own philosophical views.

Required Courses:

Introduction to Philosophy, Logic Ethics; credit from each of the following three areas with six semester hours in one area: Major Field of Philosophy, Major Philosophers, History of Philosophy; 15 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Photography*

This specialization provides an opportunity to explore a combination of courses from the areas of film production, fine arts photography and professional photography.

Required Courses:

Principles of Photography or Black and White Photography, History of Photography, Color Photography; 24 semester hours of specialization electives.

Corollary Requirements:

Survey Art History I, II.

BACHELOR OF ARTS SPECIALIZATIONS

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Physics*

This specialization develops comprehension of the basic principles of physics, instills a sense of inquiry, develops an appreciation of the role of physics in the universe and develops an understanding of its power to deal with programs related to technology and the environment.

Required Courses:

Physics I with lab, (calculus-based), II with lab (calculus-based), Modern Physics, Experimental Physics, Electricity and Magnetism; 16 semester hours of specialization electives.

Corollary Requirements:

Calculus I, II, III, IV.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Political Science*

Political Science deals with the study of power in society, particularly in regard to the analysis of authority, power and influence in the making of public policy.

Required Courses:

American National Government, Political Theory or Political Process, Comparative Governments, International Relations, Research Methods or Statistics; 18 semester hours of specialization electives.

Corollary Requirements:

Macroeconomics.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Psychology*

Psychology studies scientific and humanistic behavior. Emphasis is on psychological principles and research methods, and an exploration of psychological approaches to various problems in the humanities, social sciences and the life sciences.

Required Courses:

Introduction to Psychology, Statistics (from math department or psychology department), Experimental Psychology; 24 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Religion*

This specialization provides the opportunity to study major religious traditions with critical insight into fundamental tenants, and allows a deeper investigation of a broad spectrum of the world's religions and their historical impact.

Required Courses:

Religions of the World or Comparative Religions, Philosophy of Religion; 27 semester hours of specialization electives

Corollary Requirements:

Introduction to Philosophy.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Sociology*

Sociology is the study of the forces which produce stability and changes in people's behavior, beliefs and attitudes and social organization.

Required Courses:

Introduction to Sociology, Social Theory, Methods of Sociological Research or Statistics; 24 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Theater Arts*

Theater Arts examines its relation to the cultural context in major historical periods. It creates an awareness of differing types of plays, significant playwrights and other theater artists, and provides an opportunity to learn the techniques and skills of all aspects of theater production.

Required Courses:

At least one course in each of the following: Acting, Directing, Theater History, Technical Theater Production; 21 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Urban Studies*

This specialization is a liberal arts interdisciplinary plan of study. It provides students with an opportunity to understand the humanist approach to the urban environment: problems, conditions and accomplishments. Course emphasis must be consistent with specialization.

Required Courses:

Introduction to Urban Studies, Statistics or Research Methods; six semester hours from at least two of the following: Art or Film, Literature, Music, Religion, Theater; nine semester hours from at least three of the following: Anthropology, Economics, Geography, History, Political Science, Sociology; 12 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Women's Studies*

This specialization is a liberal arts interdisciplinary plan of study. It provides an opportunity to study, analyze and evaluate women's contributions and women's roles as an important part of the content and methods of educational perspectives (i.e., humanities, social sciences, natural sciences). Course emphasis must be consistent with specialization.

Required Courses:

Anthropology, History, Literature, Political Science, Psychology, Religion, Sociology; 12 semester hours of specialization electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

**Each specialization requires 33 semester hours.*

Bachelor of Science in Business Administration



Esther Taitsman, senior program advisor, assists student Richard L. Holmes III, BSBA in Hotel, Motel Management, with his degree program plan.

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Credits	Hour Credits
I. Liberal Arts Requirements	48	
A. Written Expression		6
B. Humanities		12
C. Social Sciences		12
Introduction to Macro and Micro Economics	(6)	
Electives	(6)	
D. Natural Sciences and Mathematics		9
College-level Mathematics	(3)	
Other Natural Sciences/Mathematics	(6)	
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 Accounting (CLEP)	(6)	
Introductory Marketing (CLEP, DANTES)	(3)	
Statistics (TECEP)	(3)	
Introduction to Operations Management (TECEP)	(3)	
Principles of Finance (TECEP)	(3)	
Business in Society (TECEP)	(3)	
Business Policy (TECEP)	(3)	
Management Process (TECEP or CLEP)	(3)	
(Titles are CLEP, DANTES 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 Specialization:		
Accounting, Finance, Marketing, 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, Advertising Management, Banking, Data Processing, Hospital Health Care Administration, Hotel/Motel/Restaurant Management, Insurance, International Business, Logistics, Management Information Systems, Procurement, Public Administration, Purchasing and Materials Management, Real Estate, 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 (BSBA) is composed of a curriculum that ensures college-level competence in business and the arts and sciences. The BSBA degree provides ample opportunities for prior learning to be recognized and used in meeting many, if not all, of its degree requirements.

Thomas Edison State College offers the BSBA degree with an emphasis or specialization in 23 different areas. Although the majority of Thomas Edison State College's business students elect to do specializations in the more traditional functional areas of business, a substantial portion of students choose other, more specific areas of business to emphasize in their specializations. Thomas Edison State College's commitment to serving the adult student enables the College to add new specializations to the 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 Academic Advisement Center to determine the appropriateness of a new area.

Degree Requirements

To attain the BSBA degree, the student must earn 120 semester hours of credit distributed as follows: 48 credits in liberal arts, 60 credits in business and 12 credits of free electives.

Liberal Arts Requirements

The 48 semester hour requirement in general liberal arts provides students with a broad background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are written expression (6 s.h.), micro- and macroeconomics (6 s.h.), and college mathematics (3 s.h.).

Professional Business Component

The professional business component is composed of the business core, specialization and business electives.

Business Core

The business core is composed of 11 business subjects that represent the foundation courses that support the student's chosen specialization.

Specialization

The specialization is that component of the degree that focuses on the specific business area in depth.

Business Electives

Business electives can include subjects related to the student's specialization or can be any business related subjects.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

**Each specialization requires 18 semester hours.*

Currency Requirements

Up to 15 semester hours of business credits that are older than 10 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 transfer of these recommended credits, the older credits will be included in the student's degree program.

The Demonstration of Currency conference is a dialog between a faculty member (expert in the business areas to be demonstrated) and the student which covers contemporary developments common to the credits in question.

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

Bachelor of Science in Business Administration Specializations

Accounting*

Accounting is the study of how an organization's financial transactions are recorded, controlled and reported. It seeks to analyze the earnings performance and financial position of entities in both the business and not-for-profit sectors of the economy. This specialization is appropriate for those interested in a career in either public or private accounting.

Required Subjects

Intermediate Accounting I

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Administrative Office Management*

Administrative Office Management prepares or enhances students' careers as office or administrative managers. The office or administrative manager is generally responsible for a wide variety of service areas within a business organization: office equipment, furnishings and machines, communications, office supplies and forms management, systems and supervision.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Advertising Management*

Advertising Management is a specialization that will prepare students for career opportunities in advertising agencies, in advertising media such as newspapers, magazines, radio and television, or in the advertising department of manufacturers, retailers or other business enterprises.

Required Subjects

Principles of Advertising, Marketing Research, Consumer Behavior, Advertising Media

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Banking*

This specialization is designed for students working in financial institutions or considering a career in this area. Subjects covered in this specialization may include financial asset and liability management, consumer credit, mortgage lending, savings banking and investments. The knowledge acquired in this curriculum is required of those in responsible positions with banks, savings and loan associations, consumer finance companies, credit unions and other credit granting institutions.

Required Subjects

Monetary Theory and Policy, Money and Capital Markets, Economics of Financial Institutions, Money and Banking

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Data Processing*

Data Processing is the study that includes the gathering, recording, systematizing and interpretation of information essential to the success of modern business. People employed as computer operators or mechanics, programmers or systems analysts may wish to elect this specialization to enhance their knowledge in this area.

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Finance*

The specialization in Finance is designed for students who are either employed in or plan to be employed in banking or other financial institutions, stock brokerage firms, in the financial services industry and in the financial division of major organizations. Finance is broadly defined to include financial markets and institutions, investments, and the financial management of organizations.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

**Each specialization requires 18 semester hours.*

General Management*

General Management is a specialization composed of a minimum of four of the five traditional areas of business — accounting, finance, management of human resources, marketing and operations management. Students interested in having exposure to a number of business areas rather than focusing in depth on one should consider this specialization.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Hospital Health Care Administration*

This specialization is designed to provide students with the managerial skills, attitudes and knowledge needed for administrative/management careers in the health care field. Hospital Health Care Administration is appropriate for students who wish to work or are working in responsible management positions in a wide variety of medical and health care institutions and agencies such as hospitals, health maintenance organizations, physicians' group practices, and voluntary and governmental agencies.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Hotel/Motel/Restaurant Management*

This specialization is designed for students either planning to enter various branches of the food, beverage and accommodation services field, or for those already engaged in the industry and seeking to advance their careers through further study.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Insurance*

Insurance is a specialization reflective of a growing industry which offers opportunity for job satisfaction, creativity, advancement and income based on the ability of an individual. Students either already employed in the industry, or those planning employment as insurance agents, field representatives, underwriters, claims representatives and investment/estate planners should consider this specialization very carefully.

Required Subjects

Principles and Practices of Insurance

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

International Business*

The specialization in International Business is designed for two groups of students: those desiring to prepare for careers in international business and service agencies and those presently employed in the international field but working for a career upgrade. The central theme of this specialization is to adapt the operations of domestic as well as multinational business firms to the cultural needs of foreign nationals on a workable business basis.

Required Subjects

International Economics, International Finance, Introduction to International Business, International Marketing

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Logistics*

Logistics includes activities dealing with the control of incoming and outgoing materials such as acquisition of products and materials, inbound and outbound transportation, warehousing, materials handling, order processing, inventory control and supply scheduling. Students either already working in or planning a career in logistics related areas should consider this specialization.

Required Subjects

Distribution and Traffic Management, Introduction to Logistics, Logistics Strategy and Policy, Logistics Support Analysis, Production Planning and Cost Analysis, Quality Assurance, Warehouse and Inventory Management

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Management of Human Resources*

Management of Human Resources is designed for students interested in working with the human resources of a business — its employees. Students currently working or planning to work in such areas as employee selection, training, management development, industrial relations and compensation should consider this specialization.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Management Information Systems*

The major objective of this specialization is to provide an applied information systems educational base for business students who are or will become either managerial users of computers, managers of computer service units or applications staff members supporting computer using organizations. The emphasis is on management information systems — systems for the collection, organization, access, and analysis of information for the planning and control of operations.

Required Subjects

COBOL I, COBOL II, Systems Analysis and Design I, Systems Analysis and Design II

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Marketing*

Marketing is defined as the activities involved in marketing products, services and/or ideas. This involves the management of all essential activities from planning the organization's product/service offerings to pricing, promoting and communicating about them, and distributing them to customers — including consumers, businesses and governments. Students either already working in the field of marketing or those aspiring toward careers in product/brand management, marketing research, channel management, selling and sales management, wholesaling, marketing planning and analysis, public relations, and new product development should seriously consider this specialization.

**Each specialization requires 18 semester hours.*

Required Subject

Marketing Research

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Operations Management*

This specialization in Operations Management is designed to develop knowledge and expertise in the analysis, design and operation of complex management systems. Students preparing for or currently in positions as line managers and for staff positions such as inventory planning and control should seriously consider this specialization.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Procurement*

This specialization is the study of management dealing with materials acquisition as defined in the public sector of the economy. Some areas covered in this specialization include purchasing and materials management, contract administration/negotiations and cost estimating and pricing. Students already working in the field or those interested in careers such as materials manager, purchasing manager, contract administrator, purchasing agent, expeditor and buyer should consider this specialization.

Required Subject

Purchasing Management

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Public Administration*

This specialization is designed for students already working in or planning on careers in public service at the municipal, state, and federal levels; in entering a career in law, or in a variety of quasi-public, community service, nonprofit and private organizations directly related to public policy making or government regulation. Some subject areas covered are practice and practical relationships in public administration, budgetary function and public policy.

Required Subject

Introduction to Public Administration

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Purchasing and Materials Management*

This specialization is the study of management dealing with materials acquisitions defined in the private sector of the economy. Some areas covered in this specialization include purchasing and materials management, contract administration/negotiations, physical distribution and cost estimating. Students already working in the field or those interested in careers such as materials managers, contract administrator, purchasing agent, senior buyer and expeditor should look carefully at this specialization.

Required Subjects

Physical Distribution Management, Purchasing Management, Materials and Logistics Management, Materials and Logistics Policy

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Real Estate*

Real Estate is the study that includes knowledge of real estate investments, urban land economics, real estate law, appraising, finance, taxes, management, sales and accounting. Students interested in this field either to enhance one's career or to better access entry level positions should consider this specialization.

Required Subject

Real Estate Principles and Practices

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Retailing Management*

This specialization is defined as the final stage of transferring goods from producers to consumers. Students who are already working or desire to work in their own retail business or with department, chain or specialty-type stores should

consider this specialization. Although sales are the ultimate goal of retailers, other critical areas of this field are display, merchandising, retail management, advertising and public relations.

Required Subjects

Introduction to Retailing Management, Buying and Merchandising, Merchandising Information, Retail Advertising/Sales Promotion

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

School Business Administration*

Every school district can be viewed as a business entity that must be operated in a fiscally sound manner. The specialization in school business administration is designed for students interested in the business aspects of schools and school districts. Subject areas include budgeting, administration of personnel, purchasing, insurance, contractual labor negotiations and accounting.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Transportation Management*

Transportation Management is the study of the role of transportation in society and the problems of traffic management within specific industries as well as the management of firms in the transportation industry such as airlines, urban transit firms, trucking firms and railroads. Students currently working as traffic controllers, warehousing and physical distribution managers, and dock/loading supervisors should seriously consider this specialization.

Required Subject

Introduction to Transportation

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

**Each specialization requires 18 semester hours.*

Bachelor of Science in Applied Science and Technology



Dr. Susan Friedman, coordinator of Applied Science Degree Programs, helps student Bruce Hall, BSAST in Surveying, during an appointment.

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements	48
A. Written Expression	6
B. Humanities	9
No more than six semester hours may be taken from one subject area	
C. Social Sciences	12
Psychology or sociology	(3)
Any selection from	(9)
anthropology, economics, history, political science, psychology or sociology	
No more than six semester hours may be taken from one subject area	
D. Natural Sciences and Mathematics	18
Precalculus algebra or above	(6)
General physics or chemistry, depending on specialization	(6)
Science or mathematics electives	(6)
E. Liberal Arts Electives	3
II. Concentration in Applied Science and Technology	54
A. Core Requirements	21
Theoretical knowledge	(12)
Statistics	(3)
Principles of Management	(3)
Technical Report Writing	(3)
B. Individualized Specialization	33
III. Free Electives	18
A. Computer science or data processing	(3)
B. Free electives	(15)
Total	120

The following individual specializations have been approved.

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

* Students seeking enrollment in these specializations are required to possess professional certification.

Bachelor of Science 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.

Degree Requirements

The Bachelor of Science degree requires 120 semester hours of credit: 48 credits in liberal arts distribution, 54 credits in the concentration in applied science and technology, and 18 credits in free electives.

Liberal Arts Requirements

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. Emphasis is placed on the natural science/mathematics area.

A year of general physics or a year of general chemistry, depending on the specialization, is required of all students in the Applied Science and Technology degree. 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. Students in some specializations are required to complete 6 semester hours of calculus.

Professional Applied Science and Technology Component

The concentration contains a 21 semester hour core and a 33 semester hour specialization.

Core

The core includes 12 semester hours of theoretical knowledge and 9 semester hours in three specific areas. The 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. In addition, courses in Statistics, Principles of Management and Technical Report Writing are required.

Specialization

The 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 has not completed appropriate coursework in that area.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

Computer Science: One 3 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. Some specializations require computer programming rather than data processing.

Professional certification: Certain health-related specializations are open only to certified technologists. These specializations require the student to submit evidence of professional registry or licensure in order to enter that specialization.

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, 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 covering contemporary developments in these 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 this process will be provided at that time.

Bachelor of Science in Applied Science and Technology Specializations

Howard Bueschel, senior program advisor, meets with student Capt. Jorge Forero, BSAST in Aviation, at the airport.



Agricultural Mechanization*

This specialization is designed for agricultural engineering technologists. Areas include farm machinery, buildings, utilities and systems.

Required Courses:

Agricultural Mechanization, Energy Systems, Soil and Water Conservation, Farm Electrical Systems, Farm Buildings and Utilities

Corollary Requirements:

Statics, Strength of Materials, Calculus I and II, Physics I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Air Traffic Control*

This specialization is designed for licensed Air Traffic Controllers. Credit is derived from the FAA certification.

Required Courses:

(FAA License)

Corollary Requirements:

Physics I and II, Data Processing

Architectural Design*

This specialization is designed for architectural drafting and design personnel.

Required Courses:

Architectural Drafting and Design, Building Construction

Corollary Requirements:

Statics, Strength of Materials, Physics I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Aviation*

This specialization is designed for Pilots and Airframe and Powerplant Mechanics.

Required Courses:

FAA license in Airframe and Powerplant Mechanics or Commercial Pilot with Instrument rating (Airline Transport Pilot preferred).

Corollary Requirements:

Physics I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

*Each specialization requires 33 semester hours.

BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY SPECIALIZATIONS

Biological Laboratory Science*

This specialization is designed for individuals employed in the applied areas of nonmedical biological research, which includes pharmaceuticals, animal experimentation, histotechnology and biochemical instrumentation.

Required Courses:

Clinical or Advanced Microbiology, Laboratory Techniques, Medical Sciences

Corollary Requirements:

Anatomy and Physiology, Organic or Biochemistry, Microbiology, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Biomedical Electronics*

This specialization is designed for technicians who design and maintain hospital and other health-oriented electronics equipment. Courses include general as well as biomedical electronics.

Required Courses:

Biomedical Equipment, Electronic Devices, Biophysics or Biomechanics

Corollary Requirements:

DC circuits, AC Circuits, Physiology, Physics I and II, Calculus I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Chemical Laboratory Science*

This specialization is designed for technologists employed in the chemical industries. Areas include plastics, polymers, petroleum, chemical instrumentation and chemical engineering technology.

Required Courses:

Instrument Analysis, Physical Chemistry, Applied Chemistry

Corollary Requirements:

Organic Chemistry I and II, Chemistry I and II, Calculus I and II, General Physics, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Civil Engineering Technology*

This specialization is designed for engineering technologists working on buildings, highways, sewer systems, etc. Courses cover both structural theory and construction techniques.

Required Courses:

Soil Mechanics, Structural Steel Design, Reinforced Concrete Design, Construction Methods, Transportation Design, Wast Water Systems

Corollary Requirements:

Statics, Strength of Materials, Fluid Mechanics, Physics I and II, Calculus I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Computer Science Technology*

This specialization is designed for individuals involved in the computer software industry.

Required Courses:

Data Structures, high-level language, Compiler Construction or Operating Systems, Systems Analysis or Data Base Design

Corollary Requirements:

Assembly Language Programming, Computer Architecture, Calculus or Linear Algebra, Physics I and II

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Construction*

This specialization is designed for persons in the construction industry.

Required Courses:

Construction Techniques, Steel or Concrete Design, Construction Estimating and Scheduling, Engineering Graphics

Corollary Requirements:

Statics, Strength of Materials, Physics I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Dental Hygiene*

This specialization is limited to licensed Dental Hygienists.

Required Courses:

Dental Hygiene, Dental Materials, Periodontics, Pharmacology, Clinical Practice

Corollary Requirements:

Anatomy and Physiology, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Electrical Technology*

This specialization is designed for electricians and electrical power or machinery workers. Courses in general electronics as well as electrical fields are included.

Required Courses:

AC and DC Machinery, Motor Controls, Power Systems, Industrial Electronics, Electronics

Corollary Requirements:

DC Circuits, AC Circuits, Physics I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

*Each specialization requires 33 semester hours.

Electronics Engineering Technology*

This specialization is designed for technologists employed in various phases of the Electronics industry-computer hardware, avionics, communications, etc. Included are digital, communications, control systems and a variety of other electronics areas.

Required Courses:

Digital Electronics, Control Systems, Communications Electronics

Corollary Requirements:

DC Circuits, AC Circuits, Physics I and II, Calculus I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Engineering Graphics*

This specialization is designed for individuals employed in drafting and design in a variety of areas: civil, electrical, mechanical, etc. It includes work in both mechanical and computer-aided drafting.

Required Courses:

Mechanical or Electrical Drafting, Technical Illustration, Computer-aided Design I and II, Computer Graphics, Computer Science

Corollary Requirements:

Descriptive Geometry, Physics I and II, Calculus I

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Environmental Science and Technology*

This specialization is designed for individuals employed in a variety of environmental areas: wastewater, pollution control, industrial hygiene, public health and sanitation, etc.

Required Courses:

None: many options.

Corollary Requirements:

Ecology, Organic or Environmental Chemistry, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Fire Protection Science*

This specialization is designed for individuals employed in fire protection, prevention and arson investigation.

Required Courses:

Fire Protection, Arson Investigation, Hazardous Materials, Fire Extinguishing and Alarm Systems, Building Construction Codes

Corollary Requirements:

Fluid Mechanics or Hydraulics, Structural Design, Data Processing and Chemistry I and II or Physics I and II

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Food Technology*

This specialization is designed for workers in food manufacturing and processing industries. Food service is not included.

Required Courses:

Food Industry, Freezing Preservation, Quality Control, Sanitation, Food Product Development, Food Analysis

Corollary Requirements:

Microbiology, Organic or Biochemistry, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Forestry*

This specialization is designed for forestry personnel.

Required Courses:

Dendrology, Silviculture, Forest Resource Management, Wood Products, Forest Policy and Administration

Corollary Requirements:

Ecology, Plant Pathology, Soil Science, Botany, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Horticulture*

This specialization is designed for floriculture and nursery management personnel.

Required Courses:

Plant Breeding, Plant Pathology, Ornamental Horticulture, Landscape Design, Nursery Management

Corollary Requirements:

Plant Physiology, Soil Science, Botany, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Industrial Engineering Technology*

This specialization is designed for technologists involved in plant-level aspects of manufacturing.

Required Courses:

Time and Motion Study, Plant Layout and Design, Automated Manufacturing, Quality Control, Manufacturing Processes

Corollary Requirements:

Statics, Strength of Materials, Physics I and II, Calculus I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

**Each specialization requires 33 semester hours.*

Laboratory Animal Science*

This specialization is designed for technologists employed in animal research, industrial or veterinary hospital settings.

Required Courses:

Laboratory Animal Management, Clinical and Hospital Procedures

Corollary Requirements:

Anatomy and Physiology, Organic or Biochemistry, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Marine Engineering Technology*

This specialization is designed for people working with the mechanical and electrical systems of ships.

Required Courses:

Naval Engineering Systems, Naval Electronics, Diesel and Steam Propulsion, Ocean Science

Corollary Requirements:

Statics, Fluid Mechanics or Thermodynamics, Physics I and II, Calculus I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Materials Science*

This specialization is designed for individuals employed in one or more aspects of the materials industries — refining, mining, plastics, metallurgy, corrosion, testing.

Required Courses:

Metallurgy, Materials Processing, Nondestructive Testing, Nonmetallic Materials

Corollary Requirements:

Statics, Strength of Materials, Engineering Materials, Physics I and II, Chemistry I and II, Calculus I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Mechanical Engineering Technology*

This specialization is designed for machinists and technologists involved in manufacturing from the machine, rather than plant perspective.

Required Courses:

Machine Design I and II, Manufacturing Processes, Materials Science, Electronics, Engineering Graphics

Corollary Requirements:

Statics, Strength of Materials, Fluid Mechanics or Thermodynamics, Physics I and II, Calculus I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Medical Laboratory Science*

This specialization is limited to certified Medical Laboratory Technologists.

Required Courses:

Clinical Microbiology, Hematology, Immunohematology, Clinical Chemistry

Corollary Requirements:

Anatomy and Physiology, Organic or Biochemistry, Microbiology, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Nondestructive Evaluation*

This specialization is designed for persons performing nondestructive evaluation in a variety of settings — bridges and highways, nuclear facilities, manufacturing, etc.

Required Courses:

Metallurgy, Nondestructive Testing, Ultrasonic Testing, Industrial Radiography, Codes and Specifications

Corollary Requirements:

Statics, Strength of Materials, Physics I and II, Data Processing
Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Nuclear Engineering Technology*

This specialization is designed for reactor operators and other workers in the nuclear industry.

Required Courses:

Nuclear Engineering, Nuclear Power Plant Instrumentation, Radiation Effects, Radiation Safety, Reactor Systems

Corollary Requirements:

Nuclear Physics, Thermodynamics, Physics I and II, General Chemistry, Calculus I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Nuclear Medicine*

This specialization is limited to certified/licensed Nuclear Medicine Technologists.

Required Courses:

Radiochemistry and Radiopharmacy, Nuclear Medicine Instrumentation, Nuclear Medicine Techniques, Clinical Practice

Corollary Requirements:

Anatomy and Physiology, Organic or Biochemistry, Nuclear Physics, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

**Each specialization requires 33 semester hours.*

Perfusion Technology*

This specialization is limited to certified Clinical Perfusionists.

Required Courses:

Perfusion Technology, Perfusion Hematology, Extracorporeal Biochemistry, Pharmacology, Clinical Practice

Corollary Requirements:

Anatomy and Physiology, Organic or Biochemistry, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Radiation Protection*

This specialization is designed for radiation safety personnel in nuclear power plants, hospitals, industrial and research settings.

Required Courses:

Radiation Protection, Radiation Detection, Radiation Effects, Radiation Shielding

Corollary Requirements:

Nuclear Physics, Radiochemistry or Radiobiology, Physics I and II, General Chemistry, Calculus I and II, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Radiation Therapy*

This specialization is limited to certified/licensed Radiation Therapy Technologists.

Required Courses:

Pathology, Radiation Oncology, Radiation Therapy Rationale and Treatment, Radiation Safety

Corollary Requirements:

Radiation Physics, Anatomy and Physiology, Physics I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Radiologic Science*

This specialization is limited to certified/licensed Radiographers.

Required Courses:

Radiologic Exposure, Radiographic Positioning, Contrasts and Media, Clinical Practice

Corollary Requirements:

Medical Radiation Physics, Anatomy and Physiology, Physics I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Respiratory Therapy*

This specialization is limited to registered Respiratory Therapists.

Required Courses:

Cardiopulmonary Diseases, Pulmonary Function Testing, Cardiopulmonary Techniques, Clinical Practice

Corollary Requirements:

Anatomy and Physiology, Cardiopulmonary Anatomy and Physiology, Chemistry I and II or Physics I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Surveying*

This specialization is designed for land surveyors.

Required Courses:

Land Surveying, Route Surveying, Surveying Law

Corollary Requirements:

Physics I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Technical Services in Audiology*

This specialization is designed for technologists who design and fit hearing aids.

Required Courses:

Hearing Science and Measurement, Amplification for Hearing Impaired, Pathology of Auditory System

Corollary Requirements:

Anatomy and Physiology, Anatomy and Physiology of Hearing Mechanism, Physics I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Water Resources Management*

This specialization is designed for individuals involved in soil and water conservation.

Required Courses:

Water Resources, Soil Conservation, Land Use Planning, Natural Resources Management

Corollary Requirements:

Soil science, Hydrology, Ecology, Chemistry I and II, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

*Each specialization requires 33 semester hours.

Bachelor of Science in Human Services



Graduate, Deborah Ware, A.A., with friend Wilfrid Cennatus.

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Credits	Hour Credits
I. Liberal Arts Requirements	48	
A. Written Expression	6	
B. Humanities	9	
No more than six semester hours may be taken from one subject area		
C. Social Sciences	18	
Sociology, Introductory	(3)	
Psychology, Introductory	(3)	
Economics, political science, history or geography	(3)	
Additional social science	(9)	
D. Natural Sciences and Mathematics	9	
College-level Mathematics required	(3)	
Additional natural science or mathematics	(6)	
No more than six semester hours may be taken from one subject area		
E. Liberal Arts Electives	6	
Credits from any liberal arts subjects		
II. Concentration in Human Services	54	
A. Core Requirements	21	
Dynamics of Social Setting	(6)	
Upper level subjects in sociology, urban politics, social history and the like		
Dynamics of the Individual	(6)	
Upper level psychology subjects		
Dynamics of Intervention	(3)	
Covering such areas as counseling, interviewing, social work methods		
Social Planning	(3)	
Covering such areas as social policy, planning, administration		
Statistics or research methodology	(3)	
B. Individualized Specialization	33	
Appropriate coursework	(27)	
Include one course in Introduction to Human Services or similar course		
Advanced Level Practicum	(6)	
III. Free Electives	18	
A. Computer Science or Data Processing	(3)	
B. Intercultural Communications	(3)	
C. Race and Ethnic Relations	(3)	
D. Other Free Electives	(9)	
Total	120	

The following is a list of approved specializations:

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

Bachelor of Science in Human Services

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

Degree Requirements

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

Liberal Arts Requirements

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 emphasis is in the social sciences area.

Professional Human Services Component

The concentration contains a 21 semester hour core and a 33 semester hour specialization.

Core

The core requirements are the same for all specializations within the human services. The core stresses advanced social sciences and other subjects closely related to human services.

Specialization

The specialization requires 33 semester hours in a human services area. The credits used in the specialization must exhibit depth and breadth, and cover both theoretical and applied aspects of the field. The 33 semester hour specialization must include an Introduction to Human Services (or similar course), credits in the particular field of the specialization (12 s.h. of theoretical courses and 12 s.h. of applied courses), and the Advanced Level Practicum (six s.h.). 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.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

One three semester hour course in the broad area of computer science or data processing is required. This course may be used to fulfill natural science, liberal arts electives or free electives, depending on the nature of the course.

One three semester hour course in the broad area of intercultural communication and one three semester hour course in the broad area of race and ethnic relations are required. These courses may be used to fulfill humanities, social sciences, liberal arts electives, core or free electives, depending on the nature of the course.

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 the field of their 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 Human Services Specializations

Enrollment Day brings together Dr. Barbara Losty, coordinator of Human Services Degree Programs, student Carol Goldstein, BSBS in Community Services, and Theresa Bowman, senior program advisor.



Art Therapy*

This specialization is designed for providers of art therapy services in a variety of settings. This does not lead to certification in art therapy.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Corollary Requirements:

Studio Art Courses (15 s.h.)

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Child Development Services*

This specialization is designed for early childhood center caregivers and administrators in pre-school, day care and nursery school. This does not lead to teacher certification.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Community Education Services*

This specialization is designed for administrators and other providers of adult and community education programs.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Community Legal Services*

This specialization is designed for providers of legal services to the community.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Community Services*

This specialization is designed for leaders and service providers in community and civic groups, such as Ys and block associations.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Counseling Services*

This specialization is designed for providers of individual or group counseling in a variety of settings.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Criminal Justice*

This specialization is designed for police, probation and corrections personnel.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Emergency Disaster Management*

This specialization is designed for providers of emergency planning for government, industry and voluntary agencies.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Gerontology*

This specialization is designed for providers of services for the aging in institutional or community settings.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Health and Nutrition*

This specialization is designed for providers of health and nutritional counseling in a variety of settings. This does not lead to certification in either teaching or dietetics. It is not an appropriate specialization for persons employed in food services.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Corollary Requirements:

General biology, anatomy and physiology

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Health Services*

This specialization is designed for nurses of special populations, patient educators and nursing supervisors.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Health Services Administration*

This specialization is designed for administrators of health programs.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Corollary Requirements:

Economics, finance, accounting

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Health Services Education*

This specialization is designed for school nurses. This does not lead to certification as a school nurse or teacher.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Mental Health Services*

This specialization is designed for providers of services to the mentally ill in a variety of settings.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Mental Retardation Services*

This specialization is designed for providers of services to the mentally retarded in a variety of settings. This does not lead to teacher certification.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Public Administration*

This specialization is designed for managers of human services in local, county and state governments.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Corollary Requirements:

Finance, Accounting

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Public Safety Services*

This specialization is designed for personnel in private or government security or occupational security administration.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Recreation Services*

This specialization is designed for providers of community recreation or recreational services. This does not lead to certification in recreation therapy.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Rehabilitation Services*

This specialization is designed for providers of mental and/or physical rehabilitation services.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Services for the Deaf*

This specialization is designed for providers of social services for the deaf. This does not lead to certification in sign language interpretation.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Social Services*

This specialization is designed for providers of social services to clients in a variety of settings. This does not lead to certification in social work.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Social Services Administration*

This specialization is designed for people working as administrators of social services programs.

Required Courses:

Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory and six semester hours of Practicum in the area of specialization.

Corollary Requirements:

Finance, Accounting

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

**Each specialization requires 33 semester hours.*

Bachelor of Science in Nursing

Credit Distribution Requirements



Graduate Marilyn E. Jandoli, BSN,
back at work.

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements60	
A. Written Expression	6
B. Humanities	12
No more than six semester hours may be taken from one subject area	
C. Social Sciences	15
No more than six semester hours may be taken from one subject area	
D. Natural Sciences and Mathematics	15
College-level Mathematics (Statistics) required	(3)
Anatomy and Physiology	(3)
Microbiology	(3)
Other natural sciences/mathematics	(6)
E. Liberal Arts Electives	12
II. Professional Nursing Component*48	
A. Written Examinations	20
(Administered through ACT/PEP):	
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:**	28
Clinical Performance (CPNE)	(8)
Health Assessment Performance (HAPE)	(6)
Teaching Performance (TPE)	(2)
Professional Performance (PPE)	(12)
III. Free Electives12	
Total	120

*Administered in New Jersey at the Thomas Edison State College Mid-Atlantic Performance Assessment Center (MAPAC)

**Developed by the Regents College Nursing Faculty

Bachelor of Science in Nursing



Dr. Dolores Brown Hall, director of the
Nursing Program, and Marian Stone,
senior program advisor, plan for the
hospital-based performance
examinations.

The Bachelor of Science in Nursing is a program for registered nurses who desire an alternative approach to traditional campus-based instructional baccalaureate nursing education. It is convenient, self-paced and offers students an opportunity to use a variety of assessment mechanisms to demonstrate proficiency in general and professional education. It is possible to complete the entire program by examination.

The program has a faculty committee for nursing which includes the College's professional nursing staff. The faculty represents a variety of nursing education and service settings.

The program is accredited by the National League for Nursing.

Admission Requirements

Admission is limited to registered nurses who live or work in New Jersey. R.N.s who wish to apply to the BSN program must submit the following documents.

1. Admissions Services application with current fee, which is non-refundable.
2. Official transcripts and test reports of all credits to be evaluated.
3. Notarized copy of current registered nurse license.

Degree Requirements

The curriculum requires a minimum of 120 semester hours of credit and has three components: liberal arts (60 s.h.), professional nursing (48 s.h.) and free electives (12 s.h.).

Liberal Arts

The 60 semester hour credit requirement in liberal arts provides students with a broad background in humanities, social sciences, natural sciences/mathematics and a foundation for the professional nursing component.

Professional Nursing Component

The 48 semester hour credit professional nursing component is a series of written and performance examinations designed to assess knowledge and competencies comparable to those expected of beginning graduates of traditional Bachelor of Science degree programs in Nursing.

A. Written Examinations
Five examinations; 20 credits.

These examinations are the method used for documenting the required theoretical knowledge at the BSN level in the nursing component. They may be taken in any sequence, in any combination, at any ACT/PEP test site. There are no prerequisites for the written examinations. Completion of the specified examinations within five years of application to the BSN program, or completion of comparable baccalaureate nursing courses, may satisfy criteria for waiver of the examinations.

Health Restoration, Areas I and II (HR I and II) Four credits each.

These examinations measure knowledge needed to assist clients in dealing with major health problems, with emphasis placed on nursing actions related to cure, alleviation, rehabilitation, adaptation and restoration.

Health Support, Areas I and II (HS I and II) Four credits each.

These examinations measure knowledge of nursing actions needed to assist clients in the maintenance of health, the prevention of disease and the early detection of major health problems.

Professional Strategies (PS) Four credits.

This examination measures knowledge of those aspects of philosophy, law, history and ethics related to the development of professional nursing, professional nursing practice and the health care delivery system.

B. Performance Examinations
Four examinations, 28 credits.

These examinations assess the student's ability to perform the professional nursing competencies expected of beginning baccalaureate nurses. They are administered at five regional performance assessment centers, primarily on weekends, by appointment only, and require from seven hours to three days for administration. The performance examinations are required unless completed elsewhere within five years of application to the BSN program.

Clinical Performance in Nursing Examination (CPNE) Eight credits.

This examination tests the application of the nursing process and the technical component of practice in the care of adults and children in the acute care setting. Prerequisites include the completion of HR I and II.

Health Assessment Performance Examination (HAPE) Six credits.

This examination is designed to assess the student's ability to use diagnostic reasoning in gathering client-related data in an organized, systematic way so as to identify actual or potential health problems and to assist the client in maintaining an optimum level of wellness. Completion of HR I and II and HS I and II is recommended as a prerequisite.

Teaching Performance Examination (TPE) Two credits.

This examination is designed to assess the student's competencies in the teaching process: the ability to identify a client's learning needs; to prepare a teaching plan which outlines the objectives, content and methodology to be used for the brief teaching episode; to present the material in a live situation; and to evaluate the effectiveness of the client-teaching episode. Prerequisites are the same as for the HAPE.

Professional Performance Examination (PPE) 12 credits.

This examination tests competencies related to additional dimensions of professional nursing practice on behalf of individuals, families and communities. It focuses on the complexity of situations, whether acute or long-term, and tests the student's ability to use a wide variety of resources and strategies in assisting clients. Competencies to be tested include those related to management of client care, leadership, the research process in clinical practice, collaboration, clinical decision making and relating with others. Prerequisites include the completion of 63 credits of general education in addition to all other nursing requirements.

Free Electives

Twelve credits of liberal arts or non-liberal arts subjects. A maximum of six credits of associate degree level nursing and eight credits of physical education activity is accepted.

Study Groups and Other Student Resources

An additional support service provided to assist students to function more effectively in this non-instructional program is the opportunity to join a study group. The group serves as an academic support network comprised of BSN students with diverse experience and educational backgrounds to facilitate the sharing of suggestions for coping with the demands of the program.

Each group is coordinated by a facilitator who is a currently practicing Registered Nurse with a master's degree in Nursing and experience in teaching. The facilitator's responsibilities include assisting students in developing goals to complete the program, in preparing for the examinations using effective study and test taking techniques and in becoming socialized into the professional role.

Students preparing for the nursing component use the study guides which have been developed for each examination. A directory of currently enrolled students and graduates of the program is also available for student use.

Associate in Arts Credit Distribution Requirements



Graduate Betty J. Ford, A.A., with her mother.

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements 48	
A. Written Expression	6
B. Humanities	12
No more than six semester hours may be taken from one subject area	
C. Social Sciences	12
No more than six semester hours may be taken from one subject area	
D. Natural Sciences and Mathematics	9
College-level Mathematics required (3)	
Strongly recommend one Computer Science course (3)	
Other Natural Sciences/Mathematics (3)	
No more than six semester hours may be taken from one subject area	
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 freshman and sophomore years, it facilitates entry into baccalaureate programs.

Degree Requirements

The Associate in Arts Degree requires 60 semester hours of credits: 48 credits in liberal arts distribution and 12 credits in free electives.

Liberal Arts Requirements

The 48 semester hour requirement in liberal arts provides students with a broad background in humanities, social sciences and natural sciences/mathematics.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Associate in Science in Management



Student Edward B. Tatum, Sr., BSBA in Management of Human Resources, and Ronald Sukovich, coordinator of Business Degree Programs, discuss how to get started.

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements	30
A. Written Expression	6
B. Humanities	6
C. Social Sciences	9
Principles of Economics	(3)
Electives	(6)
D. Natural Sciences and Mathematics	6
College Mathematics	(3)
Other Natural Sciences/Mathematics	(3)
E. Liberal Arts Electives	3
II. Management Core	15
A. Accounting (CLEP)	6
B. Business Law (CLEP)	3
C. Computers and Data Processing (CLEP or TECEP)	3
D. Introduction to Business (DANTES)	3
Titles are CLEP, DANTES and TECEP examinations approved to satisfy CORE requirements. Equivalent courses or portfolio assessment may be substituted.	
III. Management Options	12
Complete one of the following options:	
A. General Management Option	
Standard Areas of Management	(6-12)
A minimum of six s.h. selected from at least two of the following areas: Accounting, Finance, Management of Human Resources, Marketing, Operations Management.	
Business Electives	(0-6)
B. Individualized Options	-
To be fulfilled under one of the following plans:	
By completing 12 s.h. in one of the following areas: Accounting, Finance, Management of Human Resources, Marketing or Operations Management	
OR	
By completing 12 s.h. in some other single subject area such as Administrative Office Management, Data Processing, Hotel/Motel/Restaurant Management, Insurance, International Business, Public Administration, Real Estate, Banking, Procurement, Transportation Management, Hospital Health Care Administration, School Business Administration, Purchasing and Materials Management and Retailing Management.	
IV. Free Electives	3
Total 60	

Associate in Science in Management



Student Phyllis J. Lockwood, BSBA in Management of Human Resources, and Robert Herbst, senior program advisor, review her degree program records on the computer.

The Associate in Science in Management (ASM) is composed of a curriculum that ensures college level competence in business and the arts and sciences. There are 20 business options available from which to choose.

Thomas Edison State College offers the ASM with an option 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 ASM is designed so that it can be used as a foundation for the BSBA degree.

Degree Requirements

To attain the ASM degree, the student must earn 60 semester hours of credit distributed as follows: 30 credits in liberal arts, 27 credits in business and three credits in free electives.

Liberal Arts Requirements

The 30 semester hour requirement in general liberal arts provides students with a background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are written expression (six s.h.), principles of economics (three s.h.) and college mathematics (three s.h.).

Management Core

The 15 semester hours required in the management core consist of basic business subjects that serve as a foundation for the management option of the degree.

Management Option

The management option is that component of the degree that focuses on a specific business area.

Free Electives

The free elective category can be satisfied by almost any college credit. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Currency Requirements

Up to seven semester hours of business credits that are older than 10 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). Refer to the BSBA page for a further explanation of Demonstration of Currency.

Associate in Science in Management Options

Accounting*

This option is designed to prepare or enhance students for work in the accounting field in governmental agencies or private business firms in areas such as auditing, cost accounting and general accounting.

Required Subjects

Intermediate Accounting I

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Administrative Office Management*

This option is designed to develop or enhance skills and competencies required for a broad spectrum of careers in the office setting related to such areas as information processing, records management, communication, systems development and office administration.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Banking*

This option is designed to convey to the student the requisite knowledge and the skills either to begin a career in banking or to allow the student to advance to positions of increasing responsibility in the field of banking.

Required Subjects

Economics of Financial Institutions, Money and Banking

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Data Processing*

Data Processing is the study that includes the gathering, recording, systematizing and interpretation of information essential to the success of modern business. This option is designed for students either currently employed in, or preparing for employment in, data processing or data processing-related positions.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Finance*

The option in Finance is designed to introduce the student to the basic concepts, principles, operating procedures and analytical techniques used in the various areas of finance. Students who are either employed in or planning to be employed in banking or other financial institutions, stock brokerage firms, the financial services industry and the financial division of major organizations will find this option of interest.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

General Management*

General Management is an option that allows students to exercise significant freedom in deciding what subjects will constitute this option. Six to 12 semester hours can be selected from two or more of the five traditional areas of business — accounting, finance, management of human resources, marketing and operations management. Up to six semester hours from any business area can be included in the option. This option is especially attractive to the individual who wishes to have exposure to a number of business areas.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

**Each option requires 12 semester hours.*

Hospital Health Care Administration*

This option is designed to provide students with the skills, attitudes and knowledge needed for pre-management and management careers in the health care field. Students working or planning to work in hospitals, clinics, nursing homes, human service organizations or in other organizations that interface with health care providers such as accounting and consulting firms, health insurance companies and hospital associations should seriously consider this option.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Hotel/Motel/Restaurant Management*

This option is designed for students either planning to enter various branches of the food, beverage and accommodation services field or already engaged in the industry and seeking to advance their careers through further study.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Insurance*

Insurance is an option designed for students either planning to enter areas of the insurance industry or already engaged in the industry and seeking to advance their careers through further study. Students interested in all phases of insurance including life, health, property and casualty insurance in both insurance companies and agencies should consider this option. Opportunities in insurance companies include underwriting, claims adjusting, sales, reinsurance and administration. In insurance agencies, opportunities include agency underwriting, sales, claims coordination, risk management and administration.

Required Subjects

Principles and Practices of Insurance

Note: Subject listing above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.



Dr. Sonja Eveslage, dean of the Center for Corporate and Public Partnerships, Karl Ratz of the Taj Mahal Hotel and James Ratigan, director of the Program on Noncollegiate Sponsored Instruction.

International Business*

International Business involves handling personnel, buying, selling, budgeting and accounting, as well as doing all the things generally done in management. However, it means doing these things in one or several foreign countries at the same time or controlling these activities from a U.S. office. Students either presently working in or wishing to enter such fields as importing/exporting, international banking, international advertising, international airlines management or international commodities exchange should consider this option.

Required Subjects

Introduction to International Business, International Marketing

Note: Subject listing above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Management of Human Resources*

Management of Human Resources is an option designed for students either working or interested in working with the human resources of a business — its employees. Some examples of areas included in the management of human resources option are employee selection,

training, management development, industrial relations and compensation.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Marketing*

Marketing is defined as the activities involved in marketing products, services and/or ideas. This involves the management of all essential activities from planning the organization's product/service offerings to pricing them, promoting and communicating about them, and distributing them to customers — including consumers, businesses and governments. Students either already working in the field of marketing or those aspiring toward careers in product/brand management, marketing research, channel management, selling and sales management, wholesaling, marketing planning and analysis, public relations and new product development should seriously consider this option.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

**Each option requires 12 semester hours.*

Operations Management*

This option is designed for students who either are employed in or aspire to positions as production and maintenance supervisors or as staff in areas of quality control, production and inventory control, and methods and standards in both industrial and service-oriented businesses.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Procurement*

Procurement is primarily concerned with the planning, acquisition, conversion, flow and distribution of goods from the raw materials to the finished goods in the public sector of the economy. Students already working in the field should consider this option to help advance their careers, while students new to the field will fill positions such as material analysts, inventory supervisors or contract administrator trainees.

Required Subjects

Purchasing Management

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Public Administration*

This option is designed for students already working in or planning careers in public service at the federal, state and local levels, or in a variety of quasi-public, community service, nonprofit and private organizations directly related to public policy making or government regulations. Some subject areas covered are practice and practical relationships in public administration, budgetary function and public policy.

Required Subjects

Introduction to Public Administration

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Purchasing and Materials Management*

Purchasing and materials management is primarily concerned with the planning, acquisition, conversion, flow and distribution of goods from the raw materials to the finished goods in the private sector of the economy. The purchasing department of an organization is typically responsible for securing all necessary raw materials, supplies, capital goods and services at the best terms possible, and the materials management function typically coordinates the major activities contributing to materials cost and availability including purchasing, production control, warehousing and distribution. Students already working in the field should consider this option as helpful in securing a career upgrade while students new to the field will fill positions such as junior buyers, material analysts, inventory supervisors or contract administrator trainees.

Required Subjects

Purchasing Management

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Real Estate*

This option is designed for students whose interests are either entry level positions in real estate such as sales, finance, development, market analysis, valuation and property management, or more advanced positions in real estate such as brokerage, management, appraising and consulting.

Required Subjects

Real Estate Principles and Practices

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Retailing Management*

This option is designed to meet the needs of students who have interests in the challenging opportunities of retailing. Growth areas of the retailing industry include fashion merchandising, sales

promotion, retail advertising and supportive retail services. Students considering these work activities should seriously look at this option.

Required Subjects

Introduction to Retailing Management, Buying and Merchandising

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

School Business Administration*

Every school district can be viewed as a business entity that must be operated in a fiscally sound manner. The option in School Business Administration is designed for students interested in the business aspects of schools and school districts. Subject areas include budgeting, administration of personnel, purchasing, insurance, contractual labor negotiations and accounting.

Note: Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

Transportation Management*

Transportation Management is the study of the principles of organization and management in the traffic and transportation industry. Students planning to work in or already employed in the transportation management industry as dispatchers, claims clerk, rate clerk, operational clerk, dock or loading supervisor, traffic controller or warehousing manager should seriously consider this option.

Required Subjects

Introduction to Transportation

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students receive a list of suggested subjects with their first Transcript Evaluation and Progress Report.

**Each option requires 12 semester hours.*

Associate in Science in Applied Science and Technology



Student Loretta A. Brooks, BSAST in Computer Science, reviews transcripts with Julie Atwood, evaluator.

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Credits	Hour Credits
I. Liberal Arts Requirements	30	
A. Written Expression	6	
B. Humanities	6	
C. Social Sciences	6	
D. Natural Sciences and Mathematics	6	
College-level Mathematics required*	(3)	
General Physics or General Chemistry, depending on option	(3)	
E. Liberal Arts Electives	6	
II. Individualized Option	21	
A. Introduction to the Option	3	
B. Theoretical Area	9	
C. Applied Area	9	
III. Free Electives	9	
A. Computer Science or Data Processing	3	
B. Free Electives	6	
Total	60	

The degree options available are listed below. All degree options will articulate with specializations in the Bachelor of Science in Applied Science and Technology.

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

**Some options will require mathematics at the level of precalculus algebra and above.*

Associate in Science in Applied Science and Technology

The Associate in Science in Applied Science and Technology 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 option that matches his or her expertise. For most students this reflects their occupation.

Degree Requirements

The Associate in Science in Applied Science and Technology degree requires 60 semester hours of credit: 30 credits in the liberal arts distribution, 21 credits in the option in Applied Science and Technology and nine credits in free electives.

Liberal Arts Requirements

The 30 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 option.

A minimum of three semester hours of math and three semester hours of general physics or general chemistry, depending on the option, is required of all students in the Applied Science and Technology degree. When a classroom course is used to fulfill this requirement, it must include a laboratory. If this course has already been completed as a nonlaboratory course, another laboratory science course must be completed elsewhere in the degree program. Students in some specializations are required to complete math at the level of precalculus algebra and above.

Professional Applied Science and Technology Component

The option includes 21 semester hours of courses within the option area selected. These credits will include three semester hours of credit in an introductory course, nine semester hours in the theoretical area and nine semester hours in the applied area. 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 has not already completed appropriate coursework in that area.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

Computer Science: One three semester hour course in the broad area of computer science or data processing is required. This may be used under liberal arts electives or free electives, depending on the nature of the course. Some options require computer programming rather than data processing.

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 nine semester hours in a student's option are over 10 years old at the time of application to the College, 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 developments in the subjects. These courses will not be used toward the option until currency has been demonstrated. Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

Associate in Science in Applied Science and Technology Specializations

Agricultural Mechanization*

This option is designed for agricultural engineering technologists. Areas include farm machinery, buildings, utilities and systems.

Required Courses:

Agricultural Mechanization, Statics

Corollary Requirements:

General Physics, Precalculus Algebra, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Air Traffic Control*

This option is limited to licensed air traffic controllers. Credit is derived from the FAA certification.

Required Courses:

FAA License

Corollary Requirements:

General Physics, Precalculus Algebra, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Architectural Design*

This option is designed for architectural drafting and design personnel.

Required Courses:

Statics, Architectural Drafting and Design



Dr. Virginia Gonsalves-Domond, faculty consultant.

Corollary Requirements:

General Physics, Precalculus Algebra, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Aviation*

This option is designed for FAA licensed pilots or airframe and powerplant mechanics.

Required Courses:

FAA license in Airframe and Powerplant or Commercial Pilot with Instrument Rating.

Corollary Requirements:

General Physics, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Chemical Laboratory Science*

This option is designed for individuals employed in the chemical industries, including plastics, polymers, petroleum, chemical instrumentation and chemical engineering technology.

Required Courses:

Chemical Technology, Organic Chemistry, Applied Chemistry

Corollary Requirements:

General Chemistry, Precalculus Algebra, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Civil Engineering Technology*

This option is designed for engineering technologists working on buildings, highways, sewer systems, etc. Courses cover both structural theory and construction techniques.

Required Courses:

Construction Methods, Statics

Corollary Requirements:

General Physics, Precalculus Algebra, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Computer Science and Technology*

This option is designed for individuals involved in the computer software industry.

**Each option requires 21 semester hours.*

Required Courses:

Introduction to Computer Science,
Data Structures, High-Level Language,
Assembly Language Programming

Corollary Requirements:

Precalculus Algebra, General Physics

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Construction*

This option is designed for persons in the construction industry.

Required Courses:

Statics, Construction Techniques

Corollary Requirements:

Precalculus Algebra, General Physics,
Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Electrical Technology*

This option is designed for electricians and electrical power or machinery workers. Courses in general electronics as well as electrical fields are included.

Required Courses:

DC circuits, AC circuits, AC and DC Machinery

Corollary Requirements:

Precalculus Algebra, General Physics,
Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Electronics Engineering Technology*

This option is designed for individuals employed in various phases of the electronics industry — computer hardware, avionics, communications, etc. It includes digital, communications, control systems and a variety of other electronics areas.

Required Courses:

Electronics, DC circuits, AC circuits,
Digital Electronics

Corollary Requirements:

General Physics, Precalculus Algebra,
Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Engineering Graphics*

This option is designed for individuals employed in drafting and design in a variety of areas: civil, electrical, mechanical, etc. It includes work in both mechanical and computer aided drafting.

Required Courses:

Engineering Graphics, Mechanical or
Electrical Drafting, Computer Aided
Design

Corollary Requirements:

Precalculus Algebra, General Physics,
Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Environmental Science and Technology*

This option is designed for individuals employed in a variety of environmental areas: wastewater, pollution control, industrial hygiene, public health and sanitation, etc.

Required Courses:

Ecology

Corollary Requirements:

General Chemistry, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Fire Protection Science*

This option is designed for individuals employed in fire protection, prevention and arson investigation.

Required Courses:

Fire Protection

Corollary Requirements:

Data Processing and General Chemistry or General Physics

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Food Technology*

This option is designed for workers in food manufacturing and processing industries. Food service is not included.

Required Courses:

Food Industry

Corollary Requirements:

General Chemistry, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Forestry*

This option is designed for forestry personnel.

Required Courses:

Dendrology, Silviculture

Corollary Requirements:

General Chemistry, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Horticulture*

This option is designed for floriculture and nursery management personnel.

Required Courses:

Ornamental Horticulture, Soil Science

Corollary Requirement:

General Chemistry, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

**Each option requires 21 semester hours.*

Industrial Engineering Technology*

This option is designed for technologists involved with plant-level aspects of manufacturing.

Required Courses:

Statics, Automated Manufacturing,
Manufacturing Processes, Time and
Motion Study or Plant Layout and Design.

Corollary Requirements:

General Physics, Precalculus Algebra,
Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Marine Engineering Technology*

This option is designed for people working with the mechanical and electrical systems of ships.

Required Courses:

Statics, Fluid Mechanics or Thermodynamics, Naval Engineering Systems,
Naval Electronics or Diesel and Steam
Propulsion

Corollary Requirements:

General Physics, Precalculus Algebra,
Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Materials Science*

This option is designed for individuals employed in various aspects of materials industries — refining, mining, plastics, metallurgy, corrosion, testing.

Required Courses:

Statics, Strength of Materials,
Engineering Materials, Metallurgy

Corollary Requirements:

General Chemistry, Precalculus
Algebra, Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate.

Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Mechanical Engineering Technology*

This option is designed for machinists and technologists involved with manufacturing from the machine, rather than plant, perspective.

Required Courses:

Statics, Strength of Materials,
Machine Design, Manufacturing Processes

Corollary Requirements:

General Physics, Precalculus Algebra,
Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Nondestructive Evaluation*

This option is designed for persons performing nondestructive evaluation in a variety of settings — bridges and highways, nuclear facilities, manufacturing, etc.

Required Courses:

Engineering materials, Metallurgy,
Nondestructive Testing

Corollary Requirements:

General Physics, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Nuclear Engineering Technology*

This option is designed for reactor operators and other workers in the nuclear industry.

Required Courses:

Nuclear Physics, Thermodynamics,
Nuclear Engineering, Radiation Safety

Corollary Requirements:

General Physics, Precalculus Algebra,
Computer Programming

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Surveying*

This option is designed for surveyors.

Required Courses:

Land Surveying, Route Surveying

Corollary Requirements:

General Physics, Precalculus Algebra,
Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Technical Services in Audiology*

This option is designed for technologists involved with the design and fit of hearing aids.

Required Courses:

Anatomy and Physiology of Hearing
Mechanism, Hearing Science and
Measurement

Corollary Requirements:

General Physics, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Water Resources Management*

This option is designed for individuals involved in soil and water conservation.

Required Courses:

Soil Science, Hydrology, Water
Resources, Soil Conservation

Corollary Requirements:

General Chemistry, Data Processing

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

**Each option requires 21 semester hours.*

Associate in Science in Natural Sciences and Mathematics



Graduate Cynthia Warrick, B.A. in Religion, being helped with her hood by alumna Adele Ellis, ASM.

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements	30
A. Written Expression	6
B. Humanities	6
C. Natural Sciences and Mathematics	6
College-level Mathematics required (3)	
Strongly recommend one Computer Science course (3)	
Or	
Other Natural Sciences/Mathematics (3)	
E. Liberal Arts Electives	6
II. Individualized Option	21
Introduction to the option (3)	
Required basic theory area (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

The Associate in Science degree in Natural Sciences and Mathematics requires 60 semester hours of credit: 30 credits in the liberal arts distribution, 21 credits in the option and 9 credits in free electives.

Liberal Arts Requirements

The 30 semester hour requirement in liberal arts provides students with a broad background in humanities, social sciences and natural sciences/mathematics.

Option

The option requires 21 semester hours in one of the following subject areas: biology, chemistry, computer science, mathematics, physics. These credits will include 3 semester hours of credits in introduction to the option, 9 semester hours of credit in required theory areas and 9 semester hours of credits individually selected from courses appropriate to the option. Some options also require additional credits outside of the option subject. These additional credits are called corollary requirements. Please refer to the Associate in Science in Natural Sciences and Mathematics subject area description section. The options articulate with approved Bachelor of Arts specializations.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Associate in Science in Natural Sciences and Mathematics Options

Biology*

This option develops an understanding of the biological principles which underlie all living things, instills a sense of inquiry and sharpens analytical thinking.

Required Courses:

General Biology I with lab, II with lab or Botany with lab and Zoology with lab. Select nine semester hours from the following for the theory and concepts area: anatomy and physiology, cell biology, biochemistry, ecology, evolution, genetics, microbiology, molecular biology, physiology; six semester hours of option electives.

Chemistry*

This option develops the ability to solve problems employing the techniques, processes, interpretations and theoretical constructs of chemistry.

Required Courses:

General Chemistry I with lab, II with lab. Select nine semester hours from the following for the theory and concepts area: organic chemistry, physical chemistry, analytical chemistry, biochemistry; four semester hours of option electives.

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Computer Science*

This option is designed for students who desire a strong liberal arts program with a major area of study in computer science.

Required Courses:

Introduction to Computer Science. Select nine semester hours from the following for the theory and concepts area: assembly language programming, compiler construction, data structures, numerical analysis or discrete mathematics or linear algebra (calculus-based), switching theory and automation; nine semester hours of option electives which may include a maximum of two courses/six semester hours in the following: database management, information storage and retrieval, microcomputers, systems analysis and design, systems programming.

Corollary Requirements:

Calculus I, II

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Mathematics*

This option provides students having a basic mathematical background with the opportunity to further utilize their skills in the advanced study of mathematics.

Note: Course listings below are generic titles. Other courses may be appropriate.

Required Courses:

Calculus I (differential). Select nine semester hours from the following for the theory and concepts area: calculus II (integral), calculus III (multivariate), linear algebra (calculus-based; prerequisite of calculus in description), probability or statistics, matrix algebra, number theory; nine semester hours of option electives.

Corollary Requirements:

General physics I (calculus-based).

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Physics*

This option develops comprehension of the basic principles of physics, instills a sense of inquiry, develops an appreciation of the role of physics in the universe and develops an understanding of its power to deal with problems related to technology and the environment.

Required Courses:

Physics I with lab calculus-based, II with lab calculus-based. Select nine semester hours from the following for the theory and concepts area: modern physics, electricity and magnetism, mechanics, mathematical physics, heat and thermodynamics; four semester hours of option electives.

Corollary Requirements:

Calculus I, II

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

**Each option requires 21 semester hours.*

Associate in Science in Public and Social Services



Richard Ford, B.A. applicant, filling out the application form.

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements30	
A. Written Expression	6
B. Humanities	6
C. Social Sciences	6
Introduction to Sociology	(3)
Introduction to Psychology	(3)
D. Natural Sciences and Mathematics	6
College-level Mathematics required	(3)
Other Natural Sciences/Mathematics	(3)
E. Liberal Arts Electives	6
II. Individualized Option21	
Introduction to the option	(3)
Theoretical area	(9)
Applied area	(6)
Practicum	(3)
III. Free Electives9	
A. Computer Science or Data Processing	(3)
B. Intercultural Communications or Race and Ethnic Relations	(3)
C. Other Free Electives	(3)
Total	60

The following options will emphasize areas appropriate to the degree and will articulate with specializations in the Bachelor of Science 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
Emergency Disaster Management	Social Services Administration
Mental Retardation Services	

Associate in Science in Public and Social Services

The Associate in Science in Public and Social Services degree is intended to meet the educational and professional needs of mid-career adults in a wide variety of public and social services fields. The student selects the option that matches his or her expertise. For most students this reflects their occupation.

Degree Requirements

The Associate in Science and Public and Social Services degree requires 60 semester hours of credit: 30 credits in liberal arts distribution, 21 credits in the option in Public and Social Services, and nine credits in free electives.

Liberal Arts Requirements

The 30 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 Public and Social Services option.

Professional, Public and Social Services Component

The option includes 21 semester hours of courses within the option area selected. These credits will include three semester hours of credit in introduction to the option, nine semester hours of credit in the theoretical area, six credits in the applied area and three credits in the Practicum. 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.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

One three semester hour course in the broad area of computer science or data processing is required. This course may be used to fulfill natural science, liberal arts electives or free electives, depending on the nature of the course.

One three semester hour course in the broad area of intercultural communications or race and ethnic relations is required. This course may be used to fulfill humanities, social sciences, liberal arts electives or free electives, depending on the nature of the course.

The Practicum is the capstone requirement tying together theory with the practical experience the student has gained through employment. Students must have current experience in the field of their 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 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.

Associate in Science in Public and Social Services Options

Child Development Services*

This option is designed for early childhood center caregivers and administrators in preschool, day care and nursery school.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Community Education Services*

This option is designed for administrators and other providers of adult and community education programs.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.



Virginia Alexander, assistant to the director, Testing and Assessment, gives test-taking directions to student Lori Montgomery, B.A. in Social Science.

Community Legal Services*

This option is designed for providers of legal services to the community.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Community Services*

This option is designed for leaders and service providers in community and civic groups, such as Ys and block associations.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory, and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Counseling Services*

This option is designed for providers of individual and group counseling in a variety of settings.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

**Each option requires 21 semester hours.*

Criminal Justice*

This option is designed for police, probation and corrections personnel.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Emergency Disaster Management*

This option is designed for providers of emergency planning for government, industry and voluntary agencies.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Mental Retardation Services*

This option is designed for providers of services to the mentally retarded in a variety of settings. This does not lead to teacher certification.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Public Administration*

This option is designed for managers of human services in local, county and state governments.

Required Courses:

Introduction to human services or an introductory course to the option. Nine

semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Corollary Requirements:

Finance, Accounting

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Public Safety Services*

This option is designed for personnel in private or government security or occupational security administration.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Recreation Services*

This option is designed for providers of community recreation or recreational services. This does not lead to certification in recreation therapy.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Rehabilitation Services*

This option is designed for providers of mental and/or physical rehabilitation services.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested

courses with their first Transcript Evaluation and Progress Report.

Services for the Deaf*

This option is designed for providers of social services for the deaf. This does not lead to certification in sign language interpretation.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Social Services*

This option is designed for providers of social services to clients in a variety of settings.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

Social Services Administration*

This option is designed for people working as administrators of social services programs.

Required Courses:

Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of Practicum in the area of the option.

Corollary Requirements:

Finance, Accounting

Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Transcript Evaluation and Progress Report.

**Each option requires 21 semester hours.*

Associate in Applied Science in Radiologic Technology



Student Benjamin Baez, Jr., BSBA in Accounting, reviewing transcripts with Donna Watson, evaluator.

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements	26
A. Written Expression	6
B. Humanities	3
C. Social Science	3
D. Natural Sciences/Mathematics	9
Anatomy and Physiology	(6)
Mathematics	(3)
E. Liberal Arts Electives	5
Computer Science	(3)
II. Professional Component	34
ARRT (R) certification or NJ Radiographer license	
*Following completion of a hospital-based program in 1980 or later	34
OR	
*A hospital-based program completed prior to 1976	20
AND either:	
Professional registration in Radiation Therapy or Nuclear Medicine	14
or	
Equivalent Coursework in any radiologic field	
*Hospital-based program completed 1976-1980 may fit either of these categories.	
Total	60

The Associate in Applied Science degree is intended to provide radiologic 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 of facilitating the professional development of practicing technologists. This degree is an appropriate foundation for the Bachelor of Science degree with a specialization in Radiologic Science, Nuclear Medicine or Radiation Therapy.

Degree Requirements

The Associate in Applied Science degree requires 60 semester hours of credit: 26 credits in liberal arts distribution and 34 credits in radiologic technology.

Liberal Arts Requirements

The 26 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 professional component. Specific requirements under the natural sciences/mathematics include anatomy, physiology and mathematics. A course in computer science is required under liberal arts electives.

Professional Radiologic Technology Component

The basic assumption underlying the AASRT degree is the belief that the specialized education and experience of the licensed technologist are at least equivalent to the knowledge and competence expected of current graduates holding the AASRT degree. Therefore the professional radiologic technology component of the degree is completed by submission of a New Jersey license or ARRT radiography certification earned after the 1980 curriculum change or partially completed by earlier certification. Students who completed their radiographic education before the 1980 curriculum change earn the remaining credits in the professional component by an additional certification in a second area, portfolio assessment or coursework.

Additional Degree Requirements

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 (Radiographer).

Certificates

The Thomas Edison State College certificate is composed of 18 semester hours in one professional area, 12 of which are required credits. Twelve semester hours of liberal arts credit are also required, including three s.h. of English composition.

The professional areas are:

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

There is no limit to the number of certificates that can be earned by a student. Thirty semester hours are required for the completion of each certificate. Credits can be earned through portfolio assessment, examination, correspondence courses, Guided Study, television or classroom courses. The overall minimum grade point average for the certificate is "C" or 2.0; the professional component of the certificate must also maintain the same minimum grade point average of "C" or 2.0.

Each certificate requires four designated subjects for inclusion in the professional component of the certificate. The remaining electives needed to fulfill the 18 semester hours of the professional component can be selected from a list of appropriate choices provided by the College or alternate possibilities can be submitted to the College by the student for approval.

More specific information concerning certificates can be obtained by contacting the Academic Advisement Center or the Office of the Registrar.

When to Apply for a Certificate

Students enrolled in associate degrees at Thomas Edison may apply for certificates before or after the associate degree is earned. However, students pursuing baccalaureate degrees must apply prior to submitting their applications for graduation.

For those students who have completed a baccalaureate degree, a minimum of 12 additional semester hours which were not used in the baccalaureate degree must be completed for the certificate. In addition, these 12 semester hours must be part of the professional component of the certificate. The remaining 18 semester hours may come from the previously awarded baccalaureate degree as long as they are appropriate to the certificate.

How to Apply for a Certificate

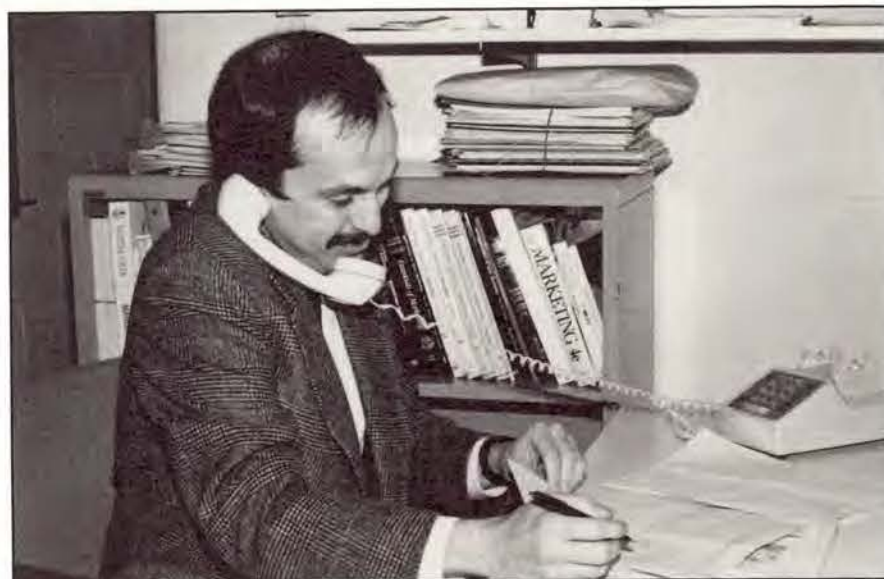
Students enrolled at the College who wish to receive certificates in one or more of the specified areas must fill out the certificate application form for each requested certificate and submit these completed forms to the Office of the Registrar.

Students not interested in pursuing degrees but only interested in one or more certificates must: 1) apply to the College by filing the *Application for Admission* (with application fee) with the College, 2) submit the annual enrollment fee, and 3) fill out and send in the certificate application form. Students are charged for the credits applied to the certificate; this charge is called the *Credit Transfer Evaluation Fee*.

The Certificate will be Issued on Completion of the Following:

1. The College has received, reviewed and approved the certificate application.
2. All credits included in the certificate have been officially accepted and placed in the appropriate areas of the certificate.
3. All required minimum grade point averages have been met or exceeded.
4. All appropriate fees have been paid.

Academic Policies



*Blaine Greenfield,
faculty consultant.*

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, and in the degree Program Planning Handbook mailed to all applicants.

Academic Integrity and Honesty

Thomas 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 or certificates may be rescinded by the College.

Arnold Fletcher Award

The Arnold Fletcher Award will recognize Thomas Edison State College baccalaureate graduates for achieving excellence in nontraditional learning. Students will be selected from among those graduating during the period October through September. The awards will be announced and made once a year at the October Commencement. The following areas have been identified as appropriate nontraditional learning modes to be considered:

- Assessment of Prior Learning through Portfolio
- Testing
- Guided Study
- Correspondence Courses
- Pre-Graduation Conference
- Demonstration of Currency
- Advanced Level Practicum
- Nursing Performance Exams

Fifty percent of the credits for the student's degree will come from two or more of the above methods.

Scores on exams, grades on Guided Study, comments by Faculty Consultants on PGC, DOC, Practicum and portfolio will be considered.

Award of Degrees

First Associate Degree

Students are required to complete a Thomas Edison State College associate degree prior to completing a Thomas Edison State College baccalaureate degree if they desire both degrees. The associate degree must be awarded first, with the baccalaureate awarded no sooner than two months later.

If a student has completed an associate, baccalaureate or graduate degree and applies for an associate degree, she or he must complete a minimum of 15 semester hours beyond those completed on the date ALL prior degrees were awarded. The student must also meet all the requirements specific to the degree.

Second Associate Degree

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

No more than six 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.

It is the position of the College that students should be advised to devote their academic endeavors to completing an advanced degree rather than an additional associate degree. Students contemplating a second associate degree will be advised to consider an advanced degree instead.

Third Associate Degree

Ordinarily a student will not complete a third associate degree from Thomas Edison State College or another college or university.

It is the position of the College that students should be advised to devote their academic endeavors to completing an advanced degree rather than an additional associate degree. Students contemplating a third associate degree will be advised to consider an advanced degree instead.

A student who wishes to request an associate degree beyond the second associate degree earned must submit a request in writing to the Appeals Committee: Academic Degrees. The student must

demonstrate the need to earn a third associate degree, and provide the reasons for earning an additional degree based on vocational, personal and other requirements. The request should be mailed to the Appeals Committee: Academic Degrees, in care of the Office of the Registrar.

In order to maintain the academic integrity of degree programs, a student given permission to complete a third associate degree will be required to complete for the option a minimum of 15 semester hours beyond those credits completed on the date ALL prior degrees were awarded. In addition, all additional credits must be defined as current for the third associate degree, (i.e., earned within 10 years prior to the date of application). No more than six semester hours of credit can be used for the option in the third associate degree that were used in the option for the second associate degree. Students must also complete all requirements specific to the third associate degree.

First Baccalaureate Degree

It is assumed that when a student applies for a first baccalaureate degree, she or he will not have completed another four-year degree. It is assumed that she or he may have completed an associate degree.

There are rare instances when students may have completed a professional, master's or doctorate degree without completing a baccalaureate. Thomas Edison State College equates a professional degree with a baccalaureate for purposes of academic policy interpretations. Therefore, if a first baccalaureate follows a professional degree, a student will be required to complete, for the concentration/specialization, a minimum of 30 semester hours beyond those credits completed on the date ALL prior degrees were awarded. In addition, all additional credits must be defined as current for the baccalaureate degree. No more than nine semester hours of credit can be used for the concentration/specialization (major) in the baccalaureate degree that were used in a professional degree. Students must also complete all requirements specific to the baccalaureate degree.

Second Baccalaureate Degree

A student who has received one baccalaureate from Thomas Edison State College, or associate, professional, baccalaureate, master's or doctorate

degree(s) from another regionally accredited college or university who wishes to earn a second baccalaureate degree, must complete a minimum of 30 additional credits beyond those credits completed on the date ALL prior degree(s) were awarded. The student must also meet all the requirements specific to the second degree.

No more than nine semester hours of credit can be used for the concentration/specialization (major) in the second baccalaureate degree that were used in the concentration/specialization (major) in the first or second baccalaureate, professional, master's or doctorate degree in the same area (major).

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, a maximum of 120 credits will be applied, if they meet the degree requirements, to the first baccalaureate degree. The student must follow the requirements for the second degree as outlined above. It is the position of the College that students should be advised to devote their academic endeavors to completing an advanced degree rather than an additional baccalaureate degree. Students contemplating a second baccalaureate degree will be advised to consider pursuing a master's or doctorate degree instead.

Third Baccalaureate Degree

Ordinarily a student does not complete a third baccalaureate degree from Thomas Edison State College.

It is the position of the College that students should be advised to devote their academic endeavors to completing an advanced degree rather than an additional baccalaureate degree. Students contemplating a third baccalaureate degree will be advised to consider pursuing a master's or doctorate degree instead.

A student who wishes to request a baccalaureate degree beyond the second degree earned must submit a request in writing to the Appeals Committee: Academic Degrees. The student must demonstrate the need to earn a third baccalaureate degree, and provide the reason for earning an additional degree based on vocational, personal and other requirements. The request should be mailed to the Appeals Committee: Academic Degrees, in care of the Office of the Registrar.

In order to maintain the academic integrity of degree programs, a student

given permission to complete a third baccalaureate degree will be required to complete for the concentration/specialization, a minimum of 30 semester hours beyond those credits completed on the date ALL prior degrees were awarded. In addition, all additional credits must be defined as current for the third baccalaureate degree, (i.e., earned within 10 years prior to the date of application). No more than nine semester hours of credit can be used for the concentration/specialization (major) in the third baccalaureate degree that were used in the concentration/specialization (major) in the first or second baccalaureate, professional, master's or doctorate degree in the same area (major). Students must also complete all requirements specific to the third baccalaureate degree.

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 Office of the Registrar.

Continuing Education Units

Continuing Education Units (CEUs) are measures of time spent in an organized continuing education experience and are not unit of credit. One CEU signifies that the student has "10 contact hours of participation or its equivalent" in a learning experience; however, CEUs do not verify that college-level learning has resulted from the experience. Any learning suggested by CEUs requires full evaluation through portfolio assessment before credit can be assessed.

Students must officially request such an evaluation by submitting an application for portfolio assessment and paying the credit hour fees. The Portfolio Assessment Handbook will be mailed to students who inquire about credit for CEUs.

Credit for Courses Taught at Other College

A Thomas 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 Academic Advisement Center. The College must be accredited by one of the six regional accrediting commissions listed under Regional Accrediting Associations.

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

Credits from American Council on Education Evaluations

Thomas 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 Educational Credit for Training Programs*, January 1976 edition and subsequent editions. For military credit recommendations refer to *Military Training Programs and Schools*.

Thomas Edison State College will also accept the recommendations of the American Council on Education for examinations as listed in the *Guide to Educational Credit by Examinations*, 1981 edition and subsequent editions.

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 examination 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 or freshman English. Thus, if a student presents six semester hours in coursework or examinations in these areas she or he will not receive credit for the CLEP general examination in English Composition. Students 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 examination and/or courses were completed.

Mathematics

The College will accept for credit a maximum of two one-semester courses, or equivalent, in college mathematics. This includes such courses and examinations as introductory college mathematics or college algebra. Thus, six semester hours of coursework or examinations in these areas will duplicate the CLEP general examination in mathematics. If students present three semester hours in college mathematics s/he will receive partial credit of three semester hours 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 may be counted in addition to credits earned in college mathematics.

CLEP General Exams

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 on the portion which has not been duplicated. The minimum scaled score will be one in effect for the exam on the date the exam was taken.

CLEP Natural Science (General Exam)

If students have completed six 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 science portion (three s.h.) of the examination. If students have completed six s.h. in biology, no credit will be granted for the biological sciences portion (three s.h.) of the examination.

A course or examination which is a survey of the physical sciences is considered to be a duplication of the physical sciences portion of the examination. A course or examination which is a survey of the biological sciences is considered to be a duplication of the biological sciences portion of the examination.

CLEP Humanities (General Exam)

If students have completed six s.h. of basic literature courses, e.g., world literature, or six s.h. in two or more areas of literature, e.g., American literature, English literature, the novel, etc., no credit will be granted for the literature portion (three s.h.) of the examination. If students have completed six s.h. in basic fine arts courses, e.g., foundations of art, foundations of music, no credit will be granted for the fine arts portion (three s.h.) of the examination.

A course or examination which is a survey of the fine arts is considered to be a duplication of the fine arts portion of the examination.

CLEP Social Science History (General Exam)

If students have completed six s.h. in two or more areas of the social sciences, e.g., government, economics, geography, anthropology, sociology or psychology, no credit will be granted for the social sciences portion (six s.h.) of the examination. If students have completed six s.h. in world history, history of western civilization, etc., or six s.h. in two or 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 the equivalent of two semester courses, or three quarter courses, or equivalent exams 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 six s.h. of credit from college mathematics.

Limit on Freshman Level Biology, Chemistry and/or Physics

The College will accept for credit in any degree program the equivalent of two semester courses, or three quarter courses, or equivalent exams in freshman level biology, chemistry and/or physics. This maximum is considered "introductory" or "freshman level" for each science area.

Limit on Physical Education Activity Credits

Thomas Edison State College will accept a maximum of four s.h. of physical education activity courses, such as volleyball, softball and weight training toward an associate degree, or eight s.h. toward a baccalaureate degree.

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 non-collegiate courses recommended by the American Council on Education and those licenses, certificates and programs evaluated as such by Thomas Edison State College.

Math/Computer Science Requirement

Students are required to demonstrate completion of three semester hours of

college mathematics. This proficiency can be met by:

1. Three semester hours of college coursework in mathematics beyond developmental courses (elementary algebra cannot be used.)
2. Earning three credits of college mathematics through portfolio assessment, examination, independent or Guided Study.

Some degrees also require computer science. This proficiency can be met by:

1. Three semester hours of college coursework in computer science;
2. Earning three credits of college computer science through portfolio assessment, examination, independent or Guided Study.

Students must meet the math and computer science required for their specific degree and option or specialization. Students are advised to complete this requirement as soon as possible.

Student's Role in Institutional Outcomes Assessment

In keeping with its institutional mission, Thomas Edison State College is committed to maintaining high standards of academic integrity and of quality service to its students. To achieve this goal, the College engages in institutional outcomes assessment, a process through which the effectiveness of the College and its programs is evaluated against institutionally-determined standards.

Students are an important and necessary source of information about Thomas Edison's effectiveness. By surveying students and graduates, and by administering certain kinds of assessments which gauge the level of students' skills and learning, the College gains valuable information which is used to assess its effectiveness and to guide the development of curriculum.

These surveys and assessments, as well as other information-gathering instruments, are not part of a student's degree program; however, Thomas Edison's students are required to participate in such activities when selected. Not all students will be selected for participation; some may be asked to undertake more than one of the instruments. This variation is a normal result of random sampling.



Alumnus Michael A. Berk, BSAST in Electronics Engineering Technology, with his daughter Karen at the Annual Alumni PHT Banquet.

Students who are selected for participation in an assessment will not be judged or evaluated as individuals; the College is interested in group data. Therefore, participating in the various assessment programs can have no adverse effect on a student's degree pursuit. It may, however, provide valuable feedback to the student on his or her strengths and weaknesses within the area(s) tested.

Where possible, the College will provide individual feedback to each student concerning his or her level of performance. All students who take part in outcomes assessment activities will be contributing to the continued excellence of Thomas Edison State College and to the reputation of the degrees awarded by the institution.

Students with Disabilities

Thomas Edison State College will make every effort to provide access to its educational programs and services for students, without discriminating on the basis of disabling conditions. Students upon acceptance to the College are responsible for identifying themselves to the assistant dean for Academic Advisement.

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 Thomas Edison State College. This policy applies to Thomas Edison students who have completed an Associate in Arts or an Associate in Science degree and transfer to another New Jersey state college to complete a baccalaureate degree. Students must meet the degree requirements of the specific program in which they enroll; 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 Thomas Edison State College to complete a baccalaureate degree.

Acceptability for admission and acceptance of credits for non-graduates 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. Non-graduates 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 non-graduates 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 non-graduates of Associate in Applied Science programs
 - State college may admit graduates or non-graduates of Applied Science programs and decide on the transferability of credits at their discretion.

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

Two Options or Specializations Within One Degree

Associate Degree

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

Students cannot complete a third option within one associate degree.

Baccalaureate Degree

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

Students cannot complete a third specialization within one baccalaureate degree.

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 Examinations in Written Expression for six semester hour credits;
2. Six semester hours of college coursework in English Composition with an average 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.

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

Academic Advisement

Thomas Edison State College offers academic advisement services through its Advisement Center in order to assist enrolled students in developing a plan for degree completion.

Applicants to the College (those who have paid only the admissions services fee) who have questions regarding the Evaluation and Progress Report, College fees and general academic policies may call the College's Office of Admissions Services for assistance. Applicants must pay the enrollment fee in order to access academic advisement services and receive assistance in developing a plan for degree completion.

Program Planning Handbook

Students enrolled with Thomas Edison are strongly encouraged to submit a degree program plan which outlines how they will complete all or part of the remaining requirements of their degree program. Students receive the Program Planning Handbook which provides them with the steps required in developing a program plan. The handbook includes detailed information on methods of earning credit, academic policies and the structure and credit requirements of degree programs. The handbook is sent to all applicants with their initial Evaluation and Progress Report.

Advisement Phone Center

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

When students call, the advisor will have access to the students' records for discussion. The outcome of each call is recorded on the computer and the advisor will mail students a copy of the action taken. It is suggested that students keep a record of calls to the Advisement Phone Center, including the name of the academic advisor to whom they have spoken.

The Academic 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 schedule an appointment (see below). If students need 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.

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.

Further information regarding scheduling an advisement appointment can be found in the Program Planning Handbook.

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. If questions are brief, students may wish to call the Advisement Phone Center rather than write. It is suggested that students make copies for their own records of all correspondence sent to the Center. Correspondence and program plans should be sent to:

**Thomas Edison State College,
Advisement Center (indicate
degree program),
101 W. State St., Trenton, NJ
08608-1176.**

Computer Assisted Lifelong Learning Network



Iris Saltiel, director of Corporate Programs, joins student Pat Michlin, BSBA in Administrative Office Management, at the meeting of the Statewide Testing and Assessment Center.

The Computer Assisted Lifelong Learning (CALL) Network is the College's computer facility for providing electronic access to many of the College's programs, services and information resources. CALL allows adult learners to access its various options from their home or work place through the use of a computer. Using the CALL Network is easy since CALL is completely menu driven and *user-friendly*.

Although access to some options is limited to enrolled students, other options can be accessed by all users of the Network. For example, through the CALL Network, enrolled students may:

- request copies of their program plans and billing records
- send and receive messages and assignments for selected courses.
- correspond with academic advisors and portfolio advisors
- correspond with many College staff such as the registrar and the bursar
- review listings of independent study courses and college equivalency exams
- use electronic mail to talk to other students
- participate in computer conference discussions on topics of interest
- enroll in courses

Enrolled student and other users who have not made the decision to enroll may:

- review general information about the College
- obtain information regarding the methods of earning credit available for completing degree requirements
- use an on-line application for admissions services and payment of fees
- read news items and bulletins
- correspond with the Office of Admissions Services
- request printed information about the College

Anyone interested in the College is invited to use CALL. Please feel free to log-on and look around. CALL offers many services similar to the ones listed above and is growing rapidly, adding new features such as access to the Internet for enrolled students.

Basic system requirements include dial-up access using either VT100 or ANSI emulation through the modem line number (609) 292-7200 (data 8; parity none; stop 1; type CALLNET at the 'username' prompt). For additional information, specific system requirements and detailed access procedures regarding the CALL Network, please contact:

CALL Network Technical Support Center, Thomas Edison State College, 101 W. State St., Trenton, NJ, 08608-1176.

How Students Move Through College Procedures

THE STUDENT	FACILITATING OFFICE	OFFICE RESPONSIBILITIES
Initial Request For Information	Office of Admissions Services	Provides preadmission information. Mails Prospectus.
Files Application For Admission to the College	Office of the Bursar Office of Admissions Services/ Office of the Registrar	Processes Admissions Services fee. Processes Application. Notifies student of admission. Sends student College Catalog and billing form for annual enrollment fee.
Submits Transcripts and Credentials	Office of the Registrar	Evaluates transcripts and credentials and sends student summary of acceptable credits on the Evaluation and Progress Report. Student is also sent the Program Planning Handbook.
Enrolls By Paying Fees	Office of Academic Programs Office of the Bursar	Upon student request, provides academic advisement information and program planning assistance. Answers question regarding progress and evaluation forms. Office of the Bursar changes applicant's status to "enrolled."
Plans How to Complete the Degree by Developing a Program Plan	Office of Academic Programs and Advisement Center	Reviews educational needs: basic skills, written expression and math requirement. Assists students with program planning. Answers questions through the Advisement Phone Center, student appointments and written correspondence. Program plan approved by advisor.
Implements Program Plan For Degree Completion	Office of Testing and Assessment Office of Academic Affairs Office of the Registrar	Assists student in: registering for exams, developing portfolios and registering for Guided Study. Administers TECEP, CLEP, ACT/PEP, DANTES, N.Y.U. and other examinations. Provides information regarding Guided Study, television courses, correspondence courses, computer facilitated learning and portfolio assessment. Assists students in registering for Guided Study.
May Take Exams May Develop A Portfolio	Office of Testing and Assessment	Portfolio advisement and portfolio assessment.
Submits Further Credentials Documenting Credit Completion	Office of the Registrar	Evaluates credentials and adds credits to student file. Sends student a copy of the Evaluation Progress Report.
May Request Additional Approvals for Courses, Exams, etc.	Academic Advisement Center	Staff provides approvals and confirms in writing. Monitors students progress toward completing planned credits.
Completes Special Degree Requirements	Office of Academic Programs	Staff advises concerning requirements unique to degree program: Pre-Graduation Conference, Demonstration of Currency, Advanced Level Practicum and Nursing Performance Exams.
Files Request for Graduation	Office of the Registrar Office of Academic Programs	Reviews student files for degree completion. Reviews student file and certifies all degree requirements have been met.
Graduation Commencement	Thomas Edison State College	Graduation occurs six times each year. Commencement ceremony occurs once a year in October.

Methods of Earning Credit

Thomas Edison State College offers convenient 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 Thomas Edison State College students have several options for demonstrating their college-level learning. Thomas 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 the most convenience 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, this 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 or products to 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 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 *Testing Programs* section of this Catalog. Under appropriate circumstances, credit will be recognized for attainment by examinations in programs no longer currently offered [for example, the United States Armed Forces Institute (USAFI)].

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 Thomas Edison State College Academic Council. A list of licenses and certificates approved for direct credit by the College is listed in the section on licenses and certificates.

Similarly, through the Program on Noncollegiate Sponsored Instruction (PONS), 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 *Corporate and Business Training Programs* 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 *Military Training Programs and Schools* describes the procedures for making use of this opportunity.

To Obtain New Knowledge

The College also offers opportunities for gaining new knowledge. Students may enroll in the College's Guided Study Program which offers courses that are completed independently. Courses may include an audio/video component in addition to extensive reading and resource material. Faculty mentors provide guidance and support to students enrolled in the Guided Study courses.

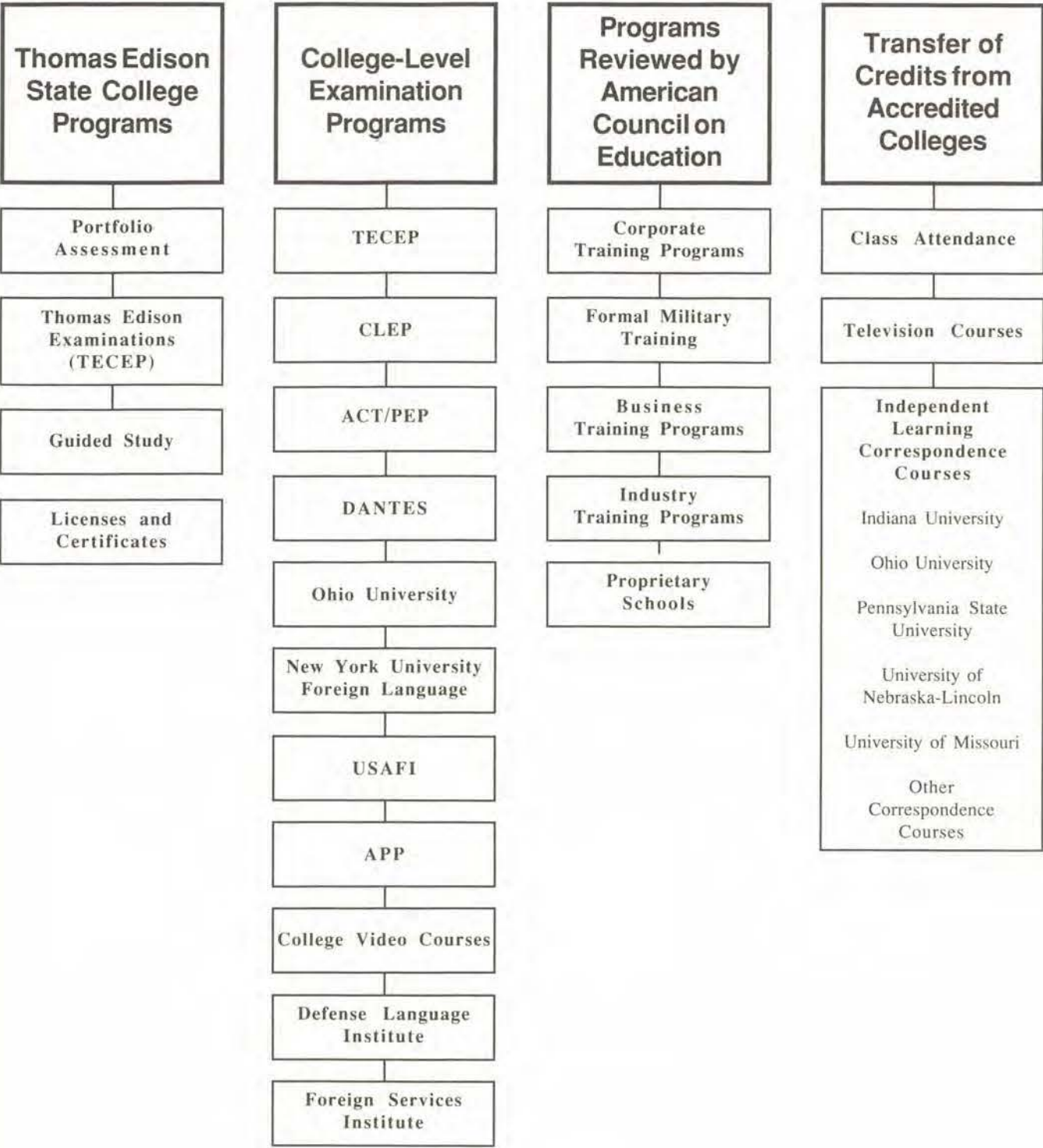
Thomas Edison encourages students to make use of a number of accredited correspondence programs that are offered by colleges and universities throughout the United States. These programs provide great flexibility and varied learning opportunities. Thomas Edison has agreements with four such programs to facilitate the distribution of their bulletins directly. Students may make arrangements with the College's testing office to have their correspondence course exams proctored by Thomas Edison. The section on correspondence courses contains additional information about these programs.

Students may also attend colleges in their own communities, transferring credits they earn to their Thomas Edison degree program. Since there is no limit on the number of colleges students may attend, students often find a greater variety of courses available to them. Many students find a classroom experience extremely satisfying as a complement to the other methods of earning credit.

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

Students are encouraged to find the best method, or combination of methods, to earn credit towards their Thomas Edison degree programs. A more detailed explanation of the methods of earning credit can be found in the Program Planning Handbook. You will receive the handbook after application to the College.

Methods of Earning Credit*



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

Portfolio Assessment

*Rebecca Hull, senior portfolio advisor,
with student Winslow D. Biguelin,
BSBA in Real Estate,
looking over portfolios.*



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, training programs, hobbies, religious activities, homemaking skills, independent reading and special accomplishments can very often be translated into college credit.

The portfolio is the vehicle for demonstrating to an expert in the field what knowledge a student possesses in a particular course area. It is a compilation of data assembled in an approved format to demonstrate college-level knowledge for an award of credit. Often compiled like a notebook, each portfolio generally represents one course.

Portfolio credits can be applied to a Thomas Edison degree, a degree at another institution, a certificate program or to meet licensing or job promotion requirements.

Portfolio Assessment Handbook

To learn more about the portfolio assessment process, students should request the Portfolio Assessment Handbook. The Handbook fully describes the portfolio assessment process, and contains the necessary forms for the submission of portfolios. To request the Handbook, students may write or call the Office of Testing and Assessment, (609) 984-1141.

Portfolio Development Process

The assessment of prior learning can help students expedite the achievement of their educational goals. Students begin the portfolio process by identifying their areas of knowledge and skill. The Portfolio Assessment Handbook 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 one's life.

Next, the student chooses the areas for which he or she wants to seek college credit. Students evaluate each area of their prior learning to determine which ones to select for portfolio assessment. The decision about each subject area should be based on two factors: whether the student can prove that this knowledge is equivalent to a college-level course and whether the student needs college credits in that subject.

If a student has partial knowledge of a subject and wishes to acquire more, the Portfolio Study option may be appropriate. The Portfolio Study combines portfolio assessment and independent study, and is designed for the student who has partial knowledge of a subject. It is an option for the serious student who wishes to round out his or her knowledge in a course area, or add depth to merely a general knowledge of a subject. It also is an opportunity for students with a practical, "hands-on" knowledge of a subject seeking to learn

its theoretical aspect, or those who possess knowledge of a subject but have no evidence to substantiate it.

The next step in portfolio assessment is the search for suitable course descriptions. For each subject chosen, students review the Thomas Edison State College Credit Description Book to locate descriptions which best reflect their knowledge. If an appropriate course cannot be located in the College's Credit Description Book, students may search through catalogs from regionally accredited colleges.

Students then look for evidence of their knowledge and assemble a package of material that documents the knowledge. 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.

Following this, the student describes his or her knowledge and how it was acquired. This narrative also introduces the materials being provided as evidence. The narrative, which may be anywhere from three to ten pages in length depending on the type of course involved, is the student's opportunity to persuade the faculty consultant that enough knowledge has been accumulated to warrant credit for the subject. Portfolio advisors encourage students to submit a rough draft of the narrative, prior to final submission, so they can review it and provide useful advice.

Students are assigned to a portfolio advisor who will work with them throughout the portfolio process. Portfolio advisors serve as students' strongest advocates.

Once the portfolios have been accepted by the College, each one is sent to a qualified faculty consultant 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.

More than 90 percent 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 length of time involved in the portfolio assessment process depends on the content areas and the number of credits that are to be assessed. On the average, once a portfolio has been accepted, the actual assessment takes approximately one to two months. Students may begin working on their portfolios at any time of 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 Thomas Edison, 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 a student's knowledge as well as the extent to which this learning is appropriate to the student's degree program. Students working on portfolios in conjunction with degree programs at institutions other than Thomas Edison should check with their home institutions as to any credit limitations before pursuing portfolio assessment.

Policies and Procedures

Students are advised to be aware of the following policies and procedures before beginning the portfolio assessment process.

1. All students enrolled at Thomas Edison should complete a program plan before registering for portfolio assessment. Students enrolled at other institutions should make sure that credits earned through portfolio assessment will apply to their degree programs. They should discuss plans for portfolio assessment with an advisor at their home institution before registering with the Office of Testing and Assessment.
2. The topics of human knowledge are virtually limitless. It is important for students to remember, however, that the College can only assess courses that are taught at regionally accredited colleges and for which

assessors can be located. Every effort is made to find faculty consultants in the student's area of expertise, but occasionally no such faculty member can be located in our region of the country, so portfolio assessment should not be pursued.

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 should work closely with their portfolio 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, it may be possible to request an examination as part of the portfolio assessment process. This method works extremely well for students who would otherwise be unable to demonstrate their knowledge and skills. Sometimes faculty consultants also choose to administer examinations when students have submitted evidence. This is the faculty consultant's prerogative and should be regarded by students as normal academic procedure.
5. Students using more than one college catalog to select their course descriptions should be on the alert for duplication of credit. It is not unusual for courses with different titles to 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 portfolio advisors to avoid this problem early on in the process.
6. Occasionally students are disappointed when they are denied credit for a course through portfolio assessment. This certainly is understandable. However, it is important for students to remember that the faculty consultants who make the recommendation are experts in the subject matter.



Dr. Paula Mahew, associate director, Middle States Association, giving a presentation at the National Institute on the Assessment of Experiential Learning, held each year at Thomas Edison.

Testing and Assessment Policies for Overseas Students

International Citizens Not Enrolled In The College:

Portfolio Assessment: International citizens living abroad who are *not enrolled* in the College will not be allowed to apply for credit through Thomas Edison's portfolio assessment program.

Testing: International citizens living abroad who are *not enrolled* in the College may request approval to register for TECEP examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison (approved American universities abroad). Students requesting approval must also submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to registering for the exam if English is not the official language of their country of citizenship. Students are held responsible for any proctoring fees.

International Citizens Enrolled In The College

Portfolio Assessment: International citizens living abroad who are *enrolled* in the College will be given consideration for portfolio assessment. These students must submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to registering for portfolio assessment if English is not the official language of their country of citizenship; have completed 24 semester hours of college-level credit prior to the time of application; and have a genuine understanding of the difficulties, delays and higher costs associated with the process (postage, telephone calls, etc.).

Testing: International citizens living abroad who are *enrolled* in the College may request approval to register for TECEP examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison (approved American universities abroad). Students requesting approval must also submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to registering for the exam if English is not the official language of their country of citizenship. Students are held responsible for any proctoring fees.

United States Citizens Living Abroad

United States citizens living abroad will follow all the policies established for citizens living in the United States. U.S. citizens living abroad should have a genuine understanding of the difficulties, delays and higher costs associated with the portfolio process (postage, telephone calls, etc.) while living abroad.

U.S. military personnel are expected to take TECEP exams through the education officer at a military base. Other U.S. citizens may do so through a full-time faculty member or the academic dean of an approved American university abroad. Thomas Edison reserves the right to approve the proctoring arrangement. Students are responsible for any proctoring fees.

Guided Study

Guided Study

Under the Center for Directed Independent Adult Learning (DIAL), Guided Study courses are available to students on an independent, distant learning basis. The course work is completed independently by the students during the course of a 16 or 24 week semester. Because no classroom attendance is required, students have greater flexibility in determining where and when to study. It is, however, important that independent learners establish a study schedule.

Each course is designed for independent distant learning and is structured around weekly readings, video and/or audio tapes and written assignments. Additionally, each course requires students to submit a series of written assignments throughout the semester and to take a proctored mid-term and final examination. During the semester, students will receive written feedback from a faculty mentor, as well as the opportunity to telephone the mentor should assistance with the course material be needed. It should be stressed, however, that these courses are designed for independent learning with mentors providing tutorial assistance. Mentors do not "teach" in the traditional sense.

Three semesters are offered each year: fall, September through December; winter, January through April; and summer, May through August. Additional information and a Course Registration Bulletin are available from DIAL by calling (609) 292-6317. Guided Study courses are available to all adult learners; those students enrolled in colleges other than Thomas Edison should adhere to that institution's policies concerning the transfer of credits. Thomas Edison students must have courses approved by the Academic Advisement Center prior to registration.



William Seaton, director of the Center for Directed Independent Adult Learning, meeting with faculty mentors for Guided Study.

Guided Study on CALL

Guided Study on CALL uses computer communication to link distance learners with each other and their faculty mentor. This is more than just an electronic form of mail delivery, but a new way to learn; one which has the student interacting with fellow students and participating in guided study course discussions.

Along with the standard Guided Study course materials, students are sent communications software which has been developed by the College. This software allows students to become members of an electronic seminar and to send assignments by electronic mail to their faculty mentor. Guided Study on CALL helps end the isolation of independent learning, response to assignments is faster, and there is electronic mail access to faculty mentors.

During a semester, students participate in seminar discussions using their computer to log onto the CALL network. The discussions are carried out using the CALL class discussion option which

allows students to read and respond to their classmates at a convenient time. There is no specific time when one must be logged on for the class discussion; thus, students can maintain the flexibility of distance learning. (Faculty present topics and respond to discussions providing guidance and focus for the class). These discussions allow students the opportunity to share ideas with other students regardless of where they live making available the opportunity for a unique regional sharing of ideas not normally available in the classroom.

Additionally, students are able to have informal discussions among their classmates. This provides a real opportunity to exchange ideas and increase the informal aspects of learning. The specific courses which are available vary from semester to semester. For information about CALL, contact the Office of Admissions Services at (609) 984-1150.

HUMANITIES

GSLIT337 Twentieth Century African-American Novel (3)

While focusing on the contemporary novel, the course emphasizes the development, diversity and quantity of African-American literature. Works other than popular and current novels promote a wider acquaintanceship with some of the major African-American writers of the twentieth century.

GSHUM406 Age of the Enlightenment (9)

GSLIT330
GSPHIL310
Explores the culture of the *Age of Reason* at its height through the close study of a number of major texts and of certain leading figures, using historical, literary, and philosophical approaches. Works of fiction and poetry, philosophy, history, science, music and art are studied.

GSLIT130 Analysis and Interpretation of Literature (3)

Incorporating both contemporary and traditional works, this course is organized around three major genres of literature — short fiction, poetry and drama — allowing students to examine the literary elements of character, plot and symbolism. Critics as well as noted authors share perspectives on various works and the craft of writing. The course also places a strong emphasis on writing about literature as a way to learn and use advanced compositional techniques.

GSPHI286 Contemporary Ethics (3)

Examines contemporary ethical conflicts and provides a grounding in the language, concepts and traditions of ethics. At the core of the course, experts from government, the press, medicine, law, business and the military grapple with moral concerns that arise in both personal and professional life. Following a case study approach, the course provides students with the intellectual tools to analyze moral dilemmas in the fields they choose to pursue and in the society in which all of us live.

GSLIT221 Introduction to Children's Literature (3)

Designed to inform students about the history and diversity of children's literature. The course covers a variety of recommended works and suggests criteria for selecting and evaluating alternative books.

GSJAP101 Conversational Japanese (3)

An introduction to conversational Japanese with an emphasis on pronunciation and speech in everyday conversation. The structured programs feature skits about Yan, a young foreign man who arrives in Tokyo and meets the Kato family. Through Yan's adventures, key words, phrases and grammatical constructions are presented.

GSLIT101 Introduction to Modern English and American Literature I: The Nineteenth Century (3)

Introduces students to English and American prose and poetry from the period between the publication of Blake's *Songs of Innocence* (1789) to the death of Queen Victoria (1901). Through reading and listening assignments, scholarly analyses and discussions, and professional readings of poetry and prose, students encounter the works of Wordsworth, Keats, Twain, Dickinson, Browning, Dickens and other writers of the 1800s. A specially developed poetry anthology complements the standard course components. **First course of a sequence, students not required to take both/can take each separate from the other.**

GSLIT102 Introduction to Modern English and American Literature II: The Twentieth Century (3)

Introduction to English and American prose and poetry of the 20th century. It explores the ways in which 20th century writers have sought to go beyond the literature of earlier eras by experimenting with new ideas and new forms of expression. The first half of the course introduces some of the most influential figures of modernism, writers who sought ways to respond to the fragmentation and impersonality of modern life. The second half of the course examines postmodernist writers from the period after World War II to the present.

GSLIT320 Shakespeare I (3)

The eight plays prescribed for this course were chosen to illustrate Shakespeare's remarkable range and variety. They show the development of his art from the relatively early *A Midsummer Night's Dream* to *The Tempest*: one history, three comedies, three tragedies and a romance. Despite the broad range covered by these plays, they are linked by common concerns. All, for example, examine the use of power: the nature of kingship and the responsibilities of those who judge others.

GSREL405 The Religious Quest (9)**GSREL406**
GSREL407

Emphasis is on specific forms of religious expression and practice, rather than the more abstract or theological aspects. Religions covered are those of the majority of humankind and living traditions in today's world: Hinduism, Buddhism, religions of China and Japan, Judaism, Christianity, Islam and several African religions. A section deals with alternatives to religion, such as Marxism and scientific humanism.

GSART163 Western Art History I (3)

Examines the works of art that have come to define the Western visual tradition from ancient Greece through the Renaissance. An appreciation of the formal qualities, iconography and technical achievements of significant works of art is emphasized. The course will also show how these works of art closely reflect the prevailing attitudes of the society in which they were created, as well as the goals of the artists.

GSART164 Western Art History II (3)

A continuation of ART163 from the Baroque Period to the present.

Written Expression

GSENG105 College Composition I (3)

Focuses on teaching the English Composition and rhetoric from a process perspective. With an emphasis on audience awareness and purpose for writing, this course presents deliberate strategies for prewriting and revision. As the first course on college-level writing, there is emphasis on the skills needed for academic and business writing.

GSENG106 College Composition II (3)

A continuation of College Composition I. Essay writing, writing a research paper, writing across the curriculum, writing for business and writing about literature are the essential components of this course. The course objectives are developed through applications to real life situations. Some library research is required.

Social Science

GSPSY350 Abnormal Psychology (3)

Explores the complex causes, manifestations and treatment of common behavior disorders. Abnormal behavior is introduced in the context of psychological well-being to show that these behaviors range along a continuum from functional to dysfunctional.

GSSOC320 The Adult Years: Continuity and Change (6)
GSSOC321

An interdisciplinary social science course that explores the inner lives of adults and the relationships of those inner lives to family, work, education and the community. The course focuses on the adult years as composed of variability and change rather than of predictable, sequential developmental stages. Addresses myths about adult life and incorporates current research on adults.

GSHIS301 African History and Culture (3)

An examination of the history and contemporary life of Africa through its triple heritage: indigenous, Islamic and Western. The aim of the course is to offer a new perspective on Africa. 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 series will look at African economic and social systems, examining inherent conflicts, and exploring Africa's relationship with the rest of the world.

GSHIS210 American Civil Rights Movement (3)

A comprehensive history of the people, the stories, the events and the issues of the 20th century struggle for social justice in America. Examines the period of the Civil Rights Movement as 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.

GSHIS235 American Civil War (3)

A detailed analysis of the Civil War based upon documentary evidence as well as the interpretation of leading scholars. It covers the entire sweep of the war, from the battlefields to the homefronts, from the politicians and generals to the enlisted men and their families, from the causes of the war and the opening guns at Fort Sumter to Appomattox and Lincoln's assassination. Original archival materials are presented as part of the course.

GSPOS110 American Government (3)

This American government survey explores the development and nature of American political culture, constitutional and structural arrangements, policy-making processes and sources of conflict and consensus. Provides opportunities for students to learn how to access their government.

GSHIS113 American History I (3)

Focuses on the origin and growth of the United States from 1492 - 1865. Examines the social, economic and political development of the country with special emphasis on the major events from the English settlement at Jamestown to the Civil War.

GSHIS114 American History II (3)

Focuses on the transformation of the United States from 1865 to the present. Emphasis is on the transformation from an agrarian nation and minor member of the international community to an

industrial world power. Beginning with the Reconstruction of the South after the Civil War, the course traces the social, economic and political development of the country through the 1980s.

GSANT101 Introduction to Anthropology (3)

Presentation of the philosophy that culture as the expression of human values, behavior and social organization exists in unique and varied forms throughout the world, in past and present times. It attempts to document that diversity and demonstrate the inherent logic of each culture in light of the problems people need to solve and environments to which they must adapt.

GSARC101 Introduction to Western Archaeology (3)

New scientific tools and sophisticated research designs are revolutionizing our ideas about what ancient societies were like, how they developed and how their civilizations collapsed. Research at the spectacular Classic Maya center is the basis for the broadly comparative perspective of the course. Students will also learn how archaeology helps us understand ancient people by reconstructing their past.

GSASS301 Asian Studies I (3)

This course offers a survey of the modern history economics, politics and cultures of the Pacific Basin region. This interdisciplinary Asian-studies course explores how the Pacific Basin has evolved to emerge as a principal political and economic center of the upcoming century. Throughout the course, four major themes emerge: Modernity versus Tradition; The Conflict between East and West; Democracy, Political Authority and Economic Growth; and the role of the United States in the Pacific.

GSPOL310 Constitutional Issues (3)

Basic knowledge of constitutional government as it exists in the U.S. in the late 20th century with substantial emphasis on historical events and processes that have made the Constitution what it is today. Drawing on related disciplines of political science and history, the course seeks to encourage a critical understanding and appreciation of the principles and institutions of American

constitutionalism. Students required to employ critical powers of analysis to draw inferences from materials of constitutional history, politics and law, and to form generalizations about constitutional developments in the U.S.

GSSOC322 Dealing with Diversity (3)

Failure to deal with diversity in society clearly has led to increasing polarization among groups of people and increasing tension, frustration and anger. Based on the premise that the more we understand, the less we fear, this course will introduce people from many diverse populations — Native Americans, Hispanic-Americans, African-Americans, Asian-Americans and Euro-Americans. Dealing with Diversity will assist in understanding the different constraints and motivations of people from differing backgrounds.

GSPSY111 Developmental Psychology (3)

The course is designed to introduce the theory, methods and research findings of life span psychology by encouraging students to think about the life cycle as a whole — to see that it has a history going back to the dawn of the species. This is accomplished through an innovative series of interactive exercises.

GSSOC401 Future Studies (9) **GSSOC402** **GSSOC403**

Examines the major issues and philosophies of future studies along with the methodologies and techniques used in futures research. Topics include food and population, natural resources, science and technology, economics and political systems, telecommunications, cultural values and others. It analyzed systematically the effects of social and technological change from a global, local and personal perspective.

GSHIS219 Introduction to the History of Women and the Family in America (3)

The history of women and the family in the United States from English settlement to the Civil War is covered in this one-semester course. The audio programs include discussions with leading scholars of women's history that introduce students to the most recent research and to the process of historical inquiry, as well as readings from primary sources, including diaries, letters, and court documents.

GSSOC210 Marriage and the Family (3)

Few topics are more popular in conversation and in the mass media than the American family. This course looks sociologically at definitions and varieties of families, explores the family life cycle, and considers some of the problems facing the contemporary family including stress, divorce and the role of the elderly.

GSECO111 Macroeconomics (3)

The evolution of economic theory, investigation of the circular flow of the GNP, establishment of the Federal Reserve and the emergence of a monetary policy.

GSECO112 Microeconomics (3)

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.

GSHIS310 The Middle East (3)

This course is not a traditional history course, but a multidisciplinary perspective on a region of the world which affects the world. The course will focus on the complex interrelationships of history, religion, economics, diplomacy, politics, geography and military strategy in the Middle East. Study will be focused on four areas; Physical and Cultural Setting, The Middle East and the West, The Twentieth Century and Problem Areas.

GSHIS333 Modern Latin America and the Caribbean (3)

This course represents a multi-disciplinary study of the 20th century political, economic, social and cultural history of Latin America and the Caribbean. It focuses on the key issues and events that are crucial to understanding the development of the modern day Americas, including, the understanding of Latin America and the Caribbean to the rest of the world; the historical roots of regional tension; national economics of the Americas; political instability, reform movements and revolutions; impact of migration and urbanization; changing regional ethnic identities; evolving role of women; religious upheaval; cultural/artistic movements; difficulties in maintaining national sovereignty; and the Latin American and Caribbean presence in the United States.

GSPSY360 People and Organizations (9) **GSSOC361** **GSSOC362**

Concerned with the processes at work in complex organizations, with special emphasis upon the mechanisms of formal and informal organization control. Control of the external environment by organizations as well as control within the organization will be considered. Topics include power, the classifications of organizations, roles, decision making and the relationship between the individual work group and the organization. Major theories of organizations will also be studied.

GSPSY101 Introduction to Psychology (3)

The fundamental principles and major concepts of psychology. Topics include: the brain and behavior, sensation and perception, conditioning and learning, motivation and emotion, life-span development, the self, stress and health issues, and the methodology of psychology.

GSPSY322 Research in Experimental Psychology (3)

An introduction to the research methods used by the experimental psychologists as they attempt to understand the behavior of humans and lower animals. Examples of research studies, chosen from a variety of areas of experimental psychology, demonstrate these methods and provide an understanding of the type of knowledge these studies have produced.

GSPSY370 Social Psychology (6) **GSPSY371**

Enables students to gain an understanding of and perspective on the study of individuals as they influence and are influenced by the groups to which they belong. Topics include attribution and heuristics; bargaining, negotiation and persuasion; friendships; prejudice; conformity; group decision making and leadership; aggression and altruism.

GSSOC101 Introduction to Sociology (3)

Examines a broad range of human social relationships and social structures, and the many forces — historical, cultural and environmental — that shape them. The audio programs define the discipline of sociology and take an in-depth look at

such topics as the socialization of violence, the consequences of divorce, the influence of media on social values and support systems for the elderly.

GSHIS350 War and American Society (6)

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. Covers the Revolutionary War, the Civil War, World War I, World War II, the Cold War and Vietnam. Major emphasis is placed on the humanities approach, in which students view war and American society from historical, literary, artistic and philosophical perspectives.

GSHIS101 Western Civilization I (3)

Explores the cultural and philosophical movements that have influenced the Western world from ancient times to the present. The course covers the influential pre-Western civilizations through the classic period of the High Middle Ages. Material is integrated from a variety of academic areas and stimulates critical thinking.

GSHIS102 Western Civilization II (3)

Explores the cultural and philosophical movements that have influenced the Western world from ancient times to the present. The course commences with the end of the Middle Ages and continues through industrial modernization to the present. Material is integrated from a variety of academic areas and stimulates critical thinking.

Business and Management

GSLAW201 Business Law (3)

This introductory business law course emphasizes the contracts and the legal system. Topics include: the law of sales, commercial paper, agency and property. Also covered are government regulation, employment practices, and consumer and environmental protection.

GSBUS161 Business Mathematics (3)

A practical approach to the use of mathematics in business. Topics include mathematical applications in retailing, finance, business accounting concepts and communicating by numbers. While the

course does not assume previous coursework in mathematics, it does assume that students are mathematically literate. **This course will not satisfy the liberal arts mathematics requirement.**

GSDAP107 Computer Literacy (3)

The course is designed to: provide a comprehensive overview of the computer, what it is, what it can and cannot do, how it operates and how it may be instructed to solve problems; familiarize learners with the terminology of data processing; examine the application of the computer to a broad range of organizational settings and social environments; and to prepare learners to understand and utilize computers in both their personal and professional lives.

GSMAN301 Principles of Management (3)

Designed for the managerial candidate or one who has worked but not had formal training in business management. It is intended to provide essential skills in planning and organizing, staffing and directing, controlling, decision making, motivation, communication and the application of management principles to the business organization.

GSMAN351 Managing in Organizations (9) **GSMAN352** **GSMAN353**

Managing in Organizations will introduce you to the field of management in complex organizations, addressing the subject from three related viewpoints; the systems view, an approach to understanding and managing organizations, stressing the interdependence of people and functions, and focusing on the organization as a whole; the behavioral viewpoint, emphasizing the interactions of individuals and groups and how their behavior affects organizational performance; and the management practice approach, addressing the actual functions and activities of managers in organizations.

GSMAR301 Introduction to Marketing (3)

Introduction to Marketing as it relates to contemporary living and society's changing needs. Students learn how a marketing manager interacts with diverse areas of business as well as basic marketing principles, including product, promotion, pricing and distribution.

GSMIS321 Systems Organizations GSMAN311 GSMAN441 (9)

An integrated introduction to systems analysis and management. The focus of this course is information transfer, i.e., the knowledge of, and ability to describe, the interplay between the systems view and the practice of management. The course is oriented toward supervisors, middle management and administrative people. It also has a wide appeal by providing a general framework for understanding systems relationships in organizations and for thinking analytically about complex organizational problems.

GSMIS322 Complexity, Management and Change GSMIS421 GSMIS422 (9)

The aim of this course is to enable one to recognize, pinpoint, analyze and make decisions regarding the kinds of complex real world situations confronted in any organization, identifying and choosing between goals and strategies, resolving operational and structural difficulties, making decisions in light of various options. The methods and techniques used in the analysis of systems will be applied to case studies.

GSEDU387 Gifted and Talented Students (3)

Some students are blessed with extraordinary talents — intellectual, academic, artistic, leadership or creative gifts which set the students apart. Their difference from their peers often causes gifted students pain. Yet in a "gifted friendly" classroom, it's all right to be bright. Teachers, as well as administrators and parents, play a key role in nurturing able learners to help them reach their extraordinary potential. For them to do so, however, requires an understanding of the needs of gifted students, their characteristics and the ideal types of learning environments a class or school can offer. This course describes and models how teachers can enhance the potential of gifted students in the regular classroom, in pull-out settings and in individualized development programs.

Computer Science,
Natural Science and
Mathematics

GSCHE101 Survey of Chemistry
(nonlab) (3)

Developed for non-science majors, this course de-emphasizes mathematical problem solving in favor of presenting a unified view of chemistry. Chemical principles, facts and theories are presented through practical applications, illustrations and experiments. The historical foundations, recent developments and future directions of chemistry are also presented.

GSCHE310 Organic Chemistry (3)

A survey of the basic principles of Organic Chemistry. Topics include saturated, unsaturated and aromatic hydrocarbons, isomerism, sugars, fats and oils, proteins and nucleic acids, ending with molecular structure and spectroscopy.

GSMAT121 College Algebra (3)

An introductory algebra course which provides an understanding of algebraic processes and practical applications. Topics include quadratics, systems of linear equations, inequalities, complex numbers and logarithms.

GSCOS100 Computers and Society
GSSOC160 (6)

To develop a working vocabulary, know how a computer works, compare the functions of various devices, use problem-solving approaches, describe specific capabilities and limitations of BASIC and Logo, describe systems analysis and design, use application programs successfully, discuss ethical and social concerns raised by computer applications, evaluate appropriateness and probable effectiveness of using computers for given applications.

GSENS200 Environmental Science (3)

This course covers fundamentals of the science of ecology, major revolutions that have changed how human societies use resources, new understanding of how human activities are altering the earth's atmosphere, profiles pollution problems, looks at the environmental price tag of conventional industrial development, examines population growth, considers ecosystems, looks at world food production, examines waste disposal and examines how humanity will make the adjustments required to bring human needs and wants into balance with environmental limits.

GSEAS101 General Earth Science (3)

Introduces basic concepts of science in general, and geo-sciences in particular. The course emphasizes the evolution of the earth as a whole. Topics include: earth and other planets in the solar system, earth's oceans, interior and atmosphere, and a look toward the earth's future. It is designed for students with the general interest in and curiosity about the earth and is not intended for science majors.

GSSEO100 Geological Science (3)

Introduction to Geology provides an international field trip in physical geology. From the top of the Alps to the bottom of Death Valley, the course examines the forces which have shaped — and continue to shape — our earth. The course begins with an historical look through the eyes of one of the pioneers of modern geological thought, Sir James Hutton, and concludes with an examination of specific natural resources. Throughout the course, noted experts on physical geology and aerial and animation photography provide new insights into the Earth's physical processes.

GSCOS115 PASCAL Programming (3)

This is a computer programming course in the high-level language, PASCAL. Introduction to algorithms, problem-solving techniques and structured programming, as well as examples of applications from various areas as business, science and engineering, make up much of the course. Students must

have use of a computer with BASIC language capabilities as well as a PASCAL compiler.

GSPHY101 Physics I (nonlab) (3)

An introduction to physics which uses advanced computer animation, scientific experiments and other techniques to convey an understanding of classical mechanics, heat and thermodynamics. The course includes the instruction in calculus required to work with the concepts presented.

GSPHY102 Physics II (nonlab) (3)

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.

GSMAT340 Principles of Statistics (3)

Intended to introduce students with limited mathematical background to the basic ideas and techniques of analyzing data for the purpose of making decisions. Graphmaking as a first step gives students a chance to see the results of experiments come to life. Calculation is then used to confirm or refute first impressions. The audio programs explain some of the controversial applications of statistics in science, medicine and business.

Licenses and
Certificates
Honored

Thomas Edison State College will grant credit for current professional licenses or certificates that have been evaluated and approved for credit by the College's Academic Council.

Students who have earned one of the licenses or certificates listed below must submit notarized copies of the license or certificate and current renewal card, if appropriate, in order to receive credit. In addition an official transcript of the course completed must be sent to the Office of the Registrar from the hospital or agency through which they were completed.

The following United States licenses and certificates have been approved for credit:

Semester Hour Credits

Health-related Professional Certifications and Licenses

Cardiovascular Registry — Invasive (CCI/NBCVT)	7
Cardiovascular Registry — Noninvasive (CCI/NBCVT)	12
Certified Cardiographic Technician (CCI-CCT)	6
N.J. Emergency Medical Technology — Ambulance (EMT-A)	4
N.J. Emergency Medical Technology — Paramedic (MICP)	16
Histotechnology (ASCP-HT)	4
Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT)	30
Nursing (RN) (For programs other than BSN)	up to 60
Radiation Therapy Technology (ARRT-RT[T] or NJ-LRT[T])	32
Radiologic Technology (ARRT-RT[R] or NJ-LRT[R])	
Hospital-based programs 1980 and subsequent	34
Hospital-based programs 1976-1980	20 or 34
Hospital-based programs prior to 1976	20
Respiratory Therapy Technician (NBRC-CRTT)	23
Respiratory Therapist (NBRC-RRT)	44

No credit is granted in transfer toward BSN degree requirements for coursework taught in a hospital diploma nursing program.

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 License	12
FAA Instrument Pilot Airplane License	6
FAA Instrument Pilot Rotocraft License	6

(If a student holds both private pilot licenses the maximum credit award is nine semester hours; for both commercial pilot licenses, 18 semester hours; and for both instrument pilot licenses, nine 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 Multi-engine Airplane	2
FAA Airline Transport Pilot	5
FAA Mechanic Certificate/Airframe and Powerplant Rating	55
FAA Mechanic/Airframe	27
FAA Mechanic/Power Plant	28
FAA Air Traffic Control Specialist	60

Business Certificates

Institute for the Certification of Computer Professionals #	
Associate Computer Professional (ACP)***	up to 20
Certified Computer Programmer (CCP)***	up to 23-24
Certified Data Processor (CDP)***	up to 23-24
Certified Systems Professional (CSP)***	up to 23-24
Diploma in Computer Studies #	9
Certificate awarded by National Computing Centre.	
Certified Payroll Professional (CPP) #	up to 11
Awarded by the American Payroll Association.	
Certified Professional Secretary (CPS) #	up to 33
Awarded by Institute for Certifying Secretaries.	
Certified Public Accountant (CPA)*	up to 33
Awarded by state boards of accountancy	
Chartered Life Underwriter (CLU)*	up to 30
Awarded by the Certification Board of The American College.	
Chartered Financial Consultant (ChFC)*	up to 30
Awarded by the Certification Board of The American College.	
Chartered Property Casualty Underwriter (CPCU)* #	up to 30
Awarded by the American Institute for Property and Liability Underwriters.	
Certified Financial Planner (CFP) #	up to 18
Awarded by The College for Financial Planning.	
Certified Employee Benefit Specialist (CEBS) #	up to 34
Awarded by The International Foundation of Employee Benefits Plans.	
Certified Purchasing Manager(CPM)	up to 9
Awarded by The National Association of Purchasing Management.	
Credit recommendation by USNY PONSI program.	
Certified Public Manager Program of New Jersey (CPM) #	up to 18

Other Certificates or Licenses

Automotive Service Excellence Exams (NIASE) #	
Automobile, 8 exams	up to 19
Auto Body, 2 exams	up to 12
Heavy-Duty Truck, 6 exams	up to 27
New Jersey State Land Surveyor License	7
Evelyn Wood Reading Dynamics Course	1
National Court Reporters Association #	
Registered Professional Reporter	21
Certificate of Merit	3
Navy Basic Nuclear Power School (after 1961)**	41
Nuclear Regulatory Commission Reactor Operator or Senior	
Reactor Operator License**	27
National Registry of Radiation Protection Technologists (NRRPT) #	30

* 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.

** 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.

*** There is significant overlap of credit recommendations since as of May 1990 the ACP, CCP, CDP and CSP have a common CORE of 17 sh.

Credit recommendations made by the American Council on Education.

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. Approximately 55 different examinations covering a wide range of liberal arts, business and professional areas, are offered through this program.

Most of the examinations contain multiple-choice questions and some include short-answer or essay questions. Testing times for the examinations range from 1-1/2 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 Thomas Edison State College may earn credit by passing any TECEP examination. Students enrolled elsewhere should check directly with their institution to verify that credit will be granted for passing TECEP examinations.

Test Registration

Test registration forms are available from the Office of Testing and Assessment, (609) 633-2844. The form contains full information regarding available tests, fees, test dates and all other information necessary to register.

Test Administration

The College administers the examinations twice a month at Thomas Edison in Trenton. Students who are unable to test at Thomas Edison may make arrangements to take their tests with a proctor at any accredited American college, American college abroad or U.S. military base, pending College approval of the proposed arrangements. Complete instructions are listed on the test registration form.

Score Reports

The minimum passing scores for TECEP examinations are listed on the following pages. Students will receive a score report from the Office of the Registrar which indicates whether or not they have passed, and the percentage received. Letter grades are *not* awarded. 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

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

Test Description Book

A Test Description Book containing descriptions of all TECEP examinations may be ordered from the Office of the Bursar or by requesting a test registration form, which contains an order blank. Each individual test description includes an outline of topics covered, suggested readings, sample questions, as well as a description of the test format. This book is revised annually, at the beginning of the academic year. It is recommended that a current book be obtained prior to testing, in order to ensure up-to-date information. Books listed as suggested readings may be purchased directly from the publisher, through bookstores, or from Specialty Books, P.O. Box 781, Athens, OH 45701, (800) 331-1365.

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 finding other suitable books. Generally, there are a number of books in a field that will help students prepare for a TECEP examination.

Test Cancellation

The College reserves the right to cancel a test administration or withdraw an examination from use at any time, with full refund of fees. No refunds will be issued for student cancellations.

TECEP
Examinations:
Descriptions*



Student Nicholas Fulfaro, BSAST in Aviation, taking a TECEP exam.

Liberal Arts Examinations

Humanities

TEART101 Art History and Appreciation I (3)
Survey of the Art of Antiquity, Medieval Art and Non-Western Art. Topics include: painting, sculpture and architecture. *Passing score: 60%.*

TEART102 Art History and Appreciation II (3)
Survey of Renaissance Art, Baroque Art and Nineteenth and Twentieth Century Art. Topics include: painting, sculpture and architecture. *Passing score: 60%.*

TETHA101 Introduction to the Art of Theater (3)
Topics include dramatic literature; types of drama and theatrical events; theater design and play productions; and criticism. *Passing score: 60%.*

TEPHO160 Introduction to the History of Film (3)
Background and development of the motion picture from its earliest stages to the present. Topics include: important trends, movements, techniques, genres and influential figures of the feature film industry, both in the United States and abroad. *Passing score: 65%.*

TEJOU110 Introduction to News Reporting (3)
Emphasis on writing the story, reporting terminology and procedures and legal and ethical issues. *Passing score: 70%.*

TELIT320 Introduction to Shakespeare (3)
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%.*

TECOM210 Public Relations Thought and Practice (3)
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%.*

TEENG101 Written Expression I (3)
Demonstration of basic writing ability in English, requiring the writing of several short compositions and a longer formal essay. Evaluated on the basis of organization, grammatical correctness, clarity of expression and appropriateness of style to the audience addressed. This examination contributes to satisfying the College's Written Expression requirement. *Passing score: 70%.*

TEENG102 Written Expression II (3)
Demonstration of basic writing ability in English, requiring the writing of a short research paper, using materials provided. Evaluated on the basis of organization, grammatical correctness, clarity of expression and appropriateness of style. This examination contributes to satisfying the College's Written Expression requirement. *Passing score: 70%.*

Social Sciences

TESOS301 Alcohol Abuse: Fundamental Facts (3)
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%.*

TEANT101 Cultural Geography (3)
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: 60%.*

TEPSY360 Industrial Psychology (3)
Survey of industrial and organizational psychology; emphasis on application of psychological theories and research to the organizational structure. *Passing score: 60%.*

TEPOS101 Introduction to Political Science (3)
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%.*

TEPSY370 Introduction to Social Psychology (3)
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 organization; aggression and collective behavior. *Passing score: 60%.*

TEPSY203 Introduction to Transactional Analysis (3)
Basic concepts of transactional analysis, including the major issues involved in structural analysis, games analysis and script analysis. *Passing score: 65%.*

TEPSY350 Psychology of Personality (3)
Covers the development and organization of personality, with evaluation of major theoretical viewpoints; research on personality structure, dynamics and change. *Passing score: 65%.*

TESOS302 Substance Abuse: Fundamental Facts (4)
Introduction to drug abuse with four major content areas: treatment and rehabilitation; legal; pharmacological; and psychosocial. *Passing score: 60%.*

Natural Sciences/
Mathematics

TEBIO330/331 Anatomy and Physiology (6)
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%.*

TECOS210 BASIC (3)
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%.*

TECHE111/112 General Chemistry (6)
Topics include: stoichiometry and units; states of matter; acid-base chemistry including solution stoichiometry equilibria (homogenous and heterogeneous); electrochemistry; thermochemistry and thermodynamics; descriptive chemistry; carbon or covalent compound chemistry. *Passing score: 69%.*

TEPHY111 General Physics I (3)
Basic concepts in physics. Topics include: mechanics, electricity and magnetism; elementary electrical circuits; and elementary atomic theory. *Passing score: 50%.*

TEPHY112 General Physics II (3)
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%.*

Business Administration
Examinations
Accounting

TEACC301 Managerial Accounting II (3)
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%.*

TEACC421 Tax Accounting (3)
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

TEBUS311 Business in Society (3)
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%.*

TEBUS421 Business Policy (3)
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

TEFIN331 Financial Institutions and Markets (3)

The functions of financial institutions and markets in the allocation of funds process; various factors which influence the allocation and pricing of funds; forces affecting the supply of funds to and the demand of funds from the market, including regulations, innovation and changes in institutional relationships; the international financial situation. *Passing score: 65%.*

TEFIN332 International Finance and Trade (3)

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%.*

TEFIN301 Principles of Finance (3)

Managerial finance and the environment within which the financial decision-maker functions. Topics include: concepts and tools of financial analysis; working capital management; capital budgeting; the cost of capital; long-term financial management; international financial management. Familiarity with basic accounting is essential. *Passing score: 60%.*

TEFIN321 Security Analysis and Portfolio Management (3)

Introduction to investment alternatives, security analysis and portfolio construction. Topics include: the environment in which investment decisions are made, i.e., the markets for purchase and sales of securities, risk and return — their measurement and use in the construction of the individual's portfolio, taxation and

the efficiency of financial markets; as well as specific investments, i.e., debt instruments — corporate bonds, federal government securities, municipal bonds, equity investments, put and call options, investment companies and nonfinancial assets such as real estate, gold and collectibles. *Passing score: 60%.*

Management of Human Resources

TEMAN322 Advanced Labor Relations and Collective Bargaining (3)

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%.*

TEMAN321 Labor Relations and Collective Bargaining (3)

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%.*

TEMAN301 Management Process (3)

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: 60%.*

TEMAN411 Organization Theory and Organizational Analysis (3)

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 impact of database 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%.*

TEMAN311 Organizational Behavior (3)

Individual behavior within an organizational setting. Topics include: historical roots of organizational behavior; individual differences; motivation and reinforcement; work stress; job design; group dynamics; leadership; power and politics; careers; performance appraisal; structure and design; technology; culture; communication; and organizational change and development. *Passing score: 50%.*

Marketing

TEMAR323 Advertising (3)

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%.*

TEMAR331 Channels of Distribution (3)

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%.*

TEMAR321 Marketing Communications (3)

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%.*

TEMAR421 Marketing Management Strategy I (3)

Capstone review of the theory and practice of marketing policy and strategy formulation for the business student who specializes in marketing. *Passing score: 50%.*

TEMAR422 Marketing Management Strategy II (6)

Capstone review of the theory and practice of marketing policy and strategy formulation for the business student who specializes in marketing. *Passing score: 50%.*

TEMAR411 Marketing Research (3)

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 source; and survey planning. *Passing score: 60%.*

TEMAR322 Sales Management (3)

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

TEDAP101 Introduction to Data Processing (3)

Survey of the basic concepts, principles and procedures in electronic information processing. Topics include: computer concepts, components and functions; computer applications; systems analysis and design; forms of input and output; elements of operating systems; networking; personal computers and their uses; MIS; computers in the workplace; security, privacy and ethical issues. *Passing score: 60%.*

TEOPM301 Introduction to Operations Management (3)

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 queuing. *Passing score: 60%.*

TEOPM441 Quantitative Managerial Decision Making (3)

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; nonparametric statistics; Bayesian analysis; forecasting and scheduling techniques; statistical quality control; inventory control; indices; linear programming; PERT/CPM; and applied queuing theory. *Passing score: 60%.*

Occupational Area Examinations

TECOU321 Behavior Modification Techniques in Counseling (3)

Basic concepts and techniques of behavior modification. Topics include: relaxation; sensitization and desensitization; self-image improvement; rational thinking and assertiveness training. *Passing score: 64%.*

TEHEA301 Community Health (3)

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%.*

TECOU322 Counselor Training: Short-Term Client Systems (3)

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%.*

TEMIS311 Database Management (3)

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%.*

TEHUS101 Introduction to Human Services (3)

Overview of the human services field. Topics include: the helping relationship; the helping skills; counseling theories; social systems; current social issues; intervention strategies; organization and delivery of services; and the history of human services as they apply to various fields of practice. *Passing score: 60%.*

TEPUA101 Public Administration I (3)

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%.*

TEENG201 Technical Writing (3)

Technical writing for industry, business and research. Emphasis on the special requirements and techniques for the professional report. *Passing score: 60%.*

TECOU341 Women in Treatment (3)

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%.*

TESES131 Word Processing Fundamentals (3)

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%.*

* Numbers in parentheses indicate semester hour credits.

College Courses by Video — Credit by Examination

Thomas Edison State College, in cooperation with a number of colleges and universities throughout the nation, offers students an opportunity to earn credit by examination for home video courses. The video courses presently available are produced by colleges as a source of college credit and distributed by a private sector company called The College Video Corporation.

Students rent course tapes and purchase the accompanying texts and study guides from The College Video Corporation. When they have completed studying the course material, they register for an examination administered by Thomas Edison State College. The exam is based entirely on the course material. Credit will be awarded by Thomas Edison

State College if the student receives a passing score on the examination. College Video is not affiliated with Thomas Edison State College and cannot offer credit.

Costs for a video course include tape rental, the examination and a transcript indicating the credit award upon successful completion of the examination. Texts and a small shipping charge are additional. The exam can be taken at Thomas Edison State College in Trenton or at an accredited college convenient to the student anywhere in the United States.

Enrolled students should have the course approved for their degree program by a Thomas Edison advisor before calling College Video at (800) 852-5277 to register.

All examinations are worth 3 semester hours of credit. The following courses are currently available:

ISHIS114	America: The Second Century
ISHIS115	The American Adventure
ISBUS101	The Business File
ISENG104	Communicating Through Literature
ISHOE371	Designing Home Interiors
ISNAS110	Earth, Sea and Sky
ISANT101	Faces of Culture
ISPOS113	Government by Consent
ISPSY210	The Growing Years
ISHEA103	Here's to Your Health
ISHUM100	Humanities Through the Arts
ISHUM101	In Our Own Image
ISEDU301	Interaction: Human Concerns in the Schools
ISBIO110	Introducing Biology
ISMAT100	Introduction to Mathematics
ISHIS341	Japan: The Changing Tradition
ISHIS342	Japan: The Living Tradition
ISBIO190	The Living Environment
ISMAR301	Marketing
ISNUT201	A Matter of Taste
ISPHO101	The Photographic Vision: All About Photography
ISAST101	Project Universe: Astronomy
ISPSY103	Psychology: The Study of Human Behavior
ISSOS391	Quest for Peace
ISSOC103	The Sociological Imagination
ISENG103	Writing for a Reason

American College Testing/ Proficiency Examination Program (ACT/PEP)

The American College Testing Proficiency Examination Program (ACT/PEP) offers a series of college-level examinations at test centers throughout the country, including twice a year at Thomas Edison State College in Trenton. Study guides are available for each ACT/PEP exam. Each study guide contains an outline, sample questions and a list of recommended readings. To order guides and registration materials, write or call: AC/ PEP, P.O. Box 4014, Iowa City, IA,

52243, (319) 337-1387.

The dates ACT/PEP exams are administered at Thomas Edison State College are listed in the College Calendar in this Catalog. Score reports are sent directly to students (two to three months for exams with essay, two to four weeks for multiple-choice exams). An ACT/PEP score report will be sent automatically to Thomas Edison if students list the official Thomas Edison code, 2612A, on their answer sheet at the time of testing.

Examination Title*

Passing Score

Arts and Sciences

AEPSY350	Abnormal Psychology (3)	45
AEBIO221/222	Anatomy and Physiology (6)	45
AEGER101	Foundations of Gerontology (3)	45
AEBIO230	Microbiology (3)	45
AECEO120	Physical Geology (3)	45
AEMAT340	Statistics (3)	45

Business

AEBUS422	Business Policy (3)	45
AEFIN313	Corporation Finance (3)	45
AEACC105/106	Introductory Accounting (6)	45
AEMAN311	Organizational Behavior (3)	45
AEMAN306	Principles of Management (3)	45
AEOPM303	Production/Operations Management (3)	45

Education

AEEDU101	Educational Psychology (3)	45
AEEDU121	Reading Instruction in the Elementary School (6)	45
AEEDU475	Reading Instruction: Theoretical Foundations (6)	45

Nursing (Proficiency Examinations)

AENUR236	Fundamentals of Nursing, A.A. Level (8)	45
AENUR246	Maternal and Child Nursing, A.A. Level (6)	45
AENUR301	Maternal and Child Nursing, B.A. Level (8)	45
AENUR244	Maternity Nursing, A.A. Level (3)	45
AENUR321	Adult Nursing, B.A. Level (8)	45
AENUR331	Psychiatric/Mental Health Nursing, B.A. Level (8)	45

Nursing (Associate Degree)

AENUR231	Commonalities in Nursing Care: Area A (5)	45
AENUR232	Commonalities in Nursing Care: Area B (5)	45
AENUR241	Differences in Nursing Care, Area A (4)	45
AENUR242	Differences in Nursing Care, Area B (4)	45
AENUR243	Differences in Nursing Care, Area C (4)	45
AENUR251	Occupational Strategies in Nursing (5)	45

Nursing (Baccalaureate Degree)**

AENUR401	Health Restoration: Area I (4)	45
AENUR402	Health Restoration: Area II (4)	45
AENUR403	Health Support: Area I (4)	45
AENUR404	Health Support: Area II (4)	45
AENUR405	Professional Strategies, Nursing (4)	45

*Numbers in parentheses indicate semester hour credits.

**These exams are required for the Bachelor of Science in Nursing degree.

Advanced Placement Program (APP)

The College Entrance Examination Board administers the Advanced Placement Program (APP), a series of college-level examinations, to high school seniors. Thomas Edison State College will grant 6 semester hours credit for APP examinations for which a score of 3 or better has been awarded. Students should request that official score reports for these examinations be sent to the Office of the Registrar by writing to Advanced Placement Program (APP), P.O. Box 6671, Princeton, NJ, 08541-6671, or call (609) 771-7300.

The examinations are offered in the following areas:

Art		Government and Politics	
APART181	History of Art	APPOS112	United States
APART160	Studio Art	APPOS180	Comparative
	Drawing Portfolio		
APART161	Studio Art	History	
	General Portfolio	APHIS110	United States
		APHIS220	European
Biology		Latin	
APBIO113	Biology	APLAT180	Vergil
		APLAT190	Catullus-Horace
Chemistry		Mathematics	
APCHE116	Chemistry	APMAT331	Calculus AB
		APMAT332	Calculus BC
Computer Science		Music	
APCOS118	Computer Science A	APMUS170	Music Theory
APCOS119	Computer Science AB		
Economics		Physics	
APECO111	Macroeconomics	APPHY100	Physics B
APECO112	Microeconomics	APPHY101	Physics C (Mechanics)
		APPHY108	Physics C (Electricity and Magnetism)
English		Psychology	
APENG111	English Language and Composition	APPSY100	Introduction to Psychology
APENG130	English Literature and Composition		
French		Spanish	
APFRE100	French Language	APSPA100	Spanish Language
APFRE140	French Literature	APSPA160	Spanish Literature
German			
APGRM220	German Language		

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 by writing to Educational Testing Service, DANES, Box 6605, Princeton, NJ, 08541-6605.

College Level Examination Program (CLEP)

The College Board offers a series of college equivalency examinations 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 areas 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 additional explanation.

In addition to the five general examinations, CLEP offers approximately 30 subject examinations which correspond to specific college courses. Thomas Edison State College administers CLEP examinations once a month. Specific test dates are listed in the College Calendar. A CLEP score report will be sent automatically to Thomas Edison if students list the official Thomas Edison code, 2748, on their answer sheet at the time of testing.

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 6600, Princeton, NJ, 08541-6600. Registration materials, which include information on test dates and fees, may be obtained by calling the Office of Testing and Assessment at (609) 633-2844.

Examination Title*	Passing Score
Business	
CECOS104	Information Systems and Computer Applications (3)47
CEMAN301	Introduction to Management (3)47
CEACC101/102	Introductory Accounting (6)47
CELAW201	Introductory Business Law (3)51
CEMAR301	Principles of Marketing (3)50
Humanities	
GELIT111/112	American Literature (6)46
CELIT101/102	Analysis and Interpretation of Literature (6)49
CEENG105/106	College Composition (6)47
CEFRE101/102	College French-Levels 1 and 2 (6)39
CEFRE101/102	College French-Levels 1 and 2 (12)45
201/202	
CEGRM101/102	College German-Levels 1 and 2 (6)40
CEGRM101/102	College German-Levels 1 and 2 (12)48
201/202	
CESPA101/102	College Spanish-Levels 1 and 2 (6)41
CESPA101/102	College Spanish-Levels 1 and 2 (12)50
201/202	
CEENG101/102	English Composition (General) (6)420
	(Essay required by Thomas Edison)
CELIT121/122	English Literature (6)46
CEENG103/104	Freshman English (6)47
CEHUM101/102	Humanities (General) (6)420
Natural Sciences/Mathematics	
CEMAT331/332	Calculus with Elementary Functions (6)47
CEMAT121	College Algebra (3)45
CEMAT120	College Algebra-Trigonometry (3)45
CEBIO111/112	General Biology (6)46
CECHE111/112	General Chemistry (6)47
CEMAT101/102	Mathematics (General) (6)420
CENAS101/102	Natural Sciences (General) (6)420
CEMAT122	Trigonometry (3)50
Social Sciences	
CEPOS110	American Government (3)47
CEHIS113	American History I: Early Colonization to 1877 (3)45
CEHIS114	American History II: 1865 to the Present (3)45
CEPSY210	Human Growth and Development (3)45
CEPSY230	Introduction to Educational Psychology (3)46
CEECO111	Introductory Macroeconomics (3)48
CEECO112	Introductory Microeconomics (3)47
CEPSY101	Introductory Psychology (3)47
CESOC101	Introductory Sociology (3)47
CESOS101/102	Social Sciences and History (General) (6)420
CEHIS101	Western Civilization I: Ancient Near East to 1648 (3)46
CEHIS102	Western Civilization II: 1648 to Present (3)47

*Numbers in parentheses indicate semester hour credits.

DANTES Subject Standardized Tests

The following college-level examinations in the DANTES Subject Standardized Tests program are currently available for Thomas Edison State College students to take at regular TECEP administrations.

To facilitate preparation, a comprehensive package is offered by Thomas Edison, containing information on test preparation as well as a complete set of the specific study guides provided by the DANTES program for each of its examinations. The test preparation information is appropriately focused for the DANTES examinations. The study material includes information on the topics to be tested, sample questions and recommended readings. The package may be ordered by contacting the Office of the Bursar, or by requesting a test registration form, which contains an order blank.

Students may order test registration forms from the Office of Testing and Assessment, (609) 633-2844.

Examination Title*	Passing Score
Humanities	
DEART163 Art of the Western World (3)	48
DEPHI286 Ethics in America (3)	67
DEREL405 Introduction to World Religions (3)	49
Social Sciences	
DEHIS222 Contemporary Western Europe: 1946-1990 (3)	48
DEANT101 General Anthropology (3)	47
DEGOG100 Geography (3)	46
DEHIS351 A History of the Vietnam War (3)	49
DEHIS310 An Introduction to the Modern Middle East (3)	44
DEPSY211 Lifespan Developmental Psychology (3)	47
DEHIS352 War and Peace in the Nuclear Age (3)	53
Natural Sciences/Mathematics	
DEAST110 Astronomy (3)	48
DEENS311 Environment and Humanity: The Race to Save the Planet (3)	46
DECOS210 Introduction to Computers with BASIC Programming (3)	47
DEMAT121 Introductory College Algebra (3)	46
DEGEO101 Physical Geology (3)	46
DENAS111 Principles of Physical Science I (3)	47
DEMAT340 Principles of Statistics (3)	48
Business	
DEMAR301 Basic Marketing (3)	47
DELAW202 Business Law II (3)	52
DEBUS161 Business Mathematics (3)	45
DEBUS101 Introduction to Business (3)	46
DEFIN332 Money and Banking (3)	48
DEMAN311 Organizational Behavior (3)	46
DEMAN331 Personnel/Human Resource Management (3)	48
DEFIN301 Principles of Finance (3)	47
DEACC101 Principles of Financial Accounting (3)	47
DEREE103 Principles of Real Estate (3)	48
DEMAN201 Principles of Supervision (3)	46
DEINS301 Risk and Insurance (3)	50
Occupational Areas	
DEAUM102 Basic Automotive Service (3)	46
DECRJ102 Criminal Justice (3)	49
DEELE102 Electric Circuits (6)	46
DEELT103 Electronic Devices (4)	49
DECOU262 Fundamentals of Counseling (3)	47
DEELT104 Fundamentals of Electronics (3)	45
DEHEA103 Here's to Your Health (3)	48
DETEC101 Introduction to Carpentry (3)	49
DECRJ101 Introduction to Law Enforcement (3)	48
DEELC203 Principles of Electronic Communication Systems (3)	47
DEMET164 Principles of Refrigeration Technology (3)	45
DEENG200 Technical Writing (3)	47
The following DANTES examinations have special requirements and are not administered through the TECEP program. However, Thomas Edison will accept them for credit if they have been taken elsewhere.	
DEGRA106 Basic Technical Drafting (3)	48
DEGRM101 Beginning German I (3)	45
DEGRM102 Beginning German II (3)	45
DEITA101 Beginning Italian I (3)	46
DESPA101 Beginning Spanish I (3)	48
DESPA102 Beginning Spanish II (3)	48
DECOM201 Principles of Public Speaking (3)	47

*Numbers in parentheses indicate semester hour credits.

Defense Language Institute (DLI)

The Defense Language Institute (DLI) administers a series of Defense Language Proficiency Tests (DLPT) which support its extensive foreign language instruction programs for active duty military personnel. Persons who served in the military often can present records of language proficiency as assessed by DLI. The examinations, which test listening, reading and speaking skills, are scored on the basis of the level of proficiency achieved in each of the three areas. A variable range of credits may be earned, depending on the combination of scores received. A student may earn as few as one or two credits. The maximum number of semester hours which may be earned for each language is listed after the test title. The following DLPT examinations have been evaluated for college credit.

Examination Title	Semester Hours	Examination Title	Semester Hours
Arabic	(36)	Persian	(30)
Chinese	(36)	Polish	(30)
Czech	(30)	Portuguese	(24)
French	(24)	Romanian	(27)
German	(27)	Russian	(30)
Hebrew	(30)	Spanish	(24)
Italian	(24)	Tagalog	(30)
Japanese	(36)	Turkish	(30)
Korean	(36)	Vietnamese	(30)

Foreign Service Institute (FSI)

The Foreign Service Institute (FSI) administers a series of oral proficiency language assessment examinations to test the oral language proficiency of prospective U.S. Department of State employees who will be stationed abroad. Persons who have been employed by the U.S. government and have served in the foreign service often can present records of language proficiency as assessed by FSI. Although many languages are assessed by the FSI, only the French and Spanish examinations have been evaluated in terms of college credit recommendations.

Examination Title	Semester Hours	Passing Score
French or Spanish	6	S-2
French or Spanish	9	S-2+
French or Spanish	12	S-3 or better

Ohio University Examinations*

Thomas Edison State College students may take the Ohio University Examinations listed for college credit. To register/enroll contact: **Independent Study, Tupper Hall 302, Ohio University, Athens, OH, 45701-2979** or telephone: **(800) 444-2910**.

Students enroll in a course to obtain credit by examinations and receive a brief syllabus containing a short course description, a list of the required textbooks and information on the nature of the examination. 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 Edison State College.

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

3 quarter hours = 1.3 semester hours;
4 quarter hours = 2.6 semester hours;
5 quarter hours = 3.3 semester hours;
6 quarter hours = 4 semester hours

COURSE NUMBER
and COURSE TITLE*

Accounting

- 201 Financial Accounting (4)
202 Managerial Accounting (4)

Afro-American Studies

- 101 Afro-American History I, 1526-1865 (4)
225 History of the Black Worker (4)

Astronomy — See Physical Science

Aviation

Note: Students who do not have a current private pilot's certificate should not enroll in any of the following aviation courses.

- 110 Private Pilot Ground Instruction (4)
310 Advanced Aeronautics for Commercial Pilot Ground Instruction (4)
350 Instrument Ground Instruction and Air Traffic Control (4)
435 Flight Engineer (4)
440 Flight Instructor Ground Instruction (4)
450 Instrument Instructor Ground Instruction (3)
460 ATP Ground Instruction (4)

Biological Sciences (Formerly Zoology)

- 103 Human Biology (5)
345 Human Physiology (4)
384 Bioethical Problems in Biology and Medicine (5)
390H Biology and the Future of Man (5)

Business Administration

- 101 Business and Its Environment (4)

Business Law

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

Economics

- 301 Introduction to Economic Analysis (4)
302 Introduction to Economic Analysis (4)
304 Macroeconomics (4)

Electronics Technology

Note: These courses are intended for students who have already had some training or experience in electronics technology and need formal credit.

- 110 Basic Electronics (4)
112 Solid State Devices and Industrial Electronics (4)
120 Digital Electronics (4)
134 Direct Current Circuit Analysis (5)
135 Alternating Current Circuit Analysis (5)
220 Electrical Motors, Control Circuits and Computers (4)
236A Microprocessor and Computer Basics (4)
236B Microprocessor and Computer Basics (4)
289 Electronic Trouble Shooting and Repair (4)

Engineering Graphics — See Industrial Technology

English Language and Literature

- 201 Interpretation of Fiction (4)
203 Interpretation of Drama (4)
301 Shakespeare, The Histories (5)
302 Shakespeare, The Comedies (5)
303 Shakespeare, The Tragedies (5)
312 Medieval and Renaissance English Literature (5)
313 Restoration and Neoclassical English Literature (5)
315 American Literature (3)
321 American Lit. to the Civil War (5)
322 Amer.Lit. Since the Civil War (5)

English, 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)

Finance

- 325 Managerial Finance (4)

Foreign Languages and Literatures

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)
355 Introduction to French Lit. (4)
356 Introduction to French Lit. (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)

Geography

- 101 Elements of Physical Geography (5)
121 Human Geography (4)

Health and Support Sciences

- 202 Health Science and Lifestyle Choices (4)
227 First Aid (3)
406 Organization and Administration of Physical Education (4)

Hearing and Speech Sciences

- 213 Anatomy and Neurology of Speech (4)
250 Speech and Hearing Science (4)

History

- 101 Western Civ. Modern Times (4)
102 Western Civ. in Modern Times (4)
103 Western Civ. in Modern Times (4)
211 American History to 1828 (4)
212 History of the U.S., 1828-1900 (4)
213 History of the U.S. Since 1900 (4)
317A Ohio History to 1851 (4)
317B Ohio History Since 1851 (4)
329A Ancient Egypt and Mesopotamia (4)
329B Ancient Greece (4)

- 329C Ancient Rome (4)

Humanities — See English, Hum.

Human Resource Management

- 420 Human Resource Management (4)

Industrial Technology

- 101 Engineering Drawing I (3)

Interpersonal Communication

- 342 Communication and Persuasion (4)

Journalism

- 105 Introduction to Mass Communication (4)
311 History of American Journalism (4)
411 Newspaper and Communications Law (3)

Marketing

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

Mathematics

- 101 Basic Mathematics (4)
(non-credit at Thomas Edison)
113 Algebra (5)
120 Elementary Topics in Math. (4)
121 Elementary Topics in Math. (3)
122 Elementary Topics in Math. (3)
130 Plane Analytic Geometry (3)
163A Introduction to Calculus (4)
163B Introduction to Calculus (3)
211 Elementary Linear Algebra (4)
263A Analytic Geometry and Calculus (4)
263B Analytic Geometry and Calculus (4)
263C Analytic Geometry and Calculus (4)
263D Analytic Geometry and Calculus (4)
340 Differential Equations (4)
410 Matrix Theory (4)

Office Administration Technology

- 121 Introductory Typing (3)
122 Intermediate Typing (3)
123 Advanced Typing (3)
131 Office Communication (3)
231 Machine Computation (3)
262 Report and Letter Writing (4)

Office Management Technology

- 111 Beginning Shorthand (3)
112 Intermediate Shorthand (3)
121 Keyboarding (3)
122 Keyboarding II/Formatting (3)
131 Office Communications (3)
231 Machine Computation (1)

Operations

- 310 Production/Operations Management (4)

Philosophy

- 120 Principles of Reasoning (4)

- 130 Introduction to Ethics (4)
301 Introduction to Philosophy (3)

Physical Science

- 100 Survey of Astronomy (4)
101 Physical World (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)
253 General Physics (4)

Political Science

- 304 State Politics (5)

Psychology

- 101 General Psychology (5)
121 Elementary Statistics for the Behavioral Sciences (5)
273 Child and Adolescent Psychology (4)
275 Educational Psychology (4)
310 Motivation (4)
315 Behavior Genetics and Individual Differences (5)
332 Abnormal Psychology (4)
335 Environmental Psychology (5)
337 Social Psychology of Justice (4)
376 Psychological Disorders of Childhood (4)

Quantitative Business Analysis

- 201 Introduction to Business Statistics (4)

Sociology

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

Zoology-See Biological Sciences

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

New York University Proficiency Testing in Foreign Language

Thomas Edison State College offers a series of language examinations prepared by faculty at New York University. Up to sixteen 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 establish 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 four basic areas: comprehension of the spoken language, the written language in free composition, translation from the native language into English and translation from English into the native language.

The examinations are administered at Thomas Edison in Trenton once a month. A registration form, containing information on test dates and fees, is available from the Office of Testing and Assessment, (609) 633-2844. Score reports are sent by New York University within one month 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) 998-7030 or by writing to:

Foreign Language Program, NYU School of Continuing Education, 48 Cooper Square, Room 107, New York, NY, 10003.

The following examinations are currently available:

Albanian	Italian
Arabic	Japanese
Armenian	Korean
Catalan	Latin
Chinese (Cantonese)	Malay
Chinese (Mandarin)	Norwegian
Czech	Persian
Danish	Polish
Dutch	Portuguese
Finnish	Romanian
French	Russian
Gaelic (Irish)	Serbo-Croatian
German	Spanish
Greek (Classical)	Swedish
Greek (Modern)	Tagalog
Haitian Creole	Thai
Hebrew	Turkish
Hindi	Ukrainian
Hungarian	Urdu
Icelandic	Yiddish

Corporate and Business Training Programs

How to Earn College Credit for Your Training Courses

Students may be able to earn credit for courses taken at their workplace or through union or professional associations. Students should first check whether the courses completed have been evaluated by the American Council on Education (ACE) through the Program on Noncollegiate Sponsored Instruction (PONS).I).

PONS.I is a program under which company and other noncollegiate courses are evaluated by faculty experts who determine whether courses are college-level and who recommend academic credit for each course. College credit recommendations resulting from these evaluations are published along with course descriptions in *The National Guide to Educational Credit for Training Programs*. Similar evaluations are conducted by the Board of Regents of the State of New York. Credit recommendations and descriptions of Regents PONS.I courses are published in *College Credit Recommendations*.

Students can use PONS.I credit recommendations toward their degrees at Thomas Edison State College as well as at a number of other colleges in New Jersey and throughout the nation. At Thomas Edison, courses are accepted as long as they meet degree requirements.

To see if courses taken have been recommended for credit:

1. *Review the List of Sponsoring Organizations.* The list that follows gives the names and locations of the ACE sponsors that have PONS.I evaluated courses. If students are or have been affiliated with any of the organizations listed, then check further.
2. *Check the Two Guides.* These guides list the specific companies and courses evaluated by the respective programs. Libraries or training or personnel office may have these guides.
3. *Check with Personnel or Training Officers.* The list of PONS.I



A panel presentation given at the meeting of Corporate-Higher Education, including Frank Bolden of Johnson and Johnson, Raymond Miko of Ricoh Corp, Linda Peterson of First Fidelity Bank Corp. and Janet Waddy of Showboat Casino Hotel.

sponsors is growing and changing so students should check with their personnel or training officers to see whether specific company courses have been evaluated.

How to Get a PONS.I Transcript

To be awarded credit for PONS.I evaluated courses, students must request that appropriate transcripts be forwarded directly to the College. Consult with personnel or training directors to see how to have PONS.I course transcripts sent to colleges. Sponsors may issue their own transcripts, or they may have transcripts issued through the ACE Registry, a permanent, computerized record that tracks all the PONS.I courses an individual has taken. Both kinds of transcripts can be issued directly to Thomas Edison State College.

If Courses Have Not Been Evaluated, Consider Doing a Portfolio

If the courses completed have not been evaluated by PONS.I but students want to capitalize on the learning, they should consider portfolio assessment. Portfolio Assessment helps students define and demonstrate both their formal and informal learning in terms of college courses. (*See portfolio assessment section of this catalog*)

If Students Need Information or Assistance with PONS.I Courses...

Colleges vary in the ways they accept PONS.I courses. If students have questions or concerns about using PONS.I

credits at a college, call the PONS.I staff at Thomas Edison State College's Center for Corporate and Public Partnerships. Although courses listed through the ACE Registry are often accepted more easily than sponsor-specific transcripts, staff will assist any student presenting PONS.I recommendations to a college.

For assistance, call the PONS.I office at (609)633-6271.

If Students Want to Know Other Ways Thomas Edison State College Can Help Their Organizations

The Center for Corporate & Public Partnerships can bring the resources of Thomas Edison State College and other colleges to the workplace. Through the Center:

1. Formal courses can be evaluated through PONS.I.
2. College services can be offered at employer sites.
3. Organizations can get help developing or evaluating their own educational programs.
4. Employers can get information about tuition aid policies that reimburse costs students may incur at Thomas Edison State College.

To get more information about PONS.I, the Center for Corporate & Public Partnerships or tuition aid policies, write or call: Center for Corporate and Public Partnerships, Thomas Edison State College, (609) 984-1168.

Current List of PONSI Sponsors*

- American Bankers Association
 - American Institute of Banking, Various chapters throughout the country
 - Stonier Graduate School of Banking at the Univ. of Delaware — Newark, N.J.

American Center for Technical Arts and Sciences (formerly Mainline Paraleg.)
Wayne & Philadelphia, Pa.

American Conference of Audioprosthology
El Paso, Texas

American Educational Institute, Inc.
Basking Ridge, N.J.

American Institute for Paralegal Studies, Inc., Southfield, Mich.; Columbus, Ohio; Chicago, Ill.

American Institute for Property & Liability Underwriter/Insurance Institute of America, Malvern, Pa.

American Medical Record Association
Chicago, Ill.

Ameritech
Hoffman Estates, Ill.

Anniston Army Depot

Applied Learning, Inc.
Elk Grove, Ill.

Armenian National Education Committee, New York, N.Y.

Art Instruction Schools
Minneapolis, Minn.

AT&T, Corporate Education & Training — Management Education Training Division
Somerset, N.J.

AT&T, Corporate Education & Training — Technical Education (formerly Center for Computer Systems Education)
Piscataway, N.J.

AT&T, Corporate Training Support Group
Morristown, N.J.

AT&T Executive Education
Morristown, N.J.

AT&T National Product Training Center, Dublin, Ohio

AT&T Network Services Division, Network Operations Education & Training
Bedminster, N.J.

AT&T Network Operations Education & Training, Cincinnati, Ohio

AT&T Network Systems
Morristown, N.J.

Automatic Sprinkler Apprenticeship Program, Joint Apprenticeship & Training Committee, Local 669, University Park, Pa.

Bally's Park Place Casino Hotel
Atlantic City, N.J.

Baltimore Gas & Electric Company
Lusby, Md.

Baroid Corporation Career Development Center
Houston, Texas

Bell Atlantic Corporation
Silver Spring, Md.

Bell Communications Research, Inc., Piscataway, N.J.

Bell Communications Research Training & Education Center
Lisle, Ill.

Bergen County Police & Fire Academy
Mahwah, N.J.

Berlitz Language Schools
New York, N.Y.

Blake Business School
New York, N.Y.

Brick Computer Science Institute
Brick, N.J.

Bureau of Information Technology Service

Carolina Power & Light Company

The Catholic Home Study Institute
Leesburg, Va.

The Center for Leadership Development
Washington, D.C.

Central Intelligence Agency
Washington, D.C.

Certified Employee Benefits Specialist Program; Brookfield, Wis.

Certified Medical Representatives Institute, Inc., Roanoke, Va.

The Christopher Academy
Westfield, N.J.

Chrysler Institute Associate Degree Program, Mt. Pleasant, Mich.

Chrysler Motors Advanced Technical Training; Auburn Hills, Mich.

The Chubb Institute
Parsippany, N.J.

Chubb & Son, Inc.
Warren, N.J.

The Cittone Institute
Edison, N.J.

- Computer Programming
- Computer Repair & Robotics

College for Financial Planning
Denver, Colo.

Computer Learning Center
Paramus, N.J.

Computer Learning Center of Washington
Springfield, Va.

Control Data Corporation
Minneapolis, Minn.

Crawford Risk Management Services
Atlanta, Ga.

Creative Options
Culver City, Calif.

Credit Union National Assoc. (CUNA)
Certified Credit Union Exec. Program, Madison, Wis.

Dale Carnegie & Assoc., Inc.
Garden City, N.Y.

Dana Corporation
Toledo, Ohio

Datapro (India)

Data Processing Training, Inc.
Peru, Ind.

David C.D. Rogers Assoc.
Wayland, Mass.

Dept. of Defense, Defense Security Institute, Richmond, Va.

Digital Equipment Corporation
Maynard, Mass.

- Digital Services Education Program
- U.S. Management Education & Skills Training

Digital Equipment Corporation
So. Burlington, Vt.

Disabled American Veterans
Washington, D.C.

Dow Jones & Company, Inc.
Princeton, N.J.

Duquesne Light Company
Shippingport, Pa.

Educational Information and Resource Center; Sewell, N.J.

Electrical Workers, Local Union 26 of the Int'l. Brotherhood of Electrical Workers & the Washington, D.C. Chapter of the National Electrical Contractors Association Joint School; Washington, D.C.

Electrical Workers, Local Union 102 of the Int'l. Brotherhood of Electrical Workers; Paterson, N.J.

Electrical Workers, Local Union 164 of the I.B.E.W., AFL-CIO, Bergen & Hudson Counties, NJ; and the Bergen-Hudson County Chapter of the Nat'l. Elec. Contractors Assoc. Joint Apprenticeship Training Program
Hackensack, N.J.

Employee Benefits Education & Planning Service, Inc.

English Language Institute of America, Inc., Chicago, Ill.

Evelyn Wood Reading Dynamics

ExecuTrain Corporation
Atlanta, Ga.

Federal Aviation Administration
Oklahoma City, Okla.
Federal Emergency Management Agency-Emergency Management Institute

Federal Law Enforcement Training Center

First Fidelity Bank, N.A., N.J., Management Training Program
Newark, N.J.

Florida Power and Light —

- St. Lucie Nuclear Plant
- Turkey Point Nuclear Plant

Ford National Development & Training Center; Dearborn, Mich.

Garden State AIB
Clifton Heights, N.J.

General Physics Corporation
Columbia, Md.

Graduate School of Banking at Colorado, University of Colorado, Boulder, Colo.

Hallmark Cards, Inc.
Kansas City, Kan.

Health Insurance Association of America, Washington, D.C.

Hudson County Montessori School

Illinois Fire Service Institute
Urbana - Champaign, Ill.

Independent School Management
Wilmington, Del.

Indian Health Service — Tribal Management Support Center
Tucson, Ariz.

Institute of Certified Professional Managers
Harrisonburg, Va.

Institute of Certified Travel Agents, Wellesley, Mass.

Institute of Financial Education
Chicago, Ill.

Institute of Management & Production, Kingston, Jamaica, W.I.

Institute of Nuclear Medical Education

Insurance Data Management Association,
New York, N.Y.

Insurance Educational Association,
Newport Beach, Calif.

Interagency Training Center

Internal Revenue Service
New York, N.Y.

International Correspondence Schools, Scranton, Pa.

International Union of Operating Engineers,
Washington, D.C.

Jamaican Institute of Management
Kingston, Jamaica, W.I.

Joint Apprenticeship Training Committee, I.B.E.W. Local Union 269 and the National Electrical Contractors Association of So. New Jersey
Trenton, N.J.

Kepner-Tregoe, Inc.
Princeton, N.J.

Knight-Ridder, Inc.
Miami, Fla.

Laubach Literacy Action
Syracuse, N.Y.

Massachusetts Bankers Assoc., Inc.
Boston, Mass.

Maynard Management Institute
Charlotte, N.C.

McDonald's Corporation
Oak Brook, Ill.

Mercer County Vocational-Technical Schools — Division of Adult Education
Trenton, N.J.

Metropolitan Technical Institute
Fairfield, N.J.

National Academy for Paralegal Studies, Inc., Middletown, N.Y.

National Association of Independent Fee Appraisers, St. Louis, Mo.

National Association of Realtors
Washington, D.C.

National Association of Securities Dealers, Inc., Rockville, Md.

National Baptist Publishing Board
Nashville, Tenn.

National Center for Logistics Management, Cinnaminson, N.J.

National Cryptologic School
Fort George G. Meade, Md.

National Emergency Training Center
Emmitsburg, Md.

- Emergency Management Institute
- National Fire Academy

National Institute of Information Technology, New Delhi, India

National Management Association
Dayton, Ohio

National Mine, Health and Safety Academy, Beckley, W. Va.

National Registry of Radiation Protection Technologists
Kennewick, Wash.

*The listings that are in bold print are sponsors evaluated by Thomas Edison State College.

CURRENT LIST OF PONSI SPONSORS

National Sheriffs Association Alexandria, Va.	Seafarers Harry Lundeberg School of Seamanship, Piney Point, Md.	U.S. Dept. of Labor, DOL Academy Washington, D.C.
National Weather Service Training Center, Kansas City, Mo.	Seminary Extension, Southern Baptist Seminaries Nashville, Tenn.	U.S. Dept. of the Treasury, Federal Law Enforcement Training Center Glynco, Ga.
NCR Corporation Dayton, Ohio	Showboat Casino-Hotel Atlantic City, N.J.	U.S. Drug Enforcement Administration Washington, D.C.
New England School of Banking North Kingstown, R.I.	Snelling & Snelling, Inc.	U.S. Environmental Protection Agency
New England Telephone Company Marlboro, Mass.	Southwestern Bell Corporation- Administrative Services, Inc. St. Louis, Mo.	U.S. Food and Drug Administration Rockville, Md.
New Jersey Association of Realtors Edison, N.J.	Southwestern Bell Telephone Co. St. Louis, Mo.	U.S. Navy Acquisition Management Training Office Norfolk, Va.
New Jersey Dept. of Personnel, Human Resources Development Training and Employee Services, Trenton N.J.	Southwestern Bell Telephone Co. Irving, Texas	U.S. Office of Personnel Management Denver, Colo.
• CPM Program	Sun Refining and Marketing Co. Marcus Hook, Pa.	U.S. Postal Service-Dept. of Training and Development, Potomac, Md.
• Support Specialist Program	Technical Education Development Corporation (TEDCO) Kokomo, Ind.	U.S. Public Health Service- Indian Health Service Rapid City, S.D.
• Department of Human Services	Technical Training Project, Inc. Newark, N.J.	U.S. West Learning Systems Lakewood, Colo.
Northern Telecom, Inc., Digital Switching Systems-Technical Training Center, Raleigh, N.C.	Texas Utilities Electric Corporation Athens, Texas	United Training Institute, Inc. Spring Valley, Calif.
NYNEX Corporate Training & Development	The Travelers Companies	Washington Gas Light Co. Springfield, Va.
NYNEX Mobil Communications	Tritone Music Willowdale, Ontario, Canada; and Niagara Falls, N.Y.	Washington Level Review Center Fort Belvoir, Va.
O/E Learning, Inc. Troy, Mich.	Twin City Purchasing Management Association Minneapolis, Minn.	Western Regional CUNA School for Credit Union Personnel Pomona, Calif.
Offshore Sailing School, Ltd. Ft. Myers, Fla.	UAW-GM Human Resource Center	Westinghouse Electric Corporation Nuclear Services Division Pittsburgh, Pa.
Ohio Bell Telephone Company Cleveland, Ohio	Ultrasound Diagnostic School Clark, N.J.	Wisconsin Public Service Corporation Green Bay, Wis.
Omaha Joint Electrical Apprenticeship and Training Committee Omaha, Neb.	Unisys Corporation Detroit, Mich.	Wolf Creek Nuclear Operating Corporation Burlington, Kan.
Omaha Public Power District Omaha, Neb.	University Affiliated Program of N.J., UMDNJ Piscataway, N.J.	Xerox Corporation Stamford, Conn.
Omega Institute South Cinnaminson, N.J.	U.S. Army Management Engineering College	Yankee Atomic Electric Company Rowe, Mass.
Pacific Bell San Ramon, Calif.	U.S. Army Materiel Command — AMC Texarkana, Texas	Young Women's Christian Association of the U.S.A. New York, N.Y.
PADI International, Inc. Santa Ana, Calif.	U.S. Dept. of Agriculture, Graduate School Washington, D.C.	Zaidner Institute Jerusalem, Israel
Philadelphia Electric Company Linfield, Pa.	U.S. Dept. of the Army, Center for Civilian Human Resource Management Personnel Management for Executives Fort Sam Houston, Texas	
PJA School Upper Darby, Pa.	U.S. Dept. of Justice, Immigration and Naturalization Service, Federal Law Enforcement Training Center Glynco, Ga.	
Police Training Institute Champaign, Ill.		
Professional Secretaries International Kansas City, Mo.		
Public Education Institute New Brunswick, N.J. (Formerly Institute for Citizen Involvement in Education)		
Public Service Electric & Gas Company Newark, N.J.		

Military Training Programs and Schools



Dr. Edward A. McKenney, project director, Navy Programs, Servicemembers Opportunity College.

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 record should be a photocopied and notarized and 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, MO, 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 personnel who entered active duty on or after October 1, 1981, or remained on active duty on or after January 1, 1984, are eligible for the Army/ACE Registry Transcript System (AARTS). AARTS will provide a transcript for any service school, MOS or CLEP/DSSTs/ACT/PEP Exam that has been passed and carries American Council on Education credit recommendations. Transcripts may be ordered through the base Education Office or by writing to: AARTS Operations Center, Fort Leavenworth, KS, 66027-5073.

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 (SQTs). 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. Since 1988, the Army has been instituting a new Enlisted Evaluation Report (EER) that does not carry a score. Thomas Edison will accept a Satisfactory Rating on such EERs. 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, MO, 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 officer's 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, MO, 63132. Separation Report (DD 214) may also be used for verification.

Marine MOS

The American Council on Education has recently begun to review a limited number of Marine Corps MOS for credit. To receive credit, all three levels of the MOS must have been completed. Students should submit the Individual Duty Area Qualification Summary Sheet (ITSS).

Air Force

Students who served in the Air Force prior to 1972 should submit a notarized copy of the DD 214 or other appropriate service records showing training completed. Students who served after 1972 should request an Official Transcript from the Community College of the Air Force, Building 836, Maxwell Air Force Base, AL, 36112-6655.

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.

Transfer Credit

Thomas Edison State College accepts credit in transfer from other regionally accredited colleges. The accreditation status of a college can be found in its academic catalog or by contacting its Registrar's Office. Most colleges and universities have received (or are candidates for) regional accreditation. Thomas Edison places no limit on the number of regionally accredited colleges or universities students can attend. Students should read the *Evaluation and Records* section of this catalog for a full understanding of how transfer credits will be evaluated.

Regional Accrediting Associations

Credits earned at U.S. colleges and universities accredited by the following regional association will transfer, if they satisfy degree requirements and meet other academic policies:

- Middle States Association of Colleges and Schools/Commission on Higher Education
- 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/Commission on Colleges
- Western Association of Schools and Colleges
- Accrediting Commission for Senior Colleges
- Accrediting Commission for Junior Colleges

Policies covering credits from foreign universities are in the *International Student Policy* section of the catalog.



Alicia Smith, evaluator, with student Barbara Christiano, B.A. in Social Sciences, reviewing college catalogs in the Library.

Articulation Agreements

Thomas Edison State College welcomes and encourages students to transfer to the College upon completion of an associate degree from a community, county or junior college. Students are encouraged to read the policy on *Transfer and Acceptance of Students (Full Faith and Credit)* policy. In order to also facilitate the transfer of credits for students who have completed Associate of Science in Applied Science degrees, the College has developed Articulation Agreements with most of the two-year colleges in New Jersey. The programs included in the Agreements are examples of the ease of transfer for programs not covered by the *Full Faith and Credit* policy. Credit from all Applied Science programs will transfer if the credits satisfy baccalaureate degree requirements and meet other academic policies.

The College currently has agreements with the following colleges and programs; additional agreements are being developed.

- Atlantic Community College**
 Accounting & Finance
 Business Administration
 Computer Information Systems
 Electronics Technology
 Hospitality Management
 Law Enforcement

- Bergen Community College**
 Aviation Maintenance Technology (with Teterboro School of Aeronautics)
 Banking, Credit and Finance
 Humanities
 Dental Hygiene
 Medical Laboratory Technology

- Brookdale Community College**
 Criminal Justice
 Music and Dance
 Theatre
 Ecuador Program

- Bucks County Community College**
 Accounting
 Office Administration
 Business Administration
 Small Business Management
 Business Management
 Banking/Banking Management
 Hotel/Restaurant/ Institutional Management
 Real Estate
 Retail Management

- Burlington County College**
 Accounting Technology
 Business Administration
 Criminal Justice
 Psychology

- Camden County College**
 Business Administration
 Engineering Technology
 Human Services/Gerontology
 Music
 Computer Science
 Data Processing

- County College of Morris**
 Automotive Technology Certificate

- Cumberland County College**
 Aviation Maintenance Technology

- Dundalk Community College, Pa.**
 Mechanical Engineering Technology
 Electrical Technology

- Essex County College**
 Accounting
 Criminal Justice

- Hudson County College**
 Electronic Technology
 Human Services
 Gerontology
 Real Estate and Insurance

- International Brotherhood of Electrical Workers/Local 164**
 Electronic Technology

- Mercer County Community College**
 Corrections
 Education Assistant
 Aerospace Operations Management
 Flight Attendant
 Flight Technology
 Humanities and Social Science
 Public Administration
 Community Service Assistant
 Law Enforcement
 Fire Science Technology
 Data Processing/Information Systems
 Business Administration
 General Business

- Middlesex County College**
 Accounting
 Criminal Justice
 Computer Science
 Dental Hygiene
 Hotel/Motel/Restaurant Management
 Management of Human Resources
 Marketing
 Material Management
 Transportation and Distribution
 Retail Management and Merchandising
 Office Systems Technology
 Marketing, Art and Design
 Professional Commercial Photography
 Legal Assistant
 Financial Management
 Early Childhood Assistant
 Special Education Assistant
 Psychology

- Ocean County College**
 Business Administration
 Criminal Justice
 Electronics Engineering Technology

- Passaic County Community College**
 Business Administration
 Data Processing
 Early Child Education
 Electrical Apprentice Program

- Raritan Valley Community College**
 Biology
 Chemistry
 Engineering Science
 Math
 Business Transfer
 Law Enforcement
 Art
 Accounting
 Data Processing
 Early Childhood Education
 Marketing

- Nursing
 Secretarial Science
 Air Conditional, Refrigeration and Heating
 Automotive Technology
 Chemical Lab Technology
 Construction Technology
 Diesel Technology
 Electronic Technology
 Mechanical Design Technology
 Hotel/Motel/Restaurant Management
 Computer Information Systems
 Operator Option
 Business Administration
 Legal Assisting

- Salem Community College**
 Nuclear Engineering Technology

- Sussex County Community College**
 Business Administration
 English
 Liberal Arts
 Psychology

- Teterboro School of Aeronautics**
 FAA Mechanical Certificate/Airframe and Powerplant Rating License

- Union County College**
 Associate in Arts Honors
 Business
 Liberal Studies
 Interpreters for the Deaf

- Warren County Community College**
 Accounting
 Business
 Data Processing
 English
 Secretarial
 Social Science

- Westmorland County Community College, Pa.**
 Nuclear Industrial Operations
 Nuclear Service Technology

Servicemembers Opportunity College

Major George Paffendorf,
education services officer for the
New Jersey Army National Guard,
with Dr. Jerry Ice, vice president
for Academic Affairs.



Thomas Edison State College is a member of the Servicemembers Opportunity College (SOC). The Army and the Navy has contracted with the American Association of State Colleges and Universities for the Servicemembers Opportunity College. Though the 700 colleges and universities that are members of SOC, servicemembers are assured that programs at the colleges will articulate with programs at other member colleges for the completion of associate and baccalaureate degrees. Even though servicemembers may be stationed in several locations during their military career they are assured their credits will transfer to other SOC colleges. Therefore, soldiers and sailors are able to earn degrees from accredited colleges and universities, including Thomas Edison State College.

When servicemembers from the Army, Navy or National Guard apply to Thomas Edison, the College provides to both the servicemember and to SOC an agreement form and a copy of the Evaluation and Progress Report which shows the credits applied toward the degree and the credits needed to complete the degree. All enrolled servicemembers have access to the Academic Advisement staff through telephone, letters and individual appointments. Applicants may receive answers to questions by calling the Office of Admissions.

All Army- and Navy-based Services Education Offices have the SOC publications which list the 700 member colleges and the degree programs included in their

network. All Thomas Edison degree programs are available to all servicemembers, in addition to those listed in the SOC publications.

To assist the servicemember, the Army has established the Army/American Council on Education Registry Transcript System (AARTS). The AARTS transcript contains a record of the military training completed by the individual servicemember and recommended for credit by the American Council on Education. (For further information refer to the section on Military Training Programs and Schools.)

It is noted that the Air Force is not part of SOC because the Air Force has established the Community College of the Air Force, which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State College. The American Council on Education has recently recommended for credit many Marine training programs.

Correspondence Courses

Students are encouraged to consider earning credit through independent study. Thomas Edison State College provides a number of independent study courses through guided study. These courses are listed elsewhere in the catalog under guided study.

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

A national publication list is available that contains all of the 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 Thomas Edison degree requirements. To secure the publication students should check with their local bookstore or write to

NUCEA Book Order Department, Peterson's Guide,
P.O. Box 2123, Princeton, NJ, 08543-2123.
For telephone orders contact: Non-New Jersey residents:
(800) 338-3283; New Jersey residents: (609) 243-9111.

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 Thomas Edison State College on the student's request.

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements.

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

University, Division of Extended
Studies, Independent Study
Program, Owen Hall,
Bloomington, IN, 47405;
(800) 457-4434 (Nationwide),
(800) 822-4762 (Indiana),
(812) 855-3693 (Bloomington
and outside the toll-free area),
(812) 855-8680 (FAX).

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 and TITLE

African Studies

E310	Introduction to the Cultures of Africa	(3)
A250	Introduction to African Art	(3)
A364	History of Black Americans	(3)
E432	History of Africa II	(3)

American Studies

A201	Representative Americans-Special Topic: People with Disabilities	(3)
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Anthropology

A105	Human Origins and Prehistory	(3)
E105	Culture and Society	(3)
E310	Introduction to the Cultures of Africa	(3)

Apparel, Merchandising and Interior Design

H203	Textiles	(3)
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Astronomy

A100	The Solar System	(3)
A105	Stellar Astronomy	(3)
A110	Introduction to Astronomy	(3)

Biology

N100	Contemporary Biology	(3)
N200	Biology of Women	(3)

Business

A201	Introduction to Accounting I	(3)
A202	Introduction to Accounting II	(3)
A203	Principles of Hospital Accounting	(3)
A233	Intermediate Hospital Accounting	(3)
A311	Intermediate Accounting Theory and Problems I	(3)
A312	Intermediate Accounting Theory and Problems II	(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)
A422	Advanced Financial Accounting	(3)
A424	Auditing	(3)
A434	The Professional Aspects of Accounting	(3)
D301	The International Business Environment	(3)
D302	International Business: Operations of International Enterprises	(3)
F260	Personal Finance	(3)
F301	Financial Management	(3)
G300	Introduction to Managerial Economics	(3)
G330	Principles of Urban Economics	(3)
L201	Legal Environment of Business	(3)
L303	Commercial Law II	(3)
M300	Introduction to Marketing	(3)
M411	Transportation Carrier Management	(3)
M419	Retail Management	(3)
N300	Principles of Risk of Insurance	(3)
P301	Operations Management	(3)

INDIANA UNIVERSITY CORRESPONDENCE COURSES

R300 Principles of Real Estate	(3)	L141a Introduction to Writing and the Study of Literature I	(4)	R270 Special Recreation Services	(3)
X100 Business Administration: Introduction	(3)	L142 Introduction to Writing and the Study of Literature II	(4)	R271 Dynamics of Outdoor Recreation	(3)
X204 Business Communication	(3)	L202 Literary Interpretation	(3)	R272 Recreation Activities and Leadership Methods	(3)
X425 Job Search Techniques	(1)	L202a Literary Interpretation	(3)	R275 Dynamics of Camp Leadership	(2)
Z300 Organizational Behavior and Leadership	(3)	L203 Introduction to Drama	(3)	R324 Recreational Sports Programming	(3)
Z300H Organizational Behavior and Leadership (Hospital Version)	(3)	L204 Introduction to Fiction	(3)	R336 Tourism and Commercial Recreation	(3)
Classical Studies		L205 Introduction to Poetry	(3)	R381 Introduction to Armed Forces	(3)
C101 Ancient Greek Culture	(3)	L207 Women and Literature	(3)	R490 Research and Evaluation	(3)
C102 Roman Culture	(3)	L211 English Literature to 1700	(3)	History	
C205 Classical Mythology	(3)	L212 English Literature since 1700	(3)	A301 American Colonial History I	(3)
C209 Medical Terms from Greek and Latin	(2)	L213 Literary Masterpieces I	(3)	A304 United States 1829-1865 II	(3)
L100 Elementary Latin I	(4)	L220 Introduction to Shakespeare	(3)	A317 Modern American Social and Intellectual History	(3)
L150 Elementary Latin II	(4)	L230 Science Fiction	(3)	A318 The American West	(3)
College of Arts and Sciences		L298 English Literature from 1600 to 1800	(3)	A333 History of Indiana I	(2)
Q294 Basic Career Development	(1)	L299 English Literature since 1800	(3)	A363 Survey of Indiana History	(3)
Comparative Literature		L314 Last Plays of Shakespeare	(3)	A364 History of Black Americans	(3)
C190 An Introduction to Film	(3)	L348 19th-Century British Fiction	(3)	B356 French Revolution and Napoleon	(3)
C255 Modern Literature and the Other Arts: An Introduction	(3)	L354 American Literature since 1914	(3)	B361 Europe in the 20th Century I	(3)
Computer Science		L355 American Fiction to 1900	(3)	B362 Europe in the 20th Century II	(3)
A106a Introduction to Microcomputers and Computing	(3)	L358 20th-Century American Fiction	(3)	E432 History of Africa II	(3)
A106b Introduction to Microcomputers and Computing	(3)	L363 American Drama	(3)	H101 The World in the Twentieth Century I	(3)
A107a Advanced Microcomputing: Programming with Applications	(3)	L390 Children's Literature	(3)	H103 Europe: Renaissance to Napoleon	(3)
A107b Advanced Microcomputing: Programming with Applications	(3)	W103 Introductory Creative Writing	(1)	H104 Europe: Napoleon to the Present	(3)
A201a Introduction to Programming I	(4)	W119 Critical Review Writing	(1)	H105 American History I	(3)
A201b Introduction to Programming I	(4)	W131 Elementary Composition	(3)	H106 American History II	(3)
A203a COBOL and File Processing	(3)	W202 English Grammar Review	(1)	H200 Comparative History of Religion	(3)
A203b COBOL and File Processing	(3)	W203a Creative Writing	(3)	H207 Modern East Asian Civilization	(3)
C201a Introduction to Computer Science	(4)	W203b Creative Writing	(3)	H211 Latin American Culture and Civilization I	(3)
C201b Introduction to Computer Science	(4)	W203c Creative Writing	(3)	H220 American Military History	(3)
C251 Foundations of Digital Computing	(3)	W205 Vocabulary Acquisition	(1)	H233 Sports in History	(3)
C303a COBOL Programming	(1)	W231 Professional Writing Skills	(3)	T226 Topics in History: Women in American History	(3)
C303b COBOL Programming	(1)	W350 Advanced Expository Writing	(3)	History and Philosophy of Science	
Criminal Justice		W350a Advanced Expository Writing	(3)	X200 Scientific Reasoning	(3)
P100 Introduction to Criminal Justice	(3)	Fine Arts		X303 Introduction to Philosophy of Science	(3)
P200 Theories of Crime and Deviance	(3)	A101 Ancient and Medieval Art	(4)	Italian	
P320 Foundations of Criminal Investigation	(3)	A250 Introduction to African Art	(3)	M100 Elementary Italian I	(4)
P462 Child Abuse and Neglect	(3)	Folklore		M150 Elementary Italian II	(4)
P475 American Juvenile Justice System	(3)	F101 Introduction to Folklore	(3)	Journalism	
Economics		F131 Introduction to American Folklore	(3)	C300 The Citizen and the News	(3)
E201 Introduction to Microeconomics	(3)	F404 Topics in Folklore: An Interdisciplinary Perspective	(3)	C327 Writing for Publication	(3)
E202 Introduction to Macroeconomics	(3)	French		Labor Studies	
E270 Introduction to Statistical Theory in Economics and Business	(3)	F100 Elementary French I	(4)	L101 American Labor History	(3)
E360 Public Finance: Survey	(3)	F150 Elementary French II: Language and Culture	(4)	L201 Labor Law	(3)
Education		Geography		L203 Labor and the Political System	(3)
E343 Mathematics in the Elementary Schools	(3)	G107 Physical Systems of the Environment	(3)	L220 Grievance Representation	(3)
F400 Development of the Self-Acquired Competency Portfolio	(1)	G109 Weather and Climate	(3)	L240 Occupational Health and Safety	(3)
K205 Introduction to Exceptional Children	(3)	G110 Introduction to Human Geography	(3)	L320 Grievance Arbitration	(3)
M135 Self-Instruction in Art	(1 to 5)	G304 Meteorology and Climatology	(3)	L490 Topics in Labor Studies: Philosophy of Work	(3)
U205 Human Development Opportunities for College Students	(3)	G315 Environmental Conservation	(3)	L495 Directed Labor Study	(1-6)
X150 Managing Resources for Learning	(1)	Geology		Linguistics	
English		G103 Earth Sciences: Materials and Processes	(3)	L100 English Language Improvement	(3)
G205 Introduction to the English Language	(3)	German		L103 Introduction to the Study of Language	(3)
L141 Introduction to Writing and the Study of Literature I	(4)	G131 Beginning German I	(5)		
		G132 Beginning German II	(5)		
		Health, Physical Education and Recreation			
		C366 Health Problems in the Community	(3)		
		F258 Marriage and Family Interaction	(3)		
		H363 Personal Health	(3)		
		N220 Basic Nutrition	(3)		
		R160 Recreation and Leisure	(3)		

INDIANA UNIVERSITY CORRESPONDENCE COURSES

Mathematics		Religious Studies	
G1B1 Arithmetic for Algebra I	(noncredit)	R152 Introduction to Religion in the West	(3)
G1B2 Arithmetic for Algebra II	(noncredit)	R180 Introduction to Christianity	(3)
G1B3 Overcoming Math Anxiety	(noncredit)	R220 The Christian Church in New Testament Times	(3)
M014 Basic Algebra	(4)	R336 Religion in America II	(3)
(non-credit at Thomas Edison)			
M110 Excursions into Mathematics	(3)	School of Public and Environmental Affairs	
M118 Finite Mathematics	(3)	J320 Criminal Investigation	(3)
M119 Brief Survey of Calculus I	(3)	V373 Personnel Management in the Public Sector	(3)
M125 Pre-Calculus Mathematics	(3)		
M126 Trigonometric Functions	(2)	Sociology	
M215 Calculus I	(5)	R121 Social Problems	(3)
M216 Calculus II	(5)	S100 Introduction to Sociology	(3)
T101 Mathematics for Elementary Teachers I	(3)	S210 Social Organization	(3)
T102 Mathematics for Elementary Teachers II	(3)	S215 Social Change	(3)
T103 Mathematics for Elementary Teachers III	(3)	S230 Society and the Individual	(3)
Music		S305 Population and Human Ecology	(3)
Z101 Music for the Listener I	(3)	S309 The Community	(3)
Nursing		S313 Sociology of Religion	(3)
B215 Nutrition for Health Professionals	(3)	S315 Sociology of Work	(3)
B219 Pharmacology	(3)	S316 Sociology of the Family	(3)
Philosophy		S320 Deviant Behavior and Social Control	(3)
P100 Introduction to Philosophy	(3)	S326 Sociology of Law	(3)
P140 Elementary Ethics	(3)	S338 Sociology of Gender Roles	(3)
P150 Elementary Logic	(3)	S340 Social Theory	(3)
P201 Ancient Greek Philosophy	(3)	S361 Urban Sociology	(3)
P282 Women in Philosophical Thought	(3)	Spanish	
P337 Philosophy of Work	(3)	S100 Elementary Spanish I	(4)
Physics		S150 Elementary Spanish II	(4)
P101 Physics in the Modern World	(4)	S216 Second-Year Spanish Reading I	(3)
P110 Energy	(2)	S266 Second-Year Spanish Reading II	(3)
P120 Energy and Technology	(3)	Speech Communication	
Political Science		S121 Public Speaking	(2)
Y103 Introduction to American Politics	(3)	S122 Interpersonal Communication	(2)
Y105 Introduction to Political Theory	(3)	S223 Business and Professional Communication	(3)
Y109 Introduction to World Politics	(3)	S339 Freedom of Speech	(3)
Y200a Contemporary Political Problems: Sex Discrimination and the Law	(3)	Telecommunications	
Y200b Contemporary Political Problems: Political Terrorism	(3)	C200 Introduction to Mass Communications	(3)
Y301 Political Parties and Interest Groups	(3)	Women's Studies	
Y306 State Politics in the United States	(3)	L207 Women and Literature	(3)
Y308 Urban Politics	(3)	Y200a Contemporary Political Problems: Sex Discrimination and the Law	(3)
Y373 American Politics through Film and Fiction	(3)	S316 Sociology of the Family	(3)
		S338 Sociology of Gender Roles	(3)
Psychology			
K300 Statistical Techniques	(3)		
P101 Introductory Psychology I	(3)		
P102 Introductory Psychology II	(3)		
P316 Psychology of Childhood and Adolescence	(3)		
P319 The Psychology of Personality	(3)		
P320 Social Psychology	(3)		
P324 Abnormal Psychology	(3)		

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 their transcript and forwarded to Thomas Edison State College on the student's request.

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements.

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

Ohio University, Lifelong Learning Programs, 302 Tupper Hall, Athens, OH, 45701-2979; (614) 593-2910; (800) 444-2910 (Nationwide); (614) 593-2901 (FAX).

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

Ohio University credits are listed in quarter credit hours which will be converted to semester credit hours when transferred to a Thomas 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 and TITLE

Accounting

201	Financial Accounting	(4)
202	Managerial Accounting	(4)

Accounting Technology

103	Financial Accounting Procedures	(3)
104	Financial Accounting Procedures	(3)
105	Financial Accounting Procedures	(3)

Anthropology

101	Introduction to Cultural Anthropology	(5)
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Astronomy — See Physical Science

Aviation

110	Private Pilot Ground Instruction	(4)
310	Advanced Aeronautics for Commercial Pilot Ground Instruction	(4)
350	Instrument Ground Instruction and Air Traffic Control	(4)

Biological Sciences (Formerly Zoology)

103	Human Biology	(5)
345	Human Physiology	(4)
384	Bioethical Problems in Biology and Medicine	(5)
390H	Biology and the Future of Man	(5)

Biology

101	Principles of Biology	(4)
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Botany — See Environmental and Plant Biology

Business Administration

101	Business and Its Environment	(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)
360	Law of Health Care	(4)
370	Environmental Law	(4)
442	Law of Property and Real Estate	(4)

Business Management Technology

110	Introduction to Management	(4)
120	Mathematics in Business	(4)
140	Concepts of Marketing	(4)
150	Elements of Supervision	(3)
200	Introduction to Business Computing	(4)
210	Managing Finance in Business	(4)
230	Concepts of Sales	(3)
250	Practical Personnel Procedures	(3)
260	Business Report Writing	(4)
275	Managerial Planning	(4)
285	Government and Business	(3)
288	Computer Applications for Management	(4)

Chemistry

121	Principles of Chemistry I	(3)
122	Principles of Chemistry II	(3)

Economics

103	Principles of Microeconomics	(4)
104	Principles of Macroeconomics	(4)
303	Microeconomics	(4)
304	Macroeconomics	(4)
305	Managerial Economics	(4)
320	Labor Economics	(4)
340	International Trade	(4)
360	Money and Banking	(4)

Education-Counselor Education

102	Life and Career Experiences Analysis	(4)
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English Language and Literature

150	Developmental Writing Skills (non-credit at Thomas Edison)	(4)
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151	Freshman Composition: Writing and Rhetoric	(5)
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152	Freshman Composition: Writing and Rhetoric	(5)
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153A	Freshman Composition: Women and Men in Literature	(5)
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200	Introduction to Literature	(4)
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201	Interpretation of Fiction	(4)
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202	Interpretation of Poetry	(4)
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203	Interpretation of Drama	(4)
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206	Introduction to International Literature III: The Modern Tradition	(5)
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301	Shakespeare, The Histories	(5)
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302	Shakespeare, The Comedies	(5)
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303	Shakespeare, The Tragedies	(5)
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305J	Technical Writing	(4)
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308J	Advanced Composition	(4)
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309A	Creative Writing-Poetry	(4)
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309B	Creative Writing-Fiction	(4)
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312	Medieval and Renaissance English Literature	(5)
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313	Restoration and Neoclassical English Literature	(5)
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314	Romantic and Victorian Literature	(5)
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315	American Literature	(3)
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318	Women and Literature	(4)
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321	American Literature to the Civil War	(5)
322	American Literature Since the Civil War	(5)

331	20th Century British and American Literature	(5)
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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)

Environmental and Plant Biology — (Formerly Botany)

100	The World of Plants	(4)
102	Plant Biology	(5)

Film

343	Scriptwriting	(4)
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Finance

325	Managerial Finance	(4)
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Foreign Languages and Literatures

Classical Languages

Greek

111	Beginning Greek	(4)
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112	Beginning Greek	(4)
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113	Beginning Greek	(4)
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Latin

111	Beginning Latin	(4)
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112	Beginning Latin	(4)
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113	Beginning Latin	(4)
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Foreign Literature In English

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

Geography

101	Elements of Physical Geography	(5)
121	Human Geography	(4)

Government — See Political Science

Health and Sport Sciences

202	Health Sciences and Lifestyle Choices	(4)
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301	Introduction to Health Care Organizations	(4)
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379	Teaching of Health Education	(5)
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404	History and Principles of Physical Education	(4)
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406	Organization and Administration of Physical Education	(4)
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History

101	Western Civilization in Modern Times	(4)
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102	Western Civilization in Modern Times	(4)
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103	Western Civilization in Modern Times	(4)
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211	American History to 1828	(4)
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212	History of the United States, 1828-1900	(4)
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213	History of the United States Since 1900	(4)
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314	Women in American History	(4)
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315B	History of Blacks in America Since 1865	(4)
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317A	Ohio History to 1851	(4)
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317B	Ohio History Since 1851	(4)
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354	Early Christianity: East and West	(4)
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Home	Economics	(4)
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128	Introduction to Nutrition	(4)
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160	Introduction to Child Development	(4)
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180	Introduction to Residential Design	(3)
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390	Family Consumer Economics	(3)
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417	Fashion Merchandising-Management	(4)
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Humanities — See English

Human Resource Management

420	Human Resource Management	(4)
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Human Services Technology

290C	Deaf Language and Culture	(3)
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290Z	Intermediate Deaf Language and Culture	(3)
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Interpersonal Communication

101	Fundamentals of Human Communication	(4)
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103	Fundamentals of Public Speaking	(4)
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234	Introduction to Communication Theory	(4)
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Journalism

105	Introduction to Mass Communication	(4)
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Law Enforcement Technology

100	Introduction to Law Enforcement Technology	(3)
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120	Constitutional, Criminal and Civil Law	(3)
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130	Interviewing and Report Writing	(3)
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260	Criminal Investigation	(3)
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290F	Law Enforcement and the Deaf	(4)
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Library Media Technology

102	Circulation and Public Communications	(4)
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104	Basic Acquisitions of Media	(4)
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Management

200	Introduction to Management	(4)
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300	Management	(4)
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325J	Business Communications	(4)
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340	Organizational Behavior-Micro Perspective	(4)
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345	Organizational Behavior-Macro Perspective	(4)
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Marketing

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

101	Basic Mathematics (noncredit)	(5)
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113	Algebra	(5)
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115	Pre-Calculus	(5)
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120	Elementary Topics in Mathematics	(4)
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121	Elementary Topics in Mathematics	(3)
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122	Elementary Topics in Mathematics	(3)
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130	Plane Analytic Geometry	(3)
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163A	Introduction to Calculus	(4)
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163B	Introduction to Calculus	(3)
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211	Elementary Linear Algebra	(4)
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250B	Finite Mathematics	(4)
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263A	Analytic Geometry and Calculus	(4)
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263B	Analytic Geometry and Calculus	(4)
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263C	Analytic Geometry and Calculus	(4)
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263D	Analytic Geometry and Calculus	(4)
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Music		
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321	History and Literature of Music	(3)
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322	History and Literature of Music	(3)
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428	Jazz History	(3)
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Operations		
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310	Production/Operations Management	(4)
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Philosophy		
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101	Fundamentals of Philosophy	(5)
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120	Principles of Reasoning	(4)
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130	Introduction to Ethics	(4)
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232	Philosophy of Art	(3)
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260	Philosophy of Religion	(4)
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301	Introduction to Philosophy	(3)
350	Philosophy of Culture	(5)
370	Hinduism	(4)
372	Islam	(4)

Physical Education — See Health and Sport Sciences

Physical Science

100	Survey of Astronomy	(4)
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101	Physical World	(4)
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105	Color, Light and Sound	(4)
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111	The Metric System	(1)
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121	Physical World	(3)
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Physics

201	Introduction to Physics	(3)
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202	Introduction to Physics	(3)
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203	Introduction to Physics	(3)
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Political Science

304	State Politics	(5)
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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 the Pennsylvania State University. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College on the student's request.

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements.

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

The Pennsylvania State University, Dept. of Independent Learning, 128 Mitchell Building, University Park, Pa. 16802-3693; (800) 458-3617 (Nationwide), (800) 252-3592 (Pennsylvania), 865-5403 (State College Area).

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

COURSE NUMBER
and TITLE

Agriculture AG100	Job Placement Skills and Strategies	(1)
Horticulture HORT202	Plant Propagation	(3)
Art ART001(GA)	The Visual Arts and the Studio: An Introduction	(3)
ART120(DA)	An Introduction to Drawing	(3)
Art History ARTH111(GA)	Survey of Western Art	(3)
ARTH297A	Special Topics: African Art	(3)
The Arts ARTS001(GA)	The Arts	(3)
Music MUSIC005(GA)	An Introduction to Western Music	(3)
MUSIC007(DA)	Evolution of Jazz	(3)
MUSIC008(GA)	Rudiments of Music	(3)
Theater Arts THEA440	Principles of Playwriting	(3)
Accounting ACCTG200	Introductory Financial Accounting	(3)
ACCTG204	Introductory Managerial Accounting	(3)
Business Administration BA250	Problems of Small Business	(3)

Business Law BLAW243	Legal Environment of Business	(3)
Business Logistics BLOG301	Business Logistics Management	(3)
BLOG304	Transport Systems	(3)
Finance FIN100	Introduction to Finance	(3)
FIN108	Personal Finance	(3)
FIN204	Security Markets	(3)
Management MGMT100	Survey of Management	(3)
MGMT321	Organizational Behavior	(3)
MGMT331	Organizational Design and Development	(3)
MGMT341	Human Resource Management	(3)
Management Information Systems MIS100	Introduction to Management Information Systems	(3)
Marketing MKTG221	Contemporary American Marketing	(3)
Quantitative Business Analysis QBA200	Introduction to Statistics for Business	(3)
QBA201	Quantitative Methods for Business Decisions	(3)
Earth and Mineral Sciences EMSC150(GN)	Out of the Fiery Furnace	(3)
Geography GEOG020(GS)	Human Geography: An Introduction	(3)
Geosciences GEOSC020(GN)	Planet Earth	(2)
Meteorology METEO002	Weather and Society	(3)
METEO003	Introductory Meteorology	(3)
METEO452	Tropical Meteorology	(3)
METEO474	Applications of Statistics to Meteorology	(3)
Educational Psychology EDPSY 020	Educational Psychology for Professional Effectiveness	(3)
EDPSY 400	Introduction to Statistics in Educational Research	(3)
Educational Theory and Policy EDTHP416	Sociology of Education	(3)
EDTHP430	History of Education in the United States	(3)
EDTHP440	Introduction to Philosophy of Education	(3)
Industrial Education IED106	Safety Education for Vocational Teachers and Industrial Trainers	(3)
Vocational Education VOCED001	Vocational Education	(3)
Civil Engineering CE270	Water Pollution Control	(3)
Civil Engineering Technology CET261	Fluid Flow	(3)

PENNSYLVANIA STATE UNIVERSITY CORRESPONDENCE COURSES

Computer Engineering CMPEN271	Introduction to Digital Systems	(3)	EXSCI443	The Modern Olympic Games	(3)	NUTR251(GHS)	Introductory Principles of Nutrition	(3)
Electrical Engineering EE251	Signals and Circuits I	(3)	EXSCI489	Intramural Athletics Organization and Administration of Health and Physical Education in Schools	(3)	NUTR252	Diet Therapy and Nutrition Care in Disease	(4)
EE352	Signals and Circuits II	(3)	EXSCI491	Principles, Ethics and Issues of Athletic Coaching	(2)	NUTR296E	Independent Studies: Nutrition in Action	(3)
Electrical Engineering Technology EET101	Fundamentals of Electrical Circuits	(3)	EXSCI493	Health Education	(3)	Administration of Justice ADMJ111	Introduction to the American Criminal Justice System	(3)
EET109	Electrical Circuits Laboratory	(1)	HLED005(GHS)	Health Aspects of Sport	(1)	ADMJ401	Probation, Parole and Pardons	(3)
EET11	Electrical Circuits	(3)	HLED015(GHS)	Life-style for Better Health	(1)	ADMJ430	Correctional Institutions and Services	(3)
EET204	A.C. Circuits	(2)	HLED019(GHS)	Health Disease	(1)	ADMJ485	Policing in America	(3)
Engineering Graphics EG010	Introductory Engineering Graphics	(1)	HLED043(GHS)	Drugs in Society	(1)	American Studies AMST100(GH)	Introduction to American Studies	(3)
EG011	Engineering Design Graphics	(1)	HLED046(GHS)	Introduction to Health Aspects of Human Sexuality	(1)	Anthropology ANTH001(GS)	Introductory Anthropology	(3)
Engineering Graphics Technology EGT103	Spatial Analysis	(2)	HLED057(GHS)	Consumer Health	(1)	ANTH045(GS)	Cultural Anthropology	(3)
Engineering Mechanics EMCH011	Statics	(3)	HLED060(GHS)	Principles and Practices of Healthful Living	(3)	Classics CLASS001(GH)	Greek and Roman Literature	(3)
EMCH012	Dynamics	(3)	HLED415	Special Topics: Issues in Sports Medicine	(3)	CLASS050	English Vocabulary from Latin and Greek	(3)
EMCH013	Strength of Materials	(3)	HLED457	Education for Wellness	(3)	Comparative Literature CLIT001(GH)	Masterpieces of Western Literature through the Renaissance	(3)
Mechanical Engineering Technology MET105	Kinematics	(3)	HLED495	Health Education Practicum	(3-10)	CLIT002(GH)	Masterpieces of Western Literature since the Renaissance	(3)
MET210	Product Design	(3)	Health Policy and Administration HPA101	Introduction to Health Services Organization	(3)	CLIT108(DH)	Non-Western Myths and Mythologies	(3)
Mechanical Technology MCHT111	Mechanics for Technology: Statics	(3)	Hotel, Restaurant and Recreation Management HR&IM337	Food, Beverage and Labor Cost Control	(3)	Economics ECON002(GS)	Introductory Microeconomic Analysis and Policy	(3)
MCHT213	Strength and Properties of Materials	(3)	Human Development HDEV395	Field Projects	(1-12)	ECON004(GS)	Introductory Macroeconomic Analysis and Policy	(3)
Nuclear Engineering NUCE297C	Special Topics: Understanding Health Effects of Ionizing Radiation	(3)	Human Development and Family Studies HDFS129(GS)	Introduction to Individual and Family Development	(3)	ECON014(GS)	Principles of Economics	(3)
NUCE497C	Special Topics: Understanding Health Effects of Ionizing Radiation	(4)	HDFS200	Empirical Inquiry in Human Development	(3)	ECON302(DS)	Intermediate Microeconomic Analysis	(3)
Science, Technology and Society STS200(GS)	Critical Issues in Science, Technology and Society	(3)	HDFS229(DS)	Infant and Child Development	(3)	ECON304(DS)	Intermediate Macroeconomic Analysis	(3)
Dietetic Food Systems Management DSM100	The Profession of Dietetics	(1)	HDFS249(DS)	Adult Development and Aging	(3)	ECON315(DS)	Labor Economics	(3)
DSM101	Sanitation Practices in Food Service Operations	(3)	HDFS297E	Special Topics: Child Maltreatment	(1)	ECON400	History of Economic Thought I	(3)
DSM195	Field Experience in Community Dietetics	(2)	HDFS315W	Family Development	(3)	ECON428	Environmental Economics	(3)
DSM205	Human Resource Management in Food Service Operations	(3)	HDFS330	Observation or Experience with Preschool Children	(1)	English ENGL001(GH)	Understanding Literature	(3)
DSM250	Quality Food Production Management	(4)	Nursing NURS205	Introduction to Pharmacological Concepts	(3)	ENGL015(GWS)	Rhetoric and Composition	(3)
DSM260	Management of Food Service Operating Systems	(4)	NURS215	Health: Introduction to Wellness	(3)	ENGL100	English Language Analysis	(3)
DSM270	Quality Assurance for Dietetic Management	(3)	NURS225	Health: Introduction to Illness	(3)	ENGL202A(GWS)	Effective Writing: Writing in the Social Sciences	(3)
DSM295	Professional Staff Field Experience	(4)	NURS310	Nursing Care of the Elderly	(4)	ENGL202D(GWS)	Effective Writing: Business Writing	(3)
DSM295A	Field Experience in Dietetic Management	(1-4)	NURS315	Nursing Care of the Middle-Aged Adults	(4)	ENGL215	Introduction to Article Writing	(3)
DSM304	Marketing of Food Services in Health Care Facilities	(3)	NURS320	Nursing Care of Young Adults	(5)	ENGL232	American Literature from 1865	(3)
Exercise and Sport Medicine EXSCI140	History, Orientation and Principles of Health and Physical Education	(3)	NURS325	Mental Health Nursing	(3)	ENGL407	History of the English Language	(3)
EXSCI400	Adapted Physical Education	(3)	NURS331	Nursing Care of Children and Adolescents	(5)	French FR001	Elementary French I	(4)
Nutrition NUTR100(GHS)	Contemporary Nutrition Concerns	(1)	Nutrition NUTR151	Nutrition Component of the Food Service System	(3)	FR002	Elementary French II	(4)

PENNSYLVANIA STATE UNIVERSITY CORRESPONDENCE COURSES

German GER001 GER002 GER003	Elementary German I Elementary German II Intermediate German	(4) (4) (4)	Portuguese PORT456	Brazilian Literature in English Translation	(3)	Mathematic MATH005(GQ) MATH006(GQ) MATH007(GQ)	College Algebra I Plane Trigonometry College Algebra II and Analytic Geometry	(3) (3) (3)
History HIST001(GH) HIST002(GH) HIST012(DH) HIST020(DH) HIST021(DH) HIST142(DS) HIST143(DH) HIST156 HIST173(DS) HIST181(DH)	The Western Heritage I The Western Heritage II History of Pennsylvania American Civilization to 1877 American Civilization since 1877 History of Communism History of Fascism and Nazism History of the American Worker Vietnam at War Introduction to the Middle East	(3) (3) (3) (3) (3) (3) (3) (3) (3) (3) (3)	Psychology PSY002(GS)	Psychology	(3)	MATH017(GQ) MATH018(GQ) MARH035(GQ) MATH036(GQ) MATH087(GQ) MATH088(GQ) MATH110(GQ) MATH111(GQ) MATH140(GQ) MATH141(GQ) MATH200(GQ) MATH220 MATH231 MATH232 MATH250 MATH251	Elementary Linear Algebra General View of Mathematics Insights into Mathematics Technical Mathematics Technical Mathematics and Calculus Techniques of Calculus I Techniques of Calculus II Calculus with Analytic Geometry I Calculus with Analytic Geometry II Number Systems Matrices Calculus of Several Variables Integral Vector Calculus Ordinary Differential Equations Ordinary and Partial Differential Equations	(3) (3) (3) (3) (5) (4) (2) (4) (4) (3) (2) (2) (3) (4)
Labor and Industrial Relations LIR100(DS) LIR156	Industrial Relations History of the American Worker	(3) (3)	Public Administration PUBA496C	Independent Studies: Public Personnel Administration	(3)	Sociology SOC001(GS) SOC003(GS) SOC005(GS) SOC015(DS) SOC030(GS) SOC416	Introductory Sociology Introductory Social Psychology Social Problems Urban Sociology Sociology of the Family Sociology of Education	(3) (3) (3) (3) (3) (3)
Linguistics LING001(GS) LING010	The Study of Language Introduction to Language	(3) (3)	Religious Studies RLST001 RLST003(GH) RLST004(GH) RLST140(DH)	Introduction to World Religions Introduction to the Religions of the East Jewish and Christian Foundations Religion in American Life and Thought	(3) (3) (3) (3)	Spanish SPAN003 SPAN231(DH)	Intermediate Spanish Masterpieces of Spanish American Literature in English Translation	(4) (3)
Philosophy PHIL001(GH) PHIL004(GH) PHIL010(GH) PHIL012(GQ) PHIL102(DH) PHIL103(DH)	Basic Problems of Philosophy Major Figures in Philosophy Critical Thinking and Argument Elements of Symbolic Logic Existentialism Ethics and Social Issues	(3) (3) (3) (3) (3) (3)	Astronomy and Astrophysics ASTRO001(GN)	Astronomical Universe	(3)	Physical Science PHSC007	Physical Science	(3)
Polish POL001	Beginning Polish	(4)	Biological Science BISC002(GN)	Genetics, Diversity and Evolution	(3)	Physics PHYS201(DN) PHYS202(DN) PHYS203(DN)	General Physics General Physics (without lab) General Physics	(4) (4) (3)
Political Science PLSC001(GS) PLSC002 PLSC003(GS) PLSC014(GS) PLSC020 PLSC297C PLSC417 PLSC425 PLSC495	Introduction to American National Government American Public Policy Introduction to Comparative Politics International Relations Comparative Politics- Western Europe Special Topics: The Constitution: That Delicate Balance American Local Government and Administration Government and Politics of the American States Political Science Internship (1-6)	(3) (3) (3) (3) (3) (3) (3) (3) (3) (1-6)	Chemistry CHEM012(DN) CHEM034	Chemical Principles Organic Chemistry	(3) (3)	Statistics STAT200(GQ)	Elementary Statistics	(4)
			Computer Science CMPBD100	Introduction to Computers with Applications	(3)			

University of
Missouri

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

Students are advised to secure approval before registering for the course to ensure that credit will satisfy Thomas Edison degree requirements.

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

University of Missouri, Center
for Independent Study,
136 Clark Hall, Columbia, MO,
65211; (314) 882-2491

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

COURSE NUMBER
and TITLE

Accountancy

201	Principles of Accounting	(3)
130	Accounting I	(3)
36	Introduction to Accounting I	(3)
36	Accounting I	(3)
37	Accounting II	(3)
131	Accounting II	(3)

Agricultural Economics

333	Agricultural Law	(3)
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Agricultural Engineering

201	Farm Water Management	(3)
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Animal Sciences

212	Applied Nutrition	(3)
325	Horse Production	(3)

Anthropology

1	General Anthropology	(3)
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Astronomy

1	Cosmic Evolution/Introductory Astronomy	(4)
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Atmospheric Science

50	Introductory Meteorology	(3)
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Business Administration

392	Entrepreneurship/Small Business Management	(3)
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Classical Studies

1	Elementary Latin I	(5)
60	Classical Mythology	(3)
207	Intensive Beginning Latin I	(3)

Computer Science

71	Introduction to BASIC	(3)
72	Software Applications on the PC	(3)

Criminology and Criminal Justice

060	Criminal Justice Processes and Institutions	(3)
325	Rights of the Accused	(3)
330	Correctional Institutions	(3)

Economics

1	Fundamentals of Macroeconomics	(3)
40	Introduction to the American Economy	(3)

Education

T230	Art Activities in the Elementary School	(2)
308	Graduate Institute (Microcomputers: Applications for Teachers)	(3)
T315	Teaching of Reading	(3)
T316	Teaching Reading in the Content Areas	(3)
T373	Photography for Teachers	(3)
T410	Seminar in Curriculum and Instruction (Teaching of Reading Comprehension)	(3)
T420	Issues and Trends in Reading Instruction	(3)

T445	The Secondary School Curriculum	(3)
C360	Topics in Educational Administration I (The Role of the Mentor Teacher)	(3)

A170	Career Visions: A Career Planning Course for Adults	(3)
A205	Learning and Instruction	(2)
A207	Child Development	(2)
A208	Adolescent Development	(2)
A280	Educational Measurement	(2)
A380	Foundations of Educational and Psychological Measurement	(3)

489V	Special Topics (Introduction to Educating the Gifted)	(3)
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489X	Special Topics (A Changing World- A Changing Classroom: Dealing with Critical Situations in the School)	(3)
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489W	Special Topics (Coping With Student Problems in the Classroom: Dealing in Discipline)	(3)
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H65	Elements of Health Education	(2)
H279	Organization and Administration of Physical Education Programs	(2)

K420	Organization and Administration of Adult Education	(3)
R370	Educational Statistics I	(3)

L311	Introduction to Special Education	(3)
313	The Psychology and Education of Exceptional Individuals	(3)

L341	Students with Mental Retardation and Severe Developmental Disabilities	(3)
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Engineering

314	Management for Engineers	(3)
50	Engineering Mechanics-Statics	(3)
150	Engineering Mechanics-Dynamics	(2)
160	Engineering Mechanics-Dynamics	(3)

English

10	Fundamentals of Composition	(3)
20	Exposition and Argumentation	(3)
70	Creative Writing: Poetry	(3)
161	Technical Writing	(3)

Literature

12	Literary Types	(3)
101	Topics (Gothic Fiction)	(3)
101	Topics (Women's Experiences in Modern Fiction)	(3)
104	African-American Literature	(3)
124	Literature of the New Testament	(3)
135	Introduction to Shakespeare	(3)
175	American Literature	(3)
185	Introduction to Folklore	(3)
201	Traditions of English Literature: Beginnings to 1784	(3)

211	Introduction to British Literature I	(3)	Physics and Astronomy	
75	Introduction to British Masterpieces	(3)	275	The Mechanical Universe (3)
131	English Literature I	(3)		
301	Topics (Shakespeare)	(3)	Political Science	
450	Special Readings (Shakespeare)	(3)	1	American Government (3)
301	Special Topics (Shakespeare)	(3)	11	Introduction to Political Science (3)
225	Themes and Forms in Literature (Shakespeare)	(3)	102	State Government (3)
			310	Introduction to Public Administration (3)
			316	Congress and Legislative Policy (3)
			407	Congressional Politics (3)
			231	Congressional Politics (3)
			320	The American Constitution (3)
			325	Science, Technology and Politics (3)
			335	U.S. Defense Policy Making (3)
			350	The Politics of the Third World (3)
			360	American Political Thought (3)
			342	American Political Thought (3)
			380	The War in Vietnam and the U.S. (3)
			Psychology	
			1	General Psychology (3)
			210	General Psychology (3)
			50	General Psychology I (3)
			3	General Psychology (3)
			101	Topics (Brain, Mind and Behavior) (3)
			170	Child Psychology (3)
			212	Human Learning (3)
			212	Industrial Psychology (3)
			245	Abnormal Psychology (3)
			260	Social Psychology (3)
			271	Adolescent Psychology (3)
			315	Environmental Psychology (3)
			494	Cognitive Psychology (3)
			305	Cognitive Psychology (3)
			356	Thinking and Cognition (3)
			Romance Languages	
			1	Elementary French I (5)
			2	Elementary French II (5)
			3	Elementary French III (3)
			1	Elementary Spanish I (5)
			2	Elementary Spanish II (5)
			3	Elementary Spanish III (3)
			110	Elementary Spanish I (4)
			Rural Sociology	
			1	Rural Sociology (3)
			216	Urban Sociology (3)
			431	Social Organization of the City (3)
			251	Urban and Rural Sociology (3)
			202	Urban Sociology (3)
			Social Work	
			125	Social Welfare and Social Work (3)
			303	Social Justice and Social Policy (3)
			Sociology	
			1	Introduction to Sociology (3)
			211	Criminology (3)
			216	Urban Sociology (3)
			431	Social Organization of the City (3)
			251	Urban and Rural Sociology (3)
			202	Urban Sociology (3)
			260	Social Psychology (3)
			410R	Aging in Contemporary Society (3)
			Statistics	
			31	Elementary Statistics (3)
			Theatre	
			6	The Theatre in Society (2)
			Women's Studies	
			101	Topics (Women's Experiences in Modern Fiction) (3)
			Entomology	
			110	Insects in the Environment (3)
			Extension Education	
			400	Problems (credits to be arranged) (3)
			403	Program Development and Evaluation (3)
			405	Extension Organization and Administration (3)
			406	Fundamentals of Extension Teaching of Adults (3)
			Finance	
			123	Principles of Finance (3)
			Geography	
			1	Regions and Nations of the World I (3)
			2	Regions and Nations of the World II (3)
			50	Introductory Meteorology (3)
			225	Geography of Missouri (3)
			Geological Sciences	
			2	Physical Geology (4)
			51	Physical Geology (4)
			56	Earth Science (3)
			German, Russian and Asian Studies	
			1	Elementary German I (5)
			2	Elementary German II (5)
			Health Services Management	
			210	The American Health Care System (3)
			HM	
			History	
			1	Foundations of Western Civilization (3)
			3	Survey of American History to 1865 (3)
			101	American History to 1877 (3)
			175	American History to 1877 (3)
			3	American Civilization (3)
			4	Survey of American History Since 1865 (3)
			176	American History Since 1877 (3)
			4	American Civilization Since 1865 (3)
			101	Undergraduate Topics in History (The War in Vietnam and the U.S.) (3)
			106	Britain, 1688 to the Present (3)
			433R	Modern England, 1714-Present (3)
			220	Making of Modern Britain (3)
			202	Western Civilization Since 1600 (3)
			112	Modern Western Civilization (3)
			32	Topics in European Civilization: 1715 to the Present (3)
			210	History of Missouri (3)
			259	History of Missouri (3)
			107	History of Missouri (3)
			275	History of Science (3)
			308B	America, 1945-Present (3)
			359	History of the Old South (3)
			358R	History of the American South I (3)
			254	History of the Old South (3)
			327	History of the American South (3)
			361	American Foreign Relations (3)
			364	The Period of the American Revolution, 1760-1789 (3)
			Horticulture	
			20	Basic Home Horticulture (3)
			203	Plant Propagation (3)

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 their transcript and forwarded to Thomas Edison State College on the student's request.

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements.

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

University of Nebraska-Lincoln,
Department of Independent
Study, Division of Continuing
Studies, 269 Nebraska Center
for Continuing Education,
33rd and Holdrege Streets,
Lincoln, NE, 68583-0900,
(402) 472-1926,
(402) 472-1901 (FAX).

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

COURSE NUMBER
and TITLE

Accounting
ACCT201x Introductory Accounting (3)
ACCT202x Introductory Accounting (3)
ACCT308x Managerial Accounting (3)
ACCT313x Intermediate Accounting (3)

Agricultural, Leadership, Education and Communications
ACCOMM Technical Writing (3)
200x

Art and Art History
ARTHIS Introduction to Art History and Criticism (3)
167x

Biological Sciences
BIOSCI320x Principles of Ecology (3)

Broadcasting
BRDCT474x Advanced Broadcast Writing (3)

Classics
CLASSICS Scientific Greek and Latin 116x (2)

Curriculum and Instruction
CUR/INS Teaching Social Studies in the Elementary School (3)
307x

Economics
ECON211a Principles of Macroeconomics (3)
ECON212x Principles of Microeconomics (3)
ECON215x Statistics (3)
ECON245x Elementary Quantitative Methods (3)

ECON307x Principles of Insurance (3)
ECON321x Introduction to International Economics (3)

Educational Psychology
EDPSYC Fundamentals of Psychology for Education (3)
261x
EDPSYC Learning in the Classroom (3)
362x

English
ENG150x Composition I (3)
ENG205x Twentieth-Century Fiction (3)
ENG230x Shakespeare (3)
ENG254x Composition (3)
ENG255x Business Writing (3)
ENG258x Special Topics in Writing (2)

Finance
FIN307x Principles of Insurance (3)
FIN361x Finance (3)
FIN382x Real Estate Principles and Practice (3)
FIN482x Real Estate Finance (3)

Geography
GEOG120x Introductory Economic Geography (3)
GEOG140x Introduction to Human Geography (3)
GEOG150x Physical Geography (3)
GEOG271x Geography of the United States (3)

Health, Physical Education and Recreation
HPER201x Elements of Health (3)

History
HIST100x Western Civilization to 1715 (3)
HIST101x Western Civilization Since 1715 (3)
HIST201x American History to 1877 (3)
HIST202x American History After 1877 (3)
HIST211x History of the Middle Ages (3)
HIST212x History of Early Modern Europe: Renaissance to the French Revolution (3)
HIST359x Nebraska History (3)

Human Development and the Family
HUMDEV Human Development and the Family 160x (3)

Industrial and Management Systems Engineering
INDENGR Engineering Economy I 206x (3)

Management
MGT245x Elementary Quantitative Methods (3)
MGT331x Operations and Resources Management (3)
MGT361x Personnel Administration (3)
MGT435x Administrative Policy (3)

Marketing
MKT341x Marketing (version 002) (3)
MKT341x Marketing (version 003) (3)

Mathematics and Statistics
MATH100Ax Intermediate Algebra (3)
MATH101x College Algebra (3)
MATH102x Trigonometry (2)
MATH106x Analytic Geometry and Calculus I (5)
MATH107x Analytic Geometry and Calculus II (5)
MATH208x Analytic Geometry and Calculus III (4)

Nutritional Sciences and Hospitality Management
NSHM151x Introduction to Nutrition (3)

Philosophy
PHILOS Elementary Logic (3)
110x
PHILOS Philosophy of Religion (3)
265x

Physics and Astronomy
PHYS& Elementary General Physics (4-5)
AY141x
PHYS& Elementary General Physics (4-5)
AY142x
PHYS& General Physics (4)
AY211x
PHYS& General Physics (4)
AY212x

Political Science
POLSCI100x American Government (3)
POLSCI Contemporary Foreign Governments and Their Problems (3)
104x
POLSCI Introduction to Public Administration (3)
210x
POLSCI Political Parties and Election Campaigns (3)
230x

Psychology
PSYCH Introduction to Psychology (4)
181x
PSYCH Psychosocial Aspects of Alcoholism (3)
222x

Real Estate
RE345x Real Estate Management (3)
FIN382x Real Estate Principles and Practice (3)
RE439x Real Estate Investments (3)
RE441x Fundamentals of Real Estate Appraisal (3)
FIN482x Real Estate Finance (3)

Sociology
SOC101x Introduction to Sociology (3)
SOC201x Social Problems (3)
SOC209x Sociology of Crime (3)
SOC225x Marriage and the Family (3)

Statewide Testing and Assessment Center

Most testing and assessment services are available to students not enrolled at Thomas Edison State College who wish to meet degree or certifying requirements at other colleges or agencies. The Statewide Testing and Assessment Center (STAC) allows students to demonstrate their college-level knowledge by taking college-equivalency examinations or by preparing a portfolio for assessment. STAC also offers students the opportunity to earn credit through Guided Study, independent study and correspondence programs. Credits earned by these means are sent on a Thomas 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 have policies for awarding credit and will accept Thomas Edison transcripts toward 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.



STAC Executive Committee: Maureen Marcus of Thomas Edison State College, Denise Hart of Fairleigh Dickinson University, Lana Brown of Raritan Valley Community College, Jean Ryersbach of Bucks County Community College, Marc Mappen of Rutgers, The State University of New Jersey, Helene Nemeth of William Paterson College, Sr. Dorothy Lazarick, of Georgian Court College and Ruth McKeefery of Thomas Edison State College.

The following institutions are members of the Center:

Atlantic Community College
Bergen Community College
Bloomfield College
Brookdale Community College
Bucks County Community College
Burlington County College
Caldwell College
Camden County College
Center for Urban Theological Studies
College of Saint Elizabeth
County College of Morris
Cumberland County College
Essex Community College
Fairleigh Dickinson University
Felician College
Georgian Court 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
Passaic County Community College
Ramapo College of New Jersey
Raritan Valley Community College
Rider College
Rowan College of New Jersey
Rutgers, The State University
Salem Community College
Stockton State College
Sussex County Community College
Thomas Edison State College
Trenton State College
Union County College
Upsala College
Warren County Community College
William Paterson College of New Jersey

Alumni Association

All Thomas Edison State College graduates, associate and baccalaureate recipients, are members of the Alumni Association. There are no dues.

The mission of the Alumni Association is to provide a vehicle for the College's graduates to promote and advance the well-being of the College in the achievement of its mission and purpose. Activities include: managing the Alumni Annual Fund, assisting the College with Commencement Day activities including the PHT Awards, Commencement Banquet, Awards Committee, community service projects and regional meetings. Alumni also serve on a variety of College committees.

Alumni interested in meeting with local Thomas Edison graduates, becoming active or becoming a member of the Alumni Board, are invited to contact the Office of Alumni Affairs, Thomas Edison State College, 153 Halsey Street, 5th Floor, Newark, NJ, 07102-2898; (201) 877-1450.

Drug Abuse Prevention

Policy On The Unlawful Possession, Use Or Distribution Of Illicit Drugs And Alcohol By Students

I. Thomas Edison State College students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug in the College.

A. A **drug** means a controlled dangerous substance, analog or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in schedules I through V of Section 202 of the Federal Controlled Substance Act of (21 U.S.C. 812). The term shall not include tobacco or tobacco products or distilled spirits, wine or malt beverages as they are defined or used in N.J.S.A. 33:1 et seq.

B. **"Student"** means all Thomas Edison students who are enrolled in degree seeking programs or certificate programs.

C. **"College"** means the physical area of operation of Thomas Edison State College including buildings, grounds and parking facilities controlled by the College. It includes any field location or site at which a student is engaged, or authorized to engage in academic work activity, and includes any travel between such sites.

II. Sanctions

A. Any student who is found to be involved in the unlawful manufacture, distribution or dispensation of a drug in the College may face disciplinary sanctions (consistent with local, state and federal law) up to and including termination of student status and referral to the appropriate legal authorities for prosecution.

B. Conviction (see definition below) of any student for the unlawful manufacture, distribution or dispensation of drugs in the College will result in the immediate implementation of dismissal or expulsion proceedings.

C. Any student who is convicted of a federal or state offense consisting of the unlawful possession or use of a drug in the College will be referred to an authorized agency for counseling, and shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to participate as outlined above may result in dismissal.

D. **"Conviction"** means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of *nolo contendere*. A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pre-trial intervention program, pursuant to N.J.S.A. 2C:43-12 et seq., or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.

III. The New Jersey Drug Laws

- Six-month loss or delay of a driver's license for conviction of any drug offense.
- \$500 to \$3,000 cash penalty for conviction of any drug offense.
- Loss of property including your automobile or house if used in a drug offense.
- Doubled penalties for any adult convicted of giving or dealing drugs to someone under 18 years of age.
- Five years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

IV. Drug and Alcohol Counseling

Referrals may be made to agencies listed in the New Jersey Division of Alcoholism and Drug Abuse, "Directory of Drug Abuse Treatment and Rehabilitation Facilities," and the New Jersey Division of Alcoholism, "Treatment Directory."

Students who reside in New Jersey can be referred to treatment centers listed in the above directories.

Out-of-state students can be referred to agencies in their respective states that are listed in the U.S. Department of Health and Human Services directory, "Citizen's Alcohol and Other Prevention Directory."

V. Appeals

Any student accused of unlawful possession, use or distribution of illicit drugs and/or alcohol may request an internal hearing before the College hearing officer prior to disciplinary action or dismissal.

VI. Health Risks Associated With Alcohol and Drug Abuse

Taken in large quantities over long periods of time, alcohol can damage the liver, brain and heart. Repeated use of alcohol can cause damage to the lungs, brain, liver and kidneys. Death due to a drug overdose is always a possibility for the drug user.

In addition to physical damage caused by alcohol and drug abuse, there are mental effects such as changes in mood and behavior, lack of interest and drive.

The College will provide 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 Camden Office, (609) 756-2430.

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FACULTY CONSULTANTS

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 and can correspond with the advisement staff.

Assessment

When students request credits through portfolio, evidence/documentation is reviewed (*assessed*) by a faculty consultant who recommends appropriate credit awards.

Demonstration of Currency

The validation of current knowledge through an oral conference with a faculty consultant. 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 Office of the Registrar 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 Thomas Edison State College to inform students how accepted credits apply 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 Consultant

Faculty who are academically qualified to review portfolios in specific disciplines for credit recommendation; to develop and grade tests; to conduct Practicums, Pre-Graduation Conferences, Demonstration of Currency Conferences; and to 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 in Human Services and in the Associate in Science in Public and Social Service degrees. The Practicum is an oral conference with a faculty consultant during which the student identifies and applies the theory and principles 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 consultant during which the student identifies and applies major concepts and ideas within his/her 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 follow the Portfolio Assessment Handbook in order to prepare their portfolios.

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 credit the student will attempt for degree completion. All students develop a program plan with the assistance of a program advisor and by referring to the Program Planning Handbook.

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 Thomas Edison transcript contains a listing of all credits used to satisfy Thomas Edison degree requirement.

Abbreviations



*Graduate Ezzio A. Bustamante,
B.A. in Natural Sciences,
with his family at Commencement.*

A. A.	Associate in Arts
AASRT	Associate in Applied Science in Radiologic Technology
ASAST	Associate in Science in Applied Science and Technology
ASM	Associate in Science in Management
ASNSM	Associate in Science in Natural Sciences and Mathematics
ASPSS	Associate in Science in Public and Social Services
ACE	American Council on Education
ACT/PEP	American College Testing/Proficiency Examination Program
ALP	Advanced Level Practicum
APP	Advanced Placement Program
B. A.	Bachelor of Arts
BSAST	Bachelor of Science in Applied Science and Technology
BSBA	Bachelor of Science in Business Administration
BSHS	Bachelor of Science in Human Services
BSN	Bachelor of Science in Nursing
CLEP	College Level Examination Program
DANTES	Defense Activity for Nontraditional Education Support
DOC	Demonstration of Currency
PGC	Pre-Graduation Conference
SOC	Servicemembers Opportunity College
PONSI	Program on Noncollegiate Sponsored Instruction
TECEP	Thomas Edison College Examination Program
USAFI	United States Armed Forces Institute

Directions to the College

The following are directions to the Academic Center of Thomas Edison State College at 167 Hanover Street. Metered parking (25 cents/hour) is normally available on Hanover Street near the Academic Center. Handicapped parking is available in front of the building. Visitors to the Administrative Offices at 101 West State Street may follow the same directions or may seek parking at the State House lot behind the College. The entrance is a right turn off Barrack (Willow) Street as you enter the War Memorial Circle. If no parking is available at that lot, ask the guard for directions to private lots in the area. Handicapped parking for 101 West State Street is available in the lot immediately behind the building.

From North

U.S. 1: Take US 1 South to Trenton. About a mile after you pass the Interstate 295/95 exits, Route 1 will divide. Take Route 1 to the left (*NOT ALT. RT. 1*) to the Perry Street Exit. After exiting Route 1, turn left onto Perry Street. Follow Perry Street (which becomes Bank Street) five traffic lights to Willow Street. Turn left onto Willow Street. Take Willow Street one traffic light to Hanover Street. Turn right onto Hanover Street. The Academic Center is 1/2 block ahead on the left.

New Jersey Turnpike: Take the N.J. Turnpike South to Exit 9 (New Brunswick). Follow the signs to US 1 South. Then follow the directions above for US 1.

Route 29: Take Route 29 South to the Calhoun Street exit. Follow Calhoun Street to the second light and turn right onto Hanover Street. The Academic Center is a 1/2 block ahead on the right.

Route 31: Take Route 31 South into Trenton. After the light at Calhoun Street, continue one block to Willow. Turn right onto Willow and continue to the second light, Hanover Street. Turn right onto Hanover. The Academic Center is 1/2 block ahead on the left.

Route 206: Take Route 206 South to Interstate 295 South. Take 295 South to Route 1 South exit. Then follow the directions above for US 1.

From South

U.S. 1: Take US 1 North over the toll bridge into New Jersey. Take the Route 29 exit. As you exit Route 1, bear right and go straight across the intersection with the yield sign. Then make the first right onto Route 29 North. Take Route 29 North to the Calhoun Street exit. Follow Calhoun Street to the second light, Hanover Street. Turn right onto Hanover Street. The Academic Center is 1/2 block ahead on the right.

Route 206: Take Route 206 North. A few miles past Bordentown you will enter the White Horse circle/intersection. Bear left though the circle and continue on Route 206 North, which is also South Broad Street. Take South Broad Street a few miles and look for a five story church tower on the left. You will be making a left turn about 1 block after the church at

the signs for Route 29 & County Route 650. Turn left onto Route 650/Lalor Street and follow it to the end. Turn right. Follow the river for about a half mile and bear left onto Route 29. Take Route 29 to the Calhoun Street exit. Follow Calhoun Street to the second light, Hanover Street. Turn right onto Hanover Street. The Academic Center is 1/2 block ahead on the right.

Route 130: Take Route 130 North to the point where it merges with Route 206. Follow the signs for Route 206. When you are on Route 206, follow directions above for Route 206 (*FROM SOUTH*).

From East

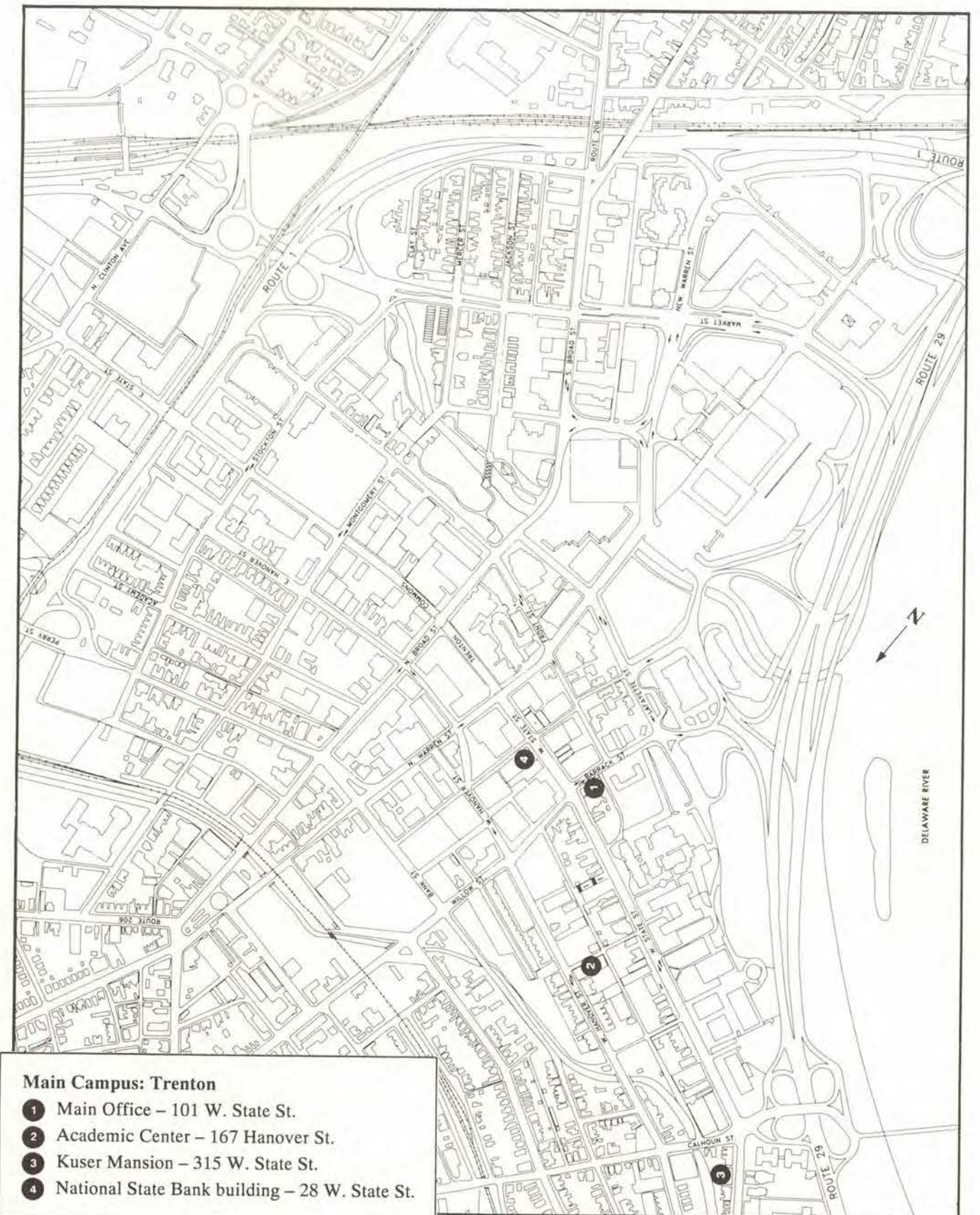
Interstate 195: Take Interstate 195 to Exit 2 (South Broad Street/Arena Drive). As you exit from Interstate 195, keep left, following the signs to South Broad Street/Route 206. You will pass through two traffic lights and the into the Whitehorse circle/intersection. Proceed straight through the circle, continuing on South Broad Street. Follow South Broad Street a few miles and look for a five story tall church tower on the left. About a block after the church you will be making a left turn at the signs for Route 29 and County Route 650. Follow Route 650/Lalor Street to the end and turn right. Follow the river for about a half mile and bear left onto Route 29. Take Route 29 to the Calhoun Street exit. Follow Calhoun Street to the second light, Hanover Street. Turn right onto Hanover. The Academic Center is in the middle of the block, on the right.

From West

Pennsylvania Turnpike: Take the Pennsylvania Turnpike East to Exit 28 (Route 1 North). Take US 1 North over the toll bridge into New Jersey. Follow direction above *FROM SOUTH* via US 1.

This Catalog was produced by the Office of Academic Program, in conjunction with the Office of Communications and College Relations. Cover photography by Katharine Wyland Photography. Other photography by Linda Soltis.

Trenton Office

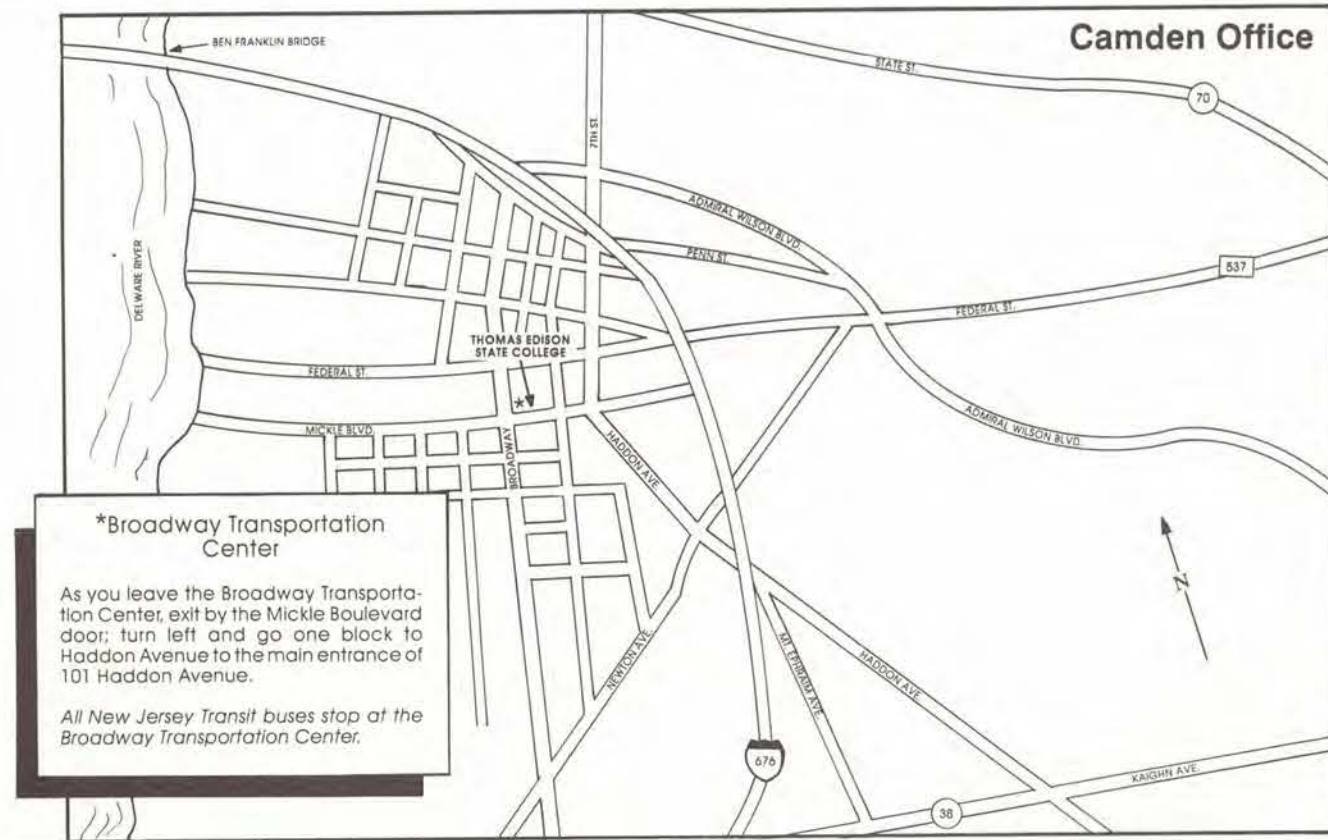
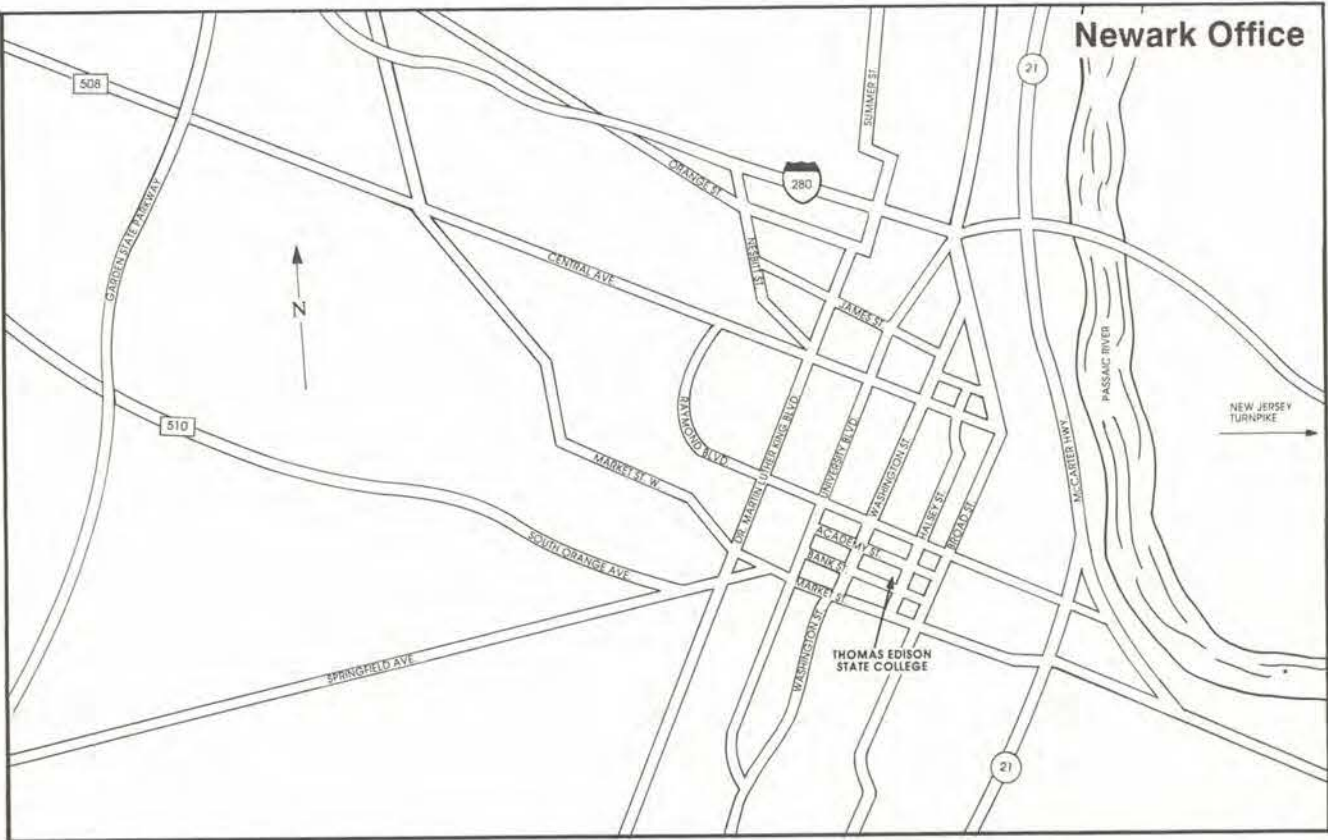


Main Campus: Trenton

- 1 Main Office – 101 W. State St.
- 2 Academic Center – 167 Hanover St.
- 3 Kuser Mansion – 315 W. State St.
- 4 National State Bank building – 28 W. State St.

Map provided courtesy of the Trenton Downtown Association (TDA). The TDA is a not-for-profit corporation consisting of more than 250 property owners in Trenton's Capitol District. TDA is charged with the responsibility for programs such as maintenance, security and promotions.

Newark and Camden Offices



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1993 Application to the College

Thomas Edison State College, 101 W. State St., Trenton, N.J. 08608-1176 • (609) 984-1150 • Fax (609) 984-8447
SourceCode _____

Please complete all information

General Information

Prefix (Mr., Ms., Mrs.) _____ Name (Last) _____ First _____ M.I. Suffix (Jr., Sr.) _____
Former Name _____ Date of Birth: Mo./Day/Yr. _____ SS # _____
Mailing Address (Street, Apt.) _____ City _____ State _____ Zip _____
Are you a legal resident of N.J.? ☐ Yes ☐ No
If N.J. resident, check county:
☐ 01-Atlantic ☐ 05-Cape May ☐ 09-Hudson ☐ 13-Monmouth ☐ 16-Passaic ☐ 19-Sussex
☐ 02-Bergen ☐ 06-Cumberland ☐ 10-Hunterdon ☐ 14-Morris ☐ 17-Salem ☐ 20-Union
☐ 03-Burlington ☐ 07-Essex ☐ 11-Mercer ☐ 15-Ocean ☐ 18-Somerset ☐ 21-Warren
☐ 04-Camden ☐ 08-Gloucester ☐ 12-Middlesex
Telephone: Home (Include Area Code) _____ Business (Include Area Code) _____
Citizenship
Are you a U.S. citizen? ☐ Yes ☐ No If no, answer the following
Citizen of what country? _____ Type of Visa _____

Current Employment

Name of Employer _____
Street Address _____ City _____ State _____ Zip _____
Position _____ How long in present position? _____

Degree Information

Degree Seeking ☐ New Applicant ☐ Re-enrollment
Certificate (Title of Certificate)
☐ _____
Nondegree Services
☐ Credit Banking ☐ Foreign Credential Evaluation
Are you a candidate for a degree from another institution? ☐ Yes ☐ No Major _____
If yes, name of the college or university _____ Date degree expected _____
Have you taken the New Jersey College Basic Skills Placement Test? ☐ Yes ☐ No If yes, please have the Testing College forward a copy of your scores to the Office of Basic Skills, Thomas Edison State College.

Documents

Please request that all previous colleges or agencies (CLEP, ACT/PEP, etc.) send your **official** transcripts or score reports directly to the Office of the Registrar. Student copies of transcripts will **not** be accepted. Submit notarized copies of military records, licenses and other credentials that you wish to have evaluated. **Do not sent portfolio materials or resumes with this form.** Please list the documents to be submitted for evaluation.

College-University Location	Dates Attended	Credit Hours	Degree Rec'd and Date

Application to the College

Page 2

Certificates/Licenses/Employer Courses Evaluated for Credit (PONS)

Please list: _____

Comments

In the space below please provide any information you feel will assist the Thomas Edison staff in working with you.

Military Status

- A. Do you **currently** serve as a member of one of the Armed Forces of the United States? ☐ Yes ☐ No
If yes, complete section B.
- B. Please check the **one** category which best describes your **current** military status.
- | | Air Force | Army | Marines | Navy | Coast Guard |
|----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Active Duty | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inactive | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| National Guard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- C. Are you a prior service veteran of one of the Armed Forces of the United States? ☐ Yes ☐ No Branch _____
- D. If active duty, indicate permanent duty station and station address:

Federal, State and Institutional Reporting Data

As an affirmative action and equal opportunity institution, Thomas Edison State College prohibits discrimination in its policies, practices and procedures, but is required to submit statistical data on the composition of its student body. This information will not be used for admissions purposes.

Sex: ☐ Male ☐ Female

Ethnic Background (Check one)

- ☐ 01-Black, not of Hispanic origin ☐ 03-Asian or Pacific Islander ☐ 05-White, not of Hispanic origin
☐ 02-Hispanic ☐ 04-American Indian, Alaskan Native ☐ 06-Other

Are you a high school graduate or do you hold a GED? ☐ Yes ☐ No

Do you have a physical handicap? ☐ Yes ☐ No

Signature and Date

I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that submission of false information may result in dismissal from the College.

Mail to: Office of Admissions Services, Thomas Edison State College, 101 W. State St., Trenton, N.J. 08608-1176.

Signature _____ Date _____

Enclosed payment must be submitted in U.S. dollars. FEE IS NONREFUNDABLE.

Account _____ ☐ Check ☐ Money Order ☐ American Express ☐ VISA ☐ MASTERCARD

Card Number Expiration Date: Month/Day/Year _____

Signature _____



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