

# 2003-2004 COLLEGE CATALOG

THOMAS EDISON STATE COLLEGE



The Thomas Edison State College *Catalog*, published annually, provides a summary of the many College policies, procedures, programs and services. Content for this *Catalog* was current as of July 1, 2003. While every effort has been made to ensure 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*, the *Undergraduate Registration Bulletin*, and the *Program Planning Handbook*. Failure to read and comply with College regulations does not exempt the student from this responsibility.

Thomas Edison State College Examination Program (TECEP®) and Individual Learners Account (ILA®) are registered trademarks of Thomas Edison State College.

Information contained in this *Catalog* refers to Thomas Edison State College's undergraduate programs unless otherwise stated.

## For Additional Information

**THOMAS  
EDISON**  
STATE COLLEGE

Higher Education.  
For Adults with Higher Expectations.

Office of Admissions  
(888) 442-8372  
Fax: (609) 984-8447  
E-mail: [admissions@tesc.edu](mailto:admissions@tesc.edu)  
[www.tesc.edu](http://www.tesc.edu)

### LEARNER SERVICES

	Telephone*	FAX	E-Mail
Enrolled Students			
Advising	(888) 442-8372	777-2956	<a href="mailto:enrolled@tesc.edu">enrolled@tesc.edu</a>
Financial Aid	633-9658	633-6489	<a href="mailto:finaid@tesc.edu">finaid@tesc.edu</a>
Prior Learning			
Assessment (PLA)	984-1130	943-5225	<a href="mailto:pla@tesc.edu">pla@tesc.edu</a>
Registrar	984-1180	777-0477	<a href="mailto:registrar@tesc.edu">registrar@tesc.edu</a>
Course Registration	633-9242	292-1657	<a href="mailto:registration@tesc.edu">registration@tesc.edu</a>

### ACADEMIC AFFAIRS AND PROGRAMS

	Telephone*	FAX	E-Mail
Distance & Independent			
Adult Learning (DIAL)	292-6317	292-9892	<a href="mailto:dial@tesc.edu">dial@tesc.edu</a>
Graduate Degrees	984-1168	633-8593	<a href="mailto:graduateprograms@tesc.edu">graduateprograms@tesc.edu</a>
Nursing Program	633-6460	777-2956	<a href="mailto:nursing@tesc.edu">nursing@tesc.edu</a>
Test Development	984-1181	777-2957	<a href="mailto:otdr@tesc.edu">otdr@tesc.edu</a>
Test Registration			<a href="mailto:testing@tesc.edu">testing@tesc.edu</a>
TECEP® and			
other tests	984-1181	777-2957	
CLEP tests	984-1181	777-2957	
Course Examinations			
Proctor Requests	984-1181	777-2957	

### ADMINISTRATION

	Telephone*	FAX	E-Mail
Alumni Affairs	633-8592	943-3023	<a href="mailto:alumni@tesc.edu">alumni@tesc.edu</a>
Bursar	984-4099	943-4066	<a href="mailto:bursar@tesc.edu">bursar@tesc.edu</a>
College Operator	984-1100		
Corporate-Higher			
Education Programs	633-6271	984-3898	<a href="mailto:corpinfo@tesc.edu">corpinfo@tesc.edu</a>

\*Please use area code 609 unless otherwise noted



## Welcome

Welcome to an exciting world of educational opportunities for adult students—Thomas Edison State College. Called "One of the brighter stars of higher learning" by *The New York Times*, Thomas Edison State College is designed for adults. It doesn't matter whether students are working parents or full-time homemakers, military service members or Wall Street executives, computer technicians or sales persons—Thomas Edison State College provides access to degree programs through a variety of methods that enable experienced adults to achieve their educational goals.

This *Catalog* provides information about

- Degree programs
- How to complete credits for a degree
- Innovative programs offered by the College

This *Catalog* describes the College's six baccalaureate degrees and six associate degrees and the more than 100 areas of study available. The College also offers the Master of Science in Management degree and the Master of Arts in Professional Studies degree. For more information on our graduate programs, please contact the Office of Graduate Programs at (609) 984-1168, e-mail us at [graduateprograms@tesc.edu](mailto:graduateprograms@tesc.edu) or visit us on the Web at [www.tesc.edu](http://www.tesc.edu).

Students are attracted to Thomas Edison State College by the academic quality of the degrees the College offers. Students also enjoy the flexible program formats, which enable them to pursue their educational goals while attending to the challenges and priorities of adult life. They may earn credits through a variety of methods, including Guided Study and online courses, as well as testing and assessment of college-level knowledge gained outside the classroom. Thomas Edison State College students appreciate being able to make decisions about how they will earn credit.

Students can contact the College by telephone, fax, mail and through the College's Web site at [www.tesc.edu](http://www.tesc.edu). The Web site provides access to College programs and services, and students may use the Web to complete courses and course assignments and communicate with mentors, other students, College staff and academic advisors. Students also may make program planning appointments by telephone or in person with academic advisors.

Thomas Edison State College is a learner-centered institution for adult students. More than 19,850 degrees have been awarded. Graduates have taken advantage of the many opportunities for earning college credits and degrees at Thomas Edison State College. I am pleased to welcome you to this caring community dedicated to educational excellence and the unique learning needs of adults. I wish you well as you pursue your educational goals.

Dr. George A. Pruitt  
President



## Different by Design

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

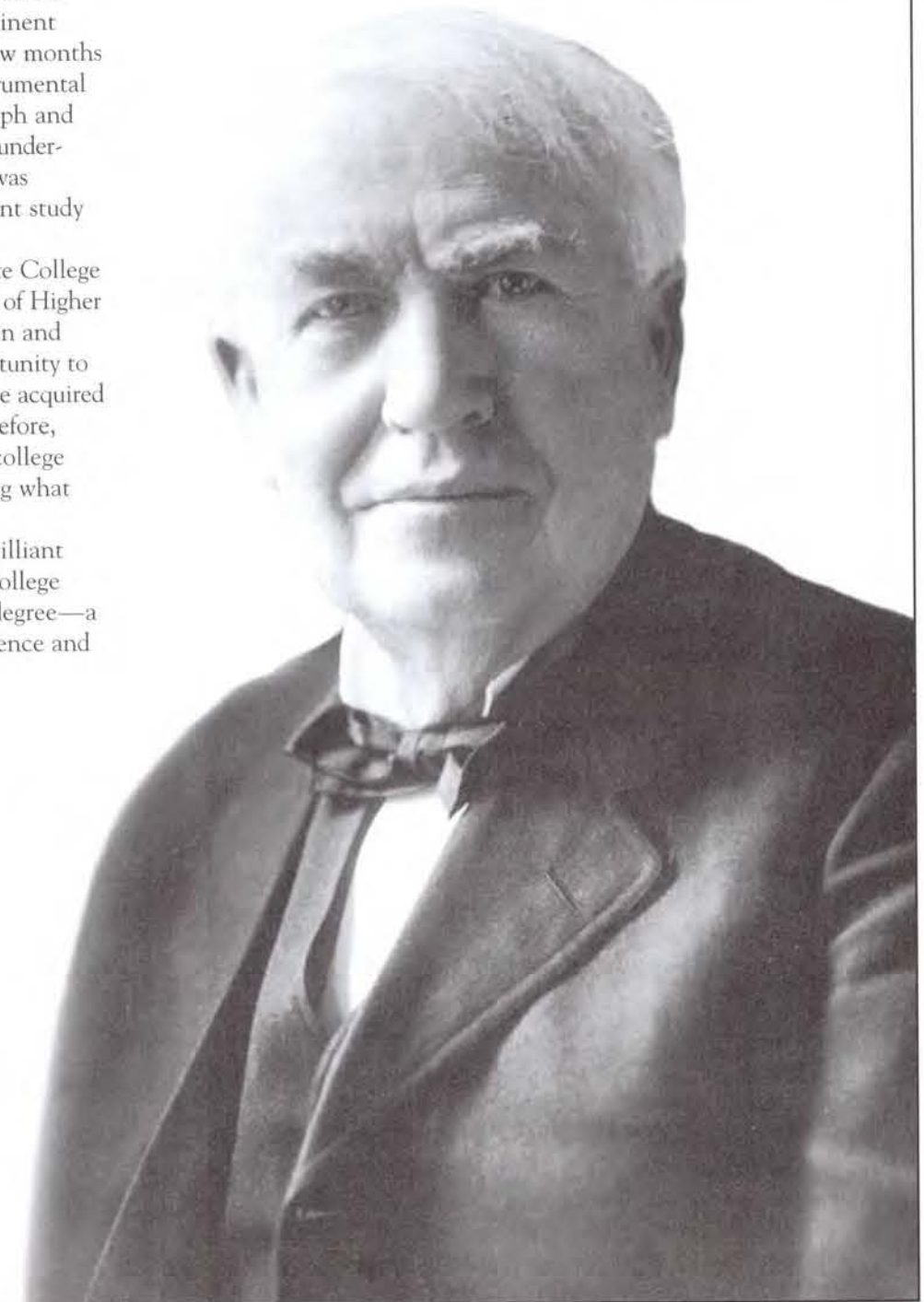
At his death in 1931, Edison left behind more than 3.5 million pages of notebooks and letters—many of them documenting his 1,093 patents. As a testament to his creative genius, no one has ever produced more. This great inventor and prominent resident of New Jersey had only a few months of formal education, yet he 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 in 1972, 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 tribute to Thomas Edison's brilliant mind and life-altering legacy, the College awarded him a posthumous *earned* degree—a Bachelor of Science in Applied Science and Technology—in 1992.

Thomas Edison State College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools [Middle States Association, Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680, 215-662-5606, [www.msache.org](http://www.msache.org)]. As a state college of the New Jersey system of public higher education, Thomas Edison State College's programs are acted upon by the New Jersey Presidents' Council. The Bachelor of Science in Nursing is approved by the State Board of Nursing and accredited by the National League for Nursing.

## 2003-2004 CATALOG





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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 to do the following:

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 extra collegiate 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.

## 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 and advisement), the College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, disability, 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 XII of the Education Amendment

of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (which prohibits discrimination against otherwise qualified people with disabilities) and other applicable laws and regulations.

Inquiries may be directed to Esther H. Paist, 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 W. State St., Trenton, NJ 08608-1176.

For information on Thomas Edison State College's Master of Science in Management and Master of Arts in Professional Studies graduate programs, contact the Office of Graduate Programs at (609) 984-1168.



# Thomas Edison State College At A Glance

## History

Thomas Edison State College was founded in 1972 by the New Jersey Board of Higher Education for the purpose of providing diverse and alternative methods of achieving a collegiate education of the highest quality for adult learners. Identified by *Forbes* magazine as one of the top 20 colleges and universities in the nation in the use of technology to create learning opportunities for adults, Thomas Edison State College is a national leader in the assessment of adult learning and a pioneer in the use of educational technologies. *The New York Times* has stated that Thomas Edison State College is "One of the brighter stars of higher learning."

## Accreditation

Thomas Edison State College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools [Middle States Association, Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680, 215-662-5606, [www.msache.org](http://www.msache.org)]. As a state college in the New Jersey system of public higher education, Thomas Edison State College's programs are acted upon by the New Jersey Presidents' Council. In addition, approval has been given for the Bachelor of Science in Nursing degree program by the State Board of Nursing, with accreditation from the National League for Nursing.

## The College

Thomas Edison State College is composed of a worldwide community of learners. Our student body represents every state in the U.S. and more than 80 countries throughout the world. The College has more than 400 mentors from our nation's finest colleges and universities. The Thomas Edison State College mentors are selected because of their academic and experiential preparation, as well as their commitment to serving adult students. Nearly 60 percent of the mentors have earned the highest degree in their field, and all are invited to participate in regularly scheduled workshops to remain current on trends serving adult students. Thomas Edison State College students can earn associate, baccalaureate and master's degrees through many

flexible options designed to help them succeed in attaining their educational goals.

The College is designed to work with students regardless of where they live or are employed. At Thomas Edison State College, students take the initiative in developing the degree completion program that best meets their needs and experience.

Students choose Thomas Edison State College because they may capitalize on all their prior college-level learning and select independent or classroom opportunities to achieve their degree goals. New students may transfer previously earned college credits for evaluation. Self-motivated students earn undergraduate degrees in liberal arts, business, health sciences, human services, applied science and technology and nursing. A graduate program leading to the Master of Science in Management capitalizes on learning in the workplace. A graduate program leading to the Master of Arts in Professional Studies undertakes a rigorous study of the liberal arts that can be applied to a student's chosen work.



# Earning A Thomas Edison State College Degree

At Thomas Edison State College, there are many ways to complete an undergraduate degree. Students need 60 credits for an associate degree and 120 credits for a baccalaureate degree. The College offers a variety of options for earning credit toward a degree. Students may take advantage of Guided Study and online courses. In addition, students may earn credit toward a degree by demonstrating college-level knowledge already acquired through testing or Prior Learning Assessment (PLA), by receiving credit for courses taken at other regionally accredited colleges, and for licenses, certificates and courses taken at work or through military experience.

Graduate degrees at Thomas Edison State College require 36 semester hours. Both the Master of Arts in Professional Studies (MAPS) and the Master of Science in Management (MSM) are offered primarily online, and they require significant student interaction with classmates and graduate mentors.

## Degree Programs

- Master of Science in Management
- Master of Arts in Professional Studies
- Bachelor of Arts
- Bachelor of Science in Applied Science and Technology
- Bachelor of Science in Business Administration
- Bachelor of Science in Health Sciences<sup>1</sup>
- Bachelor of Science in Human Services
- Bachelor of Science in Nursing
- Associate in Arts
- Associate in Applied Science
- Associate in Science in Applied Science and Technology
- Associate in Science in Management
- Associate in Science in Natural Sciences and Mathematics
- Associate in Science in Public and Social Services

In addition, more than 100 areas of study are available within the above degree programs.

## Certificate Programs

- Accounting
- Administrative Office Management
- Computer Aided Design
- Computer Information Systems
- Computer Science
- E-Commerce
- Electronics
- Finance
- Fitness and Wellness Services
- Labor Studies
- Marketing
- Human Resources Management
- Operations Management
- Public Administration

<sup>1</sup> Open to University of Medicine & Dentistry of New Jersey (UMDNJ) students only.



## Degree Requirements

**Undergraduate:** Thomas Edison State College baccalaureate degrees require 120 semester hours. Associate degrees require 60 semester hours. Specific requirements are listed within each program description.

**Graduate:** The Master of Science in Management and Master of Arts in Professional Studies require a baccalaureate degree from an accredited institution of higher education. Candidates for admission are selected on the basis of how well they demonstrate the following criteria:

- Professional growth and development
- Learning skills
- Motivation and professional commitment
- Writing skills
- Prerequisite knowledge

The program requires the completion of 36 semester hours of graduate-level course work. Courses are offered online. Further information is available through the College's Web site at [www.tesc.edu](http://www.tesc.edu) or through the College's Office of Graduate Programs by calling (609) 984-1168.

## Calendar

Students have the opportunity to enroll at any time throughout the year and to graduate once degree requirements are met (a Commencement ceremony is held annually in October). Courses are offered on a semester basis (16-week terms for Guided Study; 12-week terms for online courses) with 12 registrations per year. Assessment options for earning credit may be started any day of the year. Students who wish to register for courses at other colleges and universities are encouraged to enroll at Thomas Edison State College in order to receive an Academic Program Evaluation to assure that courses taken meet program requirements.

## Residency Requirement

Thomas Edison State College has no residency requirement for U.S. citizens or foreign students residing in the continental U.S. (except for certain established partnerships). However, Thomas Edison State College 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.

## Student Profile

**Students:** 9,225 currently enrolled

**Average age of student:** 37

**Degrees awarded since 1972:** more than 19,850

## Mentors

More than 400 mentors serve as consultants to the College. They mentor students, serve on academic committees, engage in curriculum development and provide direction in curriculum planning. Mentors are selected from colleges and universities, corporations and businesses based upon their expertise, academic credentials and college-level teaching experience. The College and its students are enriched by the diversity of its mentors and their commitment to serving the adult student.

## Bachelor's to Master's Program

Thomas Edison State College undergraduates who have earned at least 99 semester hours may apply for provisional admission to the Thomas Edison State College graduate program of their choice. Accepted students may earn up to 9 semester hours of graduate credit to meet requirements for both the bachelor's and master's degrees. Students who pursue the bachelor's to master's program will pay graduate tuition at the current rate. Graduate courses are not covered by the Comprehensive Fee.

# Undergraduate Schedule

## Undergraduate Registration Calendar

Includes all registration, term start, term end dates and tuition refund deadlines at Thomas Edison State College for academic year 2003-2004.

## Thomas Edison State College closing dates during the 2003-2004 academic year.

Please see page 14 to review the dates that the College will be closed during the 2003-2004 academic year.

## Test Administration Dates

Listing of all Test Administration dates at Thomas Edison State College for academic year 2003-2004.

## Contact Information

Thomas Edison State College  
101 W. State St.  
Trenton, NJ 08608-1176

Office of Registrar  
Tel: (609) 984-1180  
E-mail: [registrar@tesc.edu](mailto:registrar@tesc.edu)

Office of Course Registration  
Tel: (609) 633-9242  
E-mail: [registration@tesc.edu](mailto:registration@tesc.edu)



# Undergraduate Registration Calendar

July 2003 - June 2004

2003 Term >	July	August	September
<b>Registration Dates</b>	<b>May 24-June 13, 2003</b>	<b>June 21-July 11, 2003</b>	<b>July 19-Aug. 15, 2003</b>
Late Registration	Jun. 14-Jun. 20, 2003	July 12-18, 2003	Aug. 16-22, 2003
Course Transfer Period	May 24-Jun. 20, 2003	June 21-July 18, 2003	July 19-Aug. 22, 2003
Deadline for 100% tuition refund	Jun. 30, 2003	July 31, 2003	Aug. 31, 2003
<b>Term Start Date</b>	<b>July 1, 2003</b>	<b>Aug. 1, 2003</b>	<b>Sept. 1, 2003</b>
Deadline for 75% tuition refund	July 7, 2003	Aug. 7, 2003	Sept. 7, 2003
Deadline for 50% tuition refund	July 14, 2003	Aug. 14, 2003	Sept. 14, 2003
Deadline for 25% tuition refund	July 21, 2003	Aug. 21, 2003	Sept. 21, 2003
Final exam week; 12 week term	Sept. 15-20, 2003	Oct. 20-25, 2003	Nov. 17-22, 2003
<b>End of 12 week term</b>	<b>Sept. 20, 2003</b>	<b>Oct. 25, 2003</b>	<b>Nov. 22, 2003</b>
Midterm exam week; 16 week term	Aug. 18-23, 2003	Sept. 22-27, 2003	Oct. 20-25, 2003
Final exam week; 16 week term	Oct. 13-18, 2003	Nov. 17-22, 2003	Dec. 15-20, 2003
<b>End of 16 week term</b>	<b>Oct. 18, 2003</b>	<b>Nov. 22, 2003</b>	<b>Dec. 20, 2003</b>

For each semester, no registrations will be accepted after the late registration deadline.

Please note the following:

\*The Oct. semester will begin on Sept. 29. The Nov. semester will begin on Oct. 27.

\*\*From Dec. 20 until Jan. 4, only iTESC (Web) registrations will be accepted. No phone, fax or e-mail registrations will be processed.

# Undergraduate Registration Calendar

July 2003 - June 2004

2003 Term >	October*	November*	December
<b>Registration Dates</b>	<b>Aug. 23-Sept. 12, 2003</b>	<b>Sept. 20-Oct. 10, 2003</b>	<b>Oct. 25-Nov. 14, 2003</b>
Late Registration	Sept. 13-19, 2003	Oct. 11-17, 2003	Nov. 15-21, 2003
Course Transfer Period	Aug. 23-Sept. 19, 2003	Sept. 20-Oct. 17, 2003	Oct. 25-Nov. 21, 2003
Deadline for 100% tuition refund	Sept. 30, 2003	Oct. 23, 2003	Nov. 30, 2003
<b>Term Start Date</b>	<b>Sept. 29, 2003</b>	<b>Oct. 27, 2003</b>	<b>Dec. 1, 2003</b>
Deadline for 75% tuition refund	Oct. 6, 2003	Nov. 3, 2003	Dec. 7, 2003
Deadline for 50% tuition refund	Oct. 13, 2003	Nov. 10, 2003	Dec. 14, 2003
Deadline for 25% tuition refund	Oct. 20, 2003	Nov. 17, 2003	Dec. 21, 2003
Final exam week; 12 week term	Dec. 15-20, 2003	Jan. 12-17, 2004	Feb. 16-21, 2004
<b>End of 12 week term</b>	<b>Dec. 20, 2003</b>	<b>Jan. 17, 2004</b>	<b>Feb. 21, 2004</b>
Midterm exam week; 16 week term	Nov. 17-22, 2003	Dec. 15-20, 2003	Jan. 19-24, 2004
Final exam week; 16 week term	Jan. 12-17, 2004	Feb. 9-14, 2004	March 15-20, 2004
<b>End of 16 week term</b>	<b>Jan. 17, 2004</b>	<b>Feb. 14, 2004</b>	<b>March 20, 2004</b>

For each semester, no registrations will be accepted after the late registration deadline.

Please note the following:

\*The Oct. semester will begin on Sept. 29. The Nov. semester will begin on Oct. 27.

\*\*From Dec. 20 until Jan. 4, only iTESC (Web) registrations will be accepted. No phone, fax or e-mail registrations will be processed.



# Undergraduate Registration Calendar

July 2003 - June 2004

2004 Term >	January	February**	March
<b>Registration Dates</b>	<b>Nov. 22-Dec. 12, 2003</b>	<b>Dec. 20, '03-Jan. 16, '04</b>	<b>Jan. 24-Feb. 13, 2004</b>
Late Registration	Dec. 13-19, 2003	Jan. 17-23, 2004	Feb. 14-20, 2004
Course Transfer Period	Nov. 22-Dec. 19, 2003	Dec. 20, '03-Jan. 23, '04	Jan. 24-Feb. 20, 2004
Deadline for 100% tuition refund	Dec. 31, 2003	Jan. 31, 2004	Feb. 29, 2004
<b>Term Start Date</b>	<b>Jan. 1, 2004</b>	<b>Feb. 1, 2004</b>	<b>March 1, 2004</b>
Deadline for 75% tuition refund	Jan. 7, 2004	Feb. 7, 2004	March 7, 2004
Deadline for 50% tuition refund	Jan. 14, 2004	Feb. 14, 2004	March 14, 2004
Deadline for 25% tuition refund	Jan. 21, 2004	Feb. 21, 2004	March 21, 2004
Final exam week; 12 week term	March. 22-27, 2004	April 19-24, 2004	May 17-22, 2004
<b>End of 12 week term</b>	<b>Mar. 27, 2004</b>	<b>April 24, 2004</b>	<b>May 22, 2004</b>
Midterm exam week; 16 week term	Feb. 23-28, 2004	March 22-27, 2004	April 19-24, 2004
Final exam week; 16 week term	April 19-24, 2004	May 17-22, 2004	June 14-19, 2004
<b>End of 16 week term</b>	<b>April 24, 2004</b>	<b>May 22, 2004</b>	<b>June 19, 2004</b>

For each semester, no registrations will be accepted after the late registration deadline.

Please note the following:

\*The Oct. semester will begin on Sept. 29. The Nov. semester will begin on Oct. 27.

\*\*From Dec. 20 until Jan. 4, only iTESC (Web) registrations will be accepted. No phone, fax or e-mail registrations will be processed.

# Undergraduate Registration Calendar

July 2003 - June 2004

2004 Term >	April	May	June
<b>Registration Dates</b>	<b>Feb. 21-March 12, '04</b>	<b>March 20-April 9, '04</b>	<b>April 17-May 14, '04</b>
Late Registration	March 13-19, 2004	April 10-16, 2004	May 15-21, 2004
Course Transfer Period	Feb. 21-March 19, 2004	March 20-April 16, 2004	April 17-May 21, 2004
Deadline for 100% tuition refund	March 31, 2004	April 30, 2004	May 31, 2004
<b>Term Start Date</b>	<b>April 1, 2004</b>	<b>May 1, 2004</b>	<b>June 1, 2004</b>
Deadline for 75% tuition refund	April 7, 2004	May 7, 2004	June 7, 2004
Deadline for 50% tuition refund	April 14, 2004	May 14, 2004	June 14, 2004
Deadline for 25% tuition refund	April 21, 2004	May 21, 2004	June 21, 2004
Final exam week; 12 week term	June 21-26, 2004	July 19-24, 2004	Aug. 16-21 2004
<b>End of 12 week term</b>	<b>July 26, 2004</b>	<b>July 24, 2004</b>	<b>Aug. 21, 2004</b>
Midterm Exam week; 16 week term	May 24-29, 2004	June 21-26, 2004	July 19-24, 2004
Final Exam week; 16 week term	July 19-24, 2004	Aug. 16-21, 2004	Sept. 13-18, 2004
<b>End of 16 week term</b>	<b>July 24, 2004</b>	<b>Aug. 21, 2004</b>	<b>Sept. 18, 2004</b>

For each semester, no registrations will be accepted after the late registration deadline.

\*The Oct. semester will begin on Sept. 29. The Nov. semester will begin on Oct. 27.

\*\*From Dec. 20 until Jan. 4, only iTESC (Web) registrations will be accepted. No phone, fax or e-mail registrations will be processed.



# Test Administration Dates

## July 2003 - June 2004

Test Administration dates at Thomas Edison State College for academic year 2003-2004.

FWS = First Week of the Semester. Proctor Request Forms must be submitted to the Office of Test Administration (OTA) by the end of the first week of each new semester in which you enroll.

The e-TECEP Principles of Management exam is currently offered on all CLEP test dates listed above. Registration forms are due into the OTA three weeks before the test date.

DANTES exams are offered in Trenton, N.J. on all TECEP® dates listed on the following pages. Registration forms are due in to the OTA two weeks before the test date. Go to [www.getcollegedcredit.com](http://www.getcollegedcredit.com) for other DANTES test sites or to order DANTES fact sheets.

Thomas Edison State College  
101 W. State St.  
Trenton, NJ 08608-1176

Students may now schedule exams from their home computer through Test Scheduler, our new Web-based test scheduling service. Go to: <http://app.timetrade.com/tcl/login.do?url=thomasedison> to log onto Test Scheduler and establish an account. You can then view available test dates for all semesters, schedule exams for the courses in which you are registered and view a list of all your scheduled test dates and times. Students who utilize this option will receive an e-mail confirming their test dates. Students who do not have access to the Web may call the Office of Test Administration at (609) 633-6980 to schedule an exam. As always, space is filled on a first-come, first-served basis; you are encouraged to schedule exams early in the semester. All students coming to the testing facility in Trenton should continue to submit the Proctor Request Form during the first week of the semester.

Go to: [www.tesc.edu/contacts/directions/kelsey.php](http://www.tesc.edu/contacts/directions/kelsey.php) for directions to the College and information on student parking.

The College will be closed on the following dates during the 2003-2004 academic year.

### Holiday

Independence Day  
Labor Day  
Columbus Day  
Election Day  
Veterans' Day  
Thanksgiving Day  
Christmas Day  
New Year's Day  
Martin Luther King Jr. Birthday  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day

### College Closed

Friday, July 4, 2003  
Monday, Sept. 1, 2003  
Monday, Oct. 13, 2003  
Tuesday, Nov. 4, 2003  
Tuesday, Nov. 11, 2003  
Thursday, Nov. 27, 2003  
Thursday, Dec. 25, 2003  
Thursday, Jan. 1, 2004  
Monday, Jan. 19, 2004  
Thursday, Feb. 12, 2004  
Monday, Feb. 16, 2004  
Friday, April 9, 2004  
Monday, May 31, 2004

# Test Administration Dates

## July 2003 - June 2004

Test Administration dates at Thomas Edison State College for academic year 2003-2004.

Tests Administered	Test Date	TECEP® Registration Deadline	Course Proctor Form Due Date	CLEP Registration Deadline
TECEP®	7/12/03	6/20/03		
CLEP	7/18/03			7/03/03
TECEP®	7/29/03	7/08/03		
TECEP®	8/09/03	7/18/03		
CLEP	8/16/03			8/01/03
July '03 16-wk GS MTs	Week of 8/18 - 23/03		FWS	
TECEP®	8/22/03	8/01/03		
TECEP®	9/06/03	8/15/03		
CLEP	9/15/03			9/02/03
July '03 12-wk OL Finals	Week of 9/15 - 20/03		FWS	
TECEP®	9/18/03	8/28/03		
Aug. '03 16-wk GS MTs	Week of 9/22 - 27/03	FWS		
TECEP®	10/4/03	9/12/03		
July '03 16-wk GS/EP Finals	Week of 10/13 - 18/03		FWS	
CLEP	10/16/03			10/02/03
Aug. '03 12-wk OL Finals	Week of 12/20 - 25/03	FWS		
Sep. '03 16-wk GS MTs				
TECEP®	10/22/03	10/1/03		
TECEP®	11/1/03	10/10/03		
CLEP	11/15/03			10/31/03
Sep. '03 12-wk OL Finals	Week of 11/17 - 22/03	FWS		
Aug. '03 16-wk GS/EP Finals				
Oct. '03 16-wk GS MTs				
TECEP®	11/21/03	10/31/03		
TECEP®	12/13/03	11/21/03		
Sep. '03 16-wk GS/EP Finals	Week of 12/15 - 20/03			
Oct. '03 12-wk OL Finals				
Nov. '03 16-wk GS MTs				
CLEP	12/17/03			12/3/03
TECEP®	1/10/04	12/19/03		
Oct. '03 16-wk GS/EP Finals	Week of 1/12 - 17/04	FWS		
Nov. '03 12-wk OL Finals				
CLEP	1/16/04			1/2/04
Dec. '03 16-wk GS MTs	Week of 1/19 - 24/04	FWS		
TECEP®	1/26/04	1/5/04		
TECEP®	2/7/04	1/16/04		
Nov. '03 16-wk GS/EP Finals	Week of 2/9 - 14/04	FWS		
Dec. '03 12-wk OL Finals	Week of 2/16 - 21/04	FWS		
TECEP®	2/20/04	1/30/04		
CLEP	2/21/04			2/6/04
Jan. '03 16-wk GS/EP Finals	Week of 2/23 - 28/04	FWS		
TECEP®	3/6/04	2/13/04		



# Test Administration Dates

July 2003 - June 2004

Test Administration dates at Thomas Edison State College for academic year 2003-2004.

Tests Administered	Test Date	TECEP® Registration Deadline	Course Proctor Form Due Date	CLEP Registration Deadline
Dec. '03 16-wk GS/EP Finals	Week of 3/15 - 20/04	FWS		
CLEP	3/16/04			3/2/04
TECEP®	3/18/04	2/26/04		
Jan. '04 12-wk OL Finals	Week of 3/22 - 27/04	FWS		
Feb. '04 16-wk GS MTs				
TECEP®	4/3/04	3/12/04		
CLEP	4/14/04			3/30/04
Jan. '04 16-wk GS/EP Finals	Week of 4/19 - 24/04	FWS		
Feb. '04 12-wk OL Finals				
March '04 16-wk GS MTs				
TECEP®	4/20/04	3/30/04		
TECEP®	5/1/04	4/9/04		
CLEP	5/15/04			4/30/04
Feb. '04 16-wk GS/EP Finals	Week of 5/17 - 22/04	FWS		
March '04 12-wk OL Finals				
TECEP®	5/19/04	4/28/04		
April '04 16-wk GS MTs	Week of 5/24 - 29/04	FWS		
TECEP®	6/5/04	5/14/04		
March '04 16-wk GS/EP Finals	Week of 6/14 - 19/04	FWS		6/3/04
CLEP	6/17/04			
TECEP®	6/21/04	5/31/04		
April '04 12-wk OL Finals	Week of 6/21 - 26/04	FWS		
May '04 16-wk GS MTs				
TECEP®	7/10/04	6/18/04		
CLEP	7/17/04			7/2/04
April '04 16-wk GS/EP Finals	Week of 7/19 - 24/04	FWS		
May '04 12-wk OL Finals				
June '04 16-wk GS MTs				
TECEP®	7/27/04	7/6/04		
TECEP®	8/7/04	7/16/04		
CLEP	8/16/04			8/2/04
May '04 16-wk GS/EP Finals	Week of 8/16 - 21/04	FWS		
June '04 12-wk OL Finals				
TECEP®	8/25/04	8/4/04		
TECEP®	9/9/04	8/19/04		
CLEP	9/11/04			8/27/04
June '04 16-wk GS/EP Finals	Week of 9/13 - 18/04	FWS		
TECEP®	9/25/04	9/3/04		

## Admissions

### Admissions Policy

Thomas Edison State College was created for and serves self-directed adult students by offering the opportunity for qualified persons to earn college degrees and credits.

Those students best served by this institution are strongly motivated adult learners who have, 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; previous noncollegiate post-secondary education; formal learning experiences acquired in business, labor, military and leisure activities; and special credentials.

Thomas Edison State College 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 required to be at least 21 years of age (unless participating in a special College program) 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 XII of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and other applicable laws and regulations.

Thomas Edison State College is an institution established for and committed to serving adult students. The Office of Admissions assists potential applicants in determining whether Thomas Edison State College suits their particular academic goals.

### Contact Information

Thomas Edison State College  
Office of Admissions  
101 W. State St.  
Trenton, NJ 08608-1176  
Tel: (888) 442-8372  
Fax: (609) 984-8447  
E-mail: [admissions@tesc.edu](mailto:admissions@tesc.edu)  
Web site: [www.tesc.edu](http://www.tesc.edu)



## Undergraduate Tuition and Fee Definitions

The tuition and fees are normally adjusted on July 1 each year. Tuition and fees are available to students through the College's Web site at [www.tesc.edu](http://www.tesc.edu) or through the College's *Guide to Tuition and Fees brochure*. Information on graduate tuition and fees is available in the *Graduate Prospectus*.

Tuition and fees are subject to change without prior notice.

### Application Fee

This fee establishes the applicant's file. The Application Fee extends for six months from the date of application. If applicants do not enroll during this period of eligibility, they will have to re-apply to the College if they intend to pursue their degree in the future.

### Comprehensive Tuition

The Comprehensive Tuition allows you to pay one convenient tuition each year you are enrolled, and includes all Thomas Edison State College courses (Guided Study, online courses and e-Pack courses) as well as TECEP® exams.

This tuition covers all administrative costs associated with a Thomas Edison State College education except the Graduation Fee, Course Extension Fee, TECEP® Rescheduling Fee, Transcript fee, Late Course Registration Fee, or textbooks. Students may take up to 12 credits per semester for a maximum of 36 course credits a year. All audiotapes and videotapes associated with various courses are also covered in the tuition.

### Enrolled Options Tuition Plan

Some students may not require the full complement of credit-earning options and student services covered under the Comprehensive Tuition Plan. For those students who want or need only to choose certain components of the plan, the College offers the Enrolled Options Plan. With this approach, as an enrolled student, you are required to pay the Annual Enrollment Tuition and the Technology Services fee. Payment of this tuition component entitles you to a full year of College services including academic advisement and program planning. Your initial payment of this tuition provides you a complete review of all the academic credentials you present to the College upon application. This evaluation will be the basis for your program plan and student advisement services. You may then choose what College credit-earning methods you require, and will be charged for each option.

### Credential Review Fee for Nursing Students

The Credential Review Fee is a one time fee paid to enroll in the BSN degree program rather than the Comprehensive or Annual Enrollment Tuition.

### Late Enrollment Fee

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

### Graduation Fee

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

### Technology Services Fee

This fee provides for the student services, which are delivered through technologies, and support the maintenance and replacement of computers used to deliver these services. *Unless they choose the comprehensive tuition alternative, students must pay the fee along with the Annual Enrollment Tuition before they can receive College services.*

### Transcript Fee

This fee is charged for each transcript (official or unofficial) that a student requests be issued and released. This fee will be used to defray the cost involved in the issuance of each transcript.

### Refund Policy

**Enrollment Tuitions:** If a student requests a refund to terminate enrollment within 30 days after the payment was received, 50 percent of the enrollment tuition may 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, graduation, course extension, late registration for courses, credit banking, TECEP® registration and transcripts.

### Nonenrolled Students

Nonenrolled students use services at the College and pay for them on a per-service fee. Nonenrolled students may take Thomas Edison State College courses, TECEP® examinations, Prior Learning Assessment (PLA) and use Credit Banking by paying for each on an individual basis. However, they are not eligible for any degree until they become an enrolled student by paying the Annual Enrollment Tuition or Comprehensive Tuition.

## Financial Aid

Applications, forms and information concerning financial aid are available from: Thomas Edison State College, Office of Financial Aid and Veterans' Affairs, 101 W. State St., Trenton, NJ 08608, by telephone at (609) 633-9658 or via e-mail at [finaid@tesc.edu](mailto:finaid@tesc.edu). Additional information is also available on the College's Web site at [www.tesc.edu](http://www.tesc.edu).

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

### 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.

### Veterans' Benefits

Eligible veterans can receive benefits if they take Thomas Edison State College courses or courses at other 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:

Thomas Edison State College  
Office of Financial Aid and Veterans' Affairs  
101 W. State St.  
Trenton, NJ 08608-1176  
Phone (609) 633-9658  
Fax: (609) 633-6489  
E-mail: [finaid@tesc.edu](mailto:finaid@tesc.edu)



## Academic Progress for Continuing Financial Aid

Thomas Edison State College federal financial aid and veterans' benefits recipients must maintain a cumulative average of at least 2.0 (C) to meet the minimum standards for satisfactory academic progress. In addition, the student must complete 66 percent of all courses attempted. Satisfactory academic progress will be monitored at the end of each academic year. If a student's cumulative average falls below 2.0 (C) or does not meet the 66 percent criteria, the student will not be maintaining satisfactory academic performance. Students will be notified in writing if they fail to comply with this policy.

There is a maximum time frame during which the College can award federal aid. Sixty credits are required to earn an associate degree. The maximum attempted credit hours that may be attained in this program are 90 credit hours. For the baccalaureate degree (120 semester hours), the maximum attempted credit hours that may be accumulated is 180. All credit hours attempted, whether or not they are completed or passed, are counted toward the maximum time frame in the above program number. If you exceed the maximum number of credits in a program, you will not be eligible for state or federal student financial aid. This limit includes credits you have transferred in going toward your degree.

Students not making satisfactory academic progress will be placed on financial aid probation for the next semester. Aid will be processed for that semester to give students an opportunity to regain satisfactory progress as determined by College policy.

## Financial Aid Appeals

Students who do not maintain satisfactory academic progress after the probation period will be denied additional financial aid. If, because of mitigating circumstances, the student falls below the required standards, he or she may appeal by explaining the circumstances to the Financial Aid Appeals Committee within 30 days of notification concerning their below standard performance. All appeals should be forwarded to:

Thomas Edison State College  
Financial Aid Appeals Committee  
101 W. State St.  
Trenton, NJ 08608-1176

# Undergraduate Academic Policies

## Evaluations and Records

### Transfer Credit Policy

Thomas Edison State College will accept in transfer all courses applicable to a selected degree program providing that credit is earned at an institution accredited by one of the following regional accrediting agencies.

- Commission on Institutions of Higher Education, Commission on Technical and Career Institutions, New England Association of Schools and Colleges
- Commission on Higher Education, Middle States Association of Colleges Schools
- Commission on Institutions of Higher Education, North Central Association of Colleges and Schools
- Commission on Colleges, Northwest Association of Schools and Colleges
- Commission on Colleges, Southern Association of Colleges and Schools
- Accrediting Commission for Senior Colleges and Universities, Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

Additionally, credit will be awarded for:

- Courses and examinations approved through the Program on Noncollegiate Sponsored Instruction (NY) and the American Council on Education's (ACE) College Credit Recommendation Service. (Limit of ACE credits is 90 for a bachelor's degree and 45 for an associate degree.)
- Military course equivalent training as recommended by the American Council on Education (ACE).
- Thomas Edison State College approved licenses, certifications and programs of study.
- International credit as determined by a required course by course evaluation completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Courses from nonaccredited institutions or institutions not recognized by one of the aforementioned organizations may be validated through a variety of testing options or through Prior Learning Assessment (PLA).

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 to determine if such courses can be accepted toward degree requirements of Thomas Edison State College. 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 must be submitted to be evaluated. Thomas Edison State College will not accept credits listed as "transfer" on an institution's transcript.

Students planning to take in-class instruction at another regionally 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 State College can provide a "Student in Good Standing" form. Also, Thomas Edison State College's Advisement Center can provide a "Response Form" which indicates course approval.

When the course is completed, students should notify the registrar at the college where the course was taken to send an official transcript to the Office of the Registrar at Thomas Edison State College.

## Policies for Transfer and Acceptance of Students to New Jersey State Colleges

### (Full Faith and Credit)

The New Jersey Commission on 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 or community college or Thomas Edison State College.



This policy applies to Thomas Edison State College 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 nongraduates shall be at the discretion of the state college.

The policy of the Commission on Higher Education includes the following:

- A. **Graduates with Associate in Arts and Associate in Science degrees.** Graduates shall be guaranteed admission to a state college, although not necessarily to the college of their first choice. While admission to a state college is guaranteed, admission to a specific curriculum shall be determined by the college based upon the criteria which it imposes upon its own students.
- B. **Nongraduates of Associate in Arts and Associate in Science programs.** Normally students are encouraged to complete the associate degree prior to transfer. However, state colleges may admit nongraduates under the same conditions which they impose upon any transfer student. Acceptability for admission and acceptance of credits shall be at the discretion of the state college.
- C. **Graduates and nongraduates of Associate in Applied Science programs.** State colleges may admit graduates or nongraduates of Applied Science programs and decide on the transferability of credits at their discretion.

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

## Transfer Credits from Two-Year Colleges

Baccalaureate degree candidates may transfer up to 80 semester hours of transfer credits from a junior, county or community college.

## Award of credit toward the BSN degree

Twenty credits will be awarded toward lower division nursing requirements for associate degree or RN Diploma Program nursing coursework without restriction as to date of program completion. No validation will be required for lower division nursing.

RN Diploma graduates will have up to 60 credits awarded toward the 120 credit BSN degree requirement (including the 20 credits toward lower division nursing requirements) on receipt of a notarized copy of their current RN license and transcript from the diploma nursing program.

Courses/exams appropriate for upper division nursing requirements will be accepted if completed within 10 years of application to the Thomas Edison State College BSN degree program; and if completed in a baccalaureate degree nursing program, or by other Thomas Edison State College recognized method of earning credit, and with a grade equivalent of "C" or better.

## Credits from American Council on Education (ACE) Evaluations

Thomas Edison State College will accept the recommendations of the American Council on Education (ACE), Office on Educational Credit, for courses completed through business, 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 in this *Catalog*.

Thomas Edison State College also will accept the recommendations of the American Council on Education (ACE) for examinations as listed in the *Guide to Educational Credit by Examinations*, 1981 edition and subsequent editions.

## 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.

## Credit for Teaching College-Level Courses

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 Advisement Center. The College must be accredited by one of the six regional accrediting commissions listed under Transfer Credit Policy. Thomas Edison State College will also accept credit from ACE reviewed courses.

## Evaluation of Transcripts and Credentials

After students enroll, the College will evaluate all official documents and notify students of 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 Academic Program Evaluation 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.

The Academic Program Evaluation is an institutional document used for advising and program planning and should not be mistaken for Thomas Edison State College's transcript.

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

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 within the first year of enrollment and prior to a student's first request for a transcript. Credits once placed on a Thomas Edison State College transcript will not be removed.

## Catalog Which Applies to Student

Students must use the College *Catalog* that is in effect on the date of enrollment to determine graduation requirements. However, if students change their degree program, allow their enrollment to lapse 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.

## Degree Requirements for Returning Undergraduate Students

Students who officially request a Leave of Absence from the College and reenroll within a one-year period may complete the degree requirements that were in effect at the time of their initial enrollment if they continue in the same degree. If they reenroll in a different degree, they will be required to complete the degree requirements in effect at the time of reenrollment.

Students who do not officially request a Leave of Absence from the College and reenroll will be required to complete the degree requirements in effect at the time of reenrollment.

## Procedure for Having Official Documentation Submitted

Official documents include transcripts from regionally accredited or candidate for accreditation institutions, military or corporate training reviewed for college credit by the American Council on Education (ACE), licenses/certificates listed in the Thomas Edison State College *Catalog*, credentials from foreign countries, standardized tests and examinations. Documents not included above should be retained by a student until after enrollment for possible submission if Prior Learning Assessment (PLA) is attempted.

1. Transcripts from all regionally accredited colleges that were attended must be sent by the college attended directly to the 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 address of Thomas Edison State College. A transcript from their diploma program in nursing must be submitted by RNs if applying to the BSN degree program.
2. Military documents, licenses and/or certificates should be photocopied, certified by a notary public to be a true copy and mailed by the student to the registrar's office. Military personnel in the Army, Navy and Marines should submit an AARTs or SMART transcript. Coast Guard and Army National Guard members should submit a transcript from their respective institutes.



College transcripts will be accepted (if available) directly from a Military Education Office. For details, refer to the Military Training Programs and Schools section of this *Catalog*.

3. Training programs reviewed and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service must be submitted on an ACE Registry transcript. To have an ACE transcript sent to the College, call (202) 939-9434 or e-mail [creditatace@nce.edu](mailto:creditatace@nce.edu).
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. The College will accept credit recommendations from the American Association of Collegiate Registrars and Admissions Officers (AACRAO). An enrolled student may transfer a maximum of 90 credits from international institutions. Foreign students in the United States on student (F-1) visas may use all methods available to U.S. students for completing their degree requirements. See page 31 for more information.
6. Students who have other licenses/certificates should submit photocopies, certified by a notary public to be true copies, to the Office of the Registrar.

## Enrollment

Students are considered enrolled when they pay the Annual Enrollment Tuition. A student's enrollment date is defined as the date the bursar receives the Annual Enrollment Tuition or Comprehensive Tuition. This tuition 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 tuition. Active duty military and National Guard students are considered New Jersey state residents for administrative purposes.

When students have received the Academic Program Evaluation showing how credits will apply to their degree program, they are urged to proceed with program planning and contact the Advisement Center, (888) 442-8372. The services of this Center are explained in full in the section, "Advisement."

Should it become necessary to temporarily "stop-out," students are urged to officially request a Leave of Absence from the College. An explanation of this policy may be found under the heading, "Leave of Absence and Readmission" (see on page 29 of this *Catalog*).

Note: Students are considered enrolled in the BSN degree program when they pay the one-time Credential Review Fee. Enrollment continues as long as at least 3 credits are earned in each 12 month period.

## 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 Office of the Registrar of changes in the following: name, address (include county), employment, telephone and/or degree.

## 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 an area of study/concentration/option in writing. Such requests should be addressed to the Advisement Center. A form for this purpose is included in the *Program Planning Handbook*.

## Change of Records

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

## Thomas Edison State College Transcripts

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, the transcript will include all the courses used in the evaluation for both the degrees including excess credits. 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.

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

Thomas Edison State College credits will be identified by the title of the course, credits, grade and year completed. Courses with a grade of F, W (Withdrawn) or E (Extension) 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 Prior Learning Assessment (PLA), American Council on Education's (ACE) College Credit Recommendation Service and military training programs.

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

## Credit Banking

Credit Banking is available to individuals who wish to document college-level military experience, licenses, college proficiency examinations and college-level corporate training programs. Those who use Credit Banking must complete the College application for admissions and check "Credit Banking."

The Credit Banking application fee entitles students to transcription services for one year. Students are advised that credits transcribed under the Credit Banking program may or may not apply to a degree program at Thomas Edison State College or another college. It is 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 State College should file an application for admission and submit the appropriate fees. At that time all credits will be reviewed for acceptance in the degree and the student will be informed as to which credits are appropriate for the specific degree.

## Individual Learners Account (ILA®)

The Individual Learners Account (ILA®) is a way for adults in the workforce to bank college credit recommendations which they can use for a promotion or apply at a later date toward a degree. Employees of corporations and other organizations which have their educational programs evaluated by the American Council on Education's (ACE) College Credit Recommendation Service are eligible. The ILA® allows employees who are not enrolled in a degree program to have these credit recommendations placed immediately as college credit on a Thomas Edison State College transcript.

### Individual Learners Account Fee

This fee is charged for each credit transcribed from educational programs evaluated by the American Council on Education's (ACE) College Credit Recommendation Service.



## Competencies for Undergraduate English Composition and Mathematics

### English Composition Requirement

English Composition is a core competency required of all students seeking a degree from Thomas Edison State College. Students are required to demonstrate a proficiency in written expression. Students are advised to complete this requirement as soon as possible.

This proficiency can be demonstrated by any of the following methods:

1. Completion of English Composition I and English Composition II with an average grade of "C" or better from Thomas Edison State College or a regionally accredited college or university.
2. Satisfactory completion of the TECEP® Examinations English Composition I and II for 6 semester hour credits.
3. Satisfactory completion of the Excelsior College examination in English Composition I and English Composition II.
4. The satisfactory completion of one of the CLEP examinations (including the essay) in English Composition: English Composition (general), Freshman College Composition.
5. Passing the Advanced Placement Examination in English with a score of 4 or better.

Students who have partially satisfied the above requirement may take the CLEP Freshman College Composition with essay or the CLEP English Composition with essay, the appropriate section of the College's TECEP® English Composition examination or the Excelsior College English Composition examination.

Students educated outside the United States or who have been educated in an institution that does not meet the above criteria will be required to complete the requirement as outlined above. Students who have been educated in an English speaking country and have successfully passed the "A" level examinations will be considered to have met the English Composition requirement.

### Mathematics Requirement

Students are required to demonstrate completion of 3 semester hours of college mathematics. This proficiency can be met by either:

1. Successful completion of 3 semester hours of college course work in mathematics beyond developmental courses. (Elementary Algebra cannot be used.)
2. Successful completion of 3 credits of college mathematics through Prior Learning Assessment (PLA), examination, independent or Guided Study.

### Limit on Physical Education Activity Credits

Thomas Edison State College will accept a maximum of 4 semester hours of physical education activity courses, such as volleyball, softball and weight training toward an associate degree, or 8 semester hours toward a baccalaureate degree.

## Two Areas of Study Within One Degree

Students may complete up to two areas of study within one baccalaureate degree. No more than 9 semester hours of credit that are used in the first area of study can be used for the second area of study. All related required credits for each area of study, as well as all degree requirements, must be met.

Students cannot complete a third area of study within one baccalaureate degree.

## 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/he must complete a minimum of 15 semester hours beyond credits completed on the date ALL prior degrees were awarded. The student must also meet all the requirements specific to the degree.

### First Baccalaureate Degree

It is assumed that when a student applies for a first baccalaureate degree, he/she will not have completed another four-year degree. It is assumed that a student may have completed an associate degree.

### Second Associate and Baccalaureate Degree

Students who have received one associate degree at Thomas Edison State College or another regionally accredited institution may earn a second associate degree or have received one baccalaureate degree at Thomas Edison State College or another regionally accredited institution may earn a second baccalaureate degree under the following conditions.

1. Students must complete a minimum of 15 additional credits for a second associate degree and 30 additional credits for a second baccalaureate degree beyond the date all prior degrees were completed.
2. Students must select an option which is significantly different from their previous degree(s).
3. Students must complete all requirements for the degree under the current *Catalog*.
4. Coursework used to fulfill requirements for a previous associate degree major or any other undergraduate, advanced or professional degrees may not be used to fulfill requirements for the second associate degree option or a second baccalaureate degree area of study. The College will not award a third baccalaureate degree.

## Grading

### Courses

The outcome of active, current learning experiences assessed by the College will be graded based upon the scale below. This policy applies to independent study course credits earned through the College.

### Academic Standing: Grading System

Letter Grade	Quality Points	Numerical Equivalents
A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D	1.0	60-69
F	0	Below 60

### Unit of Credit

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

### Credit Without a Grade

Thomas Edison State College will transcript credit (CR) without a grade for the following: Prior Learning Assessment (PLA); all testing programs, business, industry and corporate training programs evaluated and recommended for credit by the American Council on Education (ACE); military training programs evaluated and recommended for credit by the American Council on Education (ACE); 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.

The maximum credit award for credit transfer for each category above, with the exception of testing and PLA, is 90 semester hours for the baccalaureate's degree and 45 semester hours for the associate degree.

### Grade Reports

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

### 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 area of study or professional requirements (depending on the degree).

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.



A grade of "C" or better is required on all credits used in the nursing component of the BSN degree. A grade of "C-" or below on nursing requirements is not accepted.

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

### Residency Requirement

Thomas Edison State College has no residency requirement for U.S. citizens or foreign students residing in the continental U.S. except for certain established partnerships. However Thomas Edison State College 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.

The Military Degree Completion Program has an academic residency of 6 credits for an associates degree and 12 credits for a baccalaureate degree. The joint degree programs with University of Medicine and Dentistry of New Jersey has an academic residency of 12 credits for the baccalaureate degree. This number of credits must be taken from the College before a student in this program is eligible for graduation.

## Duplication of Credit

Duplicated credits will not be applied to a student's degree program.

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.

### Sequential Coursework

With the exception of English Composition I and II, a student has completed a second course of sequential courses, he/she does not have to complete the first course. Please note that the reference to "sequential courses" means that knowledge of the second course is reliant on knowledge of the first course such as Calculus I and II.

## Miscellaneous Policies

### Leave of Absence and Readmission

#### Leave of Absence

If it is necessary for students to "stop out," it is to the student's advantage to request an official Leave of Absence from the College. The Leave of Absence should be requested if the student does not plan, for any reason, to pay the Annual Enrollment Tuition. Students who request a Leave of Absence may, within one year, become active by notifying the Office of the Registrar, paying the appropriate fees and completing the degree requirements for the year of their enrollment.

Students may request a Leave of Absence from the College for a one-year period by filling out the Leave of Absence Petition Form and returning it to the Office of the Bursar with the processing fee. The request may also be made in writing if the student does not have the form.

#### Readmission

Applicants who do not enroll by paying the Annual Enrollment Tuition during the six month period from the date of application must reapply by paying the application fee again and resubmitting all documents.

Enrolled students who do not renew their enrollment by paying the Annual Enrollment Tuition on their anniversary date and who do not officially request a Leave of Absence must reapply by filling out a new application for admission and paying the application fee and the Annual Enrollment Tuition. The student's anniversary enrollment date will be the new enrollment date.

Students returning to the BSN program from Leave of Absence will submit the Reenrollment Form and Credential Review Fee.

Students returning to the BSN program from Inactive Status will submit the Reenrollment Form, Application Fee and Credential Review Fee.

#### Readmission of Thomas Edison State College Graduates

Graduates of the College who return for a second degree may also be readmitted by filling out an application for admissions and paying only the prevailing Annual Enrollment Tuition.

### Degree Requirements for Returning Students

Students who officially request a Leave of Absence from the College and reenroll within a one-year period may complete the degree requirements that were in effect at the time of their initial enrollment if they continue in the same degree. If they reenroll in a different degree, they will be required to complete the degree requirements in effect at the time of reenrollment.

Students who do not officially request a Leave of Absence from the College and reenroll will be required to complete the degree requirements in effect at the time of reenrollment.

## 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 that decision. All appeals must be submitted in writing to the Office of Academic Programs.

Note that many academic decisions do not require a formal appeal. Students may begin by submitting a statement of why they believe the decision to be in error, including such supporting materials as course descriptions or syllabi, to their academic advisor.

### Waivers

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

#### Waiver of Wait Period for CLEP and DANTES Exams

Requests for CLEP and DANTES wait period waivers will be denied unless:

- the student is enrolled and his/her evaluation shows that the CLEP or DANTES exam is required for his/her degree program
- if this is his/her last course for graduation
- if his/her score on the first exam was close to passing

If a student meets all of these criteria, he/she should put his/her request in writing to director in the Office of Learner Services with a justification and reason for the request.



## Certification of Good Academic and Financial Standing

For 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 vice provost and academic dean in the Office of Academic Programs.

For certifications relative to financial aid/loans, written requests should be made to the director in the Office of Financial Aid and Veterans' Affairs.

## Students with Disabilities

Thomas Edison State College is aware of the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Therefore, the College provides reasonable accommodation for otherwise qualified students who disclose and verify disability. Students who wish to discuss reasonable accommodation for verifiable disabilities are responsible for identifying themselves to the ADA coordinator at (609) 984-1141 ext. 3415. The TTY number for hearing impaired students is (609) 341-3109.

Visually impaired students who wish to have the College's Web site spoken to them may make use of a "Talking Browser," password: WebSpeak. This service is available free of charge to Thomas Edison State College students.

## Student Responsibility

Thomas Edison State College students are expected to exhibit the highest level of academic citizenship. In particular, students are expected to read and follow all policies, procedures and program information guidelines contained in publications; pursue their learning goals with honesty and integrity; demonstrate that they are progressing satisfactorily and in a timely fashion, meeting course deadlines and following outlined procedures; observe a code of mutual respect in dealing with mentors, staff and other students; behave in a manner consistent with the standards and codes of the profession in which they are practicing; keep official records updated regarding changes in name, address or telephone number; and meet financial obligations in a timely manner. Students not practicing good academic citizenship may be subject to disciplinary action, including suspension, dismissal or financial holds on records.

## 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, course work, college transcripts or other areas of academic work will be referred to the Office of Academic Programs. 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.

## 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 State College'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 State College students are required to participate in such activities when selected. Not all students are selected for participation; some may be asked to undertake more than one of the instruments. This variation is a normal result of random sampling.

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.

## 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 designed 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 to establish 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, e-mail address, area 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 Office of the Registrar.

## International Students



## American Earned Credits

International 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 area of study or concentration degree requirements to obtain a Thomas Edison State College degree. All other conditions that apply to local students will apply to international students as well.

## Eligibility

Foreign citizens interested in becoming undergraduate students will be eligible for enrollment if they have scored 500 on the paper exam or 173 online computer-based Test of English as a Foreign Language (TOEFL) for students living in countries where English is not the native language.

Students are responsible for taking the TOEFL and having the scores sent to Thomas Edison State College by the Educational Testing Service (ETS). For information on TOEFL, write to TOEFL, Box 2877, Princeton, NJ 08541-2877, USA.



Thomas Edison State College recognizes the difficulty and discipline necessary to complete a self-directed program of study. An external degree institution for adults, the College issues no visas and has no residential campus facilities. Therefore, it is suggested that international students without a strong command of the English language consider their higher education options before enrolling with the College.

Citizens of nations other than the U.S. who are residing outside the U.S. should be aware of the limitations and restrictions on services available to students.

### Degree Requirements

Thomas Edison State College awards degrees which reflect the general content of an American education. As part of the 120 semester hour requirement for the baccalaureate degree, foreign citizens will be required to complete a minimum of 30 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.

Enrollment of foreign students residing outside the United States will be restricted as described below.

International students are not eligible for enrollment in the following programs:

- Bachelor of Science in Health Sciences (BSHS)
- Bachelor of Science in Human Services (BSHuS)
- Bachelor of Science in Nursing (BSN)
- Associate in Science in Public and Social Services (ASPS)

In the degree programs listed below, if professional credits are more than 10 years old, a demonstration of currency (DOC) is required. The DOC can only be completed in the U.S.

- Bachelor of Science in Applied Science and Technology (BSAST)
- Bachelor of Science in Business Administration (BSBA)
- Associate in Science in Applied Science and Technology (ASAST)
- Associate in Science in Management (ASM)

## International Credit Policy

### Transfer Credit

The College will accept credit recommendations from a required course by course evaluation completed by AACRAO. An enrolled student may transfer a maximum of 90 credits from international 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.

### Testing

International students residing outside the United States will be permitted to attempt to earn credit through testing.

U.S. and international citizens living abroad (both enrolled and nonenrolled) 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 State College. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Students requesting approval must also submit a score of 500 on the paper exam or 173 on the computer-based 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. Exams are mailed via overnight express service, and students are responsible for all mailing costs and proctoring fees. Thomas Edison State College reserves the right to approve the proctoring arrangement.

### Prior Learning Assessment (PLA)

U.S. and international citizens living abroad (both enrolled and nonenrolled) will be given consideration for PLA. These students must submit a score of 500 on the paper exam or 173 on the computer-based Test of English as a Foreign Language (TOEFL) prior to registering for PLA 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, at least 6 credits of which are in English Composition; and have a thorough understanding of the additional time and costs associated with this process (postage, phone calls, etc.).

### Guided Study, Online Courses, e-Pack Courses

U.S. and international students residing outside of the continental United States are restricted to enrolling in Guided Study, online courses or e-Pack courses. Prior to registering, students must first secure special approval. Such approval is usually based on the student's ability to arrange for proctored test administration approved by Thomas Edison State College and the willingness to absorb additional costs for sending course and examination materials. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Prior to registering for a Guided Study course, online course or e-Pack course, students living outside the United States must contact the Office of Test Administration to have their test proctor approved. Students are responsible for all mailing or other transport costs and proctoring fees. *Military and diplomatic personnel and their families who have APO/FPO addresses are exempt from this restriction.* U.S. military personnel are expected to take examinations through the education officer at a military base.

## International Credit Evaluations

Students who are seeking foreign credential evaluations must have their credentials evaluated by the American Association of Collegiate Registrars and Admissions Officers. Thomas Edison State College will accept credits based on our existing transfer and degree policies in place at the time of application. Students must request a course-by-course evaluation from AACRAO. All fees associated with the foreign credit evaluation are the responsibility of the student. They can be contacted at:

American Association of Collegiate Registrars and Admissions Officers  
Office of International Education Services  
Credentials Analysis Service  
One Dupont Circle NW, Suite 520  
Washington, DC 20036  
(202) 296-3359  
[www.aacrao.org](http://www.aacrao.org)

Thomas Edison State College will accept credits based on existing transfer and degree policies in place at the time of application. Students must request a course-by-course evaluation from AACRAO. All fees associated with the foreign credit evaluation are the responsibility of the student.

## Application and Enrollment Procedure for International Students

To apply to Thomas Edison State College, submit the following documents:

1. A completed Thomas Edison State College Application Form;
2. Application Fee (payment must be in U.S. dollars);
4. A TOEFL score report sent directly to Thomas Edison State College from the Educational Testing Service.

To enroll in Thomas Edison State College, pay the Comprehensive Tuition or the Annual Enrollment Tuition and Technology Services Fee. After enrolling, any credentials or documents submitted will be evaluated. When the evaluation has been completed, the student will be advised of any 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 international students.

Students who enter the United States on a student visa (F-1) through another college may enroll in Thomas Edison State College. However, it will be the student's responsibility to keep his/her visa status current to be eligible for continued pursuit of a Thomas Edison State College degree.

### Fees and Requests for Additional Information

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 fees are available upon request.



# Advisement

## Applicants

Applicants to the College who have questions regarding enrollment are encouraged to contact the Office of Admissions at (888) 442-8372 for assistance. (Select option 1 or 2).

## Enrolled Students

Once applicants have paid the Comprehensive Tuition or the Annual Enrollment Tuition\*, they will have full access to the academic advisement, evaluation and program planning services of the College. An advisement telephone "hotline" is designed to address brief questions. In-person and telephone appointments are available for lengthier sessions.

*\*BSN applicants submit the BSN Credential Review Form and fee.*

## Advisement Telephone Center

The Advisement Telephone Center "hotline" is open for brief questions and clarifications Monday through Friday from 10 a.m. to 4 p.m., and until 6 p.m. on Wednesdays, Eastern Standard Time, excluding holidays (see page 14). 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 wish to see if courses or examinations are appropriate for their degree program, it is recommended that they contact the Advisement Center at least two weeks prior to the date of registration for the course or examination.

When a student calls the Advisement Telephone Center, the advisor will have access to the student's records for a brief discussion. It is suggested that students keep a record of calls to the Advisement Telephone Center and the name of the academic advisor to whom they have spoken.

The toll-free number for the Advisement Telephone Center is (888) 442-8372.

## 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. On-site or telephone appointments may be scheduled Monday through Friday during regular working hours and on specified Saturdays. Appointments are made with an advisor who specializes in the degree program in which the student is enrolled. It is recommended that students call for an appointment at least two to four weeks prior to the time desired. For appointments please call (609) 292-2803.

## Program Planning Handbooks

Students enrolled with Thomas Edison State College are strongly encouraged to submit a degree program plan that 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 students upon enrollment, and is also accessible at [www.tesc.edu](http://www.tesc.edu).

## Written Correspondence with the Advisement Center

Students may write to the Advisement Center (via letter, fax or e-mail). Correspondence will be answered by an advisor who specializes in the student's degree program. It is suggested that students make copies for their own records of all correspondence sent to the Advisement Center. Correspondence and program plans should be sent to:

Thomas Edison State College  
Advisement Center  
101 W. State St.  
Trenton, NJ 08608-1176  
Fax: (609) 777-2956  
E-mail: [enrolled@tesc.edu](mailto:enrolled@tesc.edu)

## 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 first day of the month preceding the graduation date. The official graduation months are March, June, September and December. 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 Thomas Edison State College Board of Trustees for formal approval.

Upon approval by the Board of Trustees, graduates receive written confirmation from the Office of the Registrar that the degree was conferred. Diplomas are ordered for each graduate individually and are mailed to graduates within 10 to 12 weeks of the graduation date.

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

## Commencement Ceremony

Although the College graduates students four times during the year, the Annual Commencement ceremony is held annually in October. Unlike most colleges which hold their commencement ceremonies in June, Thomas Edison State College holds Commencement in the fall, reflecting the unique nature of the College. Students who have graduated on or prior to July 15 are invited to attend the Commencement ceremony. Graduates will be provided with specific information about the ceremony.

### Ceremony Date for 2003

Saturday, Oct. 18, 2003  
Soldiers and Sailors' War Memorial  
Trenton, N.J.





## Arnold Fletcher Award

The Arnold Fletcher Award recognizes Thomas Edison State College baccalaureate graduates for achieving excellence in nontraditional learning. Award recipients will be selected from graduates from September through July. The awards will be announced and bestowed annually at the October Commencement. The following areas have been identified as appropriate nontraditional learning modes to be considered:

- Prior Learning Assessment (PLA)
- Testing
- Guided Study
- e-Pack Courses
- Online Courses
- Advanced Level Practicum
- Licenses and Certificates
- ACE's College Credit Recommendation Service evaluated credit, including military training programs

At least 50 percent of the credits for the student's degree must have come from three or more of the above methods.

Scores on exams, grades on Thomas Edison State College courses, comments by mentors on Demonstration of Currency, Practicum and Prior Learning Assessment (PLA) will be considered.

## Alpha Sigma Lambda Honor Society

Alpha Sigma Lambda National Honor Society was established in 1945 as a means of recognizing academic excellence for nontraditional students. Thomas Edison State College was accepted into membership by the Society in 1996, with the establishment of the Lambda Tau Chapter.

For induction into this society, Thomas Edison State College students must meet the following requirements:

- Complete a minimum of 60 semester hours of graded credit of which at least 30 credits are through the College and 15 semester hours are in general education. Graded credit includes Guided Study, e-Pack and online courses.
- Have an overall grade point average of 3.5 or higher that includes graded courses taken at other institutions as well as Thomas Edison State College credit.

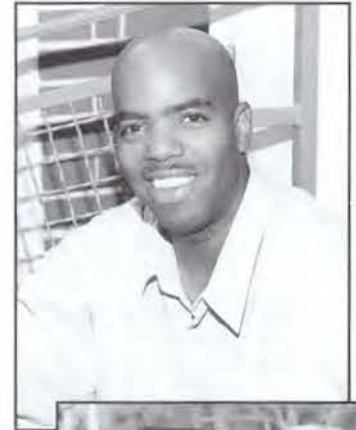
The College reviews all candidates at the time of graduation. Induction of awardees occurs at the time of the College's annual Commencement. Students are notified in advance and provided an invitation to participate in the awards ceremony.

## Alumni Association

All Thomas Edison State College graduate, associate and baccalaureate degree 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 Putting Him/Her Through (PHT) Awards Commencement Banquet, Alumni Association 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 State College graduates, becoming active or becoming a member of the Alumni Board, are invited to contact the Office of Development and Alumni Affairs, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176; (609) 633-8592. Please visit the "Alumni & Friends" section of the College's Web site at [www.tesc.edu](http://www.tesc.edu).





## Undergraduate Degree Programs

The curricula for degrees offered through Thomas Edison State College are designed around three constructs: depth of study in a field of study; an integrated general education foundation based on the liberal arts with a focus on core competencies; and a flexible elective component to meet personal and intellectual interests complementary to the selected field of study.

1. Through the area of study, students:

- acquire in-depth knowledge of a field of study;
- enhance knowledge and skills already gained through prior learning and experience; and
- prepare for advanced study through a graduate school or work related experience.

2. Through the general education component, students gain an understanding of the interdependence of the many elements that define our world and develop core competencies central to continued learning. They will be able to demonstrate:

- competency in written expression through the completion of core courses in English Composition and a curricular focus on writing skills throughout their program of studies;
- competency in college-level math as appropriate or relevant to their field of study;
- analytical skills through the literature and study of the natural and social sciences as well as the humanities;
- critical thinking, problem solving and information literacy skills to analyze information gathered through various media and a variety of sources; and
- an awareness of self and others and the role of diversity in an expanding global context.

3. Through elective subjects, students will have an opportunity to:

- satisfy personal interests in any college-level field of learning;
- enhance knowledge and skills in relevant competency areas;
- expand on their knowledge and skills in their area of study; and
- 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 academic advisors through the Advisement Center, and be familiar with the methods available for meeting degree requirements.

A Thomas Edison State College graduate should be able to:

- understand and be able to respond appropriately to 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; and
- understand the ethics and aesthetics for the development of a value system that can be translated into effective participation in society.



# Associate in Arts

## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
<b>I. General Education Requirements</b> .....	<b>48</b>
A. English Composition	6
B. Humanities	12
Must include at least two subject areas.	
C. Social Sciences	12
Must include at least two subject areas.	
D. Natural Sciences and Mathematics	9
One College-level Math course required	(3)
Strongly recommend one Computer Science course	(3)
Other Natural Sciences/Mathematics	(3)
Must include at least two subject areas.	
E. General Education Electives	9
<b>II. Free Electives</b> .....	<b>12</b>

**Total 60**

The Associate in Arts (AA) degree is a broad degree emphasizing general education. By satisfying many of the basic general education 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 general education distribution and 12 credits in free electives.

## General Education Requirements

The 48 semester hour requirement in general education 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 nonliberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

## How Students Earn Credit in the Associate in Arts Degree:

All courses in this degree can be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams also may be used.

*Note: Many courses may be appropriate for this degree. Students should work closely with the Advisement Center to select the appropriate courses for degree completion.*

*Thomas Edison State College cannot guarantee the availability of courses from other colleges.*

# Associate in Applied Science

## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
<b>I. General Education Requirements</b> .....	<b>21</b>
A. English Composition	6
B. Humanities	3
C. Social Science	3
D. College Mathematics	3
E. General Education Electives	6
<b>II. Options</b> .....	<b>21</b>
<b>III. Free Electives</b> .....	<b>18</b>

**Total 60**

The degree options available are listed below.

Administrative Studies	Applied Health Studies
Applied Computer Studies	Mechanics and Maintenance
Applied Electronic Studies	Occupational Studies

Each option has many career tracks. These career tracks are tailored to individuals or groups of students. Here are a few examples:

## Administrative Studies

Legal Office Assistant  
Program Administration

## Applied Computer Studies

Software Applications  
Network Administration  
Computer Operations  
Desktop Publishing

## Applied Electronic Studies

Avionics  
Electronic Systems  
Electrical Systems

## Applied Health Studies

Dental Technician  
Diagnostic Medical  
Ultrasound  
Medical Specialist  
Pharmacy Specialist

## Mechanics and Maintenance

Automotive Mechanics  
Heating, Ventilating and  
Air Conditioning  
Mechanical Technology

## Occupational Studies

Aviation Fuel and Cargo  
Building  
Food Service  
Mortuary Science

The Associate in Applied Science (AAS) degree is intended to meet the educational and professional needs of mid-career adults in a wide range of applied fields. The student selects the option and career track that matches his or her expertise. For most students this reflects their occupation. While the Associate in Applied Science is considered to be a terminal degree, many, but *not all*, of the credits would be applicable to one of the College's baccalaureate degrees.

## Degree Requirements

The Associate in Applied Science degree requires 60 semester hours of credit: 21 credits in the general education requirement, 21 credits in the option and 18 credits in free electives. There are few specific requirements to allow maximum flexibility.

The 21 semester hour requirement in general education provides students with a broad background in humanities, social sciences and mathematics. Each student will complete a year of English Composition and at least one course (3 credits) each in humanities, social sciences and mathematics.

The option includes 21 semester hours of courses within the option area selected. There are many subspecialties (career tracks) available within each broad option area. New career tracks are developed as needed. Since this is usually a field in which the student is employed, students will usually come in with all or most of the credits in their option completed. Since students have a number of different subspecialties, there are no specific requirements within the option: the 21 semester hours must form a coherent set of courses covering the field.

The free elective category can be satisfied by almost any college credits. Both liberal arts and other college credits apply. Academic policies should be reviewed for limitations on credits.

## How Students Earn Credit in the Associate in Applied Science Degree:

Students usually enter with all of the credits in the option completed, often, but not always, from military training. If the option has not already been completed, students can often use Prior Learning Assessment (PLA) to gain college credit for their knowledge. While there are some examinations in auto mechanics and electronics, there are few distance learning opportunities in most of the AAS option areas. Credits in general education and free electives may be earned by a wide variety of methods.



# Associate in Science in Applied Science and Technology

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements .....	30
A. English Composition	6
B. Humanities	6
C. Social Sciences	6
D. Natural Sciences and Mathematics	12
1. Intermediate & Precalculus Algebra or above**	(6)
2. General Physics or General Chemistry, depending on option	(6)
II. Option .....	21
III. Computer Requirement .....	3
IV. Free Electives .....	6
<b>Total</b>	<b>60</b>

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

Air Traffic Control\*  
 Architectural Design  
 Aviation Flight Technology\*  
 Aviation Maintenance Technology\*  
 Biomedical Electronics  
 Civil and Construction Engineering Technology  
 Clinical Laboratory Science\*  
 Computer Science Technology  
 Electrical Technology  
 Electronics Engineering Technology  
 Engineering Graphics  
 Environmental Sciences  
 Fire Protection Science  
 Forestry  
 Horticulture  
 Laboratory Animal Science  
 Manufacturing Engineering Technology  
 Marine Engineering Technology  
 Mechanical Engineering Technology  
 Medical Imaging\*  
 Nondestructive Testing Technology  
 Nuclear Engineering Technology  
 Nuclear Medicine Technology\*  
 Radiation Protection  
 Radiation Therapy\*  
 Respiratory Care\*  
 Surveying

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

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

## Associate in Science in Applied Science and Technology (ASAST)

The Associate in Science in Applied Science and Technology (ASAST) degree is intended to meet the educational and professional needs of mid-career adults in a wide range 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 area of study within Applied Science and Technology, 3 credits in the computer requirement and 3 credits in free electives.

### General Education Requirements

The 30 semester hour requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and provides students with a foundation for the Applied Science and Technology option.

A minimum of 6 semester hours of math and 6 semester hours of general physics or general chemistry is required of all students in the Associate in Science in Applied Science and Technology degree. While more advanced math can usually be substituted for the minimum math requirement, options require a minimum math level of Intermediate and Precalculus Algebra, Precalculus Algebra and Trigonometry or Precalculus and Calculus I. Note that some colleges do not offer intermediate algebra as a college credit course and credit can only be transferred if college credit was awarded by the college where the course was taken. Refer to the corollary requirements for your option on the following pages to determine which math and science courses are required.

### Professional Applied Science and Technology Component

The option includes 21 semester hours of courses within the option selected. These credits will include both required courses and professional electives (refer to the following pages). Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by Prior Learning Assessment (PLA), if he or she has not already complet-

ed appropriate course work in that area. The required courses and corollary requirements are subject to change. A current option guidesheet, showing detailed requirements, will be sent with your first evaluation.

**Computer Requirement:** One 3 semester hour course in the broad area of computer science or computer concepts is required. For some options, the computer requirement must be met by a computer programming course and for others it can be satisfied by a wide variety of computer/data processing courses. Courses that only cover the use of applications packages are not acceptable.

### Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and other college credits apply. Academic policies should be reviewed for limitations on credits.

### Additional Degree Requirements

**Computer Requirement:** One 3 semester hour course in the broad area of computer science or computer concepts is required. This will be applied toward free electives. For some options, the computer requirement must be met by a computer programming course and for others it can be satisfied by a wide variety of computer/data processing courses. Courses that only cover the use of applications packages are not acceptable.

**Professional certification:** Certain health-related and aviation-related options are open only to professionally certified individuals. These options require the student to submit evidence of professional registration or licensure, as listed under the option, in order to enter that degree program.

**Demonstration of Currency:** Because of the rapid changes occurring in technical fields today, it is important for today's college graduates to maintain up-to-date knowledge in their field. Demonstration of Currency is the process that enables students to show that they have remained current and thus enables them to use the older credits toward their degree options. If more than half of the credits in a student's option are more than 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 may be validated through an oral conference with a mentor covering contemporary developments in these subjects. These courses will not be applied 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 Options

## Air Traffic Control

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

### Required Certification and Courses:

FAA license as an Air Traffic Control Specialist.

### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

### How Students Earn Credit in the Option:

Student's options are completed by the required license.

## Architectural Design

This option is designed for architectural drafting and design personnel.

### Required Courses:

Statics, Architectural Drafting and Design, Computer Aided Design

### Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Programming

### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

## Aviation Flight Technology

This option is designed for FAA licensed Pilots.

### Required Certification and Courses:

FAA license as a Commercial Pilot with Instrument Rating. Equivalent military training may be considered.

### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

### How Students Earn Credit in the Option:

Student's options are completed by the required licenses.

## Aviation Maintenance Technology

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

### Required Certification and Courses:

FAA license as an Airframe and Powerplant Mechanic. Equivalent military training may be considered.

### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

### How Students Earn Credit in the Option:

Student's options are completed by the required license.

## Biomedical Electronics

This option 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:

DC Circuits, AC Circuits, Electronic Devices, Digital Electronics, Biomedical Equipment (three courses)

### Corollary Requirements:

Precalculus Algebra I and II, Physics I and II, Anatomy and Physiology, Computer Programming

### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their specializations.

## Civil and Construction Engineering Technology

This option is designed for individuals working in civil engineering-related and construction industries.

### Required Courses:

Statics, Strength of Materials, Soil Mechanics, Structural Design, Fluid Mechanics, Construction Methods and Estimates, Surveying

### Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II, Engineering Graphics, Computer Programming

### How Students Earn Credit in the Option:

Some of the courses required for the option are available by independent study and distance education courses from other universities. Other credits can be earned by PLA or in the classroom.

## Clinical Laboratory Science

This option is limited to certified Medical Laboratory Technologists.

### Required Certification:

ASCP or AMT: MLT or MT or NCA: CLS or CLT copy of original certificate and current renewal card.

### Required Courses:

Microbiology, Clinical Microbiology, Hematology, Immunohematology, Clinical Chemistry, Clinical Practicum

### Corollary Requirements:

Intermediate and Precalculus Algebra, Anatomy and Physiology, Chemistry I and II, Computer Concepts

### How Students Earn Credit in the Option:

Students whose medical laboratory technology training was not completed in a college credit setting should have no difficulty earning credits by Prior Learning Assessment (PLA) for their options, assuming current for recent employment using a variety of laboratory methods.

## Computer Science Technology

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

### Required Courses:

Data Structures, Programming Languages (limit 9 semester hours), Advanced Computer Science courses

### Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II

### How Students Earn Credit in the Option:

All of the courses required for the option are available by Guided Study.

## 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, Digital Circuits, Electronic Devices, AC and DC Machines, Industrial Motor Controls

### Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Concepts

### How Students Earn Credit in the Option:

The option may be completed using independent study and distance education course from other universities.

## Electronics Engineering Technology

This option is designed for individuals employed in various phases of the electronics industry computer hardware, avionics, communications, etc.

### Required Courses:

DC Circuits, AC Circuits, Digital Electronics, Electronic Devices, Communications Electronics, Microprocessors

### Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II, Computer Programming

### How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

## 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 manual and computer aided drafting.

### Required Courses:

Statics, Engineering Graphics, Descriptive Geometry, Computer Aided Design, Mechanical or Electrical Drafting

### Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Programming



#### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

### Environmental Sciences

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

#### Required Courses:

Advanced Sciences, Environmental Law/Regulations, Environmental Sampling, Environmental Technologies

#### Corollary Requirements:

Precalculus I and II, Chemistry I and II, Computer Concepts

#### How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

### Fire Protection Science

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

#### Required Courses:

Building Construction, Hazardous Materials, Fire Protection, Fire Investigation, Fire Fighting Tactics, Fire Department Administration

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Computer Concepts

#### How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

### Forestry

This option is designed for forestry personnel.

#### Required Courses:

Soil Science, Plant Science, Dendrology, Silviculture, Forestry electives

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Computer Concepts

#### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

### Horticulture

This option is designed for floriculture and nursery management personnel.

#### Required Courses:

Soil Science, Plant Propagation, Floriculture, Landscape Design

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Computer Concepts

#### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

### Laboratory Animal Science

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

#### Required Courses:

Anatomy and Physiology, Microbiology, Laboratory Procedures, Medical and Surgical Procedures, Animal Elective

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Computer Concepts

#### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

### Manufacturing Engineering Technology

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

#### Required Courses:

Statics, Materials Science, Automated Manufacturing, Computer Aided Design, Manufacturing electives

#### Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Programming

#### How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

### 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, Steam or Diesel Propulsion, Electronics

#### Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Programming

#### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

### 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, Manufacturing Processes, Machine Design, Electronics, Computer Aided Design

#### Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II, Computer Programming

#### How Students Earn Credit in the Option:

The courses required for the option are available by independent study and distance education course from other universities.

### Medical Imaging

This option is limited to certified/licensed Radiographers.

#### Required Certification:

ARRT RT(R) or NJ license NJ-LRT(R) copy or original certification and current renewal card

#### Required Courses:

Radiation Physics, Radiographic Exposure, Radiographic Positioning, Contrasts and Media, Clinical Practice

#### Corollary Requirements:

General Physics I and II, Anatomy and Physiology, Computer Concepts

#### How Students Earn Credit in the Option:

Required license (earned after 1980) provides the credits necessary in the option.

### Nondestructive Testing Technology

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

#### Required Courses:

Materials Science, Codes and Specifications, Nondestructive Testing Methods

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

#### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options. Credit is awarded for Level II and III ASNT certifications.

### Nuclear Engineering Technology

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

#### Required Courses:

Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors, Radiation Safety

#### Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Programming

#### How Students Earn Credit in the Option:

Students who have completed Navy Basic Nuclear Power School will have completed the courses for the option.

### Nuclear Medicine Technology

This option is limited to certified/licensed nuclear medicine technologists.

#### Required Certification:

ARRT-RT(N) or NMTCB-CNMT or NJ-LNMT copy of original certification and current renewal card

#### Required Courses:

Anatomy and Physiology, Nuclear Physics or Biology, Nuclear Medicine Technology (five courses)



#### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Chemistry I, Computer Concepts

#### How Students Earn Credit in the Option:

The required certification covers almost all of the credits required in the option.

### Radiation Protection

This option is designed for health physics technicians and other radiation workers in the nuclear power industry, hospitals, manufacturing and the armed forces.

#### Required Courses:

Nuclear Physics, Radiation Biology or Chemistry, Health Physics, Radiation Measurements

#### Corollary Requirements:

Precalculus I and II, Physics I and II, Chemistry I, Computer Programming

#### How Students Earn Credit in the Option:

Students who have completed NRRPT certification will have completed the option. Students who completed Navy Nuclear Power School will have completed most of the option.

### Radiation Therapy

This option is limited to certified/licensed radiation therapy technologists.

#### Required Certification:

ARRT-RT(T) or NJ-LRT copy of original certification and current renewal card.

#### Required Courses:

Anatomy and Physiology, Radiation Physics, Radiation Therapy (five courses)

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

#### How Students Earn Credit in the Option:

The required certification covers almost all of the credits required in the option.

### Respiratory Care

This option is designed for registered respiratory therapists.

#### Required Certification:

NBRC RRT Registered Respiratory Therapist copy of original certification and current renewal card. It is preferred that students hold this certification when they enter the program.

#### Required Courses:

Cardiopulmonary Anatomy, Physiology and/or Pathology, Microbiology, Respiratory Techniques (five courses)

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Anatomy and Physiology, Computer Concepts.

#### How Students Earn Credit in the Option:

The required certification covers almost all of the credits required in the option.

### Surveying

This option is designed for surveyors.

#### Required Courses:

Surveying Computations, Route Surveying, Surveying electives

#### Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Concepts

#### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

## Associate in Science in Management

#### Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits	
<b>I. General Education Requirements</b> .....	30	
A. English Composition	6	
B. Humanities	6	
C. Social Sciences	9	
Macroeconomics or Microeconomics (3)		
Other Social Sciences (6)		
Must include at least two subject areas.		
D. Natural Sciences and Mathematics	6	
Precalculus Mathematics (3)		
(College Algebra and Trigonometry or above) other		
Natural Sciences/Mathematics (3)		
E. General Education Electives	3	
<b>II. Management Core</b> .....	15	
A. Principles of Financial Accounting (3)		
B. Principles of Managerial Accounting (3)		
C. Business Law (3)		
D. Computer Concepts and Applications/Introduction to Computers/Introduction to Computer Information Systems (3)		
E. Introduction to Business or Principles of Management/Marketing (if already completed) (3)		
<b>III. Management Options</b> .....	12	
Complete one of the following options:		
Accounting		
Administrative Office Management		
Banking		
Computer Information Systems		
Finance		
General Management		
Hospital and Health Care Administration		
Hotel/Motel/Restaurant Management		
Human Resources Management		
Insurance		
International Business		
Marketing		
Operations Management		
Procurement		
Public Administration		
Purchasing and Materials Management		
Real Estate		
Retailing Management		
Small Business Management/Entrepreneurship		
Transportation/Distribution Management		
<b>IV. Free Electives</b> .....	3	
<b>Total</b>	<b>60</b>	

*Note: The General Education Requirements, Management Core and Free Electives may be completed solely through courses from other universities or a combination of Thomas Edison State College courses, TECEP® exams, Prior Learning Assessment (PLA) and other courses.*

*Approximately half of the options may be completed through a combination of courses from other colleges and universities, Thomas Edison State College courses and TECEP® exams. The addition of Prior Learning Assessment (PLA) theoretically allows all options to be completed through means other than attending class.*



## Associate in Science in Management (ASM)

The Associate in Science in Management (ASM) degree 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 more traditional business areas of accounting, finance, general management, human resources management, marketing and operations management. Students may also focus their associate degree in other business fields such as computer information systems, banking, retailing management, etc.

The ASM is designed so that it can be used as a foundation for the Bachelor of Science in Business Administration (BSBA) degree.

## Degree Requirements

To attain the ASM degree, the student must earn 60 semester hours of credit distributed as follows: 30 credits in general education, 27 credits in business and 3 credits in free electives.

## General Education Requirements

The 30 semester hour requirement in general education provides students with a background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are English Composition (6 semester hours), Principles of Economics (3 semester hours) and precalculus mathematics (college algebra and trigonometry) or above (3 semester hours).

## 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 may be satisfied by almost any college credit. Both liberal arts and nonliberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

## Currency Requirements

Because of the rapid changes occurring in the business environment today, it is important for today's college graduate to maintain up-to-date knowledge. This is especially important to the in-depth area of the degree—the Management Option. Up to 6 semester hours (50 percent) of the 12-credit option may be older than 10 years from the date of application to the College and still be placed in the option without a currency challenge. Any additional older credits that could be included in the option would have to undergo currency review. The Demonstration of Currency Conference and other methods available to validate currency are more fully discussed under the BSBA section dealing with currency requirements.



## Associate in Science in Management Degree 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 & II

#### How Students Earn

##### Credit in the Option:

Students may complete these credits through a combination of TECEP® exams and courses.

### 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.

#### Required Subject

Office Management

#### How Students Earn

##### Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses; some utilize Prior Learning Assessment (PLA).

### 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 Subject

Financial Institutions and Markets or Money and Banking

#### How Students Earn

##### Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses and TECEP® exams.

### Computer Information Systems\*

Computer Information Systems 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 the computer information field.

#### Required Subjects

Programming Language, Systems Analysis and Design

#### How Students Earn

##### Credit in the Option:

Students may complete these credits through a combination of Thomas Edison State College courses, independent study, TECEP® exams and classroom courses. Some students also may utilize Prior Learning Assessment (PLA).

### 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.

#### Required Subject

Business Finance/Principles of Finance

#### How Students Earn

##### Credit in the Option:

Students may complete these credits through independent study and distance education courses, TECEP® exams and classroom courses. Some students may also utilize Prior Learning Assessment (PLA).

*Note: Course listings are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

*Thomas Edison State College cannot guarantee the availability of courses from other colleges.*

*\*Each option requires 12 semester hours.*



## 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 may be selected from two or more of the four traditional areas of business—accounting, finance, management and marketing. Up to 6 semester hours from any business area may be included in the option. This option is especially attractive to the individual who wishes to have exposure to a number of business areas.

### How Students Earn Credit in the Option:

Students may complete these credits entirely through Thomas Edison State College courses, TECEP® exams or classroom courses. Many students also use a combination of the above.

## 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 consider this option.

### How Students Earn Credit in the Option:

Students may complete these credits entirely through independent study or a combination of independent study and classroom courses.

## 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.

### Required Subject

Introduction to Hotel/Motel/Restaurant Management

### How Students Earn Credit in the Option:

Students may complete these credits entirely through either independent study or classroom courses.

## Human Resources Management\*

Human Resources Management 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 human resources management option are employee selection, training, management development, industrial relations and compensation.

### Required Subject

Personnel/Human Resources Management

### How Students Earn Credit in the Option:

Students may complete these credits entirely through either Thomas Edison State College courses or a combination of Thomas Edison State College courses and TECEP® exams.

## 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 Subject

Principles and Practices of Insurance

### How Students Earn Credit in the Option:

Students may complete these credits through a combination of Prior Learning Assessment (PLA) and classroom courses.

## International Business\*

International Business involves handling personnel, buying, selling, budgeting, accounting and doing all the things done in management anywhere. But 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 Subject

Introduction to International Business

### How Students Earn Credit in the Option:

Students may complete these credits through a combination of Thomas Edison State College courses, independent study and classroom courses.

## 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 consider this option.

### Required Subject

Introduction to Marketing

### How Students Earn Credit in the Option:

Students may complete these credits entirely through TECEP® exams or classroom courses. Many students also include Prior Learning Assessment (PLA).

## 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.

### Required Subject

Introduction to Operations Management

### How Students Earn Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

## Procurement\*

Procurement is primarily concentrated on 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 as beneficial in securing an upgrade while students new to the field will fill initial positions as material analysts, inventory supervisors or contract administrator trainees.

### Required Subject

Purchasing Management

### How Students Earn Credit in the Option:

Students may complete these credits through Prior Learning Assessment (PLA) and/or classroom courses.

## 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 Subject

Introduction to Public Administration

### How Students Earn Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

## Purchasing and Materials Management\*

Purchasing and materials management is primarily concentrated on 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 initial positions such as junior buyers, material analysts, inventory supervisors or contract administrator trainees.

#### Required Subject

Purchasing Management

#### How Students Earn

##### Credit in the Option:

Students may complete these credits through Prior Learning Assessment (PLA) and/or classroom courses.

### 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 Subject

Real Estate Principles and Practices

#### How Students Earn

##### Credit in the Option:

Students may complete these credits through Prior Learning Assessment (PLA) and/or independent study and classroom courses.

### 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 look at this option.

#### Required Subjects

Introduction to Retailing Management, Retail Buying

#### How Students Earn

##### Credit in the Option:

Students may complete these credits entirely through independent study or classroom courses or a combination thereof. Some students utilize Prior Learning Assessment (PLA).

### Small Business Management/Entrepreneurship\*

This option is designed to prepare the student for the independent ownership and operation of a small business. The role of the entrepreneur in starting and managing a small commercial operation is a central concern. Techniques for conducting marketing research studies and the implementation of the functional areas that must be considered in managing and selling a product or service business are covered.

#### Required Subject

Small Business Management or Introduction to Entrepreneurship

#### How Students Earn

##### Credit in the Option:

Students may complete these credits through a combination of TECEP® exams, Thomas Edison State College courses, independent study and classroom courses.

### Transportation/Distribution Management\*

Transportation/Distribution 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/distribution management industry as dispatchers, claims clerks, rate clerks, operational clerks, dock or loading supervisors, traffic controllers or warehousing managers should consider this option.

#### Required Subject

Introduction to Transportation

#### How Students Earn

##### Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

## Associate in Science in Natural Sciences and Mathematics

### Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements.....	30
A. English Composition	6
B. Humanities	6
C. Social Sciences	6
D. Natural Sciences and Mathematics	6
One college-level Math course required	(3)
Strongly recommend one Computer Science course	(3)
or	
Other Natural Sciences/Mathematics	(3)
E. General Education Electives	6
II. Option .....	21
Introduction to the Option	(3)
Required Basic Theory Areas	(9)
Individualized selection appropriate to the Option	(9)
The following options will emphasize areas appropriate to the degree and will articulate with areas of study in the Bachelor of Arts degree:	
Biology, Computer Science, Mathematics	
III. Free Electives .....	9

Total 60

The Associate in Science in Natural Sciences and Mathematics (ASNSM) degree emphasizes general education. The degree is designed to provide a basis for transfer into a Bachelor of Arts degree in the areas of Natural Sciences/Mathematics.

### Degree Requirements

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

### General Education Requirements

The 30 semester hour general education requirement 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; computer science; mathematics. 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 degree areas of study.

### Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and nonliberal 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, General Biology II with lab or Botany with lab (one semester, usually 4 semester hours) and Zoology with lab (one semester, usually 4 semester hours). Select 9 semester hours from the following for the theory and concepts area: anatomy and physiology, cell biology, biochemistry, ecology, evolution, genetics, microbiology, molecular biology, physiology, 6 semester hours of option electives.

### How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams also may be used.

## Computer Science\*

This option is designed for students who desire a strong general education program with an area of study in computer science.

### Required Courses:

Introduction to Computer Science. Select 9 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 Automata, 9 semester hours of option electives which may include a maximum of two courses/6 semester hours in the following: Database Management, Information Storage and Retrieval, Microcomputers, Systems Analysis and Design, Systems Programming.

### Corollary Requirements:

Calculus I, II

### How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams also may be used.

## Mathematics\*

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

### Required Courses:

Calculus I (Differential). Select 9 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, 9 semester hours of option electives.

### Corollary Requirements:

General Physics I (Calculus based)

### How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams also may be used.

*Note: Course listings are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

*Thomas Edison State College cannot guarantee the availability of courses from other colleges.*

*\* Each option requires 21 semester hours.*

# Associate in Science in Public and Social Services

## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
<b>I. General Education Requirements</b> .....	<b>30</b>
A. English Composition	6
B. Humanities	6
C. Social Sciences	6
1. Introduction to Sociology	(3)
2. Introduction to Psychology	(3)
D. Natural Sciences and Mathematics	6
1. College-level Mathematics required	(3)
2. Other Natural Sciences/Mathematics	(3)
E. General Education Electives	6
1. Intercultural Communications or Race and Ethnic Relations	(3)
2. Other General Education Electives	(3)
<b>II. Option</b> .....	<b>21</b>
Introduction to the option	(3)
Theoretical area	(9)
Applied area	(6)
Practicum	(3)
<b>III. Free Electives</b> .....	<b>9</b>
A. Computer Science or Data Processing	(3)
B. Other Free Electives	(6)
<b>Total</b>	<b>60</b>

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

Administration of Justice  
Child Development Services  
Community Services  
Emergency Disaster Management  
Fitness and Wellness Services  
Gerontology  
Legal Services  
Recreation Services  
Social Services  
Social Services for Special Populations



## Associate in Science in Public and Social Services (ASPSS)

The Associate in Science in Public and Social Services (ASPSS) 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 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 general education distribution, 21 credits in the option in Public and Social Services and 9 credits in free electives.

### General Education Requirements

The 30 semester hour requirement in general education 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 3 semester hours of credit in introduction to the option, 9 semester hours of credit in the theoretical area, 6 credits in the applied area and 3 credits in the practicum.

### 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 3 semester hour course in the broad area of computer science or data processing is required. This course may be used to fulfill natural science, general education electives or free electives, depending on the nature of the course.

One 3 semester hour course in intercultural communications or race and ethnic relations is required. This course may be used to fulfill humanities, social sciences, general education 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 option in order to complete the degree program. While this experience is usually current full-time paid employment, it also may be extensive part-time or volunteer experiences. The practicum is a special assessment by a mentor appointed by the College. Near completion of the degree, students will apply for the Practicum and will receive more detailed information.

The Associate in Science in Public and Social Services (ASPSS) degree is designed for students who work in appropriate positions in the human services areas represented by the options. To complete the practicum, students must have current work experience in the degree option. Students must work in the United States or be a U.S. citizen working at a U.S. armed forces base overseas.

## Associate in Science in Public and Social Services Options

### Administration of Justice\*

This option is designed for police officers, probation officers, corrections officers and private or government security personnel.

#### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory and 3 semester hours of practicum in the area of the option.

#### How Students Earn Credits in the Option:

Students usually have a significant number of credits completed in the option. Remaining credits are completed by a combination of Prior Learning Assessment (PLA), exams and courses.

### Child Development Services\*

This option is designed for early childhood center caregivers and administrators in preschool, day care and nursery school. 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 3 semester hours of practicum in the area of the option.

#### How Students Earn Credits in the Option:

Students use a combination of Prior Learning Assessment (PLA), exams and courses to complete this option.

### Community Services\*

This option is designed for leaders and service providers in community and civic groups, community development and youth programs.

#### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory and 3 semester hours of practicum in the area of the option.

#### How Students Earn Credits in the Option:

Most students use a combination of exams, Prior Learning Assessment (PLA) and courses to complete the option.

### Emergency Disaster Management\*

This option is designed for managers responsible for the mitigation, preparedness, response and recovery in natural and man-made disasters. These managers work in government, industry and voluntary agencies such as the Red Cross.

#### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory and 3 semester hours of practicum in the area of option.

#### How Students Earn Credits in the Option:

Students earn most of the credits by taking the Emergency Management Institute and home study courses. The remaining credits are usually completed by military training/courses, National Fire Academy courses, Prior Learning Assessment (PLA), exams and courses.

*Note: Course listings are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

*Thomas Edison State College cannot guarantee the availability of courses from other colleges.*

*\* Each option requires 21 semester hours.*



## Fitness and Wellness Services\*

This option is designed for those working in fitness and wellness settings such as health clubs, gyms, fitness centers, wellness centers and other similar settings.

### Required Courses:

Introduction to Biology or Anatomy and Physiology; Introduction to Human Services or an introductory course to the option. Nutrition, Kinesiology or Biomechanics of Exercise, Principles and Programs for Fitness and Wellness Services; Individual Assessment of Fitness and Wellness, Exercise and Nutrition for Special Populations, First Aid, Safety and CPR. Three semester hours of practicum in the area of the option are required.

### How Students Earn Credits in the Option:

Most students use a combination of exams, Prior Learning Assessment (PLA) and courses, including Guided Study courses.

## Gerontology\*

This option is designed for providers of service for the aging in institutional or community settings.

### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory and 3 semester hours of practicum in the option.

### How Students Earn Credits in the Option:

Students use a combination of Prior Learning Assessment (PLA), exams and courses to complete this option.

## Legal Services\*

This option is designed for paralegals, legal assistants and providers of legal services to the community. This is not an appropriate option for legal secretaries and legal librarians.

### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory and 3 semester hours of practicum in the area of the option.

### How Students Earn Credits in the Option:

Students use a combination of courses, exams, Prior Learning Assessment (PLA) and assessment credits from training programs.

## 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 3 semester hours of practicum in the area of the option.

### How Students Earn Credits in the Option:

Students use a combination of courses and Prior Learning Assessment (PLA) to complete this option.

## Social Services\*

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

### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory and 3 semester hours of practicum in the area of the option.

### How Students Earn Credits in the Option:

Students use a combination of Prior Learning Assessment (PLA), exams and courses to complete this option.

## Social Services for Special Populations\*

This option is designed for providers of social services to developmentally, physically and psychologically disabled populations 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 3 semester hours of practicum in the area of the option.

### How Students Earn Credits in the Option:

Students use a combination of courses, exams and Prior Learning Assessment (PLA) to complete this option.

# Bachelor of Arts

## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements .....	60
A. English Composition .....	(6)
B. Humanities .....	(12)
Must include at least two subject areas.	
C. Social Sciences .....	(12)
Must include at least two subject areas.	
D. Natural Sciences and Mathematics .....	(12)
One college-level Mathematics course required .....	(3)
Recommend one Computer Science course .....	(3)
Other Natural Sciences/ Mathematics .....	(6)
Must include at least two subject areas.	
E. General Education Electives .....	(18)
II. Area of Concentration, Area of Study or Liberal Studies Area .....	33
Student may choose A, B or C.	
A. Area of Concentration .....	
The area of concentration includes 33 semester hours which must be chosen from humanities, social sciences/ history or natural sciences/mathematics. The concentration includes at least three subject areas. Twelve semester hours must be 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. Area of Study .....	
Single Subject Area of Study.	
The area of study includes 33 semester hours in one subject area.	
OR	
C. Liberal Studies Area .....	
The Liberal Studies area includes 33 semester hours which includes two or more liberal arts subject areas. For example, the areas of study may include Humanities, Natural Sciences and Social Sciences courses.	
III. Free Electives .....	27

Total 120

The following is a list of approved areas of study:

### Humanities

Art  
Communications  
English  
Foreign Language  
Journalism  
Music  
Philosophy  
Photography  
Religion  
Theater Arts

### Social Sciences/History

Anthropology  
Economics  
History  
Labor Studies  
Political Science  
Psychology  
Sociology

### Natural Sciences/Mathematics

Biology  
Computer Science  
Mathematics

### Interdisciplinary

Environmental Studies

### Multidisciplinary

Liberal Studies



## Bachelor of Arts (BA)

The Bachelor of Arts (BA) degree enables the student to develop a broad general knowledge of the traditional liberal arts disciplines while providing the opportunity to develop a greater depth of knowledge in particular areas of study of interest to the student. This flexibility can prepare the student for career change or advancement, graduate education or provide personal satisfaction. Credit requirements are distributed among the traditional liberal arts areas (e.g. 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 areas of study, which provide for sequential course work in one particular subject of the student's interest, or to select liberal studies, choosing from two or more disciplines within general education subject areas.

## Degree Requirements

The Bachelor of Arts degree requires 120 semester hours of credit: 60 credits in the general education distribution, 33 credits in the concentration, area of study or liberal studies area and 27 credits in free electives.

## General Education Requirements

The 60 semester hour requirement in general education 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, area of study or liberal studies.

## Concentration

For students who wish to combine course work in three or more subjects within a liberal arts area (e.g. humanities, 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 general education areas: humanities, 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 may be earned in any one subject area in order to have a balanced interdisciplinary concentration.

Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300" or "400." A maximum of two college-level courses equating to "100" level numbers can be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels "200," "300" or "400."

## Areas of Study

An individual subject area of study is an in-depth emphasis in a particular liberal arts discipline. Areas of study include 33 semester hours of credits in one subject. Some areas of study also require additional credits outside of the subject. These additional credits are known as corollary requirements.

## Liberal Studies

The BA degree in Liberal Studies is designed for students who wish to combine course work in two or more disciplines within liberal arts subject areas. For example, the areas of study may include humanities, natural sciences and social sciences courses with one or more areas of study. This program is ideal for students interested in interdisciplinary fields of study. Students complete 33 semester hours of credit in the Liberal Studies area of study. Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300" or "400." A maximum of two college-level courses equating to "100" level numbers may be applied toward the Liberal Studies area of study. A deeper knowledge of some subjects is provided by requiring the remaining Liberal Studies area of study college-level courses be taken at levels "200," "300" or "400."

## Free Electives

The free elective category may 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.

## Note: Limitation of Credits in One Subject Area

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

# Bachelor of Arts Concentrations

## Humanities\*

This concentration is for those who wish to combine course work in three or more subjects within Humanities. Subject areas applicable toward the Humanities concentration include the following: art; communications; (oral [speech] and mass media [film, journalism, radio and television,] *note: all communications courses are considered one subject area in the concentration*), dance; English/literature/advanced writing; foreign languages, *note: all foreign languages are considered one subject area in the concentration*; music; philosophy; photography; religion; theater.

### Required Courses:

At least three different subjects must be included which provide for breadth of knowledge in the Humanities. Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300" or "400." A maximum of two college-level courses equating to "100" level numbers may be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels "200," "300" or "400." A student must earn at least 12 credits in one subject. A maximum of 18 credits may be earned in any one subject area in order to have a balanced interdisciplinary concentration.

### How Students Earn Credit in the Concentration:

All courses in this concentration may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams and/or classroom courses may also be used.

## Natural Sciences/Mathematics\*

This concentration is for those who wish to combine course work in three or more subjects within Natural Sciences/Mathematics. Subject areas applicable toward the Natural Sciences/Mathematics concentration include the following: astronomy; biology; chemistry; computer science; earth science; environmental science; geology; math; meteorology; oceanography; physical science; physics.

*Note: Many courses may be appropriate for the area of concentration. Students should work closely with the Advisement Center to select the appropriate courses for degree completion.*

*Thomas Edison State College cannot guarantee the availability of courses from other colleges.*

*\* Each area of concentration requires 33 semester hours.*

### Required Courses:

At least three different subjects must be included which provide for breadth of knowledge in Natural Sciences/Mathematics. Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300" or "400." A maximum of two college-level courses equating to "100" level numbers may be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels "200," "300" or "400." A student must earn at least 12 credits in one subject. A maximum of 18 credits may be earned in any one subject area in order to have a balanced interdisciplinary concentration.

### How Students Earn Credit in the Concentration:

Some courses in this concentration may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

## Social Sciences/History\*

This concentration is for those who wish to combine course work in three or more subjects within Social Sciences. Subject areas applicable toward the Social Sciences/History concentration include the following: anthropology; archaeology; economics; geography; history; labor studies; political science; psychology; sociology.

### Required Courses:

At least three different subjects must be included which provide for breadth of knowledge in the social sciences. Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300" or "400." A maximum of two college-level courses equating to "100" level numbers may be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels "200," "300" or "400." A student must earn at least 12 credits in one subject. A maximum of 18 credits may be earned in any one subject area in order to have a balanced interdisciplinary concentration.

### How Students Earn Credit in the Concentration:

All courses in this concentration can be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.



# Bachelor of Arts

## Areas of Study

### Anthropology\*

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

#### Required Courses:

Physical Anthropology I, II or Cultural Anthropology I, II, Anthropological Theory, Social Organization (Kinship), New World Anthropology (North, Middle, South America) or Old World Anthropology (Africa and Euro-Asia), 6 semester hours of area of study electives

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Art\*

This area of study 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: two-dimensional design, drawing, painting, 18 semester hours of area of study electives

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed by Thomas Edison State College and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Biology\*

This area of study 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 & II with lab or Botany with lab (one semester, usually 4 semester hours) and Zoology with lab (one semester, usually 4 semester hours), Cell Biology, Genetics, Microbiology, 18 semester hours of area of study electives

#### Corollary Requirements:

General Chemistry I & II with lab, General Physics I with lab, II with lab, Organic Chemistry I & II with lab, Math at least through PreCalculus

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Communications\*

This area of study explores the various aspects of creating, transmitting and analyzing messages which flow among individuals, groups, organizations and societies. Within the area of study, 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 Communications, 27 semester hours of area of study electives.

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

*Note: Course listings are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

*Thomas Edison State College cannot guarantee the availability of courses from other colleges.*

*\* Each area of study requires 33 semester hours.*

### Computer Science\*

This area of study is designed for students who desire a strong liberal arts program with an 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 area of study electives which may include a maximum of two courses/6 semester hours in the following: Database Management, Information Storage and Retrieval, Microcomputers, Systems Analysis and Design, Systems Programming

#### Corollary Requirements:

Calculus I, II

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### 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:

Macroeconomics, Microeconomics, Intermediate Macro, Intermediate Micro, one of the following: Advanced Economic Theory, Advanced Seminar in Economics, History of Economic Thought, 18 semester hours of area of study electives

#### Corollary Requirements:

Computer Science, Statistics

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### English\*

This area of study 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 area of study electives

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Environmental Studies\*

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

#### Required Courses:

Man and the Environment, Earth's Resources, Geology with Human Emphasis, 9 semester hours chosen from at least three of the following areas: Economics of the Environment, Politics of the

Environment, Environmental Psychology, Sociology of Environment, Philosophy/Environment, Anthropology/Environment, an additional 15 semester hours of area of study 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

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Foreign Language\*

This area of study 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-level language cannot be applied toward the area of study. These courses may be used in other general education areas or in free electives.

#### Required Courses:

Twelve semester hours of language skills through the advanced level (e.g. 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 area of study electives.



#### How Students Earn Credit in the Area of Study:

Courses in this area of study may be completed by Prior Learning Assessment (PLA). Depending on the specific foreign language selected, some courses may also be completed by exams and/or courses from other colleges.

### 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 or World History I, II, American History I, II, Non-Western/Non-U.S. History (e.g. Africa; Asia; Latin America; Middle East), 15 semester hours of area of study electives

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Journalism\*

This area of study 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/exams 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, 6 semester hours of area of study electives

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Labor Studies\*

Labor studies examines work, workers, the organizations workers create to defend their interests and nonwork 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 area of study electives

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Mathematics\*

This area of study provides students having 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, 18 semester hours of area of study electives

#### Corollary Requirements:

General Physics I (Calculus based), General Physics II (Calculus based)

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Music\*

This area of study 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 area of study electives

#### How Students Earn Credit in the Area of Study:

Courses in this area of study may be completed by Prior Learning Assessment (PLA), exams or courses from other colleges.

### 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 6 semester hours in one area: major field of philosophy, major philosophers, history of philosophy, 15 semester hours of area of study electives

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Photography\*

This area of study 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 area of study electives

#### Corollary Requirements:

Survey of Art History I, II

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Political Science\*

Political Science deals with the study of power in society; particularly with 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 area of study electives

#### Corollary Requirements:

Macroeconomics

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed by Thomas Edison State College and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### 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, Experimental Psychology, 24 semester hours of area of study electives

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

### Religion\*

This area of study provides the opportunity to study major religious traditions with critical insight into fundamental tenets 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 area of study electives

#### Corollary Requirements:

Introduction to Philosophy

#### How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.



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 area of study electives

How Students Earn Credit in the Area of Study:

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

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 area of study electives

How Students Earn Credit in the Area of Study:

Courses in this area of study may be completed by Prior Learning Assessment (PLA), courses from other colleges and/or exams.

Liberal Studies\*\*

The BA degree in Liberal Studies is designed for students who wish to combine course work in two or more disciplines within Liberal Arts subject areas. This program provides the opportunity for a multidisciplinary degree.

This degree does not focus on one discipline which would give immediate entry into a graduate program for a specific discipline. If students pursuing the BA degree in Liberal Studies plan on applying for graduate school, they will need to check with the graduate school to ensure this degree program satisfies the entrance requirements for that graduate school.

Required Courses:

At least two or more different subjects must be included to provide breadth of knowledge in the Liberal Studies area of study. For example, the area of study may include Humanities, Natural Sciences and Social Sciences courses. Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300" or "400." A maximum of two college-level courses equating to "100" level numbers may be applied toward the Liberal Studies area of study. A deeper knowledge of some subjects is provided by requiring the remaining Liberal Studies area of study college-level courses be taken at levels "200," "300" or "400."

How Students Earn Credit in the Liberal Studies Area:

All courses in this degree program may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or exams may also be used.

Note: Course listings are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation. Thomas Edison State College cannot guarantee the availability of courses from other colleges. \* Each area of study requires 33 semester hours. \*\* The Liberal Studies area requires 33 semester hours.

Bachelor of Science in Applied Science and Technology

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements .....	54
A. English Composition	6
B. Humanities	12
1. Technical Report Writing	(3)
2. Humanities Electives	(9)
Must include at least two subject areas.	
C. Social Sciences	12
1. Psychology or sociology	(3)
2. Social Science Electives	(9)
Must include at least two subject areas.	
D. Natural Sciences and Mathematics	21
1. Precalculus Algebra or above**	(6)
2. Statistics	(3)
3. General Physics or Chemistry,	(6)
depending on area of study	
4. Second Science***	(3)
5. Natural Science Elective	(3)
E. General Education Electives	3
II. Area of Study .....	45
III. Computer Requirement .....	3
Computer Programming or Computer Concepts,	
depending on area of study	
IV. Free Electives .....	18
	Total 120

The following areas of study have been approved:

- Air Traffic Control\*
- Architectural Design
- Aviation Flight Technology\*
- Aviation Maintenance Technology\*
- Biomedical Electronics
- Civil Engineering Technology
- Clinical Laboratory Science\*
- Computer Science Technology
- Construction
- Cytotechnology\*
- Dental Hygiene\*
- Electrical Technology
- Electronics Engineering Technology
- Engineering Graphics
- Environmental Sciences
- Fire Protection Science
- Forestry
- Horticulture
- Laboratory Animal Science
- Manufacturing Engineering Technology
- Marine Engineering Technology
- Mechanical Engineering Technology
- Medical Imaging\*
- Nondestructive Testing Technology
- Nuclear Engineering Technology
- Nuclear Medicine Technology\*
- Perfusion Technology\*
- Radiation Protection
- Radiation Therapy\*
- Respiratory Care\*
- Surveying

\* Students seeking enrollment in these areas of study are required to possess professional certification.  
\*\* Many areas of study require mathematics through Calculus II.  
\*\*\* Between 3 and 12 credits required, see area of study corollary requirements, starting on page 44.



## Bachelor of Science in Applied Science and Technology (BSAST)

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

### Degree Requirements

The Bachelor of Science in Applied Science and Technology degree requires 120 semester hours of credit: 54 credits in general education distribution, 45 credits within the area of study, three credits in the computer requirement and 18 credits in free electives.

### General Education Requirements

The 54 semester hour requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics. Emphasis is placed on the natural sciences/mathematics area, which provides the foundation for study in applied science and technology areas.

A full year of general physics or a full year of general chemistry, depending on the area of study, is required of all students in the Bachelor of Science in Applied Science and Technology degree program. Between 3 and 12 additional semester hours are required in a second and sometimes third science, depending on the area of study. Students in a number of areas of study are required to complete a full year of calculus.

### Area of Study

The area of study includes 45 semester hours. The credits used in the area of study must exhibit depth and breadth to cover both theoretical and applied aspects of the field. Requirements are given in terms of specific courses, areas to be completed and elective areas enable individualization of the area of study. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits through Prior Learning Assessment (PLA), if he or she has not completed appropriate course work in that area. The lists of requirements for the area of study are subject to change. A current area of study guidesheet, showing detailed requirements, will be sent with your first Academic Program Evaluation.

### Computer Requirement

One 3 semester hour course in the broad area of computer science or computer concepts is required. Courses in the use of specific computer applications packages do not meet this requirement. A number of areas of study require computer programming rather than computer concepts.

### Free Electives

The free elective category may 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

**Professional certification:** Certain health related and aviation related areas of study are open only to professionally certified individuals. These areas of study require the student to submit evidence of professional registry or licensure, as listed under the area of study, in order to enter that degree program.

**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. Demonstration of Currency is the process that enables students to show that they have remained current and thus enables them to use the older credits toward their areas of study. If more than half of the credits in a student's area of study are more than 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 mentor covering contemporary developments in these subjects. These courses will not be used toward the area of study until currency has been demonstrated. Students required to demonstrate currency will be informed of the requirement 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 Areas of Study

### Air Traffic Control

This area of study is limited to licensed air traffic controllers. Credit is derived from the FAA certification.

#### Required Certification:

FAA Air Traffic Control Specialist

#### Required Courses:

Meteorology, Aerodynamics, Navigation, Air Traffic Control Techniques, Aviation Safety, Air Traffic Control System Equipment, Weather Briefing

#### Corollary Requirements:

Physics I and II, Computer Concepts.

#### How Students Earn Credit in the Area of Study:

Students' areas of study are completed by the required license.

*Note: Course listings are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation. Thomas Edison State College cannot guarantee the availability of independent study courses from other colleges.*

### Architectural Design

This area of study is designed for architectural drafting and design personnel.

#### Required Courses:

Architectural Drafting and Design (six courses), Building Construction (three courses), Computer Aided Design, Statics, Strength of Materials, History of Architecture

#### Corollary Requirements:

Physics I and II, Calculus I, Computer Programming

#### How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

### Aviation Flight Technology

This area of study is limited to professional pilots.

#### Required Certification and Courses:

FAA license in Commercial Pilot with Instrument rating (Airline Transport Pilot recommended). Equivalent military training may be considered.

#### Corollary Requirements:

Physics I and II, Meteorology, Computer Concepts, Principles of Management

#### How Students Earn Credit in the Area of Study:

Students usually have requirements of their area of study credit requirements complete from their FAA certification. Remaining credits are completed by additional certification, certain airline training, independent study and distance education courses, Prior Learning Assessment (PLA) or classroom work.

### Aviation Maintenance Technology

This area of study is limited to Airframe and Powerplant Mechanics.

#### Required Certification and Courses:

FAA license in Airframe and Powerplant Mechanics. Equivalent military training may be considered.

#### Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts, Electricity, Principles or Management

#### How Students Earn Credit in the Area of Study:

Students' areas of study are completed by the required license.

### Biomedical Electronics

This area of study 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:

DC Circuits, AC Circuits, Physiology, Biomedical Equipment (four courses), General Electronics (four courses)

#### Corollary Requirements:

Physics I and II, Biology I, Calculus I and II, Computer Programming

#### How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study. A limited selection of general electronics courses are available by independent study and distance education courses and examination.



## Civil Engineering Technology

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

### Required Courses:

Statics, Strength of Materials, Soil Mechanics, Fluid Mechanics, Structural Analysis, Structural Steel Design, Reinforced Concrete Design, Construction Methods, Transportation Design and/or Wastewater Systems, Computer Aided Design, Surveying

### Corollary Requirements:

Physics I and II, Calculus I and II, Computer Programming

### How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Clinical Laboratory Science

This area of study is limited to certified medical laboratory technologists.

### Required Certification:

ASCP or AMT: MLT or MT; or NCA: CLS or CLT. Copy of original certificate and current renewal card are required.

### Required Courses:

Microbiology, Clinical Microbiology, Hematology, Immunology/Serology, Immunohematology, Clinical Chemistry, Urinalysis, Anatomy and Physiology I and II, Organic and/or Biochemistry (two courses)

### Corollary Requirements:

Chemistry I and II, Biology I, Computer Concepts.

### How Students Earn Credit in the Area of Study:

Students whose medical laboratory technology training was not completed in a college credit setting should have no difficulty earning credits by Prior Learning Assessment (PLA) for their areas of study, assuming current or recent employment using a variety of laboratory methods.

## Computer Science Technology

This area of study is designed for individuals involved in the computer software industry.

### Required Courses:

Discrete Math, Calculus 3 or Linear Algebra, Programming Languages (maximum 6 semester hours), Data Structures, Operating Systems, Software Engineering, Computer Architecture, Assembly Language, additional advanced (three courses)

### Corollary Requirements:

Physics I and II, Calculus I and II

### How Students Earn Credit in the Area of Study:

Most of the area of study courses are available by Guided Study or independent study and distance education courses/internet courses from other universities. Prior Learning Assessment (PLA) is also a frequently used method.

## Construction

This area of study is designed for persons in the construction industry.

### Required Courses:

Statics, Strength of Materials,

Soil Mechanics, Construction Techniques, Structural Mechanics (two courses, e.g. Structural Steel Design, Reinforced Concrete Design), Construction Management, Estimating, Codes two specifications, Engineering Graphics, Surveying

### Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts

### How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Cytotechnology

This area of study is limited to certified cytotechnologists.

### Required Certification:

ASCP Cytotechnologist. Copy of original certificate and current renewal card.

### Required Courses:

Anatomy and Physiology I and II, Microbiology, Cell Biology, Pathology, Specific Cytologies (minimum 15 semester hours), Cytology Preparation Techniques, Clinical Practice

### Corollary Requirements:

Chemistry I and II, Biology I and II, Computer Concepts

### How Students Earn Credit in the Area of Study:

Students whose cytotechnology training was not completed in a college credit setting should have no difficulty earning credits by Prior Learning Assessment (PLA) for their areas of study, assuming current or recent employment in the field.

## Dental Hygiene

This area of study is limited to licensed dental hygienists.

### Required certification:

State license and American Dental Association National Board of Dental Hygiene Examiners. Copy of original certificate and current renewal card.

### Required Courses:

Anatomy and Physiology I and II, Microbiology, Dental Anatomy, Nutrition, Pharmacology, Radiology, Periodontics, Community Dental Health, Dental Hygiene Techniques, Clinical Practice

### Corollary Requirements:

Chemistry I and II, Biology I, Computer Concepts

### How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Electrical Technology

This area of study 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, Digital Electronics, AC and DC Machinery, Motor Controls, Power Systems, Electric Construction, Engineering Graphics

### Corollary Requirements:

Physics I and II, Computer Concepts

### How Students Earn Credit in the Area of Study:

Many of the credits in the area of study may be completed by independent study and distance education courses from other universities. Many students use Prior Learning Assessment (PLA).

## Electronics Engineering Technology

This area of study is designed for technologists employed in various phases of the electronics industry - computer hardware, avionics, communications, etc.

### Required Courses:

Direct Current Circuits, Alternating Current Circuits, Digital Electronics, Microprocessors, Control Systems, Electronic Devices, Communications Electronics, Engineering Graphics

### Corollary Requirements:

Physics I and II, Calculus I and II, Computer Programming

### How Students Earn Credit in the Area of Study:

Most of the credits in the area of study may be completed by independent study and distance education course from other universities. Many students use Prior Learning Assessment (PLA). Some examinations are also available.

## Engineering Graphics

This area of study is designed for individuals employed in drafting and design in a variety of areas: civil, electrical, mechanical, etc.

### Required Courses:

Statics, Engineering Mechanics, Drafting Techniques (six courses), Computer Aided Design (three courses) Secondary Area [such as electronics, mechanical, civil, etc.]

### Corollary Requirements:

Physics I and II, Calculus I, Computer Programming

### How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Environmental Sciences

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

### Required Courses:

Ecology, Organic and/or Environmental Chemistry, Environmental Overview courses, Specialized Environmental Courses (six courses), Environmental Law and Regulations

### Corollary Requirements:

Biology I and II, Physics I and II, Chemistry I and II, Calculus I and II, Computer Concepts

### How Students Earn Credit in the Area of Study:

All of the courses in the area of study may be completed by independent study and distance education course from other universities. Prior Learning Assessment (PLA) is also widely used.

## Fire Protection Science

This area of study is designed for individuals employed in fire protection, prevention and arson investigation.



**Required Courses:**

Fire Protection and Prevention (three courses), Hazardous Materials (two courses), Fire Detection and Suppression, Hydraulics, Arson Investigation, Building Codes and Construction

**Corollary Requirements:**

Chemistry I and II, Physics I, Computer Concept

**How Students Earn Credit in the Area of Study:**

Most of the courses required for the area of study are available by independent study and distance education courses from other universities or through the National Fire Academy Open Learning Program.

**Forestry**

This area of study is designed for forestry personnel.

**Required Courses:**

Dendrology, Silviculture, Mensuration, Forest Protection, Forest Resource Management, Forest Policy and Administration, Forest Ecology, Soil Science, Timber and Wood Science

**Corollary Requirements:**

Botanology, Chemistry I and II, Computer Concepts

**How Students Earn Credit in the Area of Study:**

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

**Horticulture**

This area of study is designed for floriculture and nursery management personnel.

**Required Courses:**

Plant Physiology, Soil Science, Entomology, Plant Propagation, Plant Pathology, Ornamental Horticulture (two courses), Landscape Design, Nursery Management, Genetics, Organic or Biochemistry

**Corollary Requirements:**

Botany, Chemistry I and II, Computer Concepts

**How Students Earn Credit in the Area of Study:**

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

**Laboratory Animal Science**

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

**Required Courses:**

Anatomy and Physiology, Pharmacology, Pathology, Microbiology, Animal Procedures (five courses), Animal Biology (two courses)

**Corollary Requirements:**

Biology I and II, Chemistry I and II, Computer Concepts

**How Students Earn Credit in the Area of Study:**

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

**Manufacturing Engineering Technology**

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

**Required Courses:**

Statics, Materials Science, Engineering Mechanisms, Industrial Engineering (two courses, e.g. Time and Motion Study, Plant Layout and Design), Automated Manufacturing (two courses), Electronics and Control Systems, Quality Control, Manufacturing Processes, Computer Aided Design, Engineering Economy

**Corollary Requirements:**

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

**How Students Earn Credit in the Area of Study:**

Most of the credits in the area of study may be completed by independent study and distance education course from other universities. Many students use Prior Learning Assessment (PLA).

**Marine Engineering Technology**

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

**Required Courses:**

Statics, Fluid Mechanics, Strength of Materials, Thermodynamics, Naval Engineering Systems, Naval Electronics (two courses), Diesel and Steam Propulsion (three courses), Computer Aided Design, Naval Architecture, HVAC

**Corollary Requirements:**

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

**How Students Earn Credit in the Area of Study:**

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

**Mechanical Engineering Technology**

This area of study is designed for machinists and technologists involved in manufacturing from the mechanical, rather than plant, perspective.

**Required Courses:**

Statics, Strength of Materials, Dynamics, Fluid Mechanics, Thermodynamics, Materials Science, Machine Design I and II, Manufacturing Processes, Electronics, Control Systems, Engineering Graphics

**Corollary Requirements:**

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

**How Students Earn Credit in the Area of Study:**

All of the courses in this area of study may be completed by Guided Study and/or independent study and distance education courses from other universities. Many students also use Prior Learning Assessment (PLA).

**Medical Imaging**

This area of study is limited to certified/licensed Radiographers.

**Required certification:**

ARRT Radiographer ARRT-RT (R) or N.J. license NJ-LRT(R). Copy of original certificate and current renewal card.

**Required Courses:**

Radiation Physics, Anatomy and Physiology I and II, Pathology, Radiologic Exposure, Radiation Biology and Protection, Radiographic Positioning, Pathology, Contrasts and Media, Clinical Practice

**Corollary Requirements:**

Physics I and II, Biology I, Computer Concepts

**How Students Earn Credit in the Area of Study:**

The required certification covers almost all of the credits required in the area of study. A second certification (nuclear medicine, radiation therapy or radiation protection) would complete the area of study.

**Nondestructive Testing Technology**

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

**Required Courses:**

Statics, Strength of Materials, Materials Science, Metallurgy, Nondestructive Testing, (seven courses), Codes and Safety

**Corollary Requirements:**

Physics I and II, Chemistry I, Computer Concepts

**How Students Earn Credit in the Area of Study:**

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom

work to complete their areas of study. Credit is awarded for level II and III ASNT certifications.

**Nuclear Engineering Technology**

This area of study is designed for reactor operators and related workers in the nuclear industry or in the U.S. Navy nuclear power program.

**Required Courses:**

Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors (four courses), Nuclear Power Plant Instrumentation, Radiation Effects, Radiation Safety

**Corollary Requirements:**

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

**How Students Earn Credit in the Area of Study:**

Most students have earned credit from the Navy Basic Nuclear Power School, which covers over half of the area of study. Credit may also be earned by advanced Navy training, Prior Learning Assessment (PLA), NRC license, NRRPT certification or ACE-reviewed company training.

**Nuclear Medicine**

This area of study is limited to certified/licensed nuclear medicine technologists.

**Required certification:**

ARRT Nuclear Medicine Technologist ARRT-RT (N) or NMTCB-CNMT or NJ-LNMT. Copy of original certificate and current renewal card.

**Required Courses:**

Anatomy and Physiology, Nuclear Physics, Radiopharmacy, Radiation, Biology and Protection,



Nuclear Medicine Techniques (five courses), Clinical Practice.

#### Corollary Requirements:

Physics I and II, Biology I, Chemistry I, Computer Concepts.

#### How Students Earn Credit in the Area of Study:

The required certification covers almost all of the credits required in the area of study. A second certification (radiography, radiation therapy or radiation protection) would complete the area of study.

### Perfusion Technology

This area of study is limited to certified clinical perfusionists.

#### Required Certification:

ABCP CCP. Copy of original certificate and current renewal card.

#### Required Courses:

Anatomy and Physiology I and II, Cardiovascular Anatomy, Physiology/Pathology (six courses) Perfusion Technology, Pharmacology, Clinical Practice.

#### Corollary Requirements:

Chemistry I and II, Biology I and II, Physics I, Computer Concepts

#### How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

### Radiation Protection

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

#### Required Courses:

Nuclear Physics, Radio-chemistry or Radiobiology, Radiation Protection, Radiation Measurement, Radiation Effects, Physics, Applied Health

#### Corollary Requirements:

Physics I and II, Chemistry I and II, Biology I and II, Calculus I and II, Computer Programming

#### How Students Earn Credit in the Area of Study:

College credit is awarded for NRRPT certification, Navy Basic Nuclear Power School and ACE-recommended company training. The remaining credits may be earned by Guided Study, Prior Learning Assessment (PLA) or classroom instruction.

### Radiation Therapy

This area of study is limited to certified/licensed radiation therapy technologists.

#### Required Certification:

ARRT RT(T) or NJ LRT. Copy of original certificate and current renewal card.

#### Required Courses:

Nuclear Physics, Anatomy and Physiology I and II, Pathology, Radiation Oncology, Technical Oncology, Radiation Biology and Protection, Clinical Practice

#### Corollary Requirements:

Physics I and II, Biology I and II, Computer Concepts

#### How Students Earn Credit in the Area of Study:

The required certification covers almost all of the credits required in the area of study. A second certification (nuclear medicine, radiography or radiation protection) would complete the area of study.

### Respiratory Care

This area of study is limited to registered respiratory therapists.

#### Required Certification:

NBRC RRT Registered Respiratory Therapist. Copy of original certificate and current renewal card.

#### Required Courses:

Anatomy and Physiology I and II, Cardiopulmonary Anatomy and Physiology, Microbiology, Pulmonary Function, Pharmacology, Respiratory Techniques (three courses), Pediatric Respiratory Care, Clinical Practice

#### Corollary Requirements:

Chemistry I and II, Physics I, Computer Concepts

#### How Students Earn Credit in the Area of Study:

Area of study is completed by the required license.

### Surveying

This area of study is designed for land surveyors.

#### Required Courses:

Surveying I and II, Route Surveying, Surveying Law, Photogrammetry, Surveying Computations, Land Development, Geodesy, Mapping

#### Corollary Requirements:

Physics I and II, Calculus I and II, Computer Concepts, Geology

#### How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Bachelor of Science in Business Administration

### Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
<b>I. General Education Requirements</b> .....48	
A. English Composition	6
B. Humanities	12
Managerial or Business Communications	(3)
Other Humanities	(9)
Must include at least two subject areas.	
C. Social Sciences	12
Macroeconomics	(3)
Microeconomics	(3)
Other Social Sciences	(6)
Must include at least two subject areas.	
D. Natural Sciences and Mathematics	9
Precalculus Mathematics	(3)
(College Algebra and Trigonometry or above)	
Principles of Statistics	(3)
Other Natural Sciences	(3)
Must include at least two subject areas.	
E. General Education Electives	9
<b>II. Professional Business Requirements</b> .....54	
A. Business Core	27
Business Law	(3)
Computer Concepts and Applications/Introduction to Computers/Introduction to Computer Information Systems	(3)
Principles of Financial Accounting	(3)
Principles of Managerial Accounting	(3)
Introduction to Marketing	(3)
Business Finance	(3)
Business in Society or International Management	(3)
Business Policy	(3)
Principles of Management	(3)

### B. Areas of Study

Choose one of the following:

- Accounting
- Administrative Office Management
- Advertising Management
- Banking
- Computer Information Systems
- Finance
- General Management
- Hospital Health Care Administration
- Hotel/Motel/Restaurant Management
- Human Resources Management
- Insurance
- International Business
- Logistics
- Marketing
- Operations Management
- Organizational Management
- Procurement
- Public Administration
- Purchasing and Materials Management
- Real Estate
- Retailing Management
- Small Business Management/Entrepreneurship
- Transportation/Distribution Management

### C. Business Electives

### III. Free Electives.....18

**Total 120**



## The Bachelor of Science in Business Administration (BSBA)

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 area of study in 23 different areas. Although the majority of business students elect to complete areas of study in the more traditional functional areas of business, a substantial proportion of students choose other more specific areas of business to emphasize in their area of study.

## Degree Requirements

To attain the BSBA degree, the student must earn 120 semester hours of credit distributed as follows: 48 credits in general education, 54 credits in business and 18 credits of free electives.

## General Education Requirements

The 48 semester hour requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are English composition (6 semester hours), managerial/business communication (3 semester hours), micro- and macroeconomics (6 semester hours), precalculus mathematics (college algebra and trigonometry) or above (3 semester hours) and statistics (3 semester hours).

## Professional Business Component

The Professional Business Component is composed of the business core, area of study and business electives.

### Business Core

The business core is composed of nine business subjects that represent the foundation courses that support the student's chosen area of study.

### Area of Study

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

### Business Electives

Business electives may include subjects related to the student's area of study or can be any business related subjects.

## Free Electives

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

## Currency Requirements

Because of the rapid changes occurring in the business environment today, it is important for today's college graduate to maintain up-to-date knowledge. Business Policy is a capstone requirement of the BSBA degree. This course integrates course content across functional areas of business and will serve to validate currency for all core and business elective credits as long as the completion of Business Policy takes place five or less years from the date of application to the College. If the course is older than five years, the student will be required to complete this requirement again through Thomas Edison State College's course or exam in Business Policy or undergo the Demonstration of Currency conference.

The area of study of the BSBA is unaffected by the role of Business Policy and, therefore, subject to currency review. Up to 9 semester hours (50 percent) of the 18-credit area of study may be older than 10 years from the date of application to the College and still be placed in the area of study. Any additional older credits applicable to the area of study would have to undergo currency review before being placed in this area of the degree. Students may participate in the Demonstration of Currency conference or possibly validate currency through one of a number of methods available to them.

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

Other methods available to business students would be the completion of advanced, related courses or exams that would validate currency for the older ones or the use of current certification and/or licenses or continuing education units (CEUs) that directly relate to the older credits in question. The completion of additional course work will be done with the advisement of college staff and the review of student credentials related to older credits will be conducted by the College and mentors (when necessary).

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

# Bachelor of Science in Business Administration Areas of Study

## 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 area of study is appropriate for those interested in a career in either public or private accounting.

### Required Subjects

Intermediate Accounting I & II

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of TECEP® exams and independent study courses.

Please note: Starting in the year 2000, students desiring to become certified public accountants (CPAs) were required to have 150 semester hours to sit for the CPA exam in New Jersey and many other states. Please contact your state board of accountancy for specific details concerning this change.

## 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.

### Required Subject:

Office Management

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses; some utilize Prior Learning Assessment (PLA).

## Advertising Management\*

Advertising Management is an area of study that prepares 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

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study courses and TECEP® exams.

## Banking\*

This area of study is designed for students working in financial institutions or considering a career in this area. Subjects covered in this area of study 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, Financial Institutions and Markets or Money and Banking

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study, classroom courses and TECEP® exams.

*Note: Course listings are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

*Thomas Edison State College cannot guarantee the availability of courses from other colleges.*

*\* Each area of study requires 18 semester hours.*



## Computer Information Systems\*

Computer Information Systems 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, managerial users of computers or managers of computer service units or systems analysts may wish to elect this area of study to enhance their knowledge in this area.

### Required Subjects:

Programming Language, Systems Analysis and Design

### How Students Earn Credit in the Area of Study:

Students may complete these credits through independent study or a combination of Thomas Edison State College courses, independent study, TECEP® exams and classroom courses. Some students also may utilize Prior Learning Assessment (PLA).

## Finance\*

The area of study 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.

### How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through independent study and distance education courses, TECEP® exams and classroom courses.

## General Management\*

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

### How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through Thomas Edison State College courses, TECEP® exams or independent study or a combination thereof.

## Hospital Health Care Administration\*

This area of study 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.

### How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through independent study and distance education course.

## Hotel/Motel/Restaurant Management\*

This area of study 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.

### Required Subject

Introduction to Hotel/Motel/Restaurant Management

### How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through either independent study or classroom courses.

## Human Resources Management\*

Human Resources Management 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 area of study.

### Required Subject

Personnel/Human Resources Management

### How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through a combination of Thomas Edison State College courses, independent study courses and TECEP® exams.

## Insurance\*

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

### Required Subject

Principles and Practices of Insurance

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of Prior Learning Assessment (PLA) and classroom courses.

## International Business\*

The area of study 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 toward a career upgrade. The central theme of this area of study 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

Introduction to International Business. Choose one: International Economics, International Finance or International Marketing

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses.

## 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 already working in or planning a career in logistics-related areas should consider this area of study.

### 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

### How Students Earn Credits in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses.

## 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 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 consider this area of study.

### Required Subject

Marketing Research

### How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through TECEP® exams or classroom courses. Many students also include Prior Learning Assessment (PLA).

## Operations Management\*

This area of study 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 or staff positions such as inventory planning and control should consider this area of study.

### Required Subject

Introduction to Operations Management

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).



## Organizational Management\*

This area of study is designed for students who will be future managers functioning in a highly competitive and constantly changing global environment. The skills required of these managers will include knowing how to lead and motivate people, build high performance teams, develop world class organizations and understand the dynamics of organizational behavior. The organizational management curriculum provides a foundation for careers in management, human resources management, small business management/entrepreneurship and public agency management.

### Required Subject

Organizational Behavior.  
Choose one: Organizational Theory or Organizational Development and Change

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of TECEP® exams, independent study and classroom courses.

## Procurement\*

This area of study is the study of management dealing with materials acquisition as defined in the public sector of the economy. Some areas covered in this area of study 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 area of study.

### Required Subject

Purchasing Management

### How Students Earn Credit in the Area of Study:

Students may complete these credits through Prior Learning Assessment (PLA) and/or classroom courses.

## Public Administration\*

This area of study 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

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

## Purchasing and Materials Management\*

This area of study is the study of management dealing with materials acquisitions defined in the private sector of the economy. Some areas covered in this area of study 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 administrators, purchasing agents, senior buyers and expeditors should consider this area of study.

### Required Subject

Purchasing Management  
Choose one: Physical Distribution Management, Materials and Logistics Management or Materials and Logistics Policy

### How Students Earn Credit in the Area of Study:

Students may complete these credits through Prior Learning Assessment (PLA) and/or classroom courses.

## Real Estate\*

Real Estate is the area of 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 area of study.

### Required Subject

Real Estate Principles and Practices

### How Students Earn Credit in the Area of Study:

Students may complete these credits through Prior Learning Assessment (PLA) and/or independent study and classroom courses.

## Retailing Management\*

This area of study is defined as the final stage of transferring of 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 area of study. 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, Retail Buying, Retail Advertising/Sales Promotion/Visual Merchandising

### How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through independent study or classroom courses or a combination thereof. Some students utilize Prior Learning Assessment (PLA).

## Small Business Management/Entrepreneurship\*

This area of study is designed to develop small business owners with managerial and financial skills that will help them meet the challenges facing them. In addition, small business managers must possess an entrepreneurial spirit, a heavy dose of enthusiasm and drive to succeed, an ability to work well with people and an understanding of the business environment. Students pursuing this area of study should be able to assess their personal aptitude and potential for small business, to find and evaluate business opportunities, to secure essential funding and to organize and manage such functional business areas as manufacturing, marketing, accounting and finance.

### Required Subjects

Small Business Management or Introduction to Entrepreneurship, Small Business Finance (preferred) or Managerial Finance, Small Business Marketing (preferred) or Marketing Research

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of TECEP® exams, Thomas Edison State College courses, independent study and classroom courses.

## Transportation/Distribution Management\*

Transportation/Distribution Management is the study of the role of transportation/distribution in society and the problems of traffic management within specific industries as well as the management of firms in the transportation/distribution 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 consider this area of study.

### Required Subject

Introduction to Transportation

### How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).





# Bachelor of Science in Health Sciences

A joint degree program with the University of Medicine and Dentistry of New Jersey (UMDNJ).

## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
<b>I. General Education Requirements</b> .....	<b>48</b>
A. English Composition	6
B. Humanities	9
C. Social Sciences	9
D. Natural Sciences and Mathematics (including at least 3 semester hours of math)	12
E. General Education Electives	12
<b>II. Professional Health Sciences Requirements</b> .....	<b>64</b>
A. Specialization	24
Your prior preparation in a health area, such as: Dental Assisting, Dental Hygiene, Dietetics, Diagnostic Medical Sonography, Imaging Sciences, Nuclear Medicine, Vascular Technology	
B. Interdisciplinary Health Sciences Core (UMDNJ)	15
Health Care Organizations	(3)
Cultural Issues and Health Care	(3)
Principles of Scientific Inquiry	(3)
Legal and Ethical Dimensions of Practice	(3)
Applications of Computers in Health Care	(3)
C. Area of Study (UMDNJ)	25
<b>III. Free Electives</b> .....	<b>9</b>
	<b>Total 121</b>

## Areas of Study:

- Advanced Practice\* with tracks in:
    - Advanced Imaging Sciences
    - Allied Dental Concentration
    - Coordinated Dietetic Program
  - Health Services Management and Education
- \* Professional certification required for admission to program. Dietetics requires certain specific courses under the liberal arts and free electives. Imaging Science requires 6 credits of English and 3 credits of Algebra or equivalent prior to admission to BSHS degree program.

# The Bachelor of Science in Health Sciences (BSHS)

Bachelor of Science in Health Sciences (BSHS) is a joint degree program with the University of Medicine and Dentistry of New Jersey (UMDNJ) School of Health Related Professions (SHRP). The degree program is designed for students who are already in the allied health field. For most students, the core and area of study credits will be earned through UMDNJ courses, which will be available both in the classroom and on the Internet. Those credits in general education, specialization and free electives that are not complete at the time of enrollment may be completed using Thomas Edison State College's credit-earning options, particularly Guided Study and Prior Learning Assessment (PLA). Students are required to complete at least 12 credits from Thomas Edison State College.

The program is specifically geared toward advancing and broadening the skills of health related professionals prepared at the associate degree/certificate levels. Health-related professionals are entering a challenging era of practice as the health care delivery environment continues to change and grow. The new delivery systems and challenging demographics are creating new career opportunities for individuals in the health care field. To meet these needs and challenges, UMDNJ and Thomas Edison State College have joined to offer an interdisciplinary health sciences program at the bachelor's level. The degree program has been designed to meet the educational needs of adult students by providing diverse, flexible and creative opportunities to earn a college degree. Course work will be offered in a variety of distance education formats, taking advantage of some of the new educational technologies.

Prospective students must apply through UMDNJ - SHRP, observing the APPLICATION DEADLINES of March 1 for the fall semester and July 1 for the spring semester. Note that Dietetics is only offered once per year, with an application deadline of March 1. Applications may be obtained from UMDNJ—SHRP by calling (973) 972-5454 or by e-mail to [shrpadm@umdnj.edu](mailto:shrpadm@umdnj.edu). For information contact Program Director Cheryl Bellamy at (973) 972-8512 or [bellamcg@umdnj.edu](mailto:bellamcg@umdnj.edu). Once students are admitted, they are assigned an academic advisor from UMDNJ, who will work with them on planning their academic programs.

# Degree Requirements

Shifting demographics and the evaluation of health priorities by government, industry and consumers are creating alternative forms and types of health care delivery. Traditional providers are redirecting their mission and their modes of delivering health care.

The Bachelor of Science in Health Science degree requires 121 semester hours of credit: 48 credits in general education distribution, 24 credits in the specialization, 15 credits in the interdisciplinary Health Sciences Core, 25 credits in the area of study and nine credits in free electives.

## General Education Requirements

The 48 semester hour liberal arts requirements provide students with a broad background in humanities, social sciences and natural sciences/mathematics. The emphasis is on the natural sciences area. The Dietetics track has several specific courses required under liberal arts and free electives.

## Professional Health Sciences Component

This consists of a 24 semester hour specialization, a 15 semester hour Interdisciplinary Health Sciences Core and a 25 semester hour area of study.

### Specialization

The specialization covers the student's previous allied health training. For the Advanced Practitioner tracks, students must hold appropriate professional certification in an area related to the area of study. Some of these certifications carry a direct college credit award. Students will use credit from their community college training, license credit (if applicable) or earn credit through Prior Learning Assessment (PLA).

### Interdisciplinary Health Sciences Core

The Interdisciplinary Health Sciences Core is a series of five courses offered by UMDNJ in the classroom and on the World Wide Web.

### Area of Study

Most areas of study include both specific required courses and electives. See the listings on the following page. These courses will generally be completed through UMDNJ - SHRP.



## Free Electives

The free elective category may be satisfied with 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

**Professional certification:** This degree program is intended for health professionals. The Advanced Practitioner tracks are only open to professionally certified individuals. Applicants are required to submit evidence of professional registry or licensure in order to be admitted to the program.

Computer literacy is required of students registering for Web-based courses.

## Notes on Credit-Earning Options

Students may use Thomas Edison State College distance learning courses, Prior Learning Assessment (PLA) or transfer credits from regionally accredited colleges to meet general education requirements and free electives.

Students generally come into the program with the specialization already completed through their community or county college. Students who have not completed sufficient college credits in this field may use credit for their license/registry, if applicable, or Prior Learning Assessment (PLA).

Credits in the core and an area of study are usually completed through UMDNJ courses, either in the classroom or on the internet. It may be possible to use transfer credit or Prior Learning Assessment (PLA) for some of these credits.

# Bachelor of Science in Health Sciences

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## Areas of Study

### Advanced Imaging Sciences

This program is limited to licensed/registered diagnostic radiologic technologists.

#### Required Area of Study Courses:

Advanced Patient Care, Multiple Modality Anatomy, Computerized Imaging, electives from Mammography, Computed Tomography, and Magnetic Resonance Imaging.

#### Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications, or Prior Learning Assessment (PLA) for their specializations.

### Allied Dental Concentration

This program is designed for licensed dental assistants and hygienists.

#### Required Area of Study Courses:

Current Issues in Allied Dental Practice, Designing and Planning Research Projects, Clinical Allied Dental Internship, Educational Methodologies for the Health Professions, Curriculum Development in the Health Professions Education, Human Resources Management in Health Care, Quality and Leadership in Health Care, and Health Services Practicum.

#### Specialization Requirements:

Students will either use college credit transferred from their earlier Dental Assisting or Hygiene program or will use Prior Learning Assessment (PLA) if this original program did not carry college credit.

### Coordinated Dietetic Program

This program is limited to registered dietetic technicians.

#### Required Area of Study Courses:

Experimental Foods, Medical Nutrition Therapy, Nutrition Education for the Community, Preventative Nutrition, Clinical Management, Internships.

#### Specialization Requirements:

Students will use college credit transferred from their associate dietetic technician programs to complete this requirement.

#### Corollary Requirements:

Anatomy and Physiology, General Chemistry, Organic Chemistry, Biochemistry, Microbiology, Statistics, Microeconomics and Accounting

### Health Services Management and Education

This specialization is designed for health professionals interested in management and education.

#### Required Area of Study Courses:

Health Care Finance and Budgeting, Quality and Leadership in Health Care, Human Resource Management in Health Care, Curriculum Development in Health Professions Education, Educational Methodology for the Allied Health Professions, Designing and Planning Research Projects, Health Services Management, Health Services Practicum

#### Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications, or Prior Learning Assessment (PLA) for their specializations.

### Imaging Sciences

This program is limited to registered technologists in such areas as radiography, nuclear medicine, vascular technology and diagnostic medical sonography.

#### Required Area of Study Courses:

Advanced Patient Care, Multiple Modality Anatomy, Computerized Imaging, electives from Mammography, Computed Tomography and Magnetic Resonance Imaging.

#### Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications or Prior Learning Assessment (PLA) for their specializations.



# Bachelor of Science in Human Services

## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits	SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements .....	48	II. Area of Study in Human Services .....	54
A. English Composition	6	A. Core Requirements	21
B. Humanities	9	1. Dynamics of Social Setting (3)	
No more than 6 semester hours may be taken from one subject area		(Upper level subjects in Sociology, Urban Politics, Social History and the like)	
C. Social Sciences	15	2. Dynamics of the Individual (6)	
1. Sociology, Introductory (3)		(Upper level Psychology subjects)	
2. Psychology, Introductory (3)		3. Dynamics of Intervention (3)	
3. Economics, Political Science, History or Geography (3)		Covering such areas as counseling, interviewing, social work methods	
4. Additional Social Science (6)		4. Social Planning (3)	
D. Natural Sciences and Mathematics	9	Covering such areas as social policy, Planning, Administration	
1. College-level Mathematics required (3)		5. Statistics or Research Methodology (3)	
2. Additional Natural Science or Mathematics (6)		6. Computer Science or Data Processing (3)	
No more than 6 semester hours may be taken from one subject area.		B. Individual Area of Study	33
E. General Education Electives	9	1. Introduction to Human Services (3)	
1. Intercultural Communications or Race and Ethnic Relations (3)		2. Theory (12)	
2. Other credits from any liberal arts subject (6)		3. Applied Areas (12)	
		4. Advanced Level Practicum (6)	
		III. Free Electives .....	18
			Total 120

The following is a list of approved areas of study:

Administration of Justice	Health Services	Recreation Services
Child Development Services	Health Services Administration	Social Services
Community Services	Health Services Education	Social Services Administration
Emergency Disaster Management	Legal Services	Social Services for Special Populations
Gerontology	Mental Health and Rehabilitative Services	
Health and Nutrition Counseling		

## The Bachelor of Science in Human Services (BSHuS)

The Bachelor of Science in Human Services degree (BSHuS) 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 area of study that matches his or her expertise. Students must currently be working (paid or volunteer) in the field of their area of study.

### Degree Requirements

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

### General Education Requirements

The 48 semester hour requirement in general education 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 area of study. The emphasis is in the social sciences area.

### Professional Human Services Component

The area of study contains a 21 semester hour core and a 33 semester hour individual area of study.

#### Core

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

#### Area of Study

The area of study requires 33 semester hours in a human services area. The credits used in the area of study must exhibit depth and breadth covering both theoretical and applied aspects of the field. The 33 semester hour area of study must include an Introduction to Human Services (or similar course), credits in the particular field of the area of study (12 semester hours of theoretical courses and 12 semester hours of applied courses), and the Advanced Level Practicum (6 semester hours).

## Free Electives

The free elective category may 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 3 semester hour course in the broad area of intercultural communication or race and ethnic relations is required. This course 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 area of study in order to complete the degree program. This experience must be approved as a practicum experience soon after enrolling. 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 mentor appointed by the College. Near completion of the degree, students will apply for the practicum and will receive more detailed information.

The Bachelor of Science in Human Services (BSHuS) degree is designed for students who work in appropriate positions in the human services areas represented by the areas of study. To complete the Advanced Level Practicum, students must have current work experience in their area of study. Students must work in the United States or be U.S. citizens working at a U.S. armed forces base overseas.



# Bachelor of Science in Human Services

## Areas of Study

### Administration of Justice\*

This area of study is designed for police officers, probation officers, corrections officers and private or government security personnel.

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

#### How Student Earn Credits in the Area of Study:

Students usually have a significant number of credits completed in the area of study. Remaining credits are completed by a combination of courses, Prior Learning Assessment (PLA) and exams.

### Child Development Services\*

This area of study is designed for early childhood center caregivers and administrators in preschool, day care and nursery school. This does not lead to teacher certification.

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

#### How Students Earn Credits in the Area of Study:

Students use a combination of Prior Learning Assessment (PLA), exams and courses to complete this area of study.

### Community Services\*

This area of study is designed for leaders and service providers in community and civic groups, community development and youth programs.

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

#### How Students Earn Credits in the Area of Study:

Most students use a combination of courses, exams and Prior Learning Assessment (PLA) to complete the area of study.

### Emergency Disaster Management\*

This area of study is designed for managers responsible for the mitigation, preparedness, response and recovery in natural and manmade disasters. These managers work in government, industry and voluntary agencies such as the Red Cross.

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

#### How Students Earn Credits in the Area of Study:

Students earn most of the credits by taking the Emergency Management Institute and home study courses. The remaining credits are usually completed by military training courses, National Fire Academy courses, Prior Learning Assessment (PLA), exams and courses.

*Note: Course listings are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

*Thomas Edison State College cannot guarantee the availability of courses from other colleges.*

*\* Each area of study requires 33 semester hours.*

### Gerontology\*

This area of study 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 area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

#### How Students Earn Credits in the Area of Study:

Students use a combination of Prior Learning Assessment (PLA), exams and courses to complete this area of study.

### Health and Nutrition Counseling\*

This area of study 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 area of study for persons employed in food services.

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

#### How Students Earn Credits in the Area of Study:

Students use a combination of Prior Learning Assessment (PLA), exams and courses to complete this area of study.

#### Corollary Requirements:

General Biology, Anatomy and Physiology.

### Health Services\*

This area of study is designed for nurses of special populations, patient educators and nursing supervisors. This is not a nursing program.

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

#### How Students Earn Credits in the Area of Study:

Most credits are earned through a combination of Prior Learning Assessment (PLA), exams and courses. A limited number of credits from the nursing license are applied.

### Health Services Administration\*

This area of study is designed for managers/administrators of health agencies and institutions who have an educational background in health.

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

#### How Students Earn Credits in the Area of Study:

Most students earn credits using a combination of Prior Learning Assessment (PLA), exams and courses.

#### Corollary Requirements:

Economics, Accounting or Finance

### Health Services Education\*

This area of study is designed for school nurses and other educators in health settings. This area of study does not lead to certification as a school nurse or teacher.

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

#### How Students Earn Credits in the Area of Study:

Credits are earned by a combination of Prior Learning Assessment (PLA), exams and courses. A limited number of credits are accepted from the nursing license.

### Legal Services\*

This area of study is designed for legal assistants, paralegals and providers of legal services to the community. This is not an appropriate area of study for legal secretaries and legal librarians.

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

#### How Students Earn Credits in the Area of Study:

Students use a combination of courses, exams, Prior Learning Assessment (PLA) and assessment credits from training programs.



## Mental Health and Rehabilitative Services\*

This area of study is designed for providers of services such as alcohol and substance abuse counseling, hot line services, services to mentally ill persons in a variety of settings, vocational rehabilitative services and services for mental rehabilitation. This area of study does not lead to certification or licensure.

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

### How Students Earn Credits in the Area of Study:

Students use a combination of exams, Prior Learning Assessment (PLA), courses and assessment credits from training programs.

## Recreation Services\*

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

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

### How Students Earn Credits in the Area of Study:

Students use a combination of courses and Prior Learning Assessment (PLA) to complete this area of study.

## Social Services\*

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

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

### How Students Earn Credits in the Area of Study:

Students use a combination of Prior Learning Assessment (PLA), exams and courses to complete this area of study.

## Social Services Administration\*

This area of study is designed for managers/administrators of social services agencies or institutions.

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

### How Students Earn Credits in the Area of Study:

Students use a combination of Prior Learning Assessment (PLA), exams and courses to complete the area of study.

### Corollary Requirements:

Economics, Accounting or Finance.

## Social Services for Special Populations\*

This area of study is designed for providers of social services to developmentally, physically or psychologically disabled populations in a variety of settings.

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

### How Students Earn Credits in the Area of Study:

Students use a combination of courses, exams and Prior Learning Assessment (PLA) to complete this area of study.

# Bachelor of Science in Nursing

## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
<b>I. General Education Requirements</b> .....60	
A. English Composition	6
B. Humanities	12
At least two subjects must be represented.	
C. Social Sciences	15
At least two subjects must be represented.	
D. Natural Sciences and Mathematics	15
Mathematics	(3)
Anatomy and Physiology	(3)
Microbiology	(3)
Other Natural Sciences/Mathematics	(6)
E. General Education electives	12
<b>II. Professional Nursing Component</b> .....48	
A. Lower Division	20
Credit for Prior Nursing Coursework	
B. Upper Division	28
Nursing Informatics	(3)
Health Support*	(4)
Health Assessment	(3)
Professional Issues	(3)
Research in Nursing	(3)
Leadership and Management in Nursing	(3)
Independent Study	(3)
Family in the Community	(6)
<b>III. Free Electives</b> .....12	

**TOTAL 120**

## Admission Process

Applicants to the BSN program must:

1. Be RNs who work or live in New Jersey. Out of state RNs will be considered for admission on a case-by-case basis.
2. Have proficiency in using a computer, browsing the Web, and sending/receiving mail via the Internet. Minimum system requirements to access an online course are: access to the Internet, an Internet browser such as Netscape 4.4 or newer, and the ability to send and receive Internet mail. Additional requirements that may apply to nursing courses are specified in course descriptions in the *Undergraduate Registration Bulletin*.
3. Submit the completed college application with fee, which is nonrefundable, to Thomas Edison State College's Office of Admissions, 101 W. State St., Trenton, NJ 08608-1176.
4. Submit the completed BSN Credential Review Form with one time credential review fee to the Office of the Bursar.
5. Have all official college transcripts, RN diploma program transcript and score reports sent to Thomas Edison State College's Office of the Registrar; and submit a notarized copy of current RN License to the Office of the Registrar.

The Thomas Edison State College Bachelor of Science in Nursing (BSN) degree program is a distance learning program primarily for registered nurses who work or live in New Jersey, and who want an alternative to campus-based instruction. The program is flexible, self-paced and allows for different methods of learning and degree completion.

\*Excelsior College baccalaureate degree exam Health Support B: Community Health Nursing



The program has a BSN Committee, comprised of professional staff from the College's Office of Nursing and experienced educators from a variety of education and service settings which is responsible for the development, implementation and evaluation of the curriculum. The program is accrediting by the New Jersey State Board of Nursing, and the National League for Nursing Accrediting Commission.

Information about the Thomas Edison State College BSN Program is available through:

National League for Nursing  
Accrediting Commission (NLNAC)  
61 Broadway, 33rd Floor  
New York City, NY 10006  
Phone: (800) 669-1656 ext. 153  
(212) 363-5555  
Fax: (212) 812-0390  
Web site: [www.nlnac.org](http://www.nlnac.org)

## Enrollment Process

Following submission of the aforementioned documents and fees, an evaluation of prior credit will be completed and a copy of the evaluation mailed to the student along with enrollment materials.



## Degree Requirements

The BSN program requires a minimum of 120 semester hours of credit: 60 in general education, 48 in nursing and 12 free electives. There is no age restriction on credits transferred in to meet general education or lower division nursing requirements. All credits used in the nursing component must have a grade equivalent of "C" or better. All credits used to meet upper division nursing requirements must be from a baccalaureate nursing program or other Thomas Edison State College approved method of credit earning; and, if taken earlier, must have been completed within 10 years of application to the BSN program.

## General Education Requirements

The 60 semester hour credit requirement in general education provides students with a broad background in the humanities, social sciences, natural sciences/mathematics; a foundation for the professional nursing component and graduate study. Students may choose from a wide range of subjects appropriate to nursing as well as to their areas of personal interest. Subjects required of all degree candidates are English Composition and Mathematics. Subjects required of all BSN candidates are Anatomy and Physiology, and Microbiology.

## Professional Nursing Component

The 48 semester hour credit professional nursing component includes 20 credits of lower division nursing and 28 credits of upper division nursing.

### Lower Division Nursing

All applicants to the BSN program will have 20 credits awarded for previous nursing course work.

### Upper Division Nursing

The 28 semester hours of upper division nursing may be completed by a variety of methods including Prior Learning Assessment (PLA), examinations, courses taken at other institutions and those taken through Thomas Edison State College as online independent study courses.

### Nursing Informatics

#### 3 semester hours

Offered as an online independent study course through Thomas Edison State College, this requirement may also be satisfied by examination, transfer credit or PLA.

### Health Support

#### 4 semester hours

This requirement will be satisfied by examination as specified.

### Health Assessment

#### 3 semester hours

This requirement may be satisfied by examination, transfer credit or PLA.

### Professional Issues

#### 3 semester hours

Offered as an online independent study course through Thomas Edison State College, this requirement may also be satisfied by examination, transfer credit or PLA.

### Research in Nursing

#### 3 semester hours

Offered as an online independent study course through Thomas Edison State College, this requirement may also be satisfied by examination, transfer credit or PLA.



### Leadership and Management in Nursing

#### 3 semester hours

Offered as an online, independent study course through Thomas Edison State College, this requirement may also be satisfied by examination, transfer credit or PLA.

### Independent Study

#### 3 semester hours

Offered as an online independent study course through Thomas Edison State College, this requirement may also be satisfied by transfer credit. PLA and examination options are not available for this requirement.

### Family in the Community

#### 6 semester hours

Offered as an online independent study course through Thomas Edison State College, this requirement may also be satisfied by examination, transfer credit or PLA.

## Free Electives

Twelve semester hours of college-level course work and examinations that do not duplicate other credits may be used, with a maximum of 8 credits from physical education activity courses.



# Graduate Degree Programs

Graduate programs at Thomas Edison State College are designed for mid-career adults seeking to enhance their leadership skills, consider their roles and responsibilities in new ways and advance their personal interests and careers.

## Master of Science in Management

The Master of Science in Management (MSM) degree seeks to build and assess students' competencies through the two residencies and online courses. As the basic behaviors that promote effectiveness in the activities managers perform and in the roles they are called upon to play, the defined competencies focus the course content. Students, educators and management practitioners will acknowledge that there is often a gap between knowledge "dressed up" for classroom presentation and knowledge as it needs to be applied on the job. Competencies are designed to bridge this gap and to strengthen the link between classroom learning and management "know-how."

Students and educators will also recognize that a curriculum's value is more than an arithmetic sum of knowledge and skills presented in individual courses. Much essential learning takes place in spaces between and beyond courses. The MSM curriculum strives to capture between-course and beyond-course learning through its focus on two types of competencies: generic abilities and managerial role competencies.

### I. Information Seeking, Processing and Communicating

These competencies are broad, general abilities that are the basis for success in almost any task. They provide a general framework within which to plan and implement an educational program or management strategies. Students will be challenged to extend, redefine and enhance their basic learning tools such as seeking, evaluating and communicating information and ideas.

Grounded in the knowledge base of the well-informed manager, students will practice new ways of seeking and acquiring course-related knowledge, synthesizing information into models of effective practice and communicating their learning in ways that can positively affect the organizations in which they work.

### II. Managerial Role Competencies

The specialized abilities that affect managerial performance constitute the MSM's core competencies. Students will build their expertise and effectiveness in five key areas:

- *Organizational Understanding.*  
Students will become better able to describe organizations, their cultures, how they work and how they fit into and interact with a broader complex of economic, market, political, sociocultural and technological environments. Students will develop their skills in assessing the complex information that derives from these understandings and in making decisions based on it.
- *Activity Management.*  
This includes the planning, scheduling and organizing undertaken by managers in pursuit of organization goals. Students will become practiced in applying their comprehensive understanding of organization processes and systems to the problems of maintaining, adapting and improving these processes and systems.
- *People Leading.*  
This skill calls upon a manager's empathy, exercise of authority, persuasiveness and negotiating skills in leading and guiding team member performance toward the accomplishment of organizational goals. Students will be able to articulate the principles that guide their leadership style and to develop and test strategies that derive from these principles.
- *Resource Utilization.*  
Recognizing a manager's stewardship over an organization's assets of people, capital, supplies and information; an accountability for the use of these resources and an obligation to apply them judiciously is important. Students will be able to describe how resources can be marshaled or applied to address significant organizational goals.

### • Managerial Self Development.

This competency defines a manager's obligation to personal and professional growth and hence, a continuing commitment to learning, and to the expansion of one's knowledge, skills and abilities. Students will become practiced in assessing their own learning and approach to learning.

These competencies recur as themes woven through the MSM curriculum, to unify the content of courses and to provide a focus for assessment programs.

## Master of Arts in Professional Studies

The Master of Arts in Professional Studies (MAPS) degree provides working professionals an opportunity to study the liberal arts from an applied perspective. While not intended to be a career program, MAPS will serve practitioners interested in broadening and deepening their professional skills, knowledge and competencies through an intensive exposure to the liberal arts.

Students will work from the context of their ongoing professional work. Their study of notions of professionalism, community and change will serve to infuse their professional lives with a deeper understanding of the workplace and their responsibilities as professionals. Throughout the program students will gain a clearer sense of societal structures, functions and dynamics. Students will engage in inquiries and analyses that permit them to make their value positions explicit. They will have opportunities to acquire leadership tools as they gain a deeper appreciation of the value and relevance of the arts, sciences and humanities to the practical concerns of the workplace.

MAPS is an academically rigorous program with extensive and varied reading. Students and mentors engage in addressing complex issues. Online discussions are vital part of deepening the learning and allowing discussion of differing perspectives. Courses have defined deadlines and assignments. Students study on their own time but complete assignments on a course schedule.

The required curriculum invites students to:

- Expand their multi-cultural focus by emphasizing global understandings that incorporate Eastern, Western and African traditions and their literature.
- Explore and clarify the meaning of community together with the values of cultural, racial and ethnic diversity, tolerance and the celebration of differences.
- Focus on the intimate connection between the liberal arts and professional work.
- Sharpen professional skills, knowledge and competencies as these pertain to effective professional leadership.
- Engage students in the educational opportunities available through computer technology, including building group identity and a sense of community.

After successfully completing the MAPS program, students will be able to:

- Articulate more clearly their own system of values and understand how they affect workplace and community decisions and actions.
- Apply the thinking tools of the liberal arts to the practical day-to-day challenges faced at work or in the community.
- Articulate more clearly notions of community, their implications for the various communities in which we live and work, and the ways in which the student is part of the global community.
- Define theories of change and apply that thinking to real-life problems.
- Compare and contrast philosophies concerning faiths from several cultures.
- Devise practical approaches to issues using tools learned in the program.
- Use the communication capabilities of a computer.



## Graduate Programs at Thomas Edison State College

Admissions to the graduate programs are competitive, and the College seeks applicants willing to engage with the subject matter, the mentors and other students to create an effective graduate school experience. Most Thomas Edison State College graduate courses are offered online, and require students both to work independently and to engage in online classroom activities, thus creating a rich online learning environment. Students participate in online discussions, group projects, class presentations as well as working on independent projects, assignments and journals. Classes begin in the fall, winter or summer terms. Students are required to have computer proficiency to complete the graduate degree.

Graduate programs are primarily online and are structured, with each program requiring 36 semester hours of study. Graduate courses are interactive and require that students participate with one another. Students have the freedom of studying on a schedule that fits their needs and the structure of meeting deadlines over a semester. Students complete the core degree requirements by taking Thomas Edison State College online courses. Elective credits may be earned by taking online courses, by transferring credits from other regionally accredited graduate programs or ACE evaluated programs, or by Prior Learning Assessment (PLA).

New graduate study options are added frequently, and students may check with the Office of Graduate Programs at [graduateprograms@tesc.edu](mailto:graduateprograms@tesc.edu) or (609) 984-1168.

## Master of Science in Management MSM Curriculum Course Requirements

MSM Curriculum Course Requirements (36 Semester Hours)

The **Master of Science in Management** (MSM) degree program at Thomas Edison State College provides a rigorous educational experience for seasoned managers who demonstrate promise for growth and advancement in their organizational roles. Developed in partnership with key corporate leaders, the MSM degree program is designed for experienced corporate managers who desire a distance learning program and who prefer to control their own study schedules. Those students whose career paths include the management of people in complex, dynamic organizations, competing in international environments and beset by the challenges of the information age, will find the MSM degree program to be highly appropriate. The MSM degree program is designed from a student perspective and is committed to helping mature adults learn independently. Professional focus areas permit concentrated study in specific professional interests.

SUBJECT CATEGORY			Semester Hour Credits
Term I	PLD610	Professional Leadership Development I (Orientation) *	1
	ORG500	Organizational Theory and Behavior	6
Term II	HRM530	Human Resource Management	3
	EIO520	Economic Issues in Organizations	3
Term III	OML610	Organizational Management & Leadership I	3
	ORR510	Organizational Research	3
Term IV	OML620	Organizational Management & Leadership II	3
	FAM540	Finance and Accounting for Managers	3
Term V	TAP630	Thesis/Applied Project (TAP)	3
	PLD620	Professional Leadership Development II (Residency)**	2
Term VI	**Elective I		3
	**Elective II		3
Total			36

\* Not required of students enrolled in Professional Focus options. Students enrolled in Professional Focus options will be required to take additional course credits in lieu of PLD-610 & PLD-620. Students enrolled in Professional Focus options will be required to present their TAP projects in a format approved by the Office of Graduate Programs.

\*\*Elective Credits (select from):

- Online Courses
- Approved Transfer Credit
- Approved ACE Credit
- Approved Prior Learning Assessment (PLA)
- Approved Professional Focus Options



# Master of Arts in Professional Studies

MAPS Curriculum Course Requirements (36 Semester Hours)

The *Masters of Arts in Professional Studies* (MAPS) degree at Thomas Edison State College invites students to engage in a rigorous study of the liberal arts and apply what is learned to their chosen profession. The core curriculum, consciously drawn from a variety of disciplines and perspectives, challenges students to examine their own professional values and ways of approaching problems.

The Learner-Designed Area of Study provides students an opportunity to plan and implement their own academically robust learning activities. By designing their own learning plans, students can have depth in their professional area as well as a broad study of the liberal arts.

The MAPS: Learner-Designed Area of Study curriculum is as follows:

SUBJECT CATEGORY	Semester Hour Credits
<b>Liberal Arts, Professional Life and Sense of Community (Core)</b>	
LAP-502 The Liberal Arts and Professional Life	3
SAM-501 Sense of Community: Art and Morality	3
SAM-502 Sense of Community: Faith and Reason	3
<b>Change, Evolution and Choices (Core)</b>	
CCR-510 Change, Conflict and Resolution	3
SIC-520 The Species, the Individual and Community	3
THC-530 Technology and the Human Community	3
Learner-Designed Areas of Study .....	12
Capstone Project .....	6
	<b>Total 36</b>

Students may complete the *Learner-Designed Area of Study* credits by completing additional Thomas Edison State College graduate courses, by studying at other regionally accredited institutions, by taking ACE courses that have been evaluated for graduate credit and by developing portfolios.

# Programs and Services Available Through the Internet

Thomas Edison State College pioneered and continues to be a leader in the use of innovative technologies in higher education. Anyone with access to the Internet may use the services of the College, at any time or in any place. Although students are not required to have a computer in most degree programs, those who do may access many of the College's programs, services and information resources electronically.

Through the Internet, anyone may:

- Browse through general information about the College and its various methods of earning credit.
- Submit an online application.
- Read news items and bulletins.
- Correspond with the Office of Admissions.
- Participate in online discussions.
- Register for courses (must be enrolled at Thomas Edison State College).

Enrolled students with Internet access can:

- Search for independent study courses and/or college-level examinations through online information packages.
- Use e-mail to send and receive messages and assignments for online courses and Guided Study.
- Correspond electronically with academic advisors, College offices and other students.
- Participate in or initiate online discussions about various topics.
- Use the Internet for resources such as online library and database searches.

## Online Courses

Through the Internet, students can interact with mentors and other students, regardless of their geographic locations. They may join in open class discussions posted and guided by their mentor. During this electronic class interchange, students may present their ideas and questions, read the comments of other class members and get feedback from the mentor. Online courses use textbooks and study guides, along with videotapes and audiotapes (some courses) and links to Web resources. These courses also require regular written assignments and proctored examinations.

## e-Pack Courses

e-Pack courses allow students to take diagnostic chapter quizzes online, as they study their assigned textbook. The quizzes provide real-time feedback that tells the student which topics need additional study, and are available 24 hours a day. When the student has passed all of the quizzes, (which do not count toward the final grade), he or she schedules a proctored written comprehensive examination. Because the student prepares for the final examination with no mentor or written assignments, the quizzes provide preparation and guidance for students who are not comfortable studying completely on their own.

## Graduate Programs:

**Master of Science in Management (MSM) and Master of Arts in Professional Studies (MAPS)**

Thomas Edison State College offers graduate degrees that are earned by taking 36 credits of online courses. Students who are accepted into the graduate programs use the Internet extensively for assignment exchange, e-mail and online discussions. The College currently offers a Master of Science in Management degree and a Master of Arts in Professional Studies degree. Detailed information on the College's graduate programs can be found on page 96 and by visiting the College's Web site at [www.tesc.edu](http://www.tesc.edu).

## Prior Learning Assessment (PLA)

Beginning in academic year 2003-2004, Prior Learning Assessment (PLA) courses will be available through our Web-based Blackboard Platform. See page 115 for details.

## How do I access these services?

Students of the College who have access to the Internet may connect to Thomas Edison State College through the College's Web site at [www.tesc.edu](http://www.tesc.edu).



## Earning Credit to Complete an Undergraduate Degree

### Course Options

- Guided Study Courses
- Online Courses
- e-Pack Courses

### Testing Options

- TECEP® (Thomas Edison State College Examination Program)
- CLEP
- DANTES
- Other Testing Programs

### Prior Learning Assessment (PLA)

### Non-College Programs Reviewed by the American Council on Education (ACE)

- Corporate and Business Training Programs
- Current ACE/College Credit Recommendation Service Sponsors
- Military Training Programs and Schools
- Servicemembers Opportunity College
- Government Training Programs

### Degree Completion Options Through Other Institutions

### Drug Abuse Prevention

Thomas Edison State College offers several convenient opportunities for earning college credit. Some of the options allow students to earn credit for college-level knowledge they have already acquired, while other options offer opportunities for new learning.



## Course Options

Students may register for courses in several different formats: Guided Study courses, online courses and e-Pack courses. These approaches have proven most successful with well-motivated, self-disciplined individuals who enjoy learning independently. Additionally, students may register for courses offered by other regionally accredited colleges, independent study and distance education courses or traditional classroom courses.

### Guided Study

Guided Study (GS) courses are designed to provide the experience of independent learning in a structured format with the guidance of a mentor. In addition to basic texts, most courses include a study guide, supplemental readings, and where appropriate, videotapes and/or audiotapes with viewing/listening instructions. Self assessment tests and exercises are often incorporated into the course materials. Mentors assess student's academic progress through written assignments and proctored examinations. They are available for consultation by mail, e-mail or telephone.

### Online Courses

Online courses (OL) use the Internet to create an active learning environment. These courses are designed to provide the experience of interactive distance learning in a structured format, but without imposing barriers of time and place. Online courses put you in contact with the wide array of learning resources on the Internet. Further, discussions allow students the opportunity to share ideas with each other regardless of where they live, making available the possibility for a unique sharing of ideas not always available in a traditional classroom. Mentors provide focus to the course and feedback on discussions. Individual assignments are delivered by private e-mail. Mentors are also available for consultation by e-mail or telephone.

### e-Pack Courses

e-Pack courses (EP) are a method of independent learning where the student studies at his or her own pace, preparing for a comprehensive final examination by taking a series of short diagnostic quizzes delivered online. This credit-earning option is perfect for self-motivated students who want the freedom of self-paced

learning within a semester timeframe, but would benefit from diagnostic testing to gauge their readiness for the comprehensive examination. The diagnostic tests serve to break up the subject matter into very manageable learning modules. They also provide simple, easy-to-understand, real-time feedback on each question the student answers. By using the feedback, the student will know which topics need further review and which have been mastered. Each course includes a textbook, access to the Web-based diagnostic tests, an opportunity to earn credit on the comprehensive examination and Web site support.

### Going the Distance: PBS

Thomas Edison State College is one of 60 colleges nationwide selected by the Public Broadcasting System (PBS) as a partner in its Going the Distance Program. Through the program, the College offers courses on New Jersey Network (NJN) public television. Students can earn an Associate in Arts degree by completing this program. Videocassettes are available as an alternative to the PBS televised option.

### Independent Study and Distance Education Courses

Thomas Edison State College allows students to make use of a number of independent study and distance education courses that are offered by regionally accredited colleges and universities throughout the United States. These programs provide great flexibility and varied learning opportunities. Students may make arrangements with the College's Office of Test Administration to have their independent study and distance education course exams proctored by Thomas Edison State College.

### Classroom Study

Students also may attend regionally accredited colleges in their own communities, transferring credits they earn to their Thomas Edison State College degree program. Since there is no limit to the number of colleges students may attend, they 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.

## Thomas Edison State College Courses

### BUSINESS AND MANAGEMENT

ACC-101	Principles of Financial Accounting
ACC-102	Principles of Managerial Accounting
ACC-421	Federal Income Taxation
BUE-101	Personal Finance for 2000 and Beyond
BUS-101	Introduction to Business
BUS-161	Business Mathematics
BUS-421	Business Policy
CIS-107	Computer Concepts and Applications
FIN-301	Principles of Finance
LAW-201	Business Law
MAN-301	Principles of Management
MAN-331	Human Resources Management
MAN-372	International Management
MAN-373	Managerial Communications
MAN-432	Small Business Management
MAR-301	Introduction to Marketing
MAR-310	Principles of Sales
MAR-441	Marketing with Electronic Media
OPM-301	Introduction to Operations Management

### ENGINEERING TECHNOLOGY

CTR-211	Electronic Instrumentation and Control
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### NURSING

NUR-340	Nursing Informatics
NUR-405	Professional Issues
NUR-418	Research in Nursing
NUR-428	Leadership and Management in Nursing
NUR-430	Independent Study
NUR-440	Family in The Community

### ENGLISH COMPOSITION

ENC-101	English Composition I
ENC-102	English Composition II

### HUMANITIES

ART-100	A World of Art
ART-166	Art History I
ART-167	Art History II
COM-120	Introduction to Mass Communications I
COM-121	Introduction to Mass Communications II
COM-209	Public Speaking
COM-300	Introduction to Business Communication
COM-322	Language in Social Contexts
COM-335	Elements of Intercultural Communication
ENG-201	Technical Writing
FIL-110	American Cinema
JOU-352	News Writing
LIT-101	Introduction to Modern English/American Literature I
LIT-102	Introduction to Modern English/American Literature II
LIT-111	American Literature I
LIT-112	American Literature II
LIT-130	Analysis and Interpretation of Literature
LIT-221	Introduction to Children's Literature



LIT-320	Shakespeare I
LIT-337	Twentieth-Century African-American Novel
LIT-347	Modern American Poetry
PHI-286	Contemporary Ethics
PHI-384	Ethics and the Business Professional
PHO-101	Introduction to Photography
REL-405	Introduction to World Religions
REL-406	Eastern Religions
REL-407	Western Religions
SPA-101	Elementary Spanish I
SPA-102	Elementary Spanish II
SPA-103	Elementary Spanish III

## HUMAN SERVICES

FIT-190	First Aid, CPR, Safety
FIT-211	Kinesiology
FIT-230	Introduction to Assessment Fitness and Wellness
FIT-250	Principles and Programs for Fitness and Wellness
FIT-280	Exercise and Nutrition for Special Population

## NATURAL SCIENCES AND MATHEMATICS

AST-101	Introductory Astronomy
BIO-101	Introductory Biology
BIO-108	Nutrition
CHE-101	Survey of Chemistry
CHE-111	General Chemistry I
CHE-112	General Chemistry II
CHE-240	Elementary Organic Chemistry
COS-101	Introduction to Computers
COS-116	C Programming
COS-213	C++ Programming
COS-231	Assembly Language
COS-241	Data Structures
COS-330	Computer Architecture
COS-352	Operating Systems
EAS-101	General Earth Science
ENS-314	Global Environmental Change
GEO-151	Physical Geology
MAT-115	Intermediate Algebra
MAT-121	College Algebra
MAT-128	Precalculus for Business
MAT-129	Precalculus for Technology
MAT-231	Calculus I
MAT-232	Calculus II
MAT-270	Discrete Mathematics
PHY-111	Physics I
PHY-112	Physics II
STA-201	Principles of Statistics

## RADIATION PROTECTION

NUC-412	Radiation Biophysics
NUC-413	Radiation Interactions
NUC-452	Radiation Dosimetry

## SOCIAL SCIENCE

ANT-101	Introduction to Anthropology
ARC-101	Introduction to Western Archaeology
ECO-111	Macroeconomics
ECO-112	Microeconomics
ECO-490	International Economics
HIS-101	Western Civilization I
HIS-102	Western Civilization II
HIS-113	American History I
HIS-114	American History II
HIS-210	American Civil Rights Movement
HIS-219	Introduction to the History of Women and the Family in America
HIS-235	American Civil War
HIS-261	Introduction to Chinese History and Culture
HIS-301	African History and Culture
HIS-302	The Renaissance: Origins of the Modern West
HIS-310	The Middle East
HIS-356	War and American Society
POS-110	American Government
POS-309	Dilemmas of War and Peace
POS-310	Constitutional Issues
PSY-101	Introduction to Psychology
PSY-211	Developmental Psychology
PSY-300	Thanatology: An Understanding of Death and Dying
PSY-317	Worlds of Childhood
PSY-322	Research in Experimental Psychology
PSY-331	Introduction to Counseling
PSY-350	Abnormal Psychology
PSY-352	Psychology of Personality
PSY-360	Organizational Theory
PSY-361	Organizational Behavior

PSY-363	Industrial Psychology
PSY-370	Introduction to Social Psychology
PSY-379	Social Psychology
SOC-101	Introduction to Sociology
SOC-210	Marriage and the Family
SOC-315	Social Gerontology
SOC-322	Dealing with Diversity
SOC-335	The Adult Years
SOC-361	Complex Organizations
SOC-362	Sociology of Work
SOC-376	Women and Social Action
SOS-110	Living in the Information Age
SOS-304	Drugs and Society





## Testing Options

The College offers hundreds of examinations for evaluating prior college-level 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 equivalent to that of students who learn the material in the college classroom.

The College offers its own credit-by-examination program, the Thomas Edison State College Examination Program (TECEP®), and serves as a test center for the College-Level Examination Program (CLEP); DANTES (previously a military program now also 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, refer to the "Other Testing Programs" section of this *Catalog*. Under appropriate circumstances, credit will be recognized for examinations in programs no longer currently offered, such as, for example, the United States Armed Forces Institute (USAFI).

## Thomas Edison State College Examination Program (TECEP®)

The Thomas Edison State College Examination Program (TECEP®) offers students an opportunity to earn college credit for college-level knowledge gained through work, hobbies, independent reading or other activities. More than 50 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 one-and-a-half to four hours.

The tests have been prepared by teams of other 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, but are encouraged to contact the Advisement Center to be sure tests will satisfy their degree requirements. Students enrolled elsewhere should check directly with their institution to verify that credit will be granted for passing TECEP® examinations.

### Online Information

Complete information describing all aspects of the TECEP® program is available on the College's Web site at [www.tesc.edu/students/tecep/tecep.php](http://www.tesc.edu/students/tecep/tecep.php).

### Test Registration

Test Registration Forms are available online at [www.tesc.edu/students/tecep/regadmin.php](http://www.tesc.edu/students/tecep/regadmin.php) or in the back of the *Undergraduate Registration Bulletin*. Students may register by mail or by fax.

### Test Administration

The College administers the examinations twice a month at Thomas Edison State College in Trenton, N.J. Students may also test at any regionally accredited American college, American college abroad or U.S. military base, pending College approval of the proposed arrangements. Complete instructions are included in the *Test Registration Form* and at [www.tesc.edu/students/tecep/regadmin.php](http://www.tesc.edu/students/tecep/regadmin.php).

### 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 Test Development and Independent Study which indicates whether or not they have passed and the scores received. Results are transcribed on a pass/fail basis only and are not calculated as part of the student's GPA. Letter grades, numerical scores and failing results are not transcribed. 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.

### Repeating a TECEP® Examination

Students may repeat an exam once if they do not pass and they must wait at least three months before doing so.

### Test Description Information

Each TECEP® test has an individual test description, containing a list of test topics, the relative importance of each topic on the test as well as sample questions and study materials. The test descriptions are available online at [www.tesc.edu/students/tecep/teceplist.php](http://www.tesc.edu/students/tecep/teceplist.php). Because TECEP® exams are revised on a year-round basis, students should check the Web site before registering, to ensure that they have the most current test description.

### Test Cancellation/Irregularities

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 initiated cancellations.

In the event of an irregularity caused by the student, the College reserves the right to cancel the student's test score and forfeit the test fee.



TECEP® Examinations

ENGLISH COMPOSITION

ENC-101-TE	English Composition I
ENC-102-TE	English Composition II

HUMANITIES

ART-166-TE	Art History I
ART-167-TE	Art History II
COM-210-TE	Public Relations Thought and Practice
ENG-201-TE	Technical Writing
FIL-160-TE	Introduction to the History of Film
JOU-110-TE	Introduction to News Reporting
LIT-320-TE	Shakespeare I
THA-101-TE	Introduction to the Art of Theater

SOCIAL SCIENCES

LAS-321-TE	Labor Relations and Collective Bargaining
LAS-322-TE	Advanced Labor Relations and Collective Bargaining
POS-101-TE	Introduction to Political Science
PSY-270-TE	Psychology of Women
PSY-322-TE	Experimental Psychology
PSY-339-TE	Behavior Modification Techniques in Counseling
PSY-350-TE	Abnormal Psychology
PSY-352-TE	Psychology of Personality
PSY-361-TE	Organizational Behavior
PSY-363-TE	Industrial Psychology
PSY-370-TE	Introduction to Social Psychology
SOS-301-TE	Alcohol Abuse: Fundamental Facts
SOS-303-TE	Substance Abuse: Fundamental Facts

NATURAL SCIENCES/MATHEMATICS

BIO-108	Nutrition
BIO-211/212-TE	Anatomy and Physiology
COS-110-TE	QBASIC
COS-117-TE	BASIC
PHY-111-TE	Physics I
PHY-112-TE	Physics II
STA-201-TE	Principles of Statistics

BUSINESS ADMINISTRATION

ACC-421-TE	Federal Income Taxation
BUS-311-TE	Business in Society
BUS-421-TE	Business Policy
CIS-102-TE	Introduction to Computer Information Systems
CIS-311-TE	Database Management
FIN-301-TE	Principles of Finance
FIN-321-TE	Security Analysis and Portfolio Management
FIN-331-TE	Financial Institutions and Markets
FIN-334-TE	International Finance and Trade
MAN-301-TE	Principles of Management
MAN-311-TE	Organizational Behavior
MAN-321-TE	Labor Relations and Collective Bargaining
MAN-322-TE	Advanced Labor Relations and Collective Bargaining
MAN-411-TE	Organization Theory and Analysis
MAR-321-TE	Marketing Communications
MAR-322-TE	Sales Management
MAR-323-TE	Advertising
MAR-331-TE	Marketing Channels
MAR-411-TE	Marketing Research
MAR-425-TE	Marketing Management Strategy
OPM-301-TE	Introduction to Operations Management
PUA-301-TE	Public Administration

HUMAN SERVICES

COU-322-TE	Counselor Training: Short-Term Client Systems
HEA-301-TE	Community Health
HUS-101-TE	Introduction to Human Services

RADIATION PROTECTION

NUC-382-TE	Radioactive Waste Management
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FREE ELECTIVE

SES-131-TE	Word Processing Fundamentals
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College-Level Examination Program (CLEP)

The following college-level examinations in the CLEP program (College-Level Examination Program) are administered at Thomas Edison State College in Trenton, N.J., once a month. Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students who want to test at another location, or want more detailed information on the examinations and study materials may contact:

CLEP, P.O. Box 6600,  
Trenton, NJ 08541-6600  
(609) 771-7865  
[www.collegeboard.com/clep](http://www.collegeboard.com/clep)  
[clep@info.collegeboard.org](mailto:clep@info.collegeboard.org)

Students who wish to have their score reports sent to Thomas Edison State College should list the official college code, 2748, on their answer sheet at the time of testing.

The five general examinations test what is usually taught in the first year of college, and sometimes duplicate other credit students have earned. Refer to the academic policy on duplication of credit for additional explanation.

\* Numbers in parentheses indicate semester hour credits.

NOTE: Information was accurate as of July 2003.

EXAMINATION TITLE\*

PASSING SCORE

ENGLISH COMPOSITION

ENC-101/102-CE	English Composition with Essay (General) (6)	50
ENC-101/102-CE	Freshman College Composition with Essay (6)	50

HUMANITIES

FRE-101/102-CE	French Language-Level 1 (6)	50
FRE-101/102-CE	French Language-Level 2 (12)	62
201/202		
GRM-101/102-CE	College-Level German Language-Level 1 (6)	50
GRM-101/102-CE	German Language-Level 2 (12)	63
201/202		
HUM-101/102-CE	Humanities (General) (6)	50
LIT-111/112-CE	American Literature (6)	50
LIT-121/122-CE	English Literature (6)	50
LIT-130/131-CE	Analyzing and Interpreting Literature (6)	50
SPA-101/102-CE	Spanish Language-Level 1 (6)	50
SPA-101/102-CE	Spanish Language-Level 2 (12)	66
201/202		

SOCIAL SCIENCES

ECO-111-CE	Principles of Macroeconomics (3)	50
ECO-112-CE	Principles of Microeconomics (3)	50
HIS-101-CE	Western Civilization I: Ancient Near East to 1648 (3)	50
HIS-102-CE	Western Civilization II: 1648 to the Present (3)	50
HIS-113-CE	History of the United States I: Early Colonizations to 1877 (3)	50
HIS-114-CE	History of the United States II: 1865 to the Present (3)	50
POS-110-CE	American Government (3)	50
PSY-101-CE	Introductory Psychology (3)	50
PSY-211-CE	Human Growth and Development (3)	50
PSY-230-CE	Introduction to Educational Psychology (3)	50
SOC-101-CE	Introductory Sociology (3)	50
SOS-101/102-CE	Social Sciences and History (General) (6)	50

NATURAL SCIENCES/MATHEMATICS

BIO-111/112-CE	General Biology (nonlab) (6)	50
CHE-111/112-CE	General Chemistry (nonlab) (6)	50
MAT-102/103-CE	College Mathematics (General) (6)	50
MAT-127-CE	College Algebra-Trigonometry (3)	50
MAT-121-CE	College Algebra (3)	50
MAT-129-CE	Trigonometry (3)	50
MAT-230-CE	Calculus (3)	50
NAS-101/102-CE	Natural Sciences (General) (6)	50

BUSINESS

ACC-101/102-CE	Principles of Accounting (6)	50
COS-101-CE	Information Systems and Computer Applications (3)	50
LAW-201-CE	Introductory Business Law (3)	50
MAN-301-CE	Principles of Management (3)	50
MAR-301-CE	Principles of Marketing (3)	50



## DANTES Subject Standardized Tests (DSST)

The following college-level examinations in the DANTES Subject Standardized Tests program are administered at Thomas Edison State College in Trenton, N.J. twice a month. Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students who want to test at another location, or want more detailed information on the examinations and study materials may contact:

The Chauncey Group International Ltd., DSST Program, 664 Rosedale Rd., Princeton, NJ 08540  
Toll-free (877) 471-9860  
[www.getcollegedcredit.com](http://www.getcollegedcredit.com)  
[dsst@chauncey.com](mailto:dsst@chauncey.com)

Students who wish to have their score reports sent to Thomas Edison State College should list the official college code, 9001, on their answer sheet at the time of testing.

\* Numbers in parentheses indicate semester hour credits.

\*\* This examination may be classified either as social science or business, depending on the student's degree program.

NOTE: Information was accurate as of July 2003.

## EXAMINATION TITLE\*

## PASSING SCORE

### HUMANITIES

ART-166-DE	Art of the Western World (3).....	48
ENG-201-DE	Technical Writing (3).....	46
PHI-281-DE	Ethics in America (3).....	46
REL-405-DE	Introduction to World Religions (3).....	48

### SOCIAL SCIENCES

ANT-101-DE	General Anthropology (3).....	47
ECO-332-DE	Money and Banking (3)**.....	48
GOG-120-DE	Human/Cultural Geography (3).....	48
HIS-222-DE	Contemporary Western Europe: 1946-1990 (3).....	48
HIS-252-DE	The Civil War and Reconstruction (3).....	47
HIS-309-DE	An Introduction to the Modern Middle East (3).....	44
HIS-351-DE	A History of the Vietnam War (3).....	49
HIS-386-DE	Rise and Fall of the Soviet Union (3).....	45
PSY-211-DE	Lifespan Developmental Psychology (3).....	46
PSY-361-DE	Organizational Behavior (3)**.....	48
SOS-305-DE	Drug and Alcohol Abuse (3).....	49

### NATURAL SCIENCES/MATHEMATICS

AST-101-DE	Astronomy (3).....	48
COS-101-DE	Introduction to Computing (3).....	45
ENS-201-DE	Environment and Humanity: The Race to Save the Planet (3).....	46
GEO-151-DE	Physical Geology (3).....	46
MAT-115-DE	Fundamentals of College Algebra (3).....	47
NAS-131-DE	Principles of Physical Science I (3).....	47
STA-201-DE	Principles of Statistics (3).....	48

### BUSINESS

ACC-101-DE	Principles of Financial Accounting (3).....	49
BUS-101-DE	Introduction to Business (3).....	46
BUS-161-DE	Business Mathematics (3).....	48
CIS-301-DE	Management Information Systems (3).....	46
FIN-301-DE	Principles of Finance (3).....	46
FIN-332-DE	Money and Banking (3)**.....	48
LAW-202-DE	Business Law II (3).....	52
MAN-201-DE	Principles of Supervision (3).....	46
MAN-311-DE	Organizational Behavior (3)**.....	48
MAN-331-DE	Human Resource Management (3).....	46

### HUMAN SERVICES

AOJ-101-DE	Introduction to Law Enforcement (3).....	45
AOJ-102-DE	Criminal Justice (3).....	49
COU-262-DE	Fundamentals of Counseling (3).....	45
HEA-103-DE	Here's to Your Health (3).....	48

### FREE ELECTIVES

BUE-101-DE	Personal Finance (3).....	46
EDU-102-DE	Foundations of Education (3).....	46

The following DANTES examination is not administered at Thomas Edison State College. However, Thomas Edison State College will accept it for credit if it has been taken elsewhere.

COM-209-DE	Principles of Public Speaking (3).....	47
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## Other Testing Programs

### Advanced Placement Program (AP)

The College Entrance Examination Board administers the Advanced Placement Program (AP), a series of college-level examinations, to high school juniors and seniors. Thomas Edison State College will grant up to 6 semester hours credit for AP examinations for which a score of "three" 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 (AP), P.O. Box 6671, Princeton, NJ 08541-6671 or by calling (609) 771-7300.

### 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 may 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. Students should request that transcripts be sent to the Office of the Registrar by writing to: Commandant, DLIFLG, Attn. Academic Records (transcripts), Presidio of Monterey, Monterey, CA 93944-5006 or by calling (831) 242-5825.

### 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.



## New York University Proficiency Testing in Foreign Language

The following college-level examinations in the New York University Foreign Language Proficiency Testing program are administered at Thomas Edison State College in Trenton, N.J., on an as-requested basis. Each examination tests four basic areas: comprehension of the spoken language, the written language in composition, translation from English into the language and translation from the language into English. Up to 16 hours of credit may be earned, depending on the level of performance.

Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students may also test at NYU in New York City or make arrangements to test at other locations by contacting:

New York University Center for  
Foreign Language and Translation  
10 Astor Place  
Suite 505  
New York, NY 10003  
(877) 998-7080  
[www.scps.nyu.edu/dyncon/acfl/gene\\_fore\\_prof.html](http://www.scps.nyu.edu/dyncon/acfl/gene_fore_prof.html)

The following examinations were available as of January 2003:

Afrikaans	(modern)	(Brazilian)
Albanian	Gujarati	Punjabi
Arabic	Haitian Creole	Romanian
Armenian	Hausa	Russian
Bengali	Hebrew	Serbian
Bosnian	Hindi	Spanish
Bulgarian	Hungarian	Swahili
Catalan	Ibo	Swedish
Chinese	Icelandic	Tagalog
(Cantonese)	Indonesian	Tamil
Chinese	Irish	Thai
(Mandarin)	Italian	Turkish
Croatian	Japanese	Ukrainian
Czech	Korean	Urdu
Danish	Latin	Vietnamese
Dutch	Lithuanian	Yiddish
Estonian	Malay	
Finnish	Norwegian	
French	Persian	
Georgian	Polish	
Greek	Portuguese	

## Ohio University Examinations

Ohio University administers a series of examinations for college credit through their Independent Study division. The tests are available in many different subject areas. Credit is transcribed on an Ohio University transcript, so Thomas Edison State College students who choose this option must request that Ohio University send an official transcript to the Office of the Registrar.

The examinations are listed in quarter hour credits, which are converted to semester 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

Students who want more information on these examinations may contact:

Ohio University  
Independent Study  
302 Tupper Hall  
Athens, OH 45701-2979  
(800) 444-2910  
[www.ohiou.edu/independent/ccewords.htm](http://www.ohiou.edu/independent/ccewords.htm)  
[independent.study@ohio.edu](mailto:independent.study@ohio.edu)

## Excelsior College Examinations

Excelsior College Examinations are administered by computer at Prometric Testing Centers. Students may download content guides at [www.excelsior.edu](http://www.excelsior.edu) or obtain them by calling (888) 723-9267. To obtain more information or to register for an exam, students may call (888) 723-9267. Examination results are reported by letter grade. The minimum grade accepted by Thomas Edison State College is "C". All examination grades are transcribed as "credit." For examination results to be reported to Thomas Edison State College, students must submit the Official Grade Report form and fee to Excelsior College.

## Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) provides a 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 the knowledge a student possesses in a particular course area. It is an annotated compilation of data assembled in an approved format to demonstrate college-level knowledge for an award of credit. Each portfolio generally represents one course.

### Prior Learning Assessment (PLA) on the Web

To learn more about the Prior Learning Assessment (PLA) process, students should visit the College's Web site at [www.tesc.edu/PLA/](http://www.tesc.edu/PLA/).

## The Portfolio Process

The assessment of prior learning can help students expedite their educational goals. Students begin the portfolio process by identifying their areas of knowledge and skills. Busy adults often do not have an opportunity to consider all they have learned and can do. This early step in the Prior Learning Assessment (PLA) 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 Prior Learning Assessment (PLA). The decision about each subject area should be based on 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. Once the student has identified potential portfolio courses, he or she will discuss the viability of the course of study with an advisor. For detailed information on the process contact an advisor or visit the College's Web site at [www.tesc.edu/PLA/](http://www.tesc.edu/PLA/).





Licenses and Certificates Honored

Semester Hour Credits

Thomas Edison State College will grant credit for professional licenses or certificates that have been evaluated and recommended for credit by the American Council on Education (ACE) or, in some cases by the College itself through the Office of Corporate-Higher Education Programs. Students who have earned one of the licenses or certificates listed must submit appropriate documentation. This documentation is frequently a notarized copy of the license or certificate and a current renewal card when appropriate. In some cases additional documentation may be required.

Health-related Professional Certifications and Licenses

N.J. Emergency Medical Technology—Ambulance (EMT-A) or BASIC (EMT-B)	4
N.J. Emergency Medical Technology—Paramedic (EMT-P)	16
Histotechnology (HT [ASCP])	4
Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT)	30
Nursing (RN)	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

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 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	67
FAA Mechanic/Airframe	27
FAA Mechanic/PowerPlant	28
FAA Air Traffic Control Specialist	60

Business Certificates

Diploma in Computer Studies #	9
Certificate awarded by National Computing Centre.	
Certified Payroll Professional (CPP) #	up to 13
Awarded by the American Payroll Association.	
Certified Professional Secretary (CPS) #	up to 33
Awarded by International Association of Administrative Professionals	
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 32
Awarded by the American Institute for Property and Liability Underwriters.	
Certified Financial Planner (CFP) #	up to 15
Awarded by The College for Financial Planning.	

\* 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 semester hours

\*\*\* There is significant overlap of credit recommendations. As of May 1990 the ACP, CCP, CDP and CSP have a common CORE of 17 semester hours

# Credit recommendations made by the American Council on Education (ACE).

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
National Certified Public Manager Consortium (CPM) #	up to 15
Designation: the Fellow, Life Management Institute (FLMI)	
Insurance Education Program Awarded by LOMA Credit	
recommendation by USNY National PONSI	up to 30

Other Certificates or Licenses

Automotive Service Excellence Exams (NIASE) #	
Automobile, nine exams	up to 36
Auto Body, four exams	up to 19
Heavy-Duty Truck, nine exams	up to 42
School Bus, seven exams	up to 30

Microsoft Certifications:

Database Administrator (MCDBA)	7
MCP + Internet	5
MCP + Site Building	2
Solutions Developer (MCSD)	7
Systems Engineer (MCSE)	10
Systems Engineer + Internet (MCSE+Internet)	16

Novell Certifications:

Administrator #	2
Instructor #	12
Engineer #	14

New Jersey State Land Surveyor License	7
Navy Basic Nuclear Power School (after 1961)**	41
Navy Qualifications Beyond Basic Nuclear Power School	3-20
Nuclear Regulatory Commission Reactor Operator or Senior Reactor Operator License**	27
National Registry of Radiation Protection Technologists (NRRPT®) #	30
Child Development Associate (CDA)	9
New Jersey Basic Course for Police Officers (Jan. 1986 to Present)	16
New Jersey Basic Training for Corrections Officers (July 1989 to Present)	12
Pennsylvania Police Academy Training (1988 to Present)	15
Federal Emergency Management Agency (FEMA) Emergency Management Institute selected Independent Study Program Courses	1 to 25

American Society for Nondestructive Testing

Certification/Level:	II	III
Any testing method	6	12
Radiographic testing	3	7
Ultrasonic testing	3	7
Magnetic+Liquid testing	3	6
Eddy Current testing	3	3
Leak testing	3	3



# Non-College Programs Reviewed by the American Council on Education (ACE) Business and Industry

## Corporate and Business Training Programs

### How to Earn College Credit for Corporate Education and Training Courses

Students may be able to earn credit for courses taken at the workplace, or through union, governmental or professional associations, or through specialized training programs. Students should first check whether the courses they have completed have been evaluated by the College Credit Recommendation Service of the American Council on Education (ACE).

The College Credit Recommendation Service is a program under which company and other noncollegiate courses are evaluated by a team of college professors who determine whether such courses are college-level and, if they are, the faculty then recommends appropriate academic credit for each course. College credit recommendations resulting from these evaluations are published by ACE in *The National Guide to Educational Credit for Training Programs*. Similar evaluations are conducted by the Board of Regents of the University of the State of New York. Credit recommendations and descriptions of The National Program on Noncollegiate Sponsored Instruction courses are published in *College Credit Recommendations*.

Students can use these credit recommendations toward their degree at Thomas Edison State College, as well as at a number of other colleges in New Jersey and throughout the nation, if they successfully completed the course(s) during the dates in which the credit recommendation is active and valid. At Thomas Edison State College, courses can be accepted into any part of the degree, including the area of study, as long as they are appropriate and do not exceed the limitation of transferable courses from any one source.

To see if courses taken have been recommended for credit:

1. Start by reviewing the list (on pages 120-125) of organizations that have current College Credit Recommendation Service-evaluated courses. Courses completed successfully from any of these organizations may well be eligible for credit recommendations.
2. Students may also want to check with their human resources or training office at work, or the student services office where they have taken professional or training courses. The list of College Credit Recommendation Service sponsor organizations continues to grow and change, so students may want to check with the human resource or training officer to see whether any of their specific organizational courses have been evaluated for credit recommendations.
3. Students may also check the two aforementioned guides. (Libraries, training or human resource offices and admissions offices at schools often have copies of these guides on hand.) These guides include a listing of the organizations and credit recommendations for the specific courses evaluated by the respective programs. The guides also include names of organizations with valid credit recommendations that are no longer active partners. But students may still be able to use the credit recommendation, if they successfully completed the course(s) during the valid dates.

### How to Convert American Council on Education (ACE) Credit Recommendations into College Credit

To be awarded college credit for ACE-College Credit Recommendation Service evaluated courses, students must first establish a record of these courses with the ACE Registry Washington, D.C. You can do this in one of two ways: 1) contact the ACE Registry at (202) 939-9434 and request a student registration packet, follow the instructions sent with the packet and return it to the ACE Registry; or 2) contact the organization or school where you took the courses to ask about having course completion information sent electronically to the ACE Registry. Once your record is established, request a copy of your Registry record be sent to the College. In some special cases where a Registry record cannot be obtained, a student may contact the College's Office of Corporate-Higher Education Programs for information on possible alternatives.

### How to Initiate a Thomas Edison State College Transcript

If a student does not wish to enroll in a degree program at this time, but does need to have an official college transcript that reflects the credit recommendations which have been earned, there is a direct and easy way to do this. Contact the Office of Corporate-Higher Education Programs at (609) 633-6271 or via e-mail at [corpinfo@tesc.edu](mailto:corpinfo@tesc.edu) and request an application for an ILA® (Individual Learning Account). Complete and return the application to the College then contact the ACE Registry to have your Registry record forwarded to the College.

### If Courses Have Not Been Evaluated, You May Consider Prior Learning Assessment (PLA)

If the courses completed have not been evaluated by College Credit Recommendation Service but students want to capitalize on the learning, they should consider Prior Learning Assessment (PLA). PLA helps students define and demonstrate both their formal and informal learning in terms of college courses. (See the Prior Learning Assessment (PLA) section of this *Catalog*.)

### If You Need Information or Assistance with College Credit Recommendation Service Courses

Colleges vary on the way they accept College Credit Recommendation Service courses. If students have questions or concerns about using College Credit Recommendation Service credits at a college, they may contact the Corporate-Higher Education Programs staff at Thomas Edison State College.

### If Students Want to Know Other Ways In Which Thomas Edison State College Can Help Their Organizations

The Office of Corporate-Higher Education Programs can bring the resources of Thomas Edison State College to the workplace. Through this office:

1. Formal courses can be evaluated through the College Credit Recommendation Service.
2. College services can be offered at employer sites.
3. "Degrees of Success," a special one-day seminar developed with a major corporation to familiarize working adults with the choices available to them to complete their degree in ways that can save time and money, is available. The seminar also includes a section on study skills and how to manage time while working, caring for family responsibilities and doing college course work.
4. "Paths to Achievement," is a one-day workshop which enables adult students to recognize and successfully utilize appropriate examination programs to document their college-level learning, gained from work, reading and private efforts. It enables adults to begin or accelerate their path toward degree completion with additional confidence and significant savings to them and often to their employer. At one corporation, more than 50 percent of the employees who participated in this workshop were formally enrolled in a college degree program within one year and were moving successfully and efficiently toward degree completion.

To get more information about the College Credit Recommendation Service or other services available to organizations, contact the Office of Corporate-Higher Education Programs, Thomas Edison State College at (609) 633-6271 or via e-mail at [corpinfo@tesc.edu](mailto:corpinfo@tesc.edu).



# Current ACE/College Credit Recommendation Service Sponsors\*

(formerly called ACE/PONSI - Program On Noncollegiate Sponsored Instruction)

Access Research Corporation  
(See ARC Information Assurance  
Institute, Inc.)

AchieveGlobal, Draper, Utah

Advanced Leadership Program  
(ALP) (see U.S. Postal Service  
Employee Development)

Advance Consulting Network,  
Inc. (see Charter Learning)

Advance Learning Network  
(see Charter Learning)

Allied Business Schools, Inc.  
Laguna Hills, Calif.

American Academy of Nutrition,  
College of Nutrition,  
Knoxville, Tenn.

American Conference of  
Audioprosthology, Fairborn, Ohio

**American Educational Institute,  
Inc., Basking Ridge, N.J.**

American Health Information  
Management Association,  
Chicago, Ill.

American Health Science  
University, Aurora, Colo.

American Institute for Chartered  
Property Casualty Underwriters,  
Insurance Institute of America  
Malvern, Pa.

American Institute for Paralegal  
Studies, Inc., Oakbrook Terrace, Ill.

American Management  
Association

American Medical Record  
Association (see American Health  
Information Management  
Association)

American Military University  
Manassas Park, Va.

American Research Group  
(see Global Knowledge Network)

American Society of Military  
Comptrollers, Alexandria, Va.

American Society of Safety  
Engineers, Des Plaines, Ill.

America's Community Bankers  
Washington, D.C.

Ameritech, Detroit, Mich.

Anheuser-Busch Companies, Inc.  
St. Louis, Mo.

Applied Professional Training

Appraisal Institute, Chicago, Ill.

Appraisal School,  
Woodland Hills, Calif.

ARC Information Assurance  
Institute, Inc., San Antonio, Texas

**Armenian National Education  
Committee, New York, N.Y.**

Army Materiel Command  
(see School of Engineering and  
Logistics)

Art Instruction Schools, Inc.  
Minneapolis, Minn.

ASM International

**AT&T School of Business and  
Technology, Somerset, N.J.**

Bank Administration Institute  
Chicago, Ill.

Bell Atlantic Corporation  
(see Verizon Communications)

**Bergen County Law & Public  
Safety Institute-Police, Fire &  
EMS Academies, Mahwah, N.J.**  
(formerly Bergen County Police &  
Fire Academy)

Berlitz International, Inc.  
Coral Gables, Fla.

Beth Jacob Academy of Higher  
Learning (see Zaidner Institute)

B. F. Goodrich Aerospace, Airframe  
Services Division  
(see Goodrich Corporation,  
Aviation Technical Services  
Division)

Bisk Education, Inc.  
Tampa, Fla.

Bisk-Totaltape Publishing Company  
(see Bisk Education, Inc.)

BOMI Institute  
Arnold, Md.

Building Owners and Managers  
Institute, Inc. (see BOMI Institute)

Business Management Research  
Associates (BMRA), Fairfax, Va.

C&P Telephone Company  
(see Verizon Communications)

Caesars Atlantic City  
(See Park Place Entertainment)

Calhoun MEBA Engineering School  
Easton, Md.

California College for Health  
Sciences, National City, Calif.

Capstone Institute of Mortgage  
Finance, Inc.

Case Corporation  
Racine, Wisc.

Catholic Distance University  
(formerly Catholic Home Study  
Institute), Hamilton, Va.

Center for Disabilities Studies,  
University of Delaware, Newark, Del.

Center for Financial Training,  
Mid-Atlantic Chapter, Bethesda,  
Md., (formerly American Institute  
of Banking, Mid-Atlantic Chapter)

**Center for Financial Training  
New Jersey, Clifton, N.J.,**  
(formerly American Institute of  
Banking of NJ)

Center for Financial Training,  
Northeastern New York

Center for Financial Training,  
Regional New York, Inc.

Center for Performance Excellence  
Media, Pa.

Certified Credit Union Executive  
Program (see Credit Union  
National Association)

Certified Employee Benefit  
Specialist Program,  
Brookfield, Wisc.

Certified Medical Representatives  
Institute, Inc., Roanoke, Va.

Charles River Computers  
New York, N.Y.

**Chubb Institute, Parsippany, N.J.**

Citibank (see Citigroup)

Citigroup  
Hagerstown, Md.

Colgate-Palmolive Company

College for Financial Planning  
Greenwood Village, Colo.

**Commerce Bank N. A.  
Mount Laurel, N.J.**

CompuTaught, Inc.  
(see Real Estate Webschool)

Computer Institute  
Rockville, Md.

Control Data  
(VCampus Corporation)

**Corporate College Services, Inc.  
Mountainside, N.J.**

Corporation for Long-Term Care  
Certification, Inc., Newton, Mass.

Credit Union National Association  
Madison, Wis.

**Curves, Inc., Waco, Texas**

DaimlerChrysler Manufacturing  
Technical Training Services  
Detroit, Mich.

Dale Carnegie & Associates, Inc.  
Houston, Texas

Dana Corporation, Toledo, Ohio

DARCOM (see School of  
Engineering & Logistics)

Dearborn Financial Institute  
Chicago, Ill.

Defense Logistics Agency  
Columbus, Ohio

Defense Security Service Academy  
Linthicum, Md.

Defense Threat Reduction Agency  
Washington, D.C.

Delta Air Lines  
Atlanta, Ga.

Diamond Technology Partners, Inc.  
Chicago, Ill.

Disabled American Veterans  
Structured and Continuing Training  
Program, Washington, D.C.

**DPT Business School  
Philadelphia, Pa.**

Duquesne Light Company  
(see First Energy Nuclear Operating  
Company)

**Eastern Regional Public Safety  
Institute (a division of Bernstein &  
Associates, Inc.), Miami, Fla.**

Education Direct, Scranton, Pa.

Educational Resources, Inc.  
Dulles, Va.

Educational Services Institute  
(see ESI International)

Emergency Management Institute  
(see National Emergency Training  
Center [EMI])

English Language Institute of America  
Scranton, Pa.

Enhanced Training Opportunities  
Program, Inc., Itasca, Ill.

Entergy Operations, Inc.-River Bend  
St. Francisville, La.

ESI e-Training, Arlington, Va.

ESI International, Arlington, Va.

Executive 2000, Inc., Irvine, Calif.

Executive Leadership Group  
Elizabeth, Colo.

\*The listings in bold print are sponsors evaluated by Thomas Edison State College



**Faith Builders Educational Programs, Guys Mills, Pa.**

Federal Aviation Administration (FAA) Academy  
Oklahoma City, Okla.

Federal Aviation Administration (FAA) Center for Management Development, Palm Coast, Fla.

Federal Correctional Institution  
El Reno, Okla.

Federal Judicial Center  
Washington, D.C.

Federal Law Enforcement Training Center (see U.S. Dept. of Justice, Immigration & Naturalization Service)

Federal Market Group/Federal Market Institute, Manassas, Va.

Felde Publications and Programs  
San Clemente, Calif.

FT Knowledge Financial Learning (formerly Financial Times Management, Inc., The Open College New York, N.Y.)

Fire and Rescue Training Institute, University of Missouri

First Energy Nuclear Operating Company, Shippingport, Pa.

Foundation of Real Estate Appraisers  
Orange, Calif.

General Motors University  
Warren, Mich.

Georgia Fire Academy  
Forsyth, Ga.

Graduate School of Banking at Colorado, University of Colorado  
Boulder, Colo.

Great Plains Technology Center  
Lawton, Okla.

Hacienda La Puente Adult Education, Hacienda Heights, Calif.

Hampton Group, Inc., Denver, Colo.

Hane Training, Inc., or Hane Industrial Training,  
Terre Haute, Ind.

Harcourt Learning Direct  
(see Education Direct)

Harry Lundeberg  
(see Seafarers Harry Lundeberg School of Seamanship)

Health Insurance Association of America, Washington, D.C.

Healthy Children 2000 Project, Inc.  
Sandwich, Mass.

**HMS HOST**, (formerly *Host Marriott Services*) **Trenton, N.J.**

**HoHoKus School of Business and Medical Sciences**, (formerly *HoHoKus School of Secretarial and Medical Sciences*) **Ramsey, N.J.**

**Holtz Learning Centers, Ltd., Tuckahoe, N.J.**

IBM Corporation

ICS Learning Systems  
(see Education Direct)

Illinois Fire Service Institute  
University of Illinois  
Champaign, Ill.

Immigration and Naturalization Service, Federal Law Enforcement Training Center (see U.S. Dept. of Justice, Immigration and Naturalization Service)

Independent Electrical Contractors, Inc., Alexandria, Va.

Independent School Management  
Wilmington, Del.

Indiana Business College  
Indianapolis, Ind.

Innovative Community Technology Services (ICTS), Alexandria, Va.

Institute for Nuclear Medical Education, Boulder, Colo.

**Institute of Certified Travel Agents Wellesley, Mass.**

Institute of Financial Education/BAI  
(see Bank Administration Institute)

Institute of International Studies  
Elicott City, Md.

**Institute of Logistical Management Burlington, N.J.**

Institute of Management and Production, Kingston, Jamaica, W.I.

Insurance Educational Association  
San Francisco, Calif.

InTech Corporation  
Centerville, Ohio

Interagency Training Center  
Fort Washington, Md.

International Association of Fire Fighters, Washington, D.C.

International Association of Machinists and Aerospace Workers  
Hollywood, Md.

International Correspondence Schools (see Education Direct)

International Institute for Learning

International Training Institute for the Sheet Metal and Air Conditioning Industry, Alexandria, Va.

Jamaican Institute of Management  
Kingston, Jamaica, W.I.

**John J. Helrich Center for Workforce Development, Edward J. Bloustein School of Planning & Public Policy Rutgers, the State University, New Brunswick, N.J.**

JR Electronics and Pneumatics Corporation, San Juan, Puerto Rico

Kaplan College, Boca Raton, Fla.

Kaplan Educational Centers  
New York, N.Y.

Kentucky DeafBlind Project  
Louisville, Ky.

Kentucky School for the Blind  
Louisville, Ky.

**Kepner-Tregoe, Inc. Princeton, N.J.**

**Key Testing and Review, Inc. West Trenton, N.J.**

Laborers AGC  
Pomfret Center, Conn.

Lado Teaching English as a Foreign Language (TEFL) Certificate Program, Washington, D.C.

Land Rover North America, Inc.  
Land Rover University, Lanham, Md.

Langevin Learning Services  
Manotick, Ontario, Canada

Language Matters, Inc., King, N.C.

Learning Tree International  
Reston, Va.

Lockheed Martin Utility Services, Inc.  
Piketon, Ohio

Long & Foster Realtors, Inc.  
Fairfax, Va.

Lucent Technologies Customer Training & Information Products  
Columbus, Ohio

**Lucent Technologies, Inc., Lucent Learning**, (formerly *Lucent Technologies, Inc. Learning & Performance Center*) **Murray Hill, N.J.**

Management Concepts, Inc.  
Vienna, Va.

Maryland Fire and Rescue Institute  
University of Maryland  
College Park, Md.

Maryland State Department of Education, Baltimore, Md.

Massachusetts Bankers Association, Inc., Boston, Mass.

Massachusetts Office of the Inspector General, Boston, Mass.

McDonald's Corporation  
Oakbrook, Ill.

Medical-Legal Consulting Institute, Inc., Houston, Texas

Montessori Associates, Gray, Ga.

Mortgage Bankers Association of America, Washington, D.C.

MOTEC College of Engineering  
St. Louis, Mo.

Motion Institute of Industrial Education, Birmingham, Ala.

MWR Academy  
Falls Church, Va.

NASA Academy of Program and Project Leadership  
Wallops Island, Va.

National Association Medical Staff Services, Austin, Texas

National Association of Power Engineers Educational Foundation,  
Falls Church, Va.

National Center for Montessori Education, Sonoma, Calif.

National Certified Public Manager Consortium, Athens, Ga.

National Child Care Association  
Conyers, Ga.

National Cryptologic School  
Fort Meade, Md.

National Education Training Group,  
Naperville, Ill.

National Emergency Training Center (EMI), Washington, D.C.

National Emergency Training Center (NFA), Emmitsburg, Md.

National Fire Academy  
(see National Emergency Training Center)

National Imagery & Mapping Agency  
Fort Belvoir, Va.

National Joint Apprenticeship and Training Committee for the Electrical Industry,  
Upper Marlboro, Md.

National Management Association  
Dayton, Ohio

**National Registry of Radiation Protection Technologists Swedesboro, N.J.**

National Weather Service Training Center, Kansas City, Mo.

Naval Facilities Contracts Training Center (see U.S. Naval Facilities Acquisition Center for Training)

Naval Personnel Command, Child Development Training Program

New Horizons Computer Learning Centers, Inc., Santa Ana, Calif.

**New Jersey Council for the Humanities, Trenton, N.J.**

\*The listings in bold print are sponsors evaluated by Thomas Edison State College



**New Jersey Department of Personnel, Human Resource Development Institute**  
Trenton, N.J.

New York City Fire Department  
Brooklyn, N.Y.

New York State Academy of Fire Science, Montour Falls, N.Y.

Noblefields School of Real Estate  
San Francisco, Calif.

Nonproliferation and National Security Institute,  
Albuquerque, N. M.

Northwest Procurement Institute, Inc., (NPI, Inc.) Edmonds, Wash.

Offshore Sailing School, Ltd.  
Fort Myers, Fla.

Oklahoma Department of Career and Technical Education,  
Stillwater, Okla.

Pacific Bell  
(see SBC Center for Learning)

PADI International, Inc.  
Rancho Santa Margarita, Calif.

**Panasonic Services Company**  
Secaucus, N.J.

**Park Place Entertainment**  
Atlantic City, N.J.

Paychex, Inc.  
Rochester, N.Y.

PECO Energy (Peachbottom Atomic Power Station), Delta, Pa.

Pennsylvania School of Muscle Therapy, Ltd., Wayne, Pa.

PJA School  
Upper Darby, Pa.

PrimeTech Institute  
North York, Ontario, Canada

**Princeton Center for Teacher Education, Princeton, N.J.**

Professional Development Solutions, Inc.,  
Project Management College

Project Management Leadership Group

Project Mentors, Inc.  
Atlanta, Ga.

Qualtec Institute for Competitive Advantage (see Six Sigma Qualtec)

**RAPT Foundation, Inc., (formerly Recovery Assistance Program Training, Inc.)** Perth Amboy, N.J.

Real Estate WebSchool  
Marietta, Ga.

**RETS Institute**  
Nutley, N.J.

Rhodes International  
Brighton, East Sussex, UK BN

RTM STAR Center  
Dania, Fla.

SBC Center for Learning  
San Ramon, Calif.

SBC Operations, Inc.  
San Antonio, Texas

School of Engineering and Logistics  
Texarkana, Texas

Screenwriters Group, Chicago, Ill.

Seafarers Harry Lundeborg School of Seamanship, Paul Hall Center for Maritime Training and Education, Piney Point, Md.

Seminary Extension  
Nashville, Tenn.

Simi Valley Adult School and Career Institute, Simi Valley, Calif.

Six Sigma Qualtec  
Tempe, Ariz.

SkillSoft Corporation  
Nashua, N.H.

**SMS/American Healthware Systems, Brooklyn, N.Y.**

Software Technology Group  
San Jose, Calif.

**Somerset School of Massage Therapy, Piscataway, N.J.**

**South Jersey Career Center**  
Hammonton, N.J.

Southern Baptist Seminaries  
(see Seminary Extension)

Southern California Water Company, Employee Development University  
San Dimas, Calif.

Southwestern Bell Corporation Administrative Services, Inc.  
(see SBC Center for Learning)

St. Louis Police Academy  
St. Louis, Mo.

Synergistics, Inc.  
Rochester, N.Y.

Technical Education & Development Corporation,  
Kokomo, Ind.

**Technical Training Project, Inc.**  
Newark, N.J.

TechSkills

TEDCo. (see Technical Education & Development Corporation)

Telecommunications Research Associates, St. Marys, Kan.

TestOut! Corporation  
Pleasant Grove, Utah

TRANE, LaCross, Wis.

**U.S. Army CECOM, Directorate for Safety, Fort Monmouth, N.J.**

U. S. Army Community and Family Support Training Center  
(see MWR Academy)

U.S. Army Defense Ammunition Center, Training Directorate  
McAlester, Okla.

U.S. Army Family Team Building  
Alexandria, Va.

U.S. Army Management Staff College, Fort Belvoir, Va.

U.S. Army Materiel Command  
(see School of Engineering and Logistics)

U.S. Army Materiel Development and Readiness Command (see School of Engineering and Logistics)

U.S. Army Safety Center, The Texas A&M University System, Texas Engrg. Extension Service, Mesquite, Texas

U.S. Department of Agriculture Graduate School, Washington, D.C.

U.S. Department of Agriculture National Finance Center  
New Orleans, La.

U.S. Department of Defense Security Institute (see Defense Security Service Academy)

U.S. Department of Justice, Immigration and Naturalization Service, Glynnco, Ga.

U.S. Department of Justice, Immigration and Naturalization Service, Center for Leadership Development, Dallas, Texas

U.S. Department of Labor, Office of Job Corps, Washington, D.C.

U.S. Naval Facilities Acquisition Center for Training  
Port Hueneme, Calif.

U.S. Naval Facilities Contracts Training Center  
(see U.S. Naval Facilities Acquisition Center for Training)

U.S. Office of Personnel Management, Aurora, Colo.

U.S. Postal Service Employee Development, (formerly U.S. Postal Service, Corporate Training & Development) Washington, D.C.

U.S. Postal Service Purchasing and Materials, Washington, D.C.

UAW-DaimlerChrysler Technology Training Center, Detroit, Mich.

UAW-GM Center for Human Resources, Auburn Hills, Mich.

**Ultrasound Diagnostic Schools**  
Miami, Fla.

Union Pacific Railroad Company  
Omaha, Neb.

United Nations Institute for Training and Research,  
New York, N.Y.

University of California, Berkeley Extension, Berkeley, Calif.

University of St. Thomas  
Minneapolis, Minn.

Vanguard Schools  
(see Real Estate WebSchool)

VCampus Corporation  
Fort Monroe, Va.

Verizon Communications  
Brooklyn, N.Y.  
Virginia Department of Criminal Justice Services, Richmond, Va.

Virginia State Police Academy  
Richmond, Va.

**VITAL LEARNING**  
Omaha, Neb.

Wackenhut Corporation  
Palm Beach Gardens, Fla.

Wackenhut Services, Incorporated-Savannah River Site, Aiken, S.C.

Wal-Mart Stores, Inc.  
Bentonville, Ariz.

Walt Disney World® Resort  
Lake Buena Vista, Fla.

Western CUNA Management School, Rancho Cucamonga, Calif.

Westinghouse Savannah River Company, Aiken, S.C.

Wisconsin Electric Power Company  
Two Rivers, Wis.

Wisconsin Public Service Corporation  
Green Bay, Wis.

Zaidner Institute-Ma'alot Yerushalayim College  
Jerusalem, Israel

Zenger-Miller, Inc.  
(see AchieveGlobal)

\*The listings in bold print are sponsors evaluated by Thomas Edison State College



# Military Training Programs and Schools

## 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 (ACE). Members of the armed forces currently on active duty should submit an AARTS or SMART transcript to receive credit.

Since 1950, a separation report has been 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. A notarized photocopy of the original separation report should be 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 cover 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

Army enlisted personnel and veterans who entered the military after Oct. 1, 1981, should request that a copy of their AARTS transcript be sent directly to the Office of the Registrar.

Army personnel who entered active duty on or after Oct. 1, 1981, who remained on active duty on or after Jan. 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: ECE Exam that has been passed and carries American Council on Education (ACE) credit recommendations. Transcripts may be ordered through the base Education Service Officer or by writing to: AARTS Operations Center, Fort Leavenworth, Kan. 66027-5073.

## Coast Guard Rating

Active duty personnel should fill out form CGI Form 60/04C and send it to the U.S. Coast Guard Institute, 5900 SW 64th Street, Suite 235, Oklahoma City, Okla. 73169-6990; telephone, (405) 954-7275. This form may be obtained from the Education Service Officer or through the Web at [www.uscg.mil/hg/cgi](http://www.uscg.mil/hg/cgi). Veterans should submit a notarized or certified copy of their Notice of Separation (DD214).

## Navy/Marine

Navy and Marine enlisted personnel may request a copy of their SMART transcript be sent directly to the Office of the Registrar. SMART transcripts may be requested at [www.navycollege.navy.mil](http://www.navycollege.navy.mil). The College will accept CLEP/DSST/ECE examination scores directly from the SMART transcript.

## 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, Ala. 36112-6655.

*Note 1: Forms and form numbers change from time to time. If there are questions, please contact the College.*

*Note 2: The forms mentioned above as appropriate documentation for verifying the award of credit may lack sufficient information. The College may require additional notarized documentation before credit can be awarded.*

# Servicemembers Opportunity College

Thomas Edison State College is a long standing member of the Servicemembers Opportunity College (SOC). Some 1,300 colleges and universities hold membership in SOC, an organization that actively promotes articulation between members to assure servicemembers transferability of credits between institutions.

Thomas Edison State College is also one of 130 member institutions that comprise the SOC network. The SOC network works closely with the military to map military training to degree programs through a SOC agreement.

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 regionally accredited colleges and universities, including Thomas Edison State College.

When servicemembers from the Army, Navy, Marines, National Guard or Coast Guard apply to Thomas Edison State College, the College provides to both the servicemember and to SOC an agreement form and a copy of the Academic Program Evaluation which shows the credits applied toward the degree and the credits needed to complete the degree. All applicants and enrolled servicemembers have access to the Advisement staff through telephone, e-mail, letters and individual appointments.

Army Education Offices, Navy College Offices, as well as Coast Guard and Marine Education Service Offices have the SOC publications which list the 1,300 member colleges and the degree programs included in their network. All Thomas Edison State College degree programs are available to all servicemembers, in addition to those listed in the SOC publications.

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.



Photo courtesy of the U.S. Navy



U.S. Army photo by Gordon Willise



Photo courtesy of the U.S. Navy



## Degree Completion Options Through Other Institutions

Several of Thomas Edison State College's degree programs require course work that must be completed through other institutions or Prior Learning Assessment (PLA). Students should read the specific information for earning credit in the chosen area of study to determine how to fulfill their individual degree requirements.

While most students are encouraged to utilize Thomas Edison State College independent study options, they may select distance learning or classroom based courses from a number of other institutions. Such institutions must be regionally accredited, and the courses selected must satisfy Thomas Edison State College degree requirements. It is the student's responsibility to ensure that courses taken through other institutions meet his or her degree requirements at Thomas Edison State College. Several resources are available to research distance learning options at other institutions:

Barron's Educational Series, Inc.  
250 Wireless Blvd.  
Hauppauge, NY 11788  
(800) 645-3476  
[www.barronseduc.com](http://www.barronseduc.com)

Bears' Guides  
Ten Speed Press  
P.O. Box 7123  
Berkeley, CA 94707  
(510) 559-1600  
(800) 841-BOOK  
[www.degree.net](http://www.degree.net)

Peterson's Guides  
P.O. Box 67005  
Lawrenceville, NJ 08648  
For telephone orders contact:  
Non-New Jersey residents: (800) 338-3282  
New Jersey residents: (609) 896-1800  
[www.petersons.com](http://www.petersons.com)

The Princeton Review  
42 Broadway, Ste. 1927  
New York, NY 10004  
(888) 500-PREP  
[www.princetonreview.com](http://www.princetonreview.com)

## 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 (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 State College students who are enrolled in degree 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 the 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 automobiles or houses 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 and 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 Office of Financial Aid and Veterans' Affairs, (609) 633-9658.



## Governance

The Board of Trustees is the College's governing body. The Board oversees all policy matters of the College, including the approval of degree programs and standards, and budget recommendations for the state treasurer.

Members are appointed by the governor, with the advice and consent of the Senate, to six-year terms. In addition, two student representatives, a voting member and an alternate, are elected by the Board of Trustees.

In addition, a 25-member Academic Council, appointed by the Board serves as an advisory body to the president and Board of Trustees. The Council, consisting of specialists from New Jersey two- and four-year public and private higher education institutions, organizations from the noncollegiate sector, Thomas Edison State College staff and students and/or alumni, is chaired by the vice president and provost. Its primary function is to review the content and requirements of Thomas Edison State College degree programs, to review academic policies and standards, and to recommend modifications where appropriate.

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The Academic Council consists of the following members. The Council is chaired by the vice president and provost, and members are appointed by the board of trustees. The primary function of the Council is to review the content and requirements of Thomas Edison State College degree programs, the academic policies and standards that govern such programs, and to recommend modifications where appropriate. Council members are specialists with academic backgrounds in a variety of fields, such as liberal arts, business, professional disciplines, testing and measurement, and learning resources.

The Council receives advisory input from a number of advisory committees in the following professional fields: applied science and technology, business and management, human services, liberal arts, graduate studies, and nursing. In addition, special ad hoc committees are formed as needed to deal with issues affecting particular academic programs and policies.

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**Theresa M. Wurmser,**  
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## Thomas Edison State College Mentors

Thomas Edison State College mentors are drawn primarily from the regular academic staffs of New Jersey public and private colleges and universities. They provide many services to Thomas Edison State College, including: course mentoring and development, Prior Learning Assessment (PLA) through portfolio, test development and review, curriculum review, development of new degree programs, academic advisory committees, other assessments (e.g. Advanced Level Practicum, Demonstration of Currency, etc.), ACE's College Credit Recommendation Service evaluations and many others. The following professionals have been approved to be mentors at Thomas Edison State College.

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Susan Cobb, MSN, RN, President,  
Meniscus Educational Institute

Victoria Elfrink, Ph.D., RN,  
Adjunct Faculty, Nursing  
Excelsior College

Brigitte Haagen, DNSc, RN, CS,  
Coordinator Mental Health, Nursing,  
Pennsylvania State University

Mary Beth Haas, MSN, RN,  
Consultant/Educator, Nursing,  
Albert Einstein Healthcare Network

Marjorie Heinzer, Ph.D., RN, CS,  
CRNP, Associate Professor, Nursing  
Case Western Reserve University

Fiolmela Marshall, Ed.D., RN,  
Professor,  
Nursing Holy Family College

Dee McGonigle, Ph.D., RN,  
FACCE, Associate Professor,  
Nursing, Penn State University

Kathleen McMullen, Ph.D., RN,  
Professor,  
Nursing Holy Family College

Cordelia Nnedu, Ph.D., RN,  
Associate Professor,  
Nursing, Tuskegee University

Catherine Nuss-Kotecki, DNSc., RN,  
Assistant Professor, Nursing,  
University of Medicine & Dentistry

Rita Olivieri, Ph.D., RN,  
Associate Professor,  
Boston College of Nursing

Barbara Ann Patterson, Ed.D., RN,  
Director of Health Careers,  
Moore Norman Technology Center

Susan Quinn, Ed.D., MA, RN,  
Vice President,  
Jefferson Home Care Network

Marianne Rozanski, MSN, RN,  
Director of Nursing,  
Cumberland County  
Community College

Sharon Stark, DNS, RN,  
Assistant Professor,  
Nursing Monmouth University

Linda Thede, Ph.D., RN,  
Adjunct Faculty, Nursing  
St. Joseph's College

Kimberly Adams Tufts, MSN, RN,  
Associate Professor, Frances Payne  
Bolton School of Nursing,  
Case Western Reserve University

Gladys Word, Ed.D., RN,  
Professor, Nursing,  
The College of New Jersey

Theresa A. Wurmser, Ph.D.,  
MPH, RN, Director,  
Ann May Center for Nursing,  
Meridian Healthcare System



# Directions to Thomas Edison State College

Offices located in  
Trenton, N.J.

**ACADEMIC CENTER**  
167 W. Hanover St.

**KELSEY BUILDING &  
TOWNHOUSES**  
101 W. State St.

**KUSER MANSION/  
WATSON INSTITUTE**  
315 W. State St.



## Academic Center

167 Hanover St.  
Trenton, NJ 08608-1176  
(609) 292-0078

### From the North

- If you are coming from north of Trenton, including the New York area, take the New Jersey Turnpike South to exit 7A, exiting the Turnpike to take Interstate 195 West.
- Follow 195 West about eight miles until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.

### Or

- Take Route 80 or Route 78 East to Route 287 South.
- Take Route 287 South to Route 202 South.
- Take Route 202 South to Route 179 South toward Lambertville. Follow Route 179 South to Route 29 South. The Delaware River will be on your right-hand side.
- Exit Route 29 at Calhoun Street.
- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.

### From the South

- If you are coming from South of Trenton, take the New Jersey Turnpike North to exit 7A, exiting the Turnpike to take Interstate 195 West.
- Follow 195 West about eight miles until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.

### Or

- Take Interstate 295 North.
- North of Bordentown, take the exit for Interstate 195.
- Follow 195 West until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.

### From the East

- I-195 West to Route 29 North (Trenton). Follow 195 West until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.

## From U.S. Route 1, Heading North

- Take Route 1 North to Perry Street.
- At the end of the ramp, make a left onto Perry Street.
- Proceed to the sixth traffic light and make a left onto Willow Street.\*
- Make a right at the first light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.

## From U.S. Route 1, South

- Take Route 1 South to Perry Street.
- At the end of the ramp, make a left onto Perry Street.
- Proceed to the fifth traffic light and make a left onto Willow Street.\*
- Make a right at the first light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.

## From Pennsylvania and Delaware

- If you are coming from Pennsylvania or Delaware, take Interstate 95 north over the Delaware River at the Scudders Falls Bridge.
- Take Route 29 South to Trenton. The Delaware River will be on your right.
- Exit Route 29 at Calhoun Street.
- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.

## Parking

Metered parking is usually available near the Academic Center. Handicapped parking is available in front of the building.

## Kelsey Building & Townhouses

101 W. State St.  
Trenton, NJ 08608-1176  
(609) 633-1400

### From the North

- If you are coming from north of Trenton, including the New York area, take the New Jersey Turnpike South to exit 7A, exiting the Turnpike to take Interstate 195 West.
- Follow 195 West about eight miles until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn right at the first traffic light onto West State Street and proceed one full block.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

### Or

- Take Route 80 or Route 78 East to Route 287 South.
- Take Route 287 South to Route 202 South.
- Take Route 202 South to Route 179 South toward Lambertville. Follow Route 179 South to Route 29 South. The Delaware River will be on your right-hand side.
- Exit Route 29 at Calhoun Street.



- Turn right at the first traffic light onto West State Street and proceed one full block.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

### From the South

- If you are coming from South of Trenton, take the New Jersey Turnpike North to exit 7A, exiting the Turnpike to take Interstate 195 West.
- Follow 195 West about eight miles until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn right at the first traffic light onto West State Street and proceed one full block.

- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

### Or

- Take Interstate 295 North.
- North of Bordentown, take the exit for Interstate 195.
- Follow 195 West until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn right at the first traffic light onto West State Street and proceed one full block.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

### From the East

- I-195 West to Route 29 North (Trenton).
- Follow 195 West until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn right at the first traffic light onto West State Street and proceed one full block.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.



### From U.S. Route 1, Heading North

- Take Route 1 North to Perry Street.
- At the end of the ramp, make a left onto Perry Street.
- Proceed to the sixth traffic light and make a left onto Willow Street.\*
- Make a right at the second light onto West State Street.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

### From U.S. Route 1, South

- Take Route 1 South to Perry Street.
- At the end of the ramp, make a left onto Perry Street.
- Proceed to the fifth traffic light and make a left onto Willow Street.\*
- Make a right at the second light onto West State Street.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

### From Pennsylvania and Delaware

- If you are coming from Pennsylvania or Delaware, take Interstate 95 north over the Delaware River at the Scudders Falls Bridge.
- Take Route 29 South to Trenton. The Delaware River will be on your right.
- Exit Route 29 at Calhoun Street.
- At traffic light make a right onto West State Street.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

### Parking

Metered parking is usually available near the Kelsey Building and Townhouses. Handicapped parking is available directly across the street on West State Street.

### Kuser Mansion and John S. Watson Institute for Public Policy

315 W. State St.  
Trenton, NJ 08608-1176  
(609) 292-5629

### From the North

- If you are coming from north of Trenton, including the New York area, take the New Jersey Turnpike South to exit 7A, exiting the Turnpike to take Interstate 195 West.
- Follow 195 West about eight miles until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/



Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.

- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State St.

### Or

- Take Route 80 or Route 78 East to Route 287 South.
- Take Route 287 South to Route 202 South.
- Take Route 202 South to Route 179 South toward Lambertville. Follow Route 179 South to Route 29 South. The Delaware River will be on your right-hand side.
- Exit Route 29 at Calhoun Street.
- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State St.

### From the South

- If you are coming from South of Trenton, take the New Jersey Turnpike North to exit 7A, exiting the Turnpike to take Interstate 195 West.
- Follow 195 West about eight miles until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State St.

### Or

- Take Interstate 295 North.
- North of Bordentown, take the exit for Interstate 195.
- Follow 195 West until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State St.



From the East

- I-195 West to Route 29 North (Trenton).
- Follow 195 West until the road splits. Stay to the left, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North, follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.
- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State St.

From U.S. Route 1, Heading North

- Take Route 1 North to Perry Street.
- At the end of the ramp, make a left onto Perry Street.
- Proceed to the sixth traffic light and make a left onto Willow Street.\*
- Make a right at the second light onto West State Street. Continue on West State Street through one traffic light. (Calhoun Street).
- Make the second left after the traffic light into the driveway of the parking lot.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State St.

From U.S. Route 1, Heading South

- Take Route 1 South to Perry Street.
- At the end of the ramp, make a left onto Perry Street.
- Proceed to the fifth traffic light and make a left onto Willow Street.\*
- Make a right at the second light onto West State Street. Continue on West State Street through one traffic light. (Calhoun Street).
- Make the second left after the traffic light into the driveway of the parking lot.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State St.

From Pennsylvania and Delaware

- If you are coming from Pennsylvania or Delaware, take Interstate 95 north over the Delaware River at the Scudders Falls Bridge.
- Take Route 29 South to Trenton. The Delaware River will be on your right.
- Exit Route 29 at Calhoun Street.
- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State St.

Parking

Parking is available behind the building. Handicapped parking is available next to the main entrance.

Directions to Thomas Edison State College by Public Transportation

- If you wish to take public transportation to Thomas Edison State College, the Trenton train station is served by Amtrak and New Jersey Transit from locations North and South, by Septa from Philadelphia, and various bus routes.
- Taxis are available at Trenton station to Thomas Edison State College, which is less than three miles away.
- To return to the Trenton station, taxi services may be called from the College.

*\*Willow Street becomes Barracks Street south of West State Street.*

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# THOMAS EDISON

STATE COLLEGE

**Higher Education.  
For Adults with Higher Expectations.**

101 W. State Street  
Trenton, NJ 08608-1176  
(888) 442-8372  
admissions@tesc.edu  
www.tesc.edu