

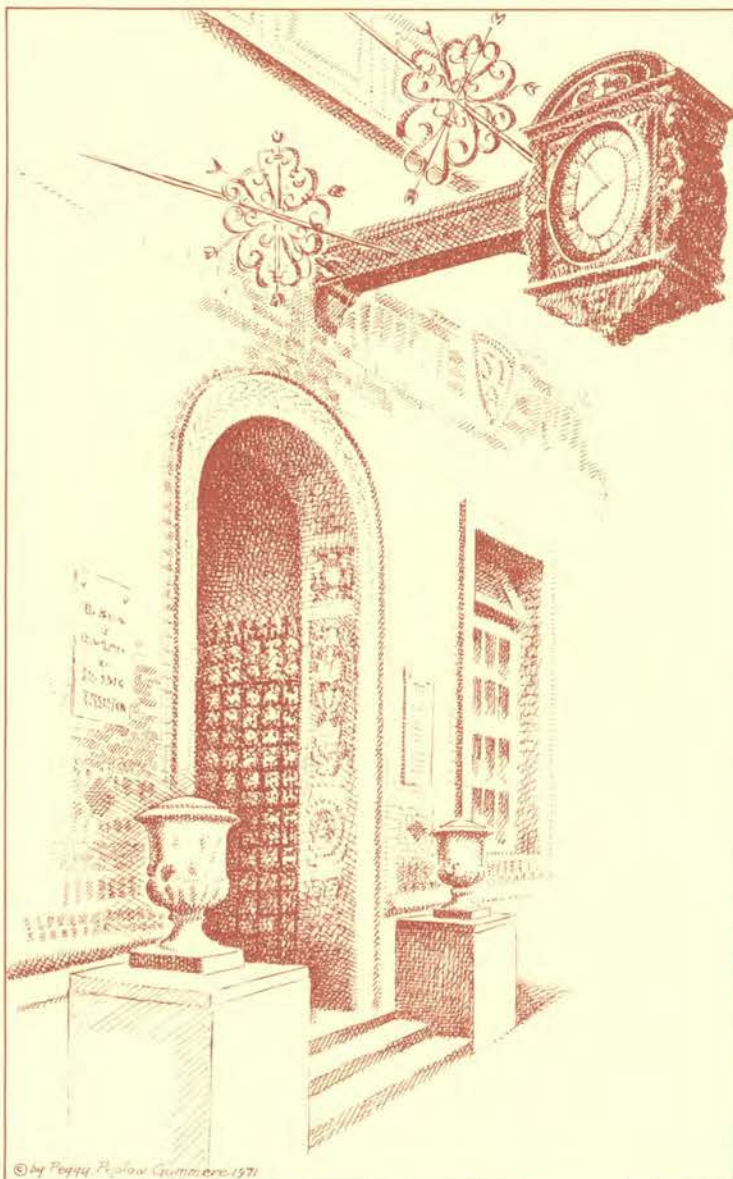
# Thomas A. Edison State College

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New Jersey's State College for External Degrees



**1982-1983 Catalog**





# Edison State College At A Glance

### Services to enrolled students:

Awarding of baccalaureate and associate degrees.  
Individual program planning and advisement for each student.  
Flexible methods of evaluating college-level knowledge.  
Orientation Workshops/Portfolio Development Workshops.

### Services to all New Jersey residents (including enrolled students):

Free academic and financial aid counseling at over thirty locations throughout New Jersey.  
Interinstitutional cooperation between Statewide Testing and Assessment Center and other colleges provides adults with the opportunity to earn college credit for college level knowledge.  
Portfolio Development Workshops.

### Services to Business and Industry:

Evaluation of training programs for college credit.  
On-site academic counseling.

### Degree Programs:

Many opportunities are available within the degree programs to allow for individual specializations:  
Bachelor of Arts  
Bachelor of Science in Business Administration  
Bachelor of Science  
    Applied Science and Technology  
    Human Services  
Bachelor of Science in Nursing (Approved by the New Jersey Board of Higher Education; students will be accepted after September 1983.)  
Associate in Arts  
Associate in Science in Management  
Associate in Applied Science in Radiologic Technology

### Established:

1972, as one of the nine state colleges of New Jersey.

### Accreditation:

Fully accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

### Methods of

#### Earning Credits:

- (1) *Examination*—Passing college-equivalency examinations that have been approved or developed by the College.
- (2) *Portfolio Assessment*—Earning credit based on a portfolio which documents college-level knowledge.
- (3) *Transfer*—Transferring credits from coursework taken at other colleges or from evaluation of educational experiences in the military and other licenses and certificates (for example: Hospital-based licensing or certificate programs, aviation and business).

Students:	Average Age of Student:	Graduates: (Since 1972)
3,700	39	3,720

### Fees:

Tuition equivalency fee per year. Other fees are charged according to methods selected to earn credits.

### Financial Aid:

Loans, grants, and scholarships possible. Special scholarships available for women over 25 who are changing careers.

### Admission Requirements:

Open admissions policy. Students accepted as they apply; no deadlines.

### Pre-Enrollment Counseling Offices

#### Central Jersey

Thomas A. Edison State College  
101 West State Street, CN 545  
Trenton, New Jersey 08625  
609/984-1150

#### North Jersey

Thomas A. Edison State College  
20 Evergreen Place  
East Orange, New Jersey 07018  
201/648-3771

#### South Jersey

Thomas A. Edison State College  
100 Kings Highway South  
Cherry Hill, New Jersey 08034  
609/354-0090

## For Additional Information

General Information	609/984-1100
<i>If you need information on:</i> <span style="float:right">Call</span>	
Admissions	609/984-1150
Advisement	
Enrolled Students	609/984-1135 609/984-1129
Pre-Enrollment Counseling:	
Trenton (for Central New Jersey)	609/984-1150
East Orange (for Northern New Jersey)	201/648-3771
Cherry Hill (for Southern New Jersey)	609/354-0090
Alumni Relations	609/984-1190
Fee Schedule/Business Office	609/984-1116
Financial Aid	609/354-0090
Personnel	609/984-3400
Portfolio Assessment Information	609/984-1141
Program on Noncollegiate Sponsored Instruction	609/984-1168
Statewide Testing and Assessment Center	609/984-1141
TECEP, ACT PEP, and CLEP Registration	
Information	609/984-1185
Veteran's Affairs	609/354-0090

Information packets about Edison State College are available by calling 609/984-1150.

## Welcome!

If you are an adult who wishes to begin or complete your college education, Edison State College was *designed* for you. In the last ten years we have helped adults at all stages of their college careers to earn college credits and degrees.

Although the degrees offered by Edison State College are traditional in structure, the methods of earning credits toward our degrees are very nontraditional.

We recognize that many adults, like yourself, come to us with a wide range of backgrounds and experiences. In many cases, these experiences are equivalent to college-level knowledge. If you can demonstrate through examinations or portfolio assessment that your knowledge is indeed college-level, it is possible to earn college credits without ever attending college classes.

Edison State College does not have a residency requirement. Therefore it does not limit the amount of college credits it will accept from other institutions. This is an especially important policy for adults who have attended college courses in several locations.

Although it is difficult to define our average student, our degree programs are especially suitable for adults:

- Who need flexibility of time and place because of work and family responsibilities.
  - Who have acquired college-level knowledge through work experience, hobbies, and leisure reading and are able to demonstrate that knowledge.
  - Who have earned college credits in the past, (perhaps from several different colleges) but are unable to meet the residency requirements of a particular college.
  - Who need or wish to study at home at their own pace.
  - Who need to qualify for a new career.
- Adults are returning to college for a variety of reasons: for job advancement, a new career, to become eligible for graduate school, or for the personal satisfaction of lifelong learning. In fact, by 1990 it is estimated that the number of college students over 25 years old will *equal* those under 25. There is no longer a "traditional" age to attend college.

The staff of Edison State College recognizes the special needs of the adult learner. In fact, we offer the most comprehensive set of services in the country developed especially for your needs and experiences.

The following information was prepared to help you understand the many services Edison State College offers. If you desire assistance, feel free to call us at the counseling location nearest you.

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### Edison State College

101 West State Street  
CN 545  
Trenton, New Jersey 08625



# Pre-Enrollment Services Available

Edison State College is committed to serving the educational needs of the residents of New Jersey.

The Division of Community Affairs assists current and prospective students in making decisions that will assure them a positive experience as they pursue their educational goals. The range of services provided are outlined below.

## Academic Counseling

If you are interested in pursuing a college education, whether or not you are an Edison State College degree candidate, you may take advantage of the counseling services offered by the College.

Edison State College counseling sites form a statewide network of permanent and part-time offices where qualified academic counselors provide guidance without charge to persons of all ages.

An individual's initial contact with the College is through an information session. These sessions acquaint the prospective student with the Edison State College program and explain some of the academic options, such as credit for prior learning, correspondence study, and independent study, available to the adult learner.

Follow-up individual appointments are available to expand upon the material covered in the information session. An individual appointment offers the opportunity to begin academic planning or career exploration. When appropriate, a counselor will also refer students to other educational or community resources which more directly meet their individual needs. Continued academic counseling services are available to currently enrolled Edison State College students as part of the College's support services.

Information sessions and follow-up individual appointments are available at over 30 locations throughout New Jersey. Appointments for information sessions and follow-up individual counseling sessions can be made by calling any of the following Edison State College offices.



## Central Jersey

**Thomas A. Edison State College**  
101 West State Street  
CN 545  
Trenton, New Jersey 08625  
(609) 984-1150

Other available counseling sites in Central New Jersey are:

Brookdale Community College Career Counseling Center  
East Windsor Continuing Education Center  
Fort Dix Education Center (Pemberton)  
Hunterdon Center High School  
Matawan Regional School District  
Mary Jacobs Library (Rocky Hill)  
Somerset County Library  
Willingboro Public Library  
Woodbridge Public Library

## North Jersey

**Thomas A. Edison State College**  
20 Evergreen Place  
East Orange, New Jersey 07018  
(201) 648-3771

Other available counseling sites in North Jersey are:

County College of Morris Continuing Education Office  
Cranford Library  
Hackensack Adult Learning Center, Bergen Community College  
Jersey City State College Office of Academic Advisement  
Kean College of New Jersey Evening Office  
Parsippany Hills Adult School  
Piscataway Township Library

## South Jersey

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

Other available counseling sites in South Jersey are:

Atlantic Community College  
Atlantic Community College, Atlantic City Branch Campus, Casino Career Institute  
Camden County Public Library  
Cherry Hill Public Library  
\*Cumberland County College (609) 691-8640  
\*Glassboro State College Continuing Education Office (609) 445-5200  
\*Gloucester County College (609) 468-5000, Ext. 214  
Lakewood Public Library  
Ocean County College, Office of Transfer & Placement Counseling Center  
Southern Regional Adult School

\*Call number listed below sites for appointments.

## Military Counseling

The College is a participating institution in the Servicemen's Opportunity College and maintains an Office of Military Affairs. A director and two counselors are available for consultation by active and retired military personnel, reservists, and educational specialists. For further information, write or call:

Director of Military Affairs  
Thomas A. Edison State College  
100 Kings Highway South  
Cherry Hill, New Jersey 08034  
(609) 354-0090

## Office of Admissions

Individuals requesting information on enrollment in the College should contact the Office of Admissions. Specific questions concerning programs, services and policies of the College may be directed to this office.

Corporations, agencies, and organizations interested in providing College briefings for employees and special groups may do so by making arrangements with the Coordinator of Admissions.

## Office of Information Services

The Office of Information Services links adult students with educational resources in New Jersey. Working closely with the counseling and advising staff, the Office presents workshops and prepares pamphlets, flyers, and information sheets on educational options for adults.

The Office of Information Services coordinates college resource banks on programs and services offered to adults by local institutions and non-traditional colleges across the country. Programs such as weekend and evening classes, credit-bearing television courses, correspondence courses, and independent study courses which offer the adult student flexibility in completing their degree requirements are emphasized. This information is located in the Clearinghouse of Educational Resources and is available to Edison State College students through the College staff.

## Office of Special Programs

The central contact point for corporations dealing with Edison State College is the Office of Special Programs. Edison State College provides its basic educational services on site at many corporations.

Through the Program on Non-Collegiate Sponsored Instruction (PONS), Edison State College evaluates for college credits formal courses offered in business, industry, unions, and government agencies. The College is affiliated with the American Council on Education for this program, and all recommendations for college credit resulting from PONS evaluations are published annually by the American Council on Education in the *National Guide*.

Edison State College accepts all PONS credits. Many colleges throughout the country also have established policies to accept PONS credits. You may get specific course information by contacting the Edison State College Counseling Office or the Training Director or Personnel Office where you work.





### Elaine Solomon

For Elaine Solomon of Maple Shade, the opportunity to earn college credits for her 25 years of volunteer work provided the impetus for her to continue her education. As a past president of three organizations, Elaine gained experience as a fund raiser, public speaker, and group leader. She is also a past officer of the American Cancer Society and ran her own business for seven years. Elaine was able to earn 31 credits through Portfolio Assessment by documenting her college level knowledge. By combining credits earned through assessment with college course-work at Rutgers University and Burlington County College, and a correspondence course from the University of Georgia, Elaine was able to earn her B.A. with the Class of 1982.



### Patricia Tindall

For an artist, the fact that Edison has no residency requirement takes on new meaning. For Pat Tindall of Princeton, it meant the opportunity to study art in a variety of settings and with many teachers. Pat began her educational career at the Pratt Institute and continued with coursework at Mercer County College, Rutgers/Camden, and Princeton University. At Edison she was able to receive credits for her previous educational experiences. She also earned 12 credits through individual assessment of special projects.

### Frank Hawrylo

Staff at Edison sometimes refer to Frank as the modern day Thomas Edison. For he, like Thomas Edison, is well advanced in the electronics field. There are 22 U.S. patents under Frank's name and over 40 publications. Frank was able to earn 30 college credits toward his Bachelor of Science degree by demonstrating his college-level knowledge of technical services in industry and research.

Frank has been employed by RCA Laboratories for over 20 years and twice has received RCA's Outstanding Achievement Award for his research. Since receiving his degree from Edison, he has been promoted to a position as a member of the technical staff.



## Admission

### How to Enroll

You may obtain an enrollment form from the Office of Admissions or from one of the College's academic counselors. The enrollment form, along with the enrollment and first year tuition equivalency fee, must be submitted to:

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

Official transcripts of prior college coursework or college proficiency examinations must be sent directly to the Office of the Registrar by the college, university, or testing agency. Documentation of other educational experiences such as formal service schools should be notarized before being sent to the Office of the Registrar. The Office of the Registrar can not accept unofficial transcripts, student copies of transcripts, or transcripts sent to other offices of the College.

### Basic Academic Skills Policy

The New Jersey Board of Higher Education requires that the New Jersey College Basic Skills Placement Test (NJCBSPT) be administered to all New Jersey students who enroll with fewer than 30 semester hours of completed college-level credit. Edison State College administers this test and has also made cooperative arrangements with several local colleges where you can take the test. Details will be made available to students at the time of enrollment.

Students whose scores on the test indicate that their academic success will be greater if they first improve their basic skills will be referred to an appropriate, nearby New Jersey college for Basic Skills instruction. The students then must demonstrate to the College that their skills have improved before they can be allowed to continue with their degree programs.

Although out-of-state students are not required to take the NJCBSPT, they are urged to discuss local basic skills options with Edison State College's *Academic Skills Coordinator* at (609) 984-1135 if they want assistance in improving their basic reading, writing, and mathematics skills.

### New Student Orientation

To assist enrolled students in understanding the educational philosophy, programs, and policies of the College, an orientation for all new students is provided. The orientation program also provides the opportunity for students to meet staff members, become acquainted with other

Edison State College students, register for workshops, and purchase Thomas Edison State College Examination Program (TECEP) study guides and *Portfolio Assessment: The Student Handbook*. The Orientation brochure and registration form is mailed to all new students upon receipt of their enrollment form.

### Enrollment of Foreign Students

As an external degree program institution with no classrooms, campus, or housing facilities, Edison State College is able to provide certain limited services to foreign students. Our full range of services are available to persons who reside in the United States and Canada irrespective of the type of visa they hold.

### Visas

Edison State College does not issue "certificates of acceptance" (Form 1-20) to any foreign students. Thus, foreign students who need a visa to enter the United States cannot do so through Edison State College, nor can existing visas be renewed through the College.

### Services Available

The College will only provide services to individual foreign students residing outside the United States and Canada through affiliation arrangements with certain overseas organizations with which the College has servicing agreements. For details, please contact the Office of Admissions.

### Evaluating Foreign Credentials

Once a foreign student is accepted for enrollment with Edison State College, foreign credentials of that student will be evaluated for transfer or credit banking by the College upon payment of appropriate fees. Students seeking evaluations of foreign credentials must provide notarized copies of English translations (where necessary), mark sheets, and syllabi. Unless course descriptions are provided, it becomes very difficult to ascertain the breadth and depth of knowledge gained in a particular subject. Where possible, home country institutions should be asked to forward transcripts (mark sheets) or other credentials directly to the Registrar's Office at Edison State College. The College reserves the right to reject documents that are not properly submitted, or ask the student to get foreign credentials evaluated by other private organizations. Edison will accept, as far as possible, the recommendations of:

World Education Service Inc.  
P.O. Box 745, Old Chelsea St.  
New York, New York 10011  
International Research Foundation Inc.  
P.O. Box 24679  
Los Angeles, California 90024

### Fees for Foreign Students

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

### Foreign Credentials Acquired by US Citizens

Foreign credentials acquired by US Citizens or permanent residents will also be treated, evaluated, and accepted in transfer in a similar manner. Students who are already enrolled with the College must obtain permission from their program advisors before they take foreign courses/credentials for transfer to Edison State College.

Additional information such as student workbooks, catalogs, course descriptions, etc., may be required before the evaluation can be completed. Due to the complexity of evaluating foreign credentials, the initial evaluation may take considerably longer than would usually be the case. Failure to submit the types of documentation required will delay the process even more.

### Services for the Handicapped

Because of the flexible nature of Edison State College, it is well suited to meet the needs of the handicapped. Special arrangements can be made for phone counseling, meetings at locations other than the College, and home visits. Handicapped students have been able to earn degrees using the flexible methods of earning credits that Edison State College allows; for example, correspondence courses, telecourses, testing, and special assessment.



# FEE SCHEDULE

(Effective July 1, 1982)

Enrolled students:	In-state	Out-of-state
Enrollment and first-year tuition equivalency fee	\$145	\$200
Tuition equivalency (payable each subsequent year)	110	165
Graduation fee		
Associate degree	50	50
Baccalaureate degree	75	75
<b>Special assessment fees</b>		
Pre-Graduation conference for Bachelor of Arts degree	50	75
Practicum application Bachelor of Science in Human Services	75	125
Per credit attempted	14/credit	21/credit
Demonstration of currency application (professional and business degrees as applicable)	75	125
Portfolio development and assessment		
a. Portfolio workshop (optional)		
Enrolled students	25	25
Non-enrolled participant	50	50
b. Portfolio development application	75	125
c. Portfolio assessment (per credit attempted)	14/credit	21/credit
Edison State College Examination Program (TECEP) per credit attempted	14/credit	21/credit
<b>Limited service fee</b> (Each evaluation/credit banking)	40	60
<b>Miscellaneous</b>		
Transcript fee (first copy free)	2	2
Dishonored check fee	10	10
Late fee	10	10

NOTE: The College accepts VISA and MasterCard for payment of fees exceeding \$35.

## Definition of Fees

### Enrollment and Tuition Equivalency Fee

This combined fee covers the following for the first year: processing the enrollment form; evaluating initial transfer of credits; counseling and advising services; and the continued evaluation of credits obtained during the year.

The above services are provided on a continuous basis throughout the year following the receipt of an enrollment form and fees.

Payment of the tuition equivalency each year on the student's anniversary date assures the student of continued counseling, program advising and credit evaluation services.

### Graduation Fee

The graduation fee covers the cost of awarding the degree which includes the commencement ceremony, diploma, and related mailing costs.

### Pre-Graduation Conference

The pre-graduation conference is a requirement of all candidates for the Bachelor of Arts degree. The fee covers the cost of processing the application and the conference itself.

## Practicum

The practicum assessment application applies only to students in the BS/HS degree program where competency in a specialization must be demonstrated. The BS/HS practicum may be for 6, 9, or 12 credits.

## Demonstration of Currency

The demonstration of currency application is used when a student presents coursework more than ten years old as a way to meet the requirements of a business or professional degree and must demonstrate up-to-date knowledge of those courses through faculty interview and/or examination.

## Portfolio Development and Assessment

The portfolio development and assessment application is used when a student requests credit for prior learning gained through experience in as many academic areas as are appropriate.

## Practicum/Portfolio per credit

When a student's portfolio or practicum assessment application has been accepted for review, the student must pay a fee for each credit for which the student has applied.

## Portfolio Development and Assessment Workshop

The workshop, which is optional, assists the student wishing to earn credit for prior learning through portfolio assessment. The workshop explains the portfolio development procedure and discusses in detail how students may prepare evidence to support their claims for course-related college credit. This fee is non-refundable and can not be applied to any other fee.

## TECEP Examinations

The per credit fee for each examination covers the cost of registering, administering, scoring, and score reporting.

All TECEP examinations except modern language and secretarial science examinations are offered at out-of-state testing centers according to the published examination schedule.

## Limited Service Fee

The limited service fee provides credit banking service and is charged each time a student submits credentials for evaluation. This is for individuals who are interested in consolidating their academic records for employment or educational purposes, or in having an official statement of personal accomplishments. Those who use this service generally do not plan to enroll in a degree program.

The limited service transcripting may be extremely useful to military personnel and recent veterans who want to have their military educational experiences translated into college credits. Individuals who have attended several educational institutions may find it more convenient and advantageous to consolidate their educational background on one consistent and cumulative transcript.

## Late Fee

A late fee is charged for the tuition equivalency received after the last day of the student's anniversary month. A late fee does not apply to other fees in as much as services are provided only upon payment of applicable fees.

## Withdrawals

Enrolled students who wish to withdraw or become inactive for any reasons must officially withdraw from the College in writing. Failure to officially withdraw will result in a \$25 administrative surcharge upon re-enrolling.

## Fee Refund Policy

Seventy-five (75%) percent of the combined enrollment and tuition equivalency fee may be refunded if a student wishes to withdraw from the College prior to the completion of the first evaluation.

Fifty (50%) percent of fees submitted for credits applied for under portfolio assessment and the BS practicum as well as

the pre-graduation conference will be refunded under the following conditions: (1) if the request is submitted in writing; and (2) if said request is postmarked or received by the College five working days prior to the scheduled assessment or conference.

The graduation and application fees for special assessment are non-refundable.

Fees paid for TECEP examinations are non-refundable. Students unable to attend

scheduled testing sessions must notify the Office of the Registrar at least five days in advance of the actual administration. TECEP fees will be applied to the next test administration or be forfeited.

All requests for withdrawals or refunds are to be made in writing to the Registrar.

# Financial Aid and Scholarships

Financial aid counseling is available in the Cherry Hill or Trenton office. Workshops are held on a monthly basis in the Cherry Hill office. Applications, forms, and further information concerning financial aid are available from: Director of Financial Aid, Edison State College, 100 Kings Highway South, Cherry Hill, New Jersey 08034 at (609) 354-0090.

Due to the non-traditional nature of Edison State College, Federal financial aid is limited. The College participates in the Pell (Basic) Grant and the Guaranteed Student Loan program.

## Pell Grant

The Pell Grant applies only to courses that an Edison State College student takes at a conventional college. Federal regulations preclude the Pell Grant from applying to Edison State College enrollment and annual fees, the College Level Examination Program (CLEP), Thomas Edison College Examination Program (TECEP), and Portfolio Assessment.

As an enrolled student at the College, you are eligible for the Pell Grant if you:

- establish financial need by completing an "application for federal student aid";
- are enrolled in courses at an approved college on at least a half-time basis. The courses must apply to the Edison State College degree program that you are pursuing;
- have not previously received a bachelor's degree; and
- are a U.S. citizen or are in the United States for other than a temporary purpose.

If you are eligible, your Pell Grant will be dispersed by the government.

All Pell Grants are disbursed on a reimbursement basis. This means that you will not receive your award until the end of the term. Therefore, you will be responsible for paying your own tuition and fees and will be reimbursed at a later date.

Guidelines concerning the Pell Grant are available from the Director of Financial Aid.

## Guaranteed Student Loan Program

Enrolled students who are taking at least six credits per semester, have resided in New Jersey for at least six months, and are citizens or permanent residents of the United States are now eligible to apply for a Guaranteed Student Loan in order to finance their education at Edison State College.

You can't borrow more than the cost of attendance at Edison State College, less any other financial aid that is received. While Edison State College students can study at their own pace—if you want a Guaranteed Student Loan you must file a "Plan of Study" with the Financial Aid Office. The "Plan of Study" must be adhered to in order to maintain eligibility in the program.

In order to be eligible for a Guaranteed Student Loan, you must take six credits per semester at a conventional college. Additional expenses for TECEP examinations, Edison State College fees, and portfolio assessment can be considered. In certain cases, expenses for correspondence courses can apply to the program.

If you are considering applying for a Guaranteed Student Loan you must be enrolled as an active student and must have had an official evaluation of your previous credits.

## Scholarships

Limited funds are available through private sources such as the Alumni Association Scholarship Fund, the Charlotte W. Newcombe Foundation Scholarship, the New Jersey Bell Scholarship, and the Lorraine R. Matusak Scholarship.

## Alumni Association Scholarship Fund

The Thomas A. Edison State College Alumni Association established a scholarship fund in 1979 to assist qualified students in need of financial aid. The fund is administered through the Thomas A. Edison Foundation for Non-Traditional Learning, Inc.

## The Charlotte W. Newcombe Foundation Scholarship

The College administers a scholarship fund that is sponsored by the Charlotte W. Newcombe Foundation. Second career women who are twenty-five years or older, have completed at least half of the requirements for a baccalaureate degree, and are pursuing a degree at Edison State College are eligible to apply.

## New Jersey Bell Scholarship

The New Jersey Bell Telephone Company has donated scholarship funds that are administered by the College. It is open to enrolled New Jersey resident students who need limited financial assistance towards paying their Edison College fees.

Awards are made by the Committee on Financial Aid on the basis of academic promise and financial need. Life circumstances and family responsibilities are also considered. All awards are credited to the student's account.

## Lorraine R. Matusak Scholarship

Awards are made annually by the Committee on Financial Aid in order to help students pay a portion of their Edison State College fees.



# How Credits Are Earned

There are three methods of verification and measurement used by the College in awarding credits: examinations, portfolio

assessment, and transfer. Some students have earned a degree at Edison State College by using only one of these methods.

The typical pattern, however, is a combination of two or all three.

## Earning Credits Through College Equivalency Examinations

The credit requirements for most Edison State College degrees may be satisfied entirely through college-equivalency examinations. Examinations taken for credit include those devised both by the College and by outside testing agencies. All externally prepared examinations approved for credit have been thoroughly studied by the staff of the College and its adjunct faculty of subject-matter consultants. In addition, committees of the Academic Council review all outside examinations for their appropriateness for granting credit. Several of these examination programs have been approved for credit by the College.

### Thomas Edison College Examination Program (TECEP)

The Thomas Edison College Examination Program (TECEP) gives you an opportunity to earn college credit for knowledge you may have gained through work, hobbies, independent reading, or other activities.

Students working for an Associate in Science Degree in Management may satisfy many of their credit requirements by passing TECEP examinations. Those working for a Bachelor of Science Degree in Business Administration may satisfy all the business requirements of that degree through TECEP examinations, supplemented by the College Level Examination Program (CLEP) examinations. Students working toward either the Associate in Arts or the Bachelor of Arts degree will find a number of TECEP examinations which can be used to meet degree requirements.

Ninety-five different examinations, covering a wide range of liberal arts, business, and professional areas, are offered through TECEP. Most of the examinations contain multiple-choice questions and some include short answer or essay questions as well. Testing times for the examinations range from 1½ to 4 hours.

**Special Note:** Edison State College will not grant credit for either the Graduate Record Examinations (GRE) or the Undergraduate Assessment Program Examinations (UAP). However, knowledge, not examinations, could be used as part of a Portfolio Assessment.

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

If you are enrolled at Edison State College you may earn credit by passing any TECEP examination.

If you are enrolled elsewhere you will need to check directly with the Admissions' or Registrar's Office or with your Academic Dean to verify that your institution will grant credit for successful performance on TECEP examinations. Although many institutions have developed policies for granting credit through examinations, some have not. It is better to confirm your institution's policy before taking the tests to avoid being disappointed later.

TECEP examinations are administered eight times a year throughout New Jersey: five times a year at Edison State College in Trenton and three times at regional Test Centers. Not all examinations, however, are offered at each administration and each location. A Registration Guide available from the Office of the Registrar lists when and where each examination is administered.

Examinations for out-of-state students are available only on the dates they are offered to in-state students. If you are an out-of-state student, arrangements will be made for you to take the examination(s) at a college or university near you.

Test Description Booklets are available from the Office of the Registrar for all TECEP examinations at \$5.00 each. Each booklet covers several different examinations.

Each Test Description contains an outline, sample questions, and a list of recommended readings. It is most likely that you will need to order books, either directly from the publisher or through one of the many bookstores that will process orders for you. Your local public library can provide publishers' addresses and current book prices (through *Books in Print*), as well as the names of nearby bookstores that handle orders for books not in stock.

In addition to the Test Description Booklets, Central Michigan University has developed Learning Packages to further help you prepare for certain TECEP examinations. Each package contains performance objectives, units of study, self-diagnostic tests, and textbook recommendations (except for Introduction

to the Library). The focus is on the knowledge and skills you need to pass particular TECEP examinations. The learning packages may be obtained by completing an order form available from Edison State College's Office of the Registrar.

From time to time these books do go out of print and become difficult to locate. If you find that a recommended book is not readily available, you should consult your local librarian or your advisor for assistance. What is important is that you become knowledgeable about the content of a particular discipline. Generally, there are many books in a field that will appropriately help you prepare for a TECEP examination.

Questions about TECEP that are not answered in this catalog should be addressed to: Director of Testing and Assessment, Thomas A. Edison State College, 101 West State Street, CN 545, Trenton, New Jersey 08625.

### TECEP Examinations: Descriptions

**Note:** The passing scores represent the percent of the total number of questions that must be answered correctly.

#### LIBERAL ARTS EXAMINATIONS

##### Humanities

###### Major Philosophical Ideas. (6 s.h.)

A critical examination of philosophical problems and the most significant justifications of human beliefs. Areas include: the mind-body relationship, the existence of God, the nature of being, knowledge of the external world, human freedom, the problem of verification, and the meaning of moral judgments. Passing score: 50.

**Art History and Appreciation I. (3 s.h.)** A survey of the art of Antiquity, Medieval Art, and Renaissance and Baroque Art, covering painting, sculpture, and architecture. Passing score: 60.

**Art History and Appreciation II. (3 s.h.)** A survey of Oriental Art, Primitive Art, and the art of the nineteenth and twentieth centuries, covering painting, sculpture, and architecture. May be taken independently of Art History and Appreciation I. Passing score: 60.

**Introduction to the Art of Film. (3 s.h.)** The background and development of the motion picture from its earliest stages to the present. Emphasis is on the evaluation of film as an art form; on techniques of film

production; on theory and esthetics; and on film as a cultural, social, and economic force. Important trends and movements, genres, and major influential figures are considered. Passing score: 60.

**Introduction to the Art of Theater. (3 s.h.)** An introduction to the art of the theater, covering dramatic literature, types of drama and of theatrical events; theater design and play productions; criticism. Passing score: 60.

**Public Relations Thought and Practice (3 s.h.)** An overview of the public relations field: the foundation ideas and fundamental concepts of contemporary public relations practice; studies of public opinion formation, influence and measurement, techniques of communication and journalism which effectively reach large audiences; and management skills required to plan and execute a successful public relations program. Passing score: 70.

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

##### Social Sciences

**Foundations of Political Science. (6 s.h.)** A comprehensive analysis of the nature of political science, with emphasis on traditional political philosophy, behaviorism, and the main approaches to and theories of the study of politics. An understanding of the American political system, international politics, and contemporary problems of the leading governments is required. Passing score: 66.

**Contemporary Labor Issues. (3 s.h.)** Concentrates on a selected number of current labor issues of particular relevance to contemporary society, such as automation, unemployment, and civil rights. Passing score: 60.

**Labor Economics. (3 s.h.)** Study of labor markets and theories of wage determination; analysis of problems of unemployment, automation, manpower needs; wage and hours legislation. Passing score: 66.

**Labor Law. (3 s.h.)** A study of the evolution of labor rights in the United States. The topics will include specific labor statutes such as the Wagner and Taft-Hartly Acts; procedures of the National Labor Relations Board, court decisions involving boycotts, picketing, union security, and recent civil rights laws. Passing score: 65.

**Labor Movement Theories. (3 s.h.)** The various theories which influenced the development of trade unionism in the United States, including the works of Marx Commons, Perlman and Kerr. Passing score: 65.

##### Trade Union Structure and

**Administration. (3 s.h.)** An analysis of the structure and functions of the various units of labor organization, ranging from the national federation to the local union; and some consideration of special problems and activities, such as democracy in trade unions. Passing score: 65.

**Civil Rights and Labor. (3 s.h.)** An examination of legislative, judicial, and administrative decisions and their effects on minority groups at work. Passing score: 60.

**Cultures of the World. (3 s.h.)** A geographic investigation of the traditional and less developed nations of the world as compared to the modern developed nations. The traditional and modern worlds are contrasted in terms of natural environment, population characteristics, and cultural features. Passing score: 75.

**Introduction to Social Psychology. (3 s.h.)** An introduction to the field of social psychology and methods of social psychological research. Topics include socialization and its consequences, interpersonal behavior, attitudes and attitude change, influencing and helping others, groups and organization, aggression and collective behavior. Passing Score: 60.

**Introduction to Transactional Analysis. (3 s.h.)** Emphasizes the basic concepts of transactional analysis, along with the major issues involved in structural analysis, game analysis and script analysis. Passing score: 60.

**Principles of Economics (Macroeconomics). (3 s.h.)** Focuses on the importance of economics to everyday life and well-being, the crucial role of economic decisions and events in determining the success of society as a whole, the economic vocabulary; basic economic principles in capitalistic economics, and the complexities and interrelatedness of modern economics. Passing score: 65.

**Alcohol Abuse: Fundamental Facts. (3 s.h.)** Covers the pharmacology, anatomy, culture and sociology of alcohol; the definition of alcoholism; the phases and symptoms of alcoholism; and therapy for the alcoholic. Passing score: 70.

**Substance Abuse: Fundamental Facts. (4 s.h.)** A general introduction to drug abuse with four major content areas: treatment and rehabilitation, legal, pharmacological and psychosocial. Passing score: 65.

[See also *Labor Relations and Collective Bargaining examinations listed for Business Administration. Contact the Office of Academic Programs for information on other business examinations appropriate for liberal arts credit.*]

##### Natural Sciences/Mathematics

**Anatomy and Physiology (6 s.h.)** A survey of the structure and function of the human body. Topics include: cells and tissues; integumentary, muscular, nervous, circulatory, respiratory, digestive, urogenital, and endocrine systems. Passing score: 60.

**General Physics I. (3 s.h.)** A test of General Physics covering mechanics, electricity and magnetism, elementary electrical circuits, and elementary atomic theory. Passing score: 69.

**General Physics II. (3 s.h.)** A continuation of General Physics I, covering general wave properties; sound, light as a wave, interference and diffraction; optics and optical devices; properties of ideal gases; and thermodynamics. Passing score: 50.

**Fundamentals of Mathematics. (3 s.h.)** Math concepts for the non major, including sets, numeration and number systems, geometrical and algebraic concepts, probability and statistics. *Duplicates one-half of CLEP general.* Passing score: 60.

**General Chemistry. (6 s.h.)** Subject matter covers stoichiometry and units; states of matter; acid-base chemistry including solution stoichiometry, equilibria including homogenous and heterogeneous; electrochemistry; thermochemistry and thermodynamics; descriptive chemistry; carbon or covalent compound chemistry. Passing score: 70.

**Biochemistry. (3 s.h.)** Emphasizes areas of macromolecular biochemistry, the biochemistry of small molecules, biochemical synthesis, activities of enzymes and intermediary metabolism. Also includes the physical and chemical properties of carbohydrates, lipids, and proteins. Passing score: 38.

**Inorganic Chemistry. (3 s.h.)** Theoretical and descriptive inorganic chemistry, including nomenclature, bonding, structure, reaction mechanisms, coordination chemistry, and thermodynamics of inorganic elements and compounds. Note: This examination is at the senior level. It does *not* correspond to an Introductory Chemistry course. Passing score: 50.

**Instrumental Analysis. (3 s.h.)** Electroanalytical chemistry, spectrophotometry, instrumentation, chromatography, choice of method for an analytical situation, NMR, EPR, emission spectroscopy, atomic absorption, spectroscopy, radiochemical methods, thermal methods, mass spectrometry, electron probe and kinetics. Passing score: 50.

**Organic Chemistry. (6 s.h.)** Theoretical concepts, synthetic sequences, reaction mechanisms, stereochemistry, important types of organic reactions, spectroscopic methods of identification of structure, acidity and basicity of organic compounds. Passing score: 30.



**Physical Chemistry. (6 s.h.)**

*Thermodynamics*, equilibrium; electrochemistry; states of matter; and phase equilibria; *Chemical Dynamics*; reaction rate theory; kinetic theory of gases; and transport phenomena; *Quantum Chemistry and Spectroscopy*; basic quantum mechanics; atomic structure; molecular structure; spectroscopy; statistical mechanics; and solid state. There are three separate sections of the Physical Chemistry examination: *Thermodynamics*, *Chemical Dynamics* and *Quantum Chemistry*. Each separate section is worth two semester-hours of credit, and each section may be taken independently of the others. Test consists of three sub tests each lasting 90 minutes.

**Quantitative Analysis. (3 s.h.)** A comprehensive evaluation of introductory topics in analytical chemistry, including separations; statistics; and volumetric, gravimetric, electrical and spectrophotometric analysis.

**Qualitative Analysis. (3 s.h.)** Theory of ionic equilibria, qualitative chemistry of common anions and cations, and application of these in the identification of "paper" unknowns.

**Written Expression Requirement**

**Written Expression. (no credit allocation)** A test of basic writing ability in English. The examination requires the writing of a number of short passages, each involving a different topical area and audience. The student's writing is evaluated on the basis of grammatical correctness, clarity of expression, and appropriateness of style to the audience addressed. The Written Expression examination carries no credit value. It is offered as a means of satisfying the written expression requirement for a degree from Edison State College. Passing score: 70.

**BUSINESS ADMINISTRATION EXAMINATIONS****Accounting****Principles of Accounting I. (3 s.h.)**

Covers fundamental accounting theory, including the accounting cycle, as well as concepts and techniques of accounting for business transactions. Major topics are: accounting for merchandising, periodic reporting, and inventory systems and valuation. Passing score: 70.

**Principles of Accounting II. (3 s.h.)**

Covers accounting theory for partnerships and corporations. Major topics include: budgeting, manufacturing, financial transactions, financial statement analysis, and introduction to cost accounting. Passing score: 70.

**Intermediate Accounting I. (3 s.h.)**

Covers the conceptual basis, as well as the actual preparation and interpretation, of financial statements for large publicly-held industrial corporations. Familiarity with the

relevant pronouncements of the Accounting Principles Board of the American Institute of Certified Public Accountants and its successor, the Financial Accounting Standards Board, is required. Topics include: accounting for assets and liabilities, balance sheet, income statement formats, and revenue recognition. Passing score: 70.

**Intermediate Accounting II. (3 s.h.)**

Topics include: accounting for stockholders' equity, leases, pension costs, earning per share, presentation of accounting changes, and the statement of changes in financial position. Passing score: 60.

**Managerial Accounting I. (3 s.h.)**

Covers concepts and techniques in the development of accounting information for product costing by manufacturing organizations. Areas include: cost classifications; job order, process and standard costs systems; and comprehensive budgeting techniques, including flexible budgets. The use of cost data for decision-making, with emphasis on the cost-volume-profit model and incremental analysis, is also included. Passing score: 60.

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

**Advanced Financial Accounting. (3 s.h.)**

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

**Auditing. (3 s.h.)** Covers the nature of auditing the audit report, evidential matters, and planning, conducting and completing the audit. Integration of the Statement on Auditing Standards and the Code of Professional Ethics of the A.I.C.P.A. with actual auditing situations is required.

Evaluations of internal control (including flowcharting of existing accounting procedures), statistical sampling, the special problems of auditing computerized accounting systems, and audit programs for specific balance sheet and income statement accounts are included. Passing score: 60.

**Tax Accounting. (3 s.h.)**

A comprehensive coverage of the federal income tax structure as it pertains to individual taxpayers, partnerships and corporations. Topics include: classification of taxpayers, determination of gross income, exemptions, taxable income, computation of tax, special tax computations, and credits against tax. Passing score: 60.

**Business Environment And Strategy**

**Business in Society. (3 s.h.)** Analysis of the social and governmental aspects of business operations. The total environment in which management decisions are made is examined in terms of laws, and government regulations, the social responsibilities of concerned corporate executives, and the activities of consumer advocates. Problems of monopolistic competition, administrative commissions, corporate ethics, public relations, and consumer protection are included. Passing score: 60.

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

**Finance****Principles of Finance. (3 s.h.)**

Designed to familiarize the student with managerial finance and the environment within which the financial decision-maker functions. Principles of Finance is intended for students who will not go on to further studies in finance, as well as for students who will find a career in the field. Among the major topics of inquiry are: the role of the financial manager, elementary concepts and tools of financial analysis, and management and financing of short-term and long-term assets. The external environment of finance, that is, money, monetary and fiscal policy, the Federal Reserve, commercial banking, and financial institutions and instruments will be treated. (Familiarity with the basic aspects of accounting is necessary to study Principles of Finance.) Passing score: 60.

**Corporate Finance. (3 s.h.)** Treats financial functions typically utilized by a practitioner of finance within a firm or institution. Following a brief review of the scope and nature of financial management and ratio analysis, major subjects of inquiry include funds flow analysis, break even and leverage analysis, management of current assets and liabilities, management of long-term assets and liabilities, equity capital and mergers and acquisitions. Familiarity with basic accounting is essential to the study of Corporate Finance. Passing score: 65.

**Financial Institutions and Markets. (3 s.h.)** An analysis of the financial structures of the United States. Includes an examination of the nature of financial markets including money and capital markets, credit creation, the role of commercial banks and the Federal Reserve, and the role of saving. Also considered are savings banks, savings and loan associations, insurance companies, pension funds, investment companies, and other financial institutions. In the area of international finance, the major topics include balance of payments, the foreign exchange market, international banking, and international markets. Passing score: 67.

**International Finance and Trade. (3 s.h.)** An introduction to international financial management, including: (1) the international monetary and economic environment such as the foreign exchange market; the balance of payments; and the financing of multinational business activities; (2) the institutions and instruments of international finance, such as international banking, the International Bank for Reconstruction and Development, and the Export-Import Bank of the U.S.; (3) special aspects and problems of international financial management including legal factors, taxation of internationally derived income, and exchange risks. Passing score: 60.

**Public Finance. (3 s.h.)** An introduction to expenditures, taxes, and debts of federal, state and local governments. A review of public budgets and intergovernmental fiscal relationships and their economic implications on financial activities. Passing score: 60.

**Security Analysis and Portfolio Management. (3 s.h.)** An introduction to investment in securities, including (1) study of various investment vehicles such as government securities, corporate bonds, preferred stock, and common stock; (2) the stock market and securities brokerage; (3) analysis of the stock of a company as an investment; (4) the theory and practice of portfolio management. Passing score: 60.

**Advanced Security Analysis and Portfolio Management. (3 s.h.)** An advanced study of the analysis of investments and the management of portfolios of securities. Topics include: (1) economic factors underlying securities values; (2) methods of determining personal risk utility; (3) advanced tools of securities analysis; (4) study of the role of major securities exchanges; (5) advanced

techniques of portfolio management. Passing score: 60.

**Management of Human Resources**

**The Management Process. (3 s.h.)** An introduction to the principles and practices of man-power management. Subjects include: the functions of management, individual and group behavior at work, the dynamics of organizational behavior, and personnel management. Topics include: scientific management, human relations, participative management, planning, organization, motivation, controlling, decision-making, and coordination. Also covered are: leadership, power and influence, work group structure, training, authority, line and staff relationships, delegation, and organization goals. Passing score: 50.

**Labor Relations and Collective Bargaining. (3 s.h.)** A survey of the principles and practices of modern industrial relations. Topics are: the history of labor unions and labor laws in the United States, the political and social aspects of unionism, modern union organizational structures, the practice of collective bargaining, and the major labor legislation in the United States. Passing score: 65.

**Advanced Labor Relations and Collective Bargaining. (3 s.h.)** An indepth analysis of the role, structure, and practice of modern industrial relations. Emphasis is on integration of the major principles of labor relations and collective bargaining and their application to specific problems. Areas include: the significance of collective bargaining in a modern industrial society; the impact of collective bargaining on societal behavior and public policy; the negotiation and administration of a labor contract and the relationships among unions, business, government, and the public. Passing score: 50.

**Organizational Behavior. (3 s.h.)** Introduction to the behavior of modern complex organizations. Areas examined are: organization goals, processes, and procedures, the role of technology in manpower management; the individual and the organization; motivation, communications and group dynamics; leadership, authority, power and influence; and the structure of work groups. Passing score: 50.

**Advanced Organizational Behavior. (3 s.h.)** An indepth analysis and integration of the knowledge areas of organizational behavior. Emphasis is on the behavioral aspects of modern organizations and applications of basic principles to specific problems. Areas covered are: landmark research results with regard to leadership, power and authority, and the major applications of theory to practice; organizational change, including the strategic methodological and conceptual issues involved in change in complex organizations; organizational conflict and its resolution, including the role of conflict as it relates to change; organization development, including the dynamics of planned change and process intervention;

and the role, norms, and behavior of groups in organizations, including the methods for observing and analyzing group behavior. Passing score: 60.

**Organizing Theory and Organizational Analysis (3 s.h.)** An analysis of the historical and theoretical development of systems of organization and the emerging concepts in organization theory. Covered in depth are: classical and modern theories of management, organization and managerial models, measures of organizational effectiveness, the impact of data-based management information systems on the structure of and relationships within organizations, and the impact of modern technology and complex organization structure on management problem-solving and decision-making. Passing score: 50.

**Advanced Organization Theory and Organizational Analysis. (3 s.h.)**

Integration of the areas covered in the Organizational Theory and Organizational Analysis examination into human resources management in a complex organization. Emphasis is placed on the ability to analyze complex organizational structures and apply concepts, techniques, and theories to an evaluation of organizational effectiveness. Covered are: classical organizations and their effect on modern organization structure, bureaucratic forms of organization; neoclassical theories of organization, their concepts, revisions, and effects on organization theory; modern organization theory, including project/matrix models, systems management, administrative decision models, and the relationship between organization structure and modern technology; and the application of the four preceding areas to management problem-solving and decision-making. Passing score: 50.

**Marketing****Marketing Communications. (3 s.h.)**

A survey of the promotional area of the marketing mix. Covered are: the role of communication; advertising objectives, strategies and plans; advertising program design, implementation, and evaluation; advertising budgets; media selection; sales promotion; sales force organization, recruitment and training; sales management goals, policies and strategies; and sales force compensation, motivation and evaluation. Passing score: 60.

**Channels of Distribution. (3 s.h.)** A survey of the channels of distribution or place area of the marketing mix. Covered are: seller distribution goals, policies and strategies; middlemen buying policies and practices and relationships with sellers; channel leadership; channel systems; channel-design decision making; channel incentive, and promotion strategies and programs. Passing score: 60.



**Marketing Research. (3 s.h.)** Covers fundamental concepts, principles and practices in the area of marketing research. Included are: problem definition, data collection methods, sampling, analysis of market research information, data sources, and survey planning. Passing score: 60.

**Marketing Management Strategy I and II.** These two examinations were developed as capstones for the business student who specializes in marketing. These two tests may be taken independently of each other. Both test the students' grasp of concepts which come into play in marketing policy and strategy formulations.

**Marketing Management Strategy 1. (3 s.h.)** This consists of directed essay-type questions as well as marketing incidents and very short problems requiring resolution from a policy or strategy standpoint. Passing score: 50.

**Marketing Management Strategy II. (6 s.h.)** This consists of a somewhat more complex and unstructured case depicting a real-world problem encountered by an actual marketing executive. The student is expected to analyze the case according to a prescribed analytical structure (evolved by leading schools of business) and to derive recommendations that logically flow from the analysis (The prescribed analytical structure is found in the appropriate Study Guides.) Passing score: 50.

## Operations Management

**Introduction to Data Processing. (3 s.h.)** A survey of the basic concepts, principles, and procedures normally covered in an introductory undergraduate course in electronic information processing. The following major topics are covered: computer concepts, components and functions; elementary data processing applications, systems analysis and design, basic forms of input and output; elements of operating systems; and data communication systems. Familiarity with the concepts underlying computer programming is required but no particular programming language is formally tested. Passing score: 60.

**Introduction to Operations Management. (3 s.h.)** A survey of operations management, using systems concepts to stress coordination, optimization and control of materials, equipment and people in the management of all types of organizations. Topics covered include logistics, production, purchasing, inventory control, and other areas of operations management and research. Passing score: 75.

**Quantitative Managerial Decision-Making. (3 s.h.)** Covers the more widely-used quantitative approaches to making management decisions, emphasizing the understanding of the nature of various mathematical and statistical tools of decision-making as they relate to managerial problem-solving, as well as the limitations of these tools. Topics include: correlation, regression, probability, analysis

of variance, hypothesis testing, nonparametric statistics, Bayesian analysis, forecasting and scheduling techniques, statistical quality control, inventory control, indices, linear programming, PERT/CPM, and applied queuing theory. Emphasis is on the application of statistical procedures involved rather than their mathematical derivation. Passing score: 60.

**Materials Management and Inventory Control. (3 s.h.)** The integrated approach to the control and physical movement of raw materials, components, and finished goods from the supplier through the manufacturer and distributor to the ultimate user. Concentration is placed on the concepts, methods, and functions of inventory control and its relationship to the area of materials management. Passing score: 60.

**Management of Quality Control. (3 s.h.)** A survey of the quality control function in industry, including principles of organization and management as well as techniques of statistical quality control, and reliability. Passing score: 60.

**Transportation and Traffic Management. (3 s.h.)** An overview of the management of traffic and transportation systems, stressing the economics of moving people and goods. Topics include freight classification, rate formulation and negotiation; mode, route, and carrier selection criteria; traffic demand forecasting; and government regulation of the transportation industry. Passing score: 60.

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

**Work Methods and Measurements. (3 s.h.)** Concepts of work analysis, time study, and work measurement practices. Stop-watch time study, micromotion study, establishment of allowances by stop watch and work sampling and simplification studies. Establishment and use of predetermined time values; construction and application of work measurement formulae. Passing score: 60.

## Professional Area Examinations

**Community Health. (3 s.h.)** This introduction to community health deals with the historical precedents of present-day health care services and programs, the leading causes of illness, disability, and death, the services being rendered by local, state and federal agencies, and the structure and role of voluntary agencies. It includes the planning process and the need for community involvement as well as the elementary concepts of epidemiology. Passing score: 65.

**Public Administration I. (3 s.h.)** A survey of the basic administrative structure and administrative functions of government

agencies, the principal theories underlying the study of these structures and functions, and the major political and philosophical issues related to the study of public administrative agencies. Passing score: 60.

**Public Administration II. (3 s.h.)** An indepth examination of the environment of public agencies, theories of administration, management processes, and political and philosophical problems facing public administrators. Topics include the political environment of public administration, administrative law, policy analysis, and program evaluation and ethics. Passing score: 60.

**Public Personnel Management. (3 s.h.)** This examination stresses the principles and practices of manpower management in the public sector. Topics include recruitment, placement training, health plans, incentive and merit systems, collective bargaining in the public sector, employee development and benefits, retirement planning, manpower planning, EEO and affirmative action as well as intergovernmental personnel relations. Passing score: 65.

**Public Policy. (3 s.h.)** This examination addresses ethical, legal, and legislative problems and issues faced by a manager in the public sector. It includes an analysis of critical relationships between a governmental organization and its various publics, constituencies, and influence sources as well as an examination of the public policy process, with special emphasis on antitrust and regulation. Passing score: 60.

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

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

**X-Ray Physics. (3 s.h.)** An overview of the basic principles of physics as they relate to X-radiation and to design and use of radiographic equipment. Topics include: nature and classification of electromagnetic radiations, measurement of radiation

quantity and duration, generation of X-rays, tube design, principles of operation of transformers and coils, rectification, fluoroscopy, image intensifiers, use of television in radiography, and mobile X-ray equipment. Passing score: 65.

**Shorthand. (6 s.h.)** This test requires the candidate to take dictation in six uninterrupted three-minute intervals at speeds of 60 and 80 words per minute. Students are given partial transcripts of the dictated materials and are required to supply the missing content from their own shorthand notes with the test. A degree of 95 percent accuracy in the transcription is required to pass.

**Typing. (6 s.h.)** This test requires the candidate to demonstrate a minimum speed of 50 words per minute with no more than three errors on the best of two three-minute straight copy timings and to demonstrate competency in typing corrected draft manuscripts, letters, memoranda, and tabulations.

**Introduction to the Library. (1 s.h.)** An overview of the academic library, including arrangement of materials and access to books, periodicals, documents, and reference materials. Passing score: 60.

**Behavior Modification Techniques in Counseling. (3 s.h.)** Emphasizes the basic concepts and techniques of behavior modification including relaxation, sensitization and desensitization, self-image improvement, rational thinking and assertiveness training. Passing score: 66.

**Counselor Training: Short-Term Client Systems. (3 s.h.)** Deals with skills in the areas of empathy, values and attitudes, exploration and problem-solving that may be applied to establishing and maintaining more effective helping relationships with clients. Passing score: 60.

**Vocational Rehabilitation: Introduction, Evaluation, Work Adjustment. (3 s.h.)** The philosophy and practice of vocational rehabilitation. Topics include historical development, current state of the art, federal legislation, vocational evaluation, work adjustment, placements, the substance abuser as disabled. Passing score: 66.

**Women in Treatment. (3 s.h.)** Deals with issues and approaches in the treatment and rehabilitation of the female drug addict. Topics covered include climate setting, characteristics of the female drug addict, attitudes toward women, the counselor-client interaction, treatment planning and action planning. Passing score: 65.

**Real Estate Sales (3 s.h.)** Designed for individuals who hold a New Jersey State license for real estate sales or for those who have a strong background in this area. Major topics include: property interests and rights, mortgages, municipal and state regulations, laws of agency, license act, and real estate mathematics. Passing score: 70.

**Interfacing Drug Abuse Treatment with the Criminal Justice System. (3 s.h.)** Covers how human needs and

behavior are related to abuse of various drugs; and structure and function of the Criminal Justice System; the structure and function of the Treatment System; how the two systems interrelate. Passing score: 35.

## Other Examinations Administered by the College

**TECEP Foreign Language Examinations (18 s.h.)** These tests are designed for use in colleges with language majors and advanced students. The tests provide separate measures of skills in listening, speaking, reading, and writing.

The candidate must demonstrate an acceptable proficiency in each of the four skills in order to receive credit.

Individuals who receive credit have a proficiency in the foreign language expected of college students who have completed three years of a foreign language.

Examinations are offered in five languages areas: French, German, Italian, Russian, and Spanish.

To pass, student must have a minimum scaled score of 45 on each of the four sub-tests and a total score of at least 200.

## Radiologic Technology

**Introductory Histotechnology-Histochemistry.** A multi-level course in routine histopathological techniques and the more specialized histochemical methods designed to meet the needs of the professional histotechnologist. The course includes the fundamentals of histopathological technique: fixation, tissue preparative procedures, solution preparation, and the theoretical basis of routine staining methods. Also included is an array of histochemical methods for the demonstration of carbohydrates, amyloid, pigments, and nucleic acids. Prerequisites: none. Credits: A.S.C.P./H.T. Registry 4 s.h., (subject to Registry verification), Special Subject Examination 5 s.h. and Total 9 s.h.

**Human Microscopic Anatomy. (6 s.h.)** The structure of organ systems (nervous, musculoskeletal, cardiovascular, respiratory, gastrointestinal, urinary, reproductive, and endocrine) will be covered with emphasis on tissue identification. This course will cover the microscopic anatomy of the cell as well as bone, epithelial, blood, and connective tissue.

The two sections of this test, Tissue Identification and Descriptive Anatomy, may be taken upon separate occasions if you wish. Three semester hours of credit will be awarded for each section. Prerequisites: none.

**Current Techniques of Diagnostic Histopathology. (3 s.h.)** A unique course which encompasses the recommended procedures for handling surgical specimens in the histopathology laboratory. The intimate details of resection as they apply to the handling of small biopsy specimens as well as the rules for grossing tissue from the major human organ systems are included.



CLEP Examinations and Minimum Score for Credit

The College Board offers you the opportunity to obtain college credits by examination through its College Level Examination Program (CLEP). There are five (5) General Examinations which cover what is usually taught during the first year of college. These examinations test your general knowledge in the areas of mathematics, humanities, natural science and social science/history as well as English composition.

In addition to the five General Examinations, CLEP offers a wide selection of Subject Examinations which correspond to specific college courses taught across the country.

The College Board offers the CLEP examinations nationwide as well as at various overseas locations ten times a year. Edison State College serves as one of the testing sites for CLEP. Certain examinations will no longer be offered at the regularly monthly test administrations. These examinations include: Dental Auxiliary Education, Nursing, Medical Technology, Afro-American History, Statistics, Elementary Computer Programming, and Introductory Micro- and Macroeconomics.

However, if you are enrolled at Edison State College you may take these examinations by submitting a note to The College Board, Box 1822, Princeton, New Jersey 08541 with your regular CLEP Registration Form, the title(s) of the examination(s) you wish to take, and a list of three open CLEP test centers most convenient to you. You must also designate Edison State College as the score report recipient. Upon receipt of these materials, a special administration will be arranged for you at no additional cost.

An official copy of score reports for CLEP examinations will be automatically sent to Edison State College by CLEP if you indicate to do so on the CLEP application form. The official number for Edison State College is 2748.

More detailed information about the CLEP examinations and the locations of test centers around the country can be obtained by writing to CLEP, P.O. Box 592, Princeton, New Jersey 08541. Registration materials may also be obtained by contacting the office of the Registrar or your advisor.

**Note:** Because minimum scores and credit values may change, it is advisable to check with your counselor or academic advisor before taking any examination.

	Minimum Score	Semester Hour Credits
<b>Business</b>		
Accounting, Introductory	47	6
Business Law, Introductory	51	3
Management, Introduction to	47	3
Computers and Data Processing	47	3
ECP: Fortran IV	48	3
Marketing, Introductory	48	3
Money and Banking	48	3
<b>Dental Technology</b>		
Dental Materials*		
Head, Neck and Oral Anatomy*		
Oral Radiology*		
Tooth Morphology and Function*		
<b>Education (no longer administered)</b>		
History of American Education	46	3
Tests and Measurements	46	3
<b>Humanities</b>		
American Literature	46	6
Analysis and Interpretation of Literature	49	6
College French 1 and 2	41	6
	53	12
College German 1 and 2	40	6
	48	12
College Spanish 1 and 2	41	6
	50	12
English Composition (General)†	530	6
College Composition†	47	6
English Literature	46	6
Freshman English†	47	6
Humanities (General)	422	6
<b>Medical Technology</b>		
Clinical Chemistry	47	3
Hematology	46	3
Immunohematology and Blood Banking	47	3
Microbiology	48	3
<b>Natural Sciences Mathematics</b>		
Biology	46	6
Calculus with Elementary Functions	47	6
College Algebra†	45	3
College Algebra and Trigonometry†	45	3
General Chemistry	47	6
Mathematics (General)†	424	6
Natural Sciences (General)	424	6
Statistics	49	3
Trigonometry	50	3
<b>Nursing (North Carolina Nursing Examinations)</b>		
Anatomy, Physiology, Microbiology	44	6
Behavioral Sciences for Nurses	45	6
Fundamentals of Nursing	44	6
Medical-Surgical Nursing	46	6
<b>Social Sciences</b>		
Afro-American History	49	3
American Government	47	3
American History I	45	3
American History II	45	3
Educational Psychology	46	3
General Psychology	46	3
Human Growth and Development	45	3
Macroeconomics, Introductory	48	3
Microeconomics, Introductory	47	3
Micro-Macroeconomics, Introductory	47	6
Social Sciences-History (General)	423	6
Sociology, Introductory	47	3‡
Western Civilization I	46	3
Western Civilization II	47	3

\*Minimum passing score and s.h. value not decided.  
†No more than 6 s.h. may be earned for these examinations.  
‡Six credits if taken prior to 9/1/81.

American College Test Proficiency Examination Program (ACT PEP)

The American College Test (ACT) offers a series of college-level examinations four times a year at test centers throughout the country, including Edison State College in

Trenton. Edison State College will accept most of the examinations offered as part of ACT PEP. For registration materials, contact the Office of the Registrar.

Title	Semester Hour Credits	Passing Standards
<b>Arts and Sciences</b>		
Afro-American History	6	45
Anatomy and Physiology	6	45
Earth Science	6	D
Freshman English	6	D
Shakespeare	3	D
American History	6	45
Physical Geology	3	45
Foundations of Gerontology	3	45
<b>Business</b>		
(A.S.M. and B.S.B.A. students should consult the College about the use of these credits for their degree requirements.)		
Accounting: Level I	6	45
Accounting: Level II	9	P
Accounting: Level III, Area I	12	P
Accounting: Level III, Area II	12	P
Accounting: Level III, Area III	12	P
Finance: Level I	9	45
Finance: Level II	9	P
Finance: Level III	12	P
Management of Human Resources: Level I	6	45
Management of Human Resources: Level II	9	P
Management of Human Resources: Level III	12	P
Marketing: Level I	3	45
Marketing: Level II	9	P
Marketing: Level III	12	P
Operations Management I	9	45
Operations Management II	9	P
Operations Management III	12	P
Business Environment and Strategy	6	P
<b>Criminal Justice</b>		
Introduction to Criminal Justice	3	45
Criminal Investigation	3	45
<b>Education</b>		
Educational Psychology	3	45
History of American Education	3	D
Philosophy of Education	6	D
Reading Instruction in the Elementary School	6	45
Corrective and Remedial Instruction in Reading	9	45
<b>Nursing (College Proficiency Examinations)</b>		
Fundamentals of Nursing	10	45
Maternal and Child Nursing A.A. Level	6	45
Maternal and Child Nursing B.A. Level	8	45
Adult Nursing	8	45
Psychiatric/Mental Health Nursing	8	45
<b>Nursing (Associate Degree)</b>		
Commonalities in Nursing Care, Area I	4	45
Commonalities in Nursing Care, Area II	4	45
Differences in Nursing Care, Area I	4	45
Differences in Nursing Care, Area II	4	45
Differences in Nursing Care, Area III	4	45
Nursing Health Care	4	45
Occupational Strategy, Nursing	4	45
<b>Nursing (Baccalaureate Degree)</b>		
Health Restoration: Area I	4	45
Health Restoration: Area II	4	45
Health Support: Area I	4	45
Health Support: Area II	4	45
Professional Strategies	4	45



Advanced Placement Program (APP)

The College Entrance Examination Board offers another series of college level examinations through the Advanced Placement Program (APP). Edison State College will grant credit for APP examinations for which a grade of 3 or better has been obtained. Detailed information on these examinations can be obtained by writing to Advanced Placement Program (APP), P.O. Box 592, Princeton, New Jersey 08541.

United States Armed Forces Institute (USAFI)

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

Lawrence Rose

Lawrence Rose, of Dover, Delaware, attended college courses during 20 of the 24 years that he was in the military. Because of nightshift schedules and business trips, however, he was unable to complete his college degree at one institution and lost many of his credits.

At Edison, Rose enrolled in the Bachelor of Business Administration program with a concentration in Operations Management. He was able to use many of the credits he earned elsewhere by transferring them to Edison. Then Rose passed several credit examinations and attended other courses, finally graduating two years after enrolling.

Defense Activity for Non-Traditional Education Support (DANTES)

The Defense Activity for Non-Traditional Education Support (DANTES) has made available to active duty military service personnel the CLEP General and Subject examinations since mid-1974. In addition, DANTES offers a wide spectrum of proficiency examinations in academic areas. Examinations taken through DANTES may be used to meet requirements for degrees offered by Edison State College. The College will use the minimum passing scores and credit recommendations set by the American Council on Education. Transcripts for DANTES examinations can be obtained by writing to DANTES, Box 2819, Princeton, New Jersey, 08541.



DANTES Subject Standardized Tests

Beginning November 1, 1982, certain college-level examinations in the DANTES Subject Standardized Tests (DSSTs) series will be available for Edison State College students to take at regular TECEP administration times. You may register for these examinations through the Office of the Registrar. The examinations and their credit amounts are listed below:

Title	Semester Hour Credit
<i>Natural Sciences/Mathematics</i>	
Meteorology and Climatology	3
College Algebra	3
Intermediate College Algebra	3
Plane Trigonometry	3
Calculus I	4
Calculus II	4
Differential Equations	3
Linear Algebra	3
Astronomy I	2
General Geophysics	3
Principles of Physical Science I	3
Geology I	3
<i>Social Sciences</i>	
Psychology of Adjustment	3
General Anthropology	3
<i>Business</i>	
Principles of Financial Accounting I	3
Introduction to Management	3
Risk and Insurance	3
<i>Humanities</i>	
French I	3
French II	3
German I	3
German II	3
Spanish I	3
Spanish II	3
<i>Professional Areas</i>	
Introduction to Education	3
Introduction to Forestry	3
Fundamentals of Electricity	2
Electrical Measuring Instruments	3
Introduction to Electronics I	3
Introduction to Electronics II	3
<i>Free Elective Credit Only</i>	
Auto Mechanics I	3
Auto Mechanics II	3
Technical Mathematics I	4
Fundamentals of Radio	4
Introductory Air Conditioning, Refrigeration and Heating	3

Ohio University Courses by Examination

Under a cooperative arrangement with Ohio University, Edison State College students may take the following Ohio University courses by examination: Information and registration forms may be obtained from: Independent Study, Tupper Hall, Ohio University, Athens, Ohio 45701.

**Note:** All courses are listed with quarter hour credits, which will be converted to semester hours when transferred to an Edison State College transcript.

Number	Title	Quarter Hour Credit
<b>Accounting</b>		
101	Managerial Accounting	4
102	Managerial Accounting	4
303	Accounting Principles and Procedures	4
<b>Accounting Technology</b>		
103	Financial Accounting Procedures	3
<b>Afro-American Studies</b>		
201	History of the Black Worker	5
<b>Aviation</b>		
110	Private Pilot Ground Instruction	4
310	Commercial Pilot Ground Instruction	4
350	Instrument Ground Instruction	4
440	Flight Instructor Ground Instruction	4
450	Instrument Instructor Ground Instruction	3
460	ATP Ground Instruction	4
<b>Business Administration</b>		
310	Production Management	4
<b>Business Law</b>		
255	Law and Society	4
356	Law of the Management Process	4
357	Law of Commercial Transactions	4
<b>Economics</b>		
101	Principles of Macroeconomics	4
102	Principles of Microeconomics	4
301	Introduction to Economic Analysis	4
302	Introduction to Economic Analysis	4
303	Microeconomics	4
304	Macroeconomics	4
305	Managerial Economics	4
<b>Electronics Technology</b>		
133	Basic Electronics	5
<b>Engineering, Chemical</b>		
200	Introduction to Chemical Engineering	4
<b>English Language and Literature</b>		
201	Interpretation of Fiction	5
203	Interpretation of Drama	5
301	Shakespeare, The Histories	5
302	Shakespeare, The Comedies	5
303	Shakespeare, The Tragedies	5
312	Medieval and Renaissance English Literature	5
313	Restoration and Neoclassical English Literature	5
314	Romantic and Victorian Literature	5
315	American Literature	3
321	American Literature to the Civil War	5
322	American Literature Since the Civil War	5
<b>English, Humanities</b>		
107	Humanities—Great Books	3
108	Humanities—Great Books	3
109	Humanities—Great Books	3
307	Humanities—Great Books	3
308	Humanities—Great Books	3
309	Humanities—Great Books	3

<b>Finance</b>		
325	Managerial Finance	4
<b>Geography</b>		
101	Elements of Physical Geography	5
121	Elements of Cultural Geography	4
130	Economic Geography	4
<b>Health, Physical Education and Recreation</b>		
202	Personal and Community Health	4
227	First Aid	3
406	Organization and Administration of Physical Education	4
<b>Hearing and Speech Sciences</b>		
108	Introduction to Speech Disorders	5
213	Anatomy	4
250	Speech Science	4
315	Stuttering	3
<b>History</b>		
101	Western Civilization in Modern Times	4
102	Western Civilization in Modern Times	4
103	Western Civilization in Modern Times	4
211	American History to 1828	4
212	History of the United States, 1828-1900	4
213	History of the United States since 1900	4
329A	Ancient Egypt and Mesopotamia	4
329B	Ancient Greece	4
329C	Ancient Rome	4
<b>Industrial Technology</b>		
101	Engineering Drawing	3
115	Metal Fabrication	4
216	Metal Machining	4
332	Electronics	5
<b>Interpersonal Communication</b>		
450	Introduction to Rhetorical Theory	3
<b>Journalism</b>		
105	Introduction to Mass Communications	4
<b>Library Media Technology</b>		
101	Introduction to Libraries and Library Technology	3
<b>Marketing</b>		
301	Marketing Principles	4
<b>Mathematics</b>		
113	Algebra	5
116	Analytic Trigonometry	2
120	Elementary Topics in Mathematics	5
121	Elementary Topics in Mathematics	5
163A	Introduction to Calculus	4
163B	Introduction to Calculus	4
211	Elementary Linear Algebra	5
214	Elementary Abstract Algebra	5
263A	Analytic Geometry and Calculus	5
263B	Analytic Geometry and Calculus	5
263C	Analytic Geometry and Calculus	5
340	Differential Equations	5
410	Matrix Theory	5
<b>Music Education</b>		
160	Music Fundamentals	3
<b>Philosophy</b>		
120	Principles of Reasoning	4
130	Introduction to Ethics	4
301	Introduction	3
<b>Physical Science</b>		
100	Survey of Astronomy	4
121	Physical World	4



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<b>Physics</b>		
201	Introduction to Physics	3
202	Introduction to Physics	3
203	Introduction to Physics	3
251	General Physics	4
252	General Physics	4
253	General Physics	4
<b>Political Science</b>		
102	Issues in American Politics	4
<b>Psychology</b>		
101	General Psychology	5
131	Psychology of Adjustment	4
173	Child and Adolescent Psychology	5
275	Educational Psychology	5
310	Motivation	5
332	Abnormal Psychology	5
333	Psychology of Personality	5
336	Social Psychology	5
376	Psychological Disorders of Childhood	5
<b>Quantitative Methods</b>		
201	Introduction to Probabilities and Statistics	4
<b>Real Estate Technology</b>		
101	Real Estate Principles and Practices	4
102	Real Estate Brokerage	4
103	Real Estate Law	4
201	Real Estate Appraising	4
204	Real Estate Finance	4
221	Real Estate Special Topics	4
<b>Sociology</b>		
101	Introduction to Sociology	5
302	Principles of Sociology	5
<b>Zoology</b>		
101	Principles of Biology	5
103	Human Biology	5
150	Introduction to Zoology	6
325	General Genetics	5
345	Human Physiology	4
384	Bioethical Problems in Biology and Medicine	5
390	Biology and the Future of Man	5

**Madelaiden Calderon**

Despite a paralysis in both of her arms and legs, Madelaiden Calderon of West New York was on stage with the rest of the Class of 1982 to receive her Associate in Arts degree. Madelaiden earned credits toward her degree by combining testing and assessment at Edison State College with classroom attendance at Jersey City State College. Her future plans include completion of her baccalaureate degree—and perhaps graduate school.

Madelaiden has been a piano teacher for 22 years, and, despite her handicap, continues to teach through indirect methods. Her college-level knowledge in music is currently being evaluated by the Office of Testing and Assessment for possible credit toward her baccalaureate degree.



## Earning Credits Through Portfolio Assessment

Suitable examinations are not available in all the subjects and skills for which college credit may be awarded. To supplement its program of examination, the College has therefore developed a method of earning credits called Portfolio Assessment.

In portfolio assessment you identify what you know and relate that knowledge to actual college courses that parallel your knowledge. Then you determine how the credits you are attempting will apply towards your degree program or other educational goals. Finally, you provide "evidence" or supporting information in a set of documents called a portfolio.

Evidence for a portfolio may include licenses, certificates, tapes, photographs, products of your work, patents, job descriptions, course outlines, newspaper clippings, list of books or readings, or any other supporting information that will help verify your college-level knowledge and claim for credit. In some cases, for example, specialized areas of literature, you may not have any "evidence" *per se* of your knowledge. In cases such as this, you may be tested as part of the portfolio assessment.

All assessments, whether they include review of evidence or the administering of an examination, are performed by qualified faculty consultants, who, in most cases, are actively teaching courses comparable to those in the portfolios they are asked to evaluate.

The entire portfolio assessment process may take anywhere between one month and a year, depending on the content areas and the number of credits that are to be assessed. Throughout the process, you have the assistance and support of your advisor. A \$5.00 self-instructional booklet, *Portfolio Assessment: The Student Handbook*, is available from the Office of Academic Programs or the Statewide Testing and Assessment Center. You may also attend a portfolio development workshop, information about which may also be obtained from the Office of Academic Programs.

You may begin working on your portfolio at any time during the year. There is no need to begin and finish on a semester basis. At Edison State College there is no limit on the number of credit hours you may earn through portfolio assessment. The actual number will depend largely on the depth and breadth of your knowledge as well as the extent to which this learning is appropriate to your degree program. (For students working on portfolio in conjunction with degree programs at institutions other than Edison State College, there most likely will be a limit on the number of credits that can be earned through portfolio assessment. For further discussion of this, see the description of the Statewide Testing and Assessment Center.) The courses in any given portfolio will most often vary

considerably from one portfolio to another because no two peoples' knowledge and background are exactly alike.

For example: *Nancy developed an interest in community theater. Over a number of years she learned acting techniques, blocking a scene, voice projection, staging, set building, and many other aspects of effectively presenting drama, comedy, and musical plays. Eventually she learned directing and successfully directed a number of plays.*

*John worked as an apprentice in electrical technology for several years after graduating from high school. He studied on his own in order to acquire an understanding of the basic knowledge in the electrical field, and he read several textbooks in math and physics.*

*Mary worked as an assistant manager of a small business for twelve years. She was also active in a community*

*organization as a volunteer, and she gave many public speeches as its representative. During her leisure time she read and wrote poetry. Several of her poems were published.*

*Bob worked as a marketing specialist for a publishing firm. He was responsible for analyzing and developing marketing strategy and target populations. In addition, he was a private marketing consultant to many corporations. Further, he designed and built his own home, was on the Board of Directors for Boy Scouts of America, and gave speeches for various organizational meetings and training programs.*

Each of these people earned considerable college credit for knowledge they had obtained outside the formal college classroom and were able to apply those credits towards degree programs at Edison State College and elsewhere.

## Statewide Testing and Assessment Center

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

The Center was established in 1980 under the auspices of the Fund for the Improvement of Post Secondary Education (FIPSE) to enable adult students enrolled at traditional colleges to earn college credit through non-traditional means. All of the colleges working cooperatively with the Center believe that people should receive credit for what they know regardless of how, when, or where that knowledge was acquired. Each of the participating colleges has an explicit policy for awarding credit through non-traditional means and will accept Edison State College grade reports and transcripts towards their degree programs.

Students choosing to develop a portfolio are assigned to an advisor at the Center who provides guidance and assistance in the portfolio assessment process. The Center also provides opportunities for students to participate in portfolio development workshops.

Although the Center was established primarily to serve students enrolled at the cooperating institutions, if you are enrolled at any college or university you may earn credit through the services of the Center with the approval of your academic advisors or deans. If you are not enrolled at any institution you may also use the Center to earn credits in order to meet various certifying and licensure requirements or to qualify for promotional opportunities at your place of employment.

Although the number of institutions working with the Center continues to grow, the following institutions were members of the Center at the time this catalog was printed:

Atlantic Community College  
Bergen Community College  
Caldwell College  
College of St. Elizabeth  
Cumberland County College  
Glassboro State College  
Marywood College  
Middlesex County College  
Ramapo College of New Jersey  
Rutgers, The State University  
Somerset County College  
Stockton State College  
Sussex County College  
Trenton State College  
Warren County College

For more information about the services of the Center and the policies of participating institutions, write to the Director of the Statewide Testing and Assessment Center at Edison State College.



## Earning Credits Through Transfer

Edison State College will grant credit for college-level learning experiences that have been approved by the College's Academic Council and/or its Committees. Credits accepted through transfer by Edison State College may come from a variety of sources: accredited colleges and universities, independent schools, certain training courses offered in business and industry, correspondence courses, and some licensing and certificate programs. The following information includes the varied college-level educational experiences that Edison State College may accept for credit through transfer.

### Credit for College Work

Credits earned at a college or university that is regionally accredited or a candidate for accreditation may be transferred to Edison State College, regardless of the number of institutions attended. The College will also accept in transfer, on a course-by-course basis, credits earned at institutions accredited by the following special National Accrediting agencies: American Association of Bible Colleges, Association of Independent Colleges and Schools, National Association of Trade and Technical Schools, and the National Home Study Council.

These credits may have been earned previous to enrollment, but they may also be earned after enrollment by students who continue to take coursework outside the College.

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

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

With the exception of coursework presented to meet the professional requirements of the professional degrees offered by the College (Associate in Science in Management, Associate in Applied Science in Radiologic Technology, Bachelor of Science in Business Administration, Bachelor of Science with a concentration in Applied Science and Technology), there is no limit to the length of time which may

have elapsed since the credit was earned. There is a ten-year limit for courses presented to meet the professional requirements of the professional degrees mentioned above.

In the event that a student does present coursework more than ten years old, up to 25 percent of the total credits needed for the professional requirements can be applied to the degree requirements from the older coursework. In addition, if the student has completed advanced coursework within the ten years prior to enrollment in the College, in an area where there were credits earned more than ten years prior to enrollment, then the recent coursework will validate the earlier coursework. If the student earns a professional certificate such as the Certified Public Accountant or Chartered Life Underwriter within the ten years prior to enrollment, then coursework in the subject area governed by the certificate that might have been completed more than ten years prior to enrollment would be validated.

If the amount of coursework completed more than ten years before enrollment exceeds the automatic 25 percent waiver or cannot be waived as a result of more recently completed advanced level coursework or professional recognition, then the student can request a Demonstration of Currency evaluation for that coursework not waived under the procedures described above. Requests for a Demonstration of Currency evaluation should be made to the Office of Academic Programs. Students interested in the Demonstration of Currency and who wish to know more about it should contact their advisors.

Edison State College will grant credit for other bona fide college-level learning experiences that have been approved by the College's Academic Council and/or its Committees.

### Credit for Learning Experiences in Business, Industry, and Government

The American Council on Education has undertaken the evaluation of non-collegiate learning experiences available through industry and various governmental agencies. The Office on Educational Credit of the American Council on Education has reported its credit recommendations in a publication called *The National Guide*. Edison State College accepts the recommendations listed in *The National Guide*. If you are interested in knowing if a specific course has been evaluated by the OEC, contact the College's Office of Academic Counseling or the training director at your place of employment.

The New York State Education Department also evaluates non-collegiate learning experiences in industry and various governmental agencies, primarily in New York State. Edison State College follows the recommendations of the New York State Program on Non-Collegiate Sponsored Instruction (PONSI).

### Credit for Educational Experiences in the Armed Services

Edison State College will accept for credit those recommendations listed in the *Guide to the Evaluation of Educational Experiences in the Armed Services* published by the American Council on Education.

### Formal Military Service Schools

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

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

### Army MOS

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

### Navy Rating

The American Council on Education has also evaluated various Navy Ratings. The earliest date for any of these recommendations is June, 1971. Appropriate verification can be found on DD 295, "Application for the Evaluation of Educational Experiences During Military Service." Active duty personnel should contact the Education Office to obtain a certified copy of that form. Veterans should write to the National Personnel Records Center at 9700 Page Boulevard, St. Louis, Missouri 63132. Separation Report (DD 214) may also be used for verification, but that form usually does not list a person's entire occupational history.

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



Credit for Licenses and Certificates

Edison State College will grant credit for a number of professional licenses or certificates that have been reviewed by the appropriate subcommittee of the College's Academic Council. The following licenses or certificates have been approved for credit. Additional information can be obtained from your advisor.

Credit for Hospital Based Licensing or Certificate Programs

Emergency Medical Technician Ambulance (EMT-A)	4 sh
Emergency Medical Technology Paramedic (MICP)	12-16 sh
Histotechnology (ASCP-HT)	4 sh
Nuclear Medicine Technology (ARRT-NMT)	up to 30 sh
Nursing (RN)	up to 60 sh
Radiologic Technology (X-Ray) (ARRT-Radiography)	
Hospital based programs 1980 and subsequent	34 sh
Hospital based programs 1976-1980	20 or 34 sh
(credit depends on specific hospital program)	
Hospital based programs prior to 1976	20 sh
Respiratory Therapy Technician	up to 23 sh
Respiratory Therapist	up to 44 sh

Credit for Aviation Licenses and Certificates

FAA Private Pilot License*	3 sh
FAA Commercial Pilot License*	6 sh
FAA Instrument Pilot License*	3 sh
FAA Flight Engineer	6-15 sh
FAA Flight Dispatcher	7-14 sh
FAA Flight Instructor Airplane Rating*	2 sh
FAA Flight Instructor Instrument Rating*	2 sh
FAA Flight Navigator	8-15 sh
FAA Mechanic Certificate/Airframe and Power Plant Rating	55 sh
FAA Air Traffic Control Specialist	57-60 sh

\*Credit indicated is for the ground training only. An additional amount of credit equal to that listed for the appropriate license or rating will be granted for flight training if the student possesses a current instructor's rating or if the student has either a valid flight portion of the appropriate flight instructor's rating or a minimum of one continuous year of eligibility to exercise the privileges of the license.

Credit for Business

Certified Professional Secretary (CPS)	up to 30 sh
Certified Public Accountant (CPA)*	up to 33 sh
Chartered Life Underwriter (CLU)*	up to 30 sh
Chartered Property, Casualty Underwriter (CPCU)*	up to 30 sh

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

Other Certificates or Licenses

New Jersey State Land Surveyor License	7 sh
Evelyn Wood Reading Dynamics Course	2 sh
If you have earned one of the licenses or certificates listed above, submit a notarized copy of the license or certificate. In addition, you must request that an official transcript of the courses completed or the examinations passed be sent to the Office of the Registrar from the hospital or agency through which they were completed.	

Courses by Correspondence

Edison State College accepts credits in transfer for courses taken through correspondence courses offered by regionally accredited institutions of post secondary education and placed on the institution's official transcript.

Under a cooperative arrangement with Ohio University, Edison State College students may take correspondence courses listed below. Information and registration forms may be obtained from: Independent Study, Tupper Hall, Ohio University, Athens, Ohio 45701.

**Note: All courses are listed with quarter hour credits, which will be converted to semester hours when transferred to an Edison State College transcript.** (1 quarter hour equals ⅓ a semester hour.)

Number	Title	Quarter Hour Credit
<b>Accounting</b>		
101	Managerial Accounting	4
102	Managerial Accounting	4
303	Accounting Principles and Procedures	4
310	Cost Accounting	4
<b>Afro-American Studies</b>		
101	Introduction to the Afro-American Arts	5
119	Introduction to the Black Media	3
<b>Aviation</b>		
110	Private Pilot Ground Instruction	4
310	Commercial Pilot Ground Instruction	4
350	Instrument Ground Instruction	4
<b>Botany</b>		
101	Principles of Biology	5
102	Plant Biology	5
133	Nature Study	5
<b>Business Administration</b>		
310	Production Management	4
445	Small Business Administration	4
<b>Business Law</b>		
255	Law and Society	4
356	Law of the Management Process	4
357	Law of Commercial Transactions	4
442	Law of Property and Real Estate	4
<b>Chemistry</b>		
301	Organic Chemistry	3
302	Organic Chemistry	3
<b>Classical Languages: Greek and Latin Languages</b>		
<i>Greek</i>		
111	Beginning Greek	4
112	Beginning Greek	4
113	Beginning Greek	4
<i>Latin</i>		
111	Beginning Latin	4
112	Beginning Latin	4
211	Intermediate Latin	4
<b>Economics</b>		
101	Principles of Macroeconomics	4
102	Principles of Microeconomics	4
303	Microeconomics	4
304	Macroeconomics	4
320	Labor Economics	4
340	International Economics	4
430	Public Finance	4
<b>Elementary Education</b>		
200	Studies of Children	4
321	Children's Literature	4

Engineering, Chemical

200	Introduction to Chemical Engineering	4
331	Principles of Engineering Materials	4

English Language and Literature

171A	Literature of Initiation	5
171D	Man and Woman: Images in Literature	5
172	Contemporary Writing Skills	5
172T	Contemporary Writing Skills/Technical Writing	5
201	Interpretation of Fiction	5
202	Interpretation of Poetry	5
203	Interpretation of Drama	5
206	Introduction to International Literature III: The Modern Tradition	5
210	Critical Approaches to Popular Literature (Mystery Literature)	4
301	Shakespeare, The Histories	5
302	Shakespeare, The Comedies	5
303	Shakespeare, The Tragedies	5
308	Advanced Composition	5
309A	Creative Writing—Poetry	5
309B	Creative Writing—Fiction	5
312	Medieval and Renaissance English Literature	5
313	Restoration and Neoclassical English Literature	5
321	American Literature to the Civil War	5
322	American Literature Since the Civil War	5
331	20th Century British and American Literature	5
457	Readings in English Education	5

International Literature

<i>English</i>		
206	Introduction to International Literature III: The Modern Tradition	5

Humanities

107	Humanities—Great Books	3
108	Humanities—Great Books	3
109	Humanities—Great Books	3

Spanish

336A	Spanish Literature in English	4
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Finance

325	Managerial Finance	4
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Geography

101	Elements of Physical Geography	5
121	Elements of Cultural Geography	4

Health, Physical Education and Recreation

202	Personal and Community Health	4
227	First Aid	3
302	Kinesiology	4
370	Community Health Programs	4
404	History and Principles of Physical Education	4
406	Organization and Administration of Physical Education	4
449	Administration of Recreation	4

History

101	Western Civilization in Modern Times	4
103	Western Civilization in Modern Times	4
211	American History to 1828	4
212	History of the United States, 1828-1900	4
213	History of the United States Since 1900	4
317A	Ohio History to 1851	4
317B	Ohio History Since 1851	4

Home Economics

128	Introduction to Nutrition	4
180	Furnishing Today's Home	3
315	Elementary Textiles	4

Interpersonal Communication

210	Parliamentary Procedure	2
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Journalism

4	105	Introduction to Mass Communications	4
4	484	Supervising School Publications	4
	584	Supervising School Publications (Graduate Level)	4

Law Enforcement Technology

5	100	Introduction to Law Enforcement Technology	3
5	120	Constitutional, Criminal, and Civil Law	3
5	130	Interviewing and Report Writing	3
5	260	Criminal Investigation	3

Library Media Technology

5	101	Introduction to Libraries and Library Technology	3
5	102	Support Operations for Public Services	4

Management

4	200	Introduction to Management	4
5	325	Communication Behavior in the Modern Organization	4

Marketing

5	301	Marketing Principles	4
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Mathematics

5	113	Algebra	5
5	116	Analytic Trigonometry	2
5	120	Elementary Topics in Mathematics	5
5	121	Elementary Topics in Mathematics	5
5	130	Plane Analytic Geometry	3
5	163A	Introduction to Calculus	4
	211	Elementary Linear Algebra	5
	230	Foundations of Geometry	5
	250A	Finite Mathematics	5
	263A	Analytic Geometry and Calculus	5
	263B	Analytic Geometry and Calculus	5

Modern Languages

3	<i>German</i>		
3	111	Elementary German	4
	112	Elementary German	4

Music

	321	History and Literature of Music	3
4	428	Jazz History	3

Philosophy

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

Physical Science

	121	Physical World	4
4	122	Physical World	4

Physics

4	201	Introduction to Physics	3
4	202	Introduction to Physics	3
4	203	Introduction to Physics	3

Political Science

4	101	American National Government	4
4	102	Issues in American Politics	4



<b>Psychology</b>		
101	General Psychology	5
121	Elementary Statistics for the Behavioral Sciences	5
131	Psychology of Adjustment	4
173	Child and Adolescent Psychology	5
275	Educational Psychology	5
332	Abnormal Psychology	5
333	Psychology of Personality	5
374	Psychology of Adulthood and Aging	4
<b>Quantitative Methods</b>		
201	Introduction to Probabilities and Statistics	4
<b>Radio-Television</b>		
106	Introduction to Radio-Television	4
<b>Security/Safety Technology</b>		
101	Introduction to Protective Services	3
110	Physical Security Systems	3
120	Occupational Safety and Health	3
201	Fire Safety and Fire Codes	4
210	Loss Prevention in Modern Retailing	3
220	Analysis of Security Needs—Survey	3
230	Information and Data Systems Security	3
240	Security Administration	3
250	Current Problems in Security	3
260	Analytical Accounting	3
290A-Z	Special Area Studies	3-4
290A	Special Area Studies: Terrorism	3
290B	Special Area Studies: Law and Security	3
<b>Sociology</b>		
302	Principles of Sociology	5
351	Elementary Research Techniques	4
<b>University College</b>		
112	Speed Reading and Comprehension	2
<b>Zoology</b>		
101	Principles of Biology	5
103	Human Biology	5
150	Introduction to Zoology	6
352	Kinesiology	4
384	Bioethnical Problems in Biology and Medicine	5
390	Biology and the Future of Man	5

More Courses by Correspondence

Additional correspondence courses from the University of Illinois, Indiana University, University of Iowa, University of Michigan, University of Minnesota, and the University of Wisconsin are available through the Committee on Institutional Cooperation, Independent Study Project, 990 Grove Street, Evanston, Illinois 60201.

Telecourses

Credits earned through Telecourses will apply toward Edison State College Degrees. Telecourses are sometimes offered through local county colleges, state colleges, or the State public Boardcasting systems. In the State of New Jersey, the following courses have been offered:

		<b>Credit</b>
<b>Humanities</b>		
	The American Short Story	3
	Hollywood	3
	The Art of Being Human	3
	Humanities Through the Arts	3
<b>Social Sciences</b>		
	Understanding Human Behavior	3
	Family Portrait	3
	Focus on Society	3
	The Growing Years	3
	American Government Survey	3
	The American Story	3
	The Money Puzzle	3
	The Vietnam Project	3
	America—The Second Century	3
<b>Natural Science/Math</b>		
	Cosmos	3
	Oceanus: The Marine Environment	3
	Man & His Environment I	3
	Connections: Technology & Change	3
	The Ascent of Man	3
<b>Non-Liberal Arts</b>		
	Voyage: Challenge & Change in Career/Life Planning	3
	Contemporary Health Issues	3
	Man & His Environment II	3
<b>Professional</b>		
	It's Everybody's Business	3
	Making It Count	3
	Personal Finance and Money Management	3
	The Business of Management	3

General Academic Policies

Catalog Which Applies to Student

You must use the College catalog that was in effect on your date of enrollment to determine your graduation requirements. However, if you change your degree program, or change from non-degree seeking to degree-seeking status, follow the graduation requirements of the catalog in effect at the time the official change is recorded in the Registrar's Office.

Change of Program/Degree Status

If you wish to change your program, a major, a concentration or the non-degree status to a degree-seeking status, you must do so in writing. Such requests should be addressed to the Office of the Registrar.

Unit of Credit

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

Change of Records

If you wish to make any changes in your records, inform the Office of the Registrar in writing. Changes that need to be noted include: change in name, address, telephone number, exclusion of courses/grades in other items on the original enrollment form.

Transcripts

Transcripts are issued at the time of graduation and thereafter. They are also issued upon request. The first transcript is free; subsequent copies are \$2.00 each.

Grades/Grade Reports

Since Edison State College does not offer any instruction of its own, grades from other institutions, when accepted in transfer, are used to calculate your grade point average (GPA). If you wish to have a grade excluded from your Edison State College transcript, request this in writing to the Registrar's Office prior to the official evaluation. Credits once placed on an Edison State College transcript will not be removed.

Edison State College sends each student a copy of an "Evaluation and Degree Progress Form" that includes courses accepted in transfer (with grades accepted), credits earned through portfolio assessment, by examinations and

licensure, and a classification of such credits. It also sends grade reports for TECEP and Portfolio Assessment.

Duplication of Credit

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

English Composition

The College will accept for credit a maximum of two one-semester courses, or equivalent, in Freshman English. This includes courses or exam in English Composition, Freshman English, Fundamentals of Communications, etc. Thus, if you present 6 semester hours in coursework or examinations in these areas you will not receive credit for the CLEP General Examination in English Composition. You cannot receive credit for more than one of the following CLEP examinations: the General Examination in English Composition, the Subject Examination in College Composition, and the Subject Examination in Freshman English. These policies on duplication are in effect regardless of the order in which the examinations and/or courses were completed.

Mathematics

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

The policies on duplication of credit for the three CLEP General Examinations listed below are divided into two separate policies

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

Natural Sciences

If you have completed 6 semester hours or more in two or more of the following areas: (1) Physics, (2) Chemistry, (3) Astronomy, Geology, or Meteorology, no credit will be granted for the physical sciences portion (3 s.h.) of the examination. If you have completed 6 s.h. in Biology, no credit will be granted for the biological sciences portion (3 s.h.) of the examination.

A course or examination which is a survey of the physical sciences is considered to be a duplication of the physical sciences portion of the examination. A course or examination which is a survey of the biological sciences is considered to be a duplication of the biological sciences portion of the examination.

Humanities

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

A course or examination which is a survey of the fine arts is considered to be a duplication of the fine arts portion of the examination.

Social Sciences History

If you have completed 6 s.h. in two or more areas of the social sciences, e.g., Government, Economics, Geography, Anthropology, Sociology, or Psychology, no credit will be granted for the social sciences portion (3 s.h.) of the examination. If you have completed 6 s.h. in World History, History of Western Civilization, etc., or 6 s.h. in two or more areas of history, no credit will be granted for the history portion of the examination.

A course or examination which is a survey of the social sciences is considered to be a duplication of the social sciences portion of the examination.



## Second Associate or Baccalaureate Degrees

If you have earned an associate degree from a regionally accredited college or university and wish to earn a second associate degree from Edison State College you must submit a minimum of 15 semester hours above those used for the first degree, and meet all the requirements specific to the second degree.

If you have received one baccalaureate degree you must complete a minimum of 30 additional credits beyond those credits completed at the time the first degree was awarded to earn a second baccalaureate degree. The specialization or concentration requirements of the second degree must also be met.

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

## Acceptance of Credits from Graduate Programs

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

## Foreign Degrees

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

## Physical Education Credits

Edison State College will not accept physical education activity courses, such as volleyball, softball, and weight training.

## Waivers

If you believe that a waiver of a specific requirement and/or college policy is in order you may submit a request for a waiver in writing to the Office of the Registrar. Requests for a waiver of specific requirements and/or college policies are submitted to the appropriate College office for review and action.

## Appeals

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

## Adherence to Privacy Act

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

Certain information about the students at Edison State College has been classified as Directory Information. This information may be released for any purpose at the discretion of the College. Under the provisions of the Family Educational Rights and Privacy Act of 1974, all students have the right to withhold the disclosure of any or all of the categories of Directory Information.

Edison State College has designated the following categories of student information as public or Directory Information: your name, address, telephone number, date of enrollment, previous institutions attended, major field of study, degrees conferred, and date and place of birth.

To withhold disclosure, written notification signed by the student, must be received by the Office of the Registrar.

## Transfer and Acceptance Among State Colleges

The New Jersey Department of Higher Education has a policy which guarantees admission to a state college to a graduate with an Associate in Arts or Associate in Science degree from any New Jersey county college or Edison State College. This policy would apply to Edison State College students who have completed an Associate in Arts or an Associate in Science degree.

Acceptability for admission and acceptance of credits for non-graduates shall be at the discretion of the state college.

The full policy of the Board of Higher Education is on file in Edison State College's Office of the Registrar.

## Equal Opportunity/Affirmative Action Statement

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

Inquiries may be directed as appropriate to The Equal Employment Opportunity Office, Personnel Office, Edison State College, 101 West State Street, CN 545, Trenton, New Jersey 08625.

# Degree Programs

## Bachelor of Arts

## Bachelor of Science in Business Administration

## Bachelor of Science

### Human Services Option

### Applied Science and Technology Option

## Bachelor of Science in Nursing\*

## Associate in Arts

## Associate in Science in Management

## Associate in Applied Science in Radiologic Technology

\*Students will be accepted into the Bachelor of Science in Nursing Program after September 1983. If you would like to be informed about the status of the program, call or write to the Coordinator of Admissions.

## Degree Requirements for All Students

The following requirements pertain to all Edison State College students. Requirements of a specific degree will be found in the section explaining that degree.

1. Enroll in the program in which you seek a degree.
  2. Secure approval for your specialization, when appropriate, from the Office of Academic Programs.
  3. Meet specific requirements of the degree program.
  4. Demonstrate a proficiency in written expression before graduation. This proficiency can be met by:
    - (1) Satisfactory completion of the non-credit TECEP\* Examination in Written Expression;
    - (2) Three semester hours of college coursework in English Composition with a grade of B;
    - (3) Six semester hours of college coursework in English Composition with an average grade of C;
    - (4) The satisfactory completion of one of the CLEP† examinations in English: English Composition (General), College Composition, Freshman English or the College-Level GED Examination in Expression;
    - (5) By demonstrating a satisfactory standard of written expression as determined by a faculty examiner in a portfolio assessment for English Composition.
  5. Demonstrate completion of three semester hours of college mathematics or computer science before graduation. This requirement can be met by:
    - (1) Three semester hours of college coursework in mathematics beyond developmental courses;
    - (2) The satisfactory completion of the TECEP examination, Fundamentals of Mathematics, for three credits;
    - (3) The satisfactory completion of one of the CLEP examinations: Mathematics (General), Statistics, Trigonometry, College Algebra, Calculus with Elementary Functions, or College Algebra and Trigonometry.
    - (4) By earning three credits of college mathematics through portfolio assessment. OR
      - (1) Three semester hours of college coursework in computer science.
      - (2) The satisfactory completion of the CLEP examination: ECP: Fortran IV.
      - (3) By earning three credits of college computer science through portfolio assessment.
  6. Attain a 2.00 cumulative grade point average for the degree program and the specialization or concentration.
  7. Submit an "Application for Graduation" to the Office of the Registrar.
  8. Fulfill all financial obligations to the College.
- Once all degree requirements have been met, names are submitted to the Board of Trustees for approval. The Board meets six times a year.

A formal commencement ceremony is held each Fall to honor those students who have received their degrees during the previous academic year. Details are mailed to all graduates in advance of the date of the Fall commencement ceremony.

NOTE: Developmental or remedial courses in English Composition and mathematics are not applied toward any degree program at Edison State College.

\*Thomas Edison College Examination Program. See chapter on "How Credits Are Earned."

†College level Examination Program. See chapter on "How Credits Are Earned."

## Program Advisement

### Advisors

All students are assigned an advisor to assist them with degree planning. You will be assigned an advisor after 1) your annual fees have been paid; 2) official documents for licensures, registries, military or training programs and official transcripts have been received from former colleges where courses were taken; and 3) documents have been evaluated by Edison State College. After the work has been evaluated, you will receive a copy of the evaluation which classifies credits towards your degree program and a letter informing you of the name of your advisor. You are urged to work closely with your advisor for degree planning, examination and course selection, portfolio development, specialization proposal preparation, and other degree requirements.

Advisors interpret college policies, coordinate the process of Portfolio Assessment, and provide information on methods of earning credits, examinations for credit, and correspondence courses.

## Individual Appointments

You may make individual appointments to meet with your advisor to discuss methods of earning credits, course and examination registration, problems in completing requirements, and other student concerns. Call for an appointment using the telephone number provided in the letter informing you of your advisor's name.

## Program Planning Workshops

Program planning workshops are scheduled at various locations in New Jersey. The workshop allows you to receive detailed information on your degree and to do long range planning as to the ways you will complete the credit requirements. You are urged to take advantage of this opportunity. Information concerning workshop dates can be obtained from your advisor or by calling (609) 984-1135.

## Portfolio Development Workshops

Portfolio Development Workshops are also scheduled on a regular basis. The workshop provides assistance in putting the portfolio together, identifying courses which parallel knowledge, and selecting documentation for the portfolio. A handbook on the portfolio process and information on workshop dates may be obtained from your advisor or by calling (609) 984-1135.



# Bachelor of Arts

The Bachelor of Arts Degree is similar in its requirements to the four-year liberal arts degree granted by most institutions of higher learning. Credit requirements must be distributed across subjects and along levels of difficulty according to a prescribed pattern, one that accommodates the special interests of mid-career adults while it also insures a balance between breadth and depth of knowledge.

## Degree Requirements

The Bachelor of Arts Degree requires 120 semester hours of credit for completion, 60 of which are General Education, 33 of which are in an Area Concentration or Specialization. The remaining 27 credits may be devoted to free electives.

## Area Concentration

The degree features an Area Concentration of 33 credits, focusing on a choice of one of three broad fields: the humanities, social sciences, or natural sciences/mathematics. The Area Concentration stresses exposure to a broad liberal arts area which brings together related disciplines and at the same time permits the students to gain some depth according to individual interest.

## Specializations

The following Individualized Specializations have been approved. Individualized Specializations may be developed in a single Liberal Arts discipline or may be interdisciplinary. Students should work with their Advisor to select courses for the Specialization.

Humanities	Social Sciences/History
Art	Anthropology
French	Economics
Journalism	Geography
Literature	History
Music	Political Science
Philosophy	Psychology
Speech	Sociology
Theater	
Natural Sciences/Mathematics	
Biology	
Chemistry	
Computer Science	
Environmental Sciences	
Geology	
Mathematics	
Physics	

## Specialization

A single subject specialization is a more in-depth emphasis on a particular discipline. Those wishing to prepare a specialization proposal should request application forms and the booklet "Procedures for Completing a Specialization with the Baccalaureate Degree" from the Office of Academic Programs. The completed application must be approved by the Office of Academic Programs.  
An Interdisciplinary Specialization is a

liberal arts emphasis developed around a topic cutting across subjects in two or more areas. Examples: American studies, black studies, women's studies, community development, environmental studies, labor studies.

## B.A. Credit Distribution Requirements

Subject Category	Semester Hour
<b>Liberal Arts Requirement</b>	<b>60</b>
A. Written Expression	(0-6)
B. Humanities	(12)
No more than 6 semester hours may be taken from one subject area	
C. Social Science	(12)
No more than 6 semester hours may be taken from one subject area	
D. Natural Sciences and Mathematics	(12)
Mathematics or Computer Science required (3)	
No more than 6 semester hours may be taken from one subject area	
E. Liberal Arts Electives	(18-24)
Credits from any Liberal Arts subjects	
<b>Area Concentration or Specialization</b>	<b>33</b>
Student may choose either A or B below.	
A. Area Concentration	
The Area Concentration will include 33 semester hours and must be chosen from Humanities, Social Sciences/History, or Natural Sciences/Mathematics.	
The concentration will include at least <i>three subject areas</i> with 12 semester hours in one subject area.	
OR	
B. Specialization	
a. Single Subject Specialization	
The specialization will include 33 semester hours in one subject area.	
or	
b. Interdisciplinary Specialization.	
The interdisciplinary specialization will include 33 semester hours and may combine work from Humanities, Social Sciences/History and Natural Science/Mathematics.	
Examples of appropriate interdisciplinary specializations are: Black American Studies, Women's Studies, Environmental Studies, or Urban Studies.	
AND	
C. The Pre-Graduation Conference	
All students must complete the Pre-Graduation Conference which will cover the Area Concentration (A) or the Specialization (B).	
<b>Free Electives</b>	<b>27</b>
<b>Total: 120</b>	

## Upper Level Credits

All degree candidates must complete a minimum of 42 semester hours of credit of advanced work in the liberal arts, 24 of which must be in the Area Concentration or 27 in the Specialization.  
For the purpose of this requirement, the College classifies courses, examinations, and portfolio assessment credits according to two levels designated as lower level and upper level. The following criteria define the two levels:  
*Lower Level:* That knowledge and/or competency in a given discipline considered to be the foundation for further development in the discipline, usually covered by two semester courses or six credits.  
*Upper Level:* That knowledge and/or competency beyond the foundation level of two courses or 6 credits. It is developed either sequentially or expansively and emphasizes more advanced skills, more complex knowledge or concepts, critical and interpretive thinking, and/or integration with other disciplines.

## Limitation of Credits in one Subject Area

No more than 70 credits earned in one subject area will be counted toward meeting the degree requirements of the B.A. degree.

## Pre-Graduation Conference

All students must satisfactorily complete the Pre-Graduation Conference before graduation. The purpose of the conference is to determine that the candidate demonstrates an acceptable understanding of basic concepts in the Area Concentration or Specialization and where appropriate, can apply those concepts to given problems, issues, and situations.  
The student will be assessed by means of a personal interview conducted by a faculty assessor. The Pre-Graduation Conference will occur after the student has completed a minimum of 100 credits of work (30 must be in the Area Concentration or Specialization).  
A written form, in place of the oral interview for the Pre-Graduation Conference, may be approved for the following reasons:  
(1) The student is an American citizen living abroad.  
(2) The student has a speech, hearing, or physical handicap.  
(3) The student has taken the Pre-Graduation Conference unsuccessfully twice.  
Waiver of the Pre-Graduation Conference may be appropriate if the student meets the following criteria:  
(a) The student completes a portfolio assessment within the Area Concentration or Specialization of at least 12 credits with an above-average performance and has had an oral conference with the faculty assessor who evaluated the portfolio.  
Requests for waivers of the Pre-Graduation Conference based on the above criteria should be directed in writing to the Registrar's Office.



## Dodie Murphy Wagner

Drawing upon her experiences as a newspaper reporter, public relations specialist, and volunteer, Dodie Murphy Wagner of Vineland was able to successfully complete 54 credits through Portfolio Assessment.  
During the last fifteen years, Dodie worked for various newspapers as a municipal reporter. She was also the public relations director for Cybis Studio in Trenton. Currently, she is the assignment editor for a Southern New Jersey newspaper.  
As a volunteer in Pullman, Washington, Dodie single-handedly raised funds from the business community to acquire art valued at \$30,000 for the public library. She used many of these experiences in putting together her portfolio and earned a Bachelor of Arts degree.  
Although Dodie currently lives in New Jersey, her entire degree process was carried out by mail and telephone while she lived 2,800 miles away in the state of Washington.



# Bachelor of Science in Business Administration

The Bachelor of Science Degree in Business Administration is similar in content to the typical business degree offered by many colleges; however, it differs in two major respects: first, it is structured to enable the student to meet all or most of the requirements by examination and portfolio assessment. Therefore, the degree is particularly appropriate for the adult learner who has acquired a college-level business administration background through experience or independent study. Secondly, Specializations in several business fields allow the student to individualize the degree program.

## Basic Degree Requirements

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

## B.S.B.A. Credit Distribution Requirements

Subject Category		Semester Hours	
Liberal Arts Requirements		Credit (s.h.)	
		48	
A. Written Expression		Options: A, B, or C	06
B. Humanities		12 12 9	33
C. Social Sciences		6 6 6	
Introduction to Macro and Micro Economics		6 3 6	
Electives		9 12 12	
D. Natural Sciences/Mathematics		(3)	
Math or Computer Science		(6-9)	
Other Nat. Sci./Math			
E. Liberal Arts Electives			9-15
Professional Business Requirements		60	
A. Business Core			
Data Processing (TECEP* or CLEP†)		(3)	
Introductory Business Law (CLEP)		(3)	
Introductory Accounting (CLEP)		(6)	
Introductory Marketing (CLEP)		(3)	
Statistics (CLEP)		(3)	
Introduction to Operations Management (TECEP)		(3)	
Principles of Finance (TECEP)		(3)	
Business in Society (TECEP)		(3)	
Business Policy (TECEP)		(3)	
Management Policy (TECEP)		(3)	
(Note: Titles are CLEP and TECEP examinations approved to satisfy core requirements. Equivalent courses or Portfolio Assessment may be substituted.)			
B. Specializations			18
Choose either 1, 2, or 3.			
1. Standard Specializations:			
Accounting	Management of Human Resources		
Finance	Operations Management		
Marketing			
2. General Management Specialization:			
The 18 credits must be distributed among at least four of the five standard specializations areas listed in 1.			
3. Non-standard Specializations:‡			
Administrative Office Management	Hotel/Motel/Restaurant Management		
Data Processing	Insurance		
Data Processing/Management of Human Resources	Public Administration		
Hospital Administration/Finance and Accounting	Real Estate		
Hospital Health Care Administration	School Business Administration		
Transportation Management			
C. Business Electives			9
Free Electives		12	
		Total 120	

\*Thomas Edison College Examination Program, see page 8.  
†College Level Equivalency Program, see page 14.  
‡Non-standard Specializations require formal application and approval by the Office of Academic Programs. Other Specializations may be developed. Students should work with their Advisors to select courses for the Specialization.

## Methods of Meeting Requirements

The B.S.B.A. Degree is structured to enable students to earn the degree primarily through examinations and portfolio assessment. The business core requirements (33 credits) may be fulfilled by existing examinations in the TECEP and CLEP programs. In addition, TECEP examinations are available to cover the Standard and General Management Specialization options (18 credits). These examinations, all of which carry 3 credits except where noted, are listed below.

### Accounting

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

### Finance

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

### Marketing

Marketing Communications  
Channels of Distribution  
Market Research  
Marketing Management Strategy I  
Marketing Management Strategy II (6 s.h.)

### Management of Human Resources

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

### Operations Management

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



## Guillermo A. Estevez

When Guillermo A. Estevez of Union City had the opportunity to earn a college degree in the United States, time was very important. He had just spent 19 years as a political prisoner in Cuba and was anxious to continue his education.

By combining coursework at Montclair State College with the testing and assessment method of earning credits at Thomas A. Edison State College, Guillermo was able to receive his baccalaureate degree, with honors, in two- and one-half years.

Guillermo earned 18 credits through the Thomas Edison College Examination Program (TECEP). He also earned 12 additional credits through a special assessment of college-level knowledge he acquired during training to qualify as a jet pilot. The balance of his credits were earned through coursework at Montclair State College, where he was on the Dean's List.

Guillermo is the Director of the New Jersey Office of the International Rescue Committee, Inc., an international organization that serves refugees from political and religious persecution.

"I really like to help the truly needy—no matter where they are from," Guillermo says. He continued, "This job is half heart, half brains. Continuing my education is important to me. It helps me to understand more about my job and the people I am trying to help."

Guillermo is a graduate student at Hunter College, working toward a Master of Science degree in Urban Affairs.

## Marco Meirovitz

Although he is not the average student, 51 year old Marco Meirovitz is a vivid example of how all Edison students can earn credits by documenting the college-level knowledge they have gained outside the classroom. Meirovitz graduated from Edison in 1981, and was the first student in the College's ten-year history to earn a Bachelor of Arts degree solely through portfolio assessment.

In his lifetime, Meirovitz has achieved distinctions in several careers, languages, and countries.

He is the inventor of Mastermind, a game of logical thinking that has been printed in 32 languages and has sold over 35 million copies. He has also received more than ten other patents for educational games.

Mr. Meirovitz' accomplishments have been acknowledged in newspaper, magazine, and television interviews around the world. Drawing upon his fluency in eight languages, his interviews are conducted in the language of the country he is visiting.

Meirovitz is currently involved in various public service projects in the education field. His current interests include the teaching of thinking, problem-solving, and creativity. He is also developing Olympic Games of the Mind, a series of competitions organized at different levels to discover the hidden intellectual potential of individuals and groups and to develop it.





# Bachelor of Science

The Bachelor of Science Degree is intended to meet the educational and professional needs of mid-career adults in a wide variety of human services and applied science and technology fields. Depending upon the job experience, the student selects either a Concentration in Human Services, or a Concentration in Applied Science and Technology.

## Basic Degree Requirements

The Bachelor of Science Degree requires 120 semester hours of credit: 48 credits of liberal arts distribution requirements, 54 concentrated in human services or applied science and technology, and 18 free electives.

## Concentration Requirements

The Human Services Concentration contains a set of core requirements totaling 21 credits of more advanced level liberal arts and other subjects which relate closely to and support the student's required Individual Specialization. Thus, a strong background in upper-level social and behavioral sciences is stressed.

In addition to meeting core requirements, this concentration requires an Individual Specialization of 33 credits. In most cases, this specialization will be a field in which the student has gained, or is capable of gaining, knowledge through job experience which can be evaluated for degree credit by the process of portfolio assessment.

The Individual Specialization includes 6 to 12 semester hours of advanced-level practicum, usually based upon the student's current work experience. The student must demonstrate a current grasp of knowledge and competency in the field of specialization. Credit for this advanced practicum may be earned by the transfer of previously earned equivalent credits but must be validated by Edison State College faculty consultants according to criteria established by the College.

The Individual Concentration and Specialization must be approved by the Office of Academic Programs. Program advisors provide assistance in planning individual programs and devising strategies appropriate for meeting degree requirements.

## Credit Distribution Requirements Human Services

Subject Category	Semester Hours Credit (s.h.)
<b>Liberal Arts Requirement</b>	<b>48</b>
A. Written Expression	0-6
B. Humanities	9
C. Social Sciences	18
1. Sociology	(3)
2. Psychology	(3)
3. Anthropology, Economics, Political Science, History, or Geography	(3)
4. Additional Social Science	(9)
D. Natural Sciences/Mathematics	9
1. Mathematics or Computer Science	(3)
2. Additional Natural Sciences or Mathematics	(6)
E. Liberal Arts Electives	6-12
<b>Concentration in Human Services</b>	<b>54</b>
A. Core Requirements	21
1. "Dynamics of Social Setting" (Upper level subjects such as in sociology urban politics, social history)	(6)
2. "Dynamics of the Individual" (Upper level psychology subjects)	(6)
3. "Dynamics of Intervention" Covering such areas as counseling, interviewing, social work methods.	(3)
4. Social Planning Covering such areas as social policy, planning, administration.	(3)
5. Statistics or Research Methodology	(3)
B. Individual Specialization	33
Appropriate Course Work Advanced Level Practicum	(21-27) (6-12)
<b>Free Electives</b>	<b>18</b>
	<b>Total 120</b>

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

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

## Concentration Requirements

The Applied Science and Technology concentration contains core requirements totaling 21 credits of more advanced level liberal arts and other subjects which relate closely to and support the student's required Individual Specialization. Emphasis is placed upon more advanced mathematics, relevant natural sciences, and technical subjects which support this specialization.

In addition to meeting core requirements, this Concentration also requires an Individual Specialization of 33 credits. In most cases, this Specialization will be a field in which the student has gained, or is capable of gaining, knowledge through job experience which can be evaluated for degree credit by the process of portfolio assessment.

Students must produce evidence of currency of knowledge according to means approved by the College. Candidates are required to provide such evidence when more than 25 percent of credits in the Specialization were earned more than ten years previous to enrolling in the College.

The Individual Concentration and Specialization must be approved by the Office of Academic Programs. Your program advisor can provide assistance in planning individual programs and devising strategies appropriate for meeting degree requirements.



## Norma Lewis

When Norma Lewis finally earned her Bachelor of Science degree in 1981, she traveled from Kentucky to be part of the Commencement ceremony. Receiving her degree from Edison was the culmination of years of hard work that included attending classes at seven colleges, passing several college equivalency examinations, and earning 30 credits through portfolio assessment.

Norma credits a job promotion to her newly earned degree. She is the Coordinator of the Deaf Program at Jefferson State Vocational Technical and Manpower Skill

## Credit Distribution Requirements Applied Science and Technology

Subject Category	Semester Hours Credit (s.h.)
<b>Liberal Arts Requirement</b>	<b>48</b>
A. Written Expression	0-6
B. Humanities	9
C. Social Sciences	12
1. Psychology or sociology	(3)
2. Any selection(2) from anthropology, economics, history, political science, psychology, sociology, or geography	(9)
D. Natural Sciences/Mathematics	18
1. College algebra or above	(6)
2. Physics or chemistry	(6)
3. Additional science or mathematics	(6)
E. Liberal Arts Electives	3-9
<b>Concentration in Applied Science and Technology</b>	<b>54</b>
A. Core Requirements	21
1. Advanced theoretical knowledge	(12)
2. Statistics	(3)
3. Organizational Behavior or Introduction to Management	(3)
4. Technical Report Writing	(3)
B. Individual Specialization	33
<b>Free Electives</b>	<b>18</b>
	<b>Total 120</b>

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

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

Center in Louisville, Kentucky. The program is the only full-time post-secondary program in technical training for the deaf in the State.

Interesting free-lance assignments for Norma have included interpreting plays, working with the Miss Deaf Kentucky Beauty Pageant, and working with a national tax service to provide services for the hearing impaired by having interpreters on hand to assist in preparing tax returns. Norma also hosts a television show for the deaf.

Norma earned a Bachelor of Science degree with a Concentration in Human Services. She was the first Edison student to develop a specialization in services for the deaf. Before finally finding Edison, Norma

had attended over seven colleges because her former husband's job meant frequent transfers around the country. She was able to have her previous credits evaluated at Edison and applied to her degree program. Because of her experience in the Deaf Program at Jefferson State, she was able to earn credits through portfolio assessment in several areas, such as sign language and television for the deaf. Finally, Norma attended additional classes in the science area to complete her degree requirements.

"Edison gave me the opportunity to pull it all together; I recommend it to many of my colleagues," Norma stated.



# Bachelor of Science in Nursing

The College will accept students for the BSN after September 1983, pending funding.

The Bachelor of Science degree in Nursing is similar in content to the typical nursing degree at other colleges. It differs in that students are required to take written and performance examinations to earn credit in the professional nursing component. The degree program requires students to hold a Registered Nurse license and to reside or work in New Jersey at the time of enrollment.

## Degree Requirements

The Bachelor of Science in Nursing degree requires 120 semester hours of credit: 60 credits of liberal arts, 48 professional nursing credits, and 12 free elective credits.



## B.S.N. Credit Distribution Requirements

Subject Category	Semester Hours Credits (s.h.)
<b>Liberal Arts Requirement</b>	<b>60</b>
A. Written Expression	(0-6)
B. Humanities	(12)
C. Social Sciences	(15)
D. Natural Sciences and Mathematics	(15)
Math or Computer Science required	(3)
Anatomy and Physiology required	(3)
Microbiology required	(3)
Other Nat. Sci./Math	(6)
E. Liberal Arts Electives	(12-18)
Credits from any Liberal Arts Subjects	
<b>Professional Nursing Component</b>	<b>48</b>
A. Written Examinations:	
Health Restoration: Area I	(4)
Health Restoration: Area II	(4)
Health Support: Area I	(4)
Health Support: Area II	(4)
Professional Strategies	(4)
B. Performance Examinations	
Clinical Performance	(8)
Health Assessment Performance	(8)
Professional Performance	(12)
<b>Free Electives</b>	<b>12</b>
	<b>Total 120</b>

## Shirley Ford Weathers

Shirley Ford Weathers of Glassboro, a wife and mother of two daughters, returned to college after a 20 year absence. She is interested in the field of Personnel Management and was told that she needed a college degree to break into that field. Currently the Confidential Secretary to the Dean at Gloucester County College, Shirley studied toward her degree while working full-time.

Earning her degree through Edison appealed to Shirley because it meant that she could be tested for what she already knew and perhaps earn college credits for her knowledge. Shirley earned 12 credits through college equivalency examinations and earned the balance of her credits toward her Associate in Arts degree by attending classes at Gloucester.

Shirley is the recipient of the 1982 Talent Roster Certificate of Achievement for minority students and was also on the Dean's List at Gloucester. She is an active member of the American Association of Community and Junior Colleges Council on Black American Affairs and a member of the New Jersey Educational Secretaries Association.

Currently, Shirley is working toward her Bachelor of Science in Business Administration degree at Edison.

# Associate in Arts

The Associate in Arts Degree offered by the College is comparable to similar degrees granted by two-year colleges. By satisfying many of the basic liberal arts requirements traditionally associated with the freshman and sophomore years, it facilitates entry into baccalaureate programs at the junior level. Many students will therefore use this degree as the foundation for any Edison State College baccalaureate degree.

## Degree Requirements

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

## Credit Distribution Requirements Associate in Arts

Subject Category	Semester Hours Credits (s.h.)
<b>Liberal Arts Requirement</b>	<b>48</b>
A. Written Expression	(0-6)
B. Humanities	Options: A, B, or C 12 12 9
C. Social Sciences	12 9 12
D. Natural Sciences/Mathematics	9 12 12
1. Mathematics or Computer Science	(3)
2. Other Nat. Sci./Math	(6-9)
E. Liberal Arts Electives	(9-15)
<b>Free Electives</b>	<b>12</b>
	<b>Total 60</b>

NOTE: All A.A. students planning to complete a Bachelor of Arts degree should complete no more than six semester hours in one subject area for categories B, C, and D in the Liberal Arts Distribution.

## Emphasis on Histotechnology

The Associate in Arts with an emphasis in Histotechnology is designed for certified histotechnologists and offered in cooperation with the National Society for Histotechnology (NSH). The NSH has developed a series of courses that are offered at state and regional chapter meetings. Thomas Edison State College has developed examinations through the Thomas Edison College Examination Program (TECEP) for these courses. The TECEP examinations are available to members of NSH and to others who wish to take the examinations.

Students selecting the Histotechnology emphasis must complete the following:

Subject Category	Semester Hours Credit (s.h.)
<b>Liberal Arts Requirements</b>	<b>48</b>
A. Written Expression	(0-6)
B. Humanities	Option A or B 9 12
C. Social Science	12 9
D. Natural Sciences/Mathematics	12 12
1. Mathematics or Computer Sciences	(3)
2. General Chemistry	(3)
3. Anatomy or	(3)
Anatomy and Physiology (TECEP), or Human Microscopic Anatomy (TECEP)	
4. Other Natural Science/Math	(3)
E. Liberal Arts Electives	(9-15)
<b>Professional Component-Histotechnology</b>	<b>12</b>
ASCP/HT Registry	(4)
Introductory Histotechnology/	
Histochemistry (TECEP)	(5)
Current Techniques in Diagnostic	
Histopathology (TECEP)	(3)
	<b>Total 60</b>



# Associate in Science in Management

The Associate in Science Degree in Management is designed to enable students to build upon a base of college-level knowledge obtained through their careers. This degree is particularly useful to students who wish to develop an emphasis, through an associate degree program, in the areas of business and management and public services administration.

To earn the A.S.M. degree you must earn 60 credits. Of these, 30 must be earned in the liberal arts, 15 in the management core, 12 in a management option, and 3 free electives.

The A.S.M. is designed so that it can be used as a foundation for the B.S.B.A. degree. Students planning to earn both degrees should consult with their Advisors to assure proper program planning.

Previously approved options in Health Services, Public Service, and Business and Industry may be of interest. Information will be available after March, 1983, from the Office of Academic Programs.

## A.S.M. Credit Distribution Requirements

Subject Category		Semester Hours	Credit (s.h.)
Liberal Arts Requirement			30
A.	Written Expression	0-6	
B.	Humanities	6	
C.	Social Sciences	9	
	1. Principles of Economics	(3)	
	2. Electives	(6)	
D.	Natural Sciences/Mathematics	6	
	1. College Mathematics/Computer Science	(3)	
	2. Other Natural Sciences/Mathematics	(3)	
E.	Liberal Arts Electives	3-9	
Management Core			15
A.	Accounting	6	
B.	Business Law (CLEP)*	3	
C.	Computers and Data Processing (CLEP)	3	
D.	Introduction to Business	3	
Management Options			12
Complete one of the following options:			
A.	General Management Option		
	Minimum of 6 s.h. from subjects listed under "Business and Management Topics"; remaining credits to be selected from these "Topics" or Business Electives.		
	1. Business and Management Topics: Management of Human Resources, Operations Management, Office Management, Organizational Theory, Industrial Psychology, Marketing	(6-12)	
	2. Business Electives	(0-6)	
B.	Individualized Option		
	To be fulfilled under one of the following plans:		
	1. By completing 12 s.h. in one of the standard areas of Accounting, Finance, Management of Human Resources, Marketing, or Operations Management. Or		
	2. By completing 12 s.h. in (a) some other single subject area, such as, Administrative Office Management, Data Processing, Hotel/Motel Management, Insurance, Public Administration, Real Estate, or (b) a combination of these subject areas.		
Free Electives			3
Total			60

\*CLEP, see page 14.

# Associate in Applied Science in Radiologic Technology

## A.A.S.R.T. Credit Distribution Requirements

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

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

### Basic Requirements

The A.A.S.R.T. Degree requires 60 semester hours of credit for completion, 26 credits of which are devoted to general liberal arts requirements and 34 credits to the professional requirements.

### Methods of Meeting Requirements

The basic assumption underlying the development of the A.A.S.R.T. Degree is the belief that the specialized training and on-the-job experience of the licensed technologist are at least equivalent to the knowledge and competency expected of current graduates holding the A.A.S.R.T. Degree. Therefore, the Edison State College A.A.S.R.T. Degree is designed to assess the college-level knowledge and experience acquired by the practitioner and award college credit for it. The chief method of carrying out such assessments in this degree is the college proficiency examination.

- The principal examinations stressed are:
1. The New Jersey State Licensing Examination or the National Registry Examination necessary for the certification component.
  2. TECEP\* examinations in anatomy and physiology and three in radiologic technology.
  3. The CLEP† examinations, useful in satisfying a large portion of the liberal arts requirements.

The examinations should serve very adequately the needs of most practicing technologists, who are generally well prepared for them by previous training and experience. However, some students may prefer to satisfy partial degree requirements,

Subject Category		Semester Hours	Credit (s.h.)
Liberal Arts Requirements			26
A.	Written Expression	(0-6)	
B.	Humanities	(3)	
C.	Social Sciences	(3)	
D.	Natural Sciences/Mathematics	(12)	
	1. Anatomy/Physiology (TECEP)	(6)	
	2. College Mathematics	(3)	
	3. Other Nat. Sci./Math	(3)	
E.	Liberal Arts Electives	(2-8)	
Professional Requirements			34
A.	New Jersey: Licensed Radiologic Technologist [LRT(R)] or National Registry AND TECEP Examinations	(20)	
	1. Radiologic Technology: Part A	(5)	
	2. Radiologic Technology: Part B (Routine and special procedures; medical and surgical diseases, advanced radiographic anatomy)	(6)	
	3. X-Ray Physics	(3)	
OR			
B.	Hospital based program and licensure (depending on year program completed)*	(34)	
Total			60

\*See page 22 for details.

particularly in the liberal arts, by enrolling in college courses at other institutions. For others, the method of portfolio assessment may be more suitable.

\*Thomas Edison College Examination Program, see page 8.

†College Level Equivalency Program, see page 14.



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Receptionist: Bonnie A. Kasa

## Academic Council

The Academic Council of Edison State College consists of 28 members representing New Jersey two- and four-year public and private higher education institutions as well as Edison staff and students and/or alumni. The Council is chaired by the Vice President for Academic Affairs and members are appointed by the Board of Trustees. The primary function of the Council is to recommend to the Administration and Board the content and requirements of Edison degree programs as well as the academic policies and standards governing such programs. Council members are specialists with academic background in the liberal arts, business and professional disciplines, testing and assessment, and learning resource fields.

The Council receives advisory input from a Committee on Academic Issues and four Advisory Committees in the following professional fields: Allied Health, Applied Science and Technology, Business and Management, and Human Services. In addition, special ad hoc committees are formed as needed to deal with issues affecting particular academic programs and policies.

## Council Members

(Arnold Fletcher, Vice President for Academic Affairs, Council Chairperson)  
Nancy S. Breland, Assistant Professor of Psychology, Trenton State College  
Frank A. Capuzzi, Coordinator of Postsecondary Education, New Jersey Network  
Constance Churchill, Division Chairperson in Science, Mathematics and Technology, Associate Professor, Burlington County College  
James J. Dixon, Rail Systems Unit, New Jersey Department of Transportation, (Student Representative)  
Carol DuBois, Special Assistant to the State Librarian, New Jersey State Library  
Margaret H. Dunn, Associate Professor of English, Kean College of New Jersey  
Delbert Earisman, Professor of English/Basic Skills, Upsala College  
Thomas Eklund, Senior Evaluator, Edison State College  
Robert M. Fishco, Professor and Chairman, Business and Management Department, Middlesex County College  
Arnold J. Gelfman, Director of Testing Services and Developmental Studies, Brookdale Community College  
Joseph Gowaskie, Associate Professor of History, Rider College  
Thomas J. Grites, Director of Academic Advising, Stockton State College  
Diane Gruenberg, Coordinator of Liberal Arts Programs, Edison State College  
Ida Hammond, Division of Field Services, New Jersey Department of Education (Alumna Representative)  
Sallyann Z. Hanson, Chairperson, Division of Mathematics and Engineering, Mercer County Community College  
John J. Harrington, Jr., Professor of Economics and Finance, Seton Hall University  
Dolores Harris, Director, Adult and Community Education, Glassboro State College  
Harry Hoitsma, Chairperson, Department of Health Professions, Montclair State College  
Paul T. Jacobs, Director of Testing, Edison State College  
Edward E. Johnson, Professor of Psychiatry, University of Medicine and Dentistry of New Jersey-Rutgers Medical School  
Janis D. Miller, District Manager, Life Insurance A.T. & T., (Student Representative)  
Charles Nanry, Dean, Associate Professor of Sociology, University College/Newark, Rutgers, The State University  
Charles F. Peck, Professor of Civil and Environmental Engineering, N.J. Institute of Technology  
Mary Robertson, Associate Dean-Humanities Division, Bergen Community College  
Warren E. Smith, Director of Equal Employment and Community Affairs, Englehardt Corporation  
Lawrence Spiegel, Chairperson, Department of Psychology, County College of Morris

## Advisory Committee for Allied Health

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Mary G. DiSaefano, Supervisor of Technologist Certification, Bureau of Radiation Protection, Department of Environment Protection  
Charles Gentile, Clinical Coordinator, John F. Kennedy Medical Center  
Harry Hoitsma, Member of Academic Council  
John Martin, Dean, School of Allied Health Professions, University of Medicine and Dentistry of New Jersey-Rutgers Medical School  
Marilyn J. McHenry, Assistant Professor and Chairman, Department of Cytotechnology, College of Allied Health Sciences, Thomas Jefferson University  
Laura Nelson, Assistant Dean for Instructional Development and Research, University of Medicine and Dentistry of New Jersey-Rutgers Medical School  
John Rutkowski, Respiratory Therapy, Dover General Hospital  
Joanne Stephan, Chairperson, Department of Medical Technology, Thomas Jefferson University  
Kathleen Valetsky, Educational Coordinator, School of Radiologic Technology, Clara Maass Memorial Hospital  
(Two members to be appointed)

## Advisory Committee for Applied Science and Technology

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David Buchanan, Coordinator of Aviation Programs, Mercer County Community College  
James Dixon, Member of Academic Council  
Barbara Drescher, Professor, Chemical Technology, Middlesex County College  
Sallyann Z. Hanson, Member of Academic Council  
Parthasarathy Iyengar, Associate Professor, Department of Mechanical Technology, County College of Morris  
Joseph R. Katz, Department of Engineering Technology, Trenton State College  
Bonnie Miracle, Education Service Officer, Fort Monmouth, New Jersey  
Charles Peck, Professor, Construction/Civil Technology, New Jersey Institute of Technology  
Larry Shirley, Stone and Webster  
Michael Silverman, Assistant Dean, Industrial & Design Technologies, Bergen Community College  
Benjamin Stevenson, Chairman, Engineering and Science, Department of Physics, New Jersey Institute of Technology  
Craig Wentzel, Tektronix

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William Brant, Director of Education and Research, Administrative Management Society  
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Victor DiMatteo, Assistant Professor of Management, Stockton State College  
Robert Fishco, Chairman, Department of Business Administration and Management, Middlesex County College  
Victor Gerdes, Professor, School of Business, Rider College  
Robert Maison, Marine View Savings and Loan  
Anthony Natale, New Jersey State Government  
Robert Small, Professor, College of Business, Fairleigh Dickinson University  
Jan Wing, Senior Training Specialist, Research-Cottrell  
(Member to be appointed)

## Advisory Committee for Human Services

Micaela Escudero, Assistant Professor, Department of Social and Rehabilitation Services, Middlesex County College  
Robert Famighetti, Director, Gerontology Program, Kean College



Dolores M. Harris, Member of Academic Council  
 Alan Howard, Director, Office Staff Development, Division Mental Retardation  
 Eileen Isaacson, Supervisor, Curriculum Development, Alcohol, Narcotic and Drug Abuse Training and Education Center, Department of Health, State of New Jersey  
 Cecil Johnson, Franklin Township  
 Bonita Primas, Coordinator, Mental Health and Gerontology Options, Camden County College  
 John Searight, Associate Professor, Department of Social Work, Stockton State College  
 Richard Seaton, Director, Department of Social Work, Our Lady of Lourdes Hospital  
 John Visceglia, Coordinator, Handicapped Association Program, Psychology Department, Cumberland County College  
 (Two members to be appointed)

## Adjunct Faculty

The Edison adjunct faculty are drawn primarily from the regular academic staffs of the entire New Jersey higher education community. They provide part-time services for the following: test development, portfolio assessment, the Pre-Graduation Conference, curriculum review and evaluation, and special committee assignments.  
 Henry Ahrens, Professor of Art Education and Puppetry, Trenton State College  
 Sherry Alban, Instructor of Dance, Mercer County Community College  
 Nancy Ashton, Assistant Professor of Psychology and Women's Studies, Stockton State College  
 John Benzenhafer, Assistant Professor in New Testament, Northeastern Bible College  
 Jorge Berkowitz, Assistant Professor of Environmental Science, Rutgers, The State University  
 Nikki Berson, Associate Professor of Special Education, Kean College of New Jersey  
 Arthur Bloomberg, Adjunct Instructor of Industrial Technology, Stat-A-Matrix  
 William Brant, Professor of Business, Trenton State College  
 Jeffrey Brewer, Anthropology  
 Butler Brewton, Assistant Professor of English, Montclair State College  
 Judith Bordsky, Chair and Associate of Arts, Rutgers, the State University  
 Thomas Brown, Professor of Biology, Atlantic Community College  
 David Buchanan, Coordinator of Aviation Programs, Mercer County Community College  
 Richard Budd, Dean and Professor of School of Communication, Rutgers, The State University  
 Georganne Buescher, Assistant Professor of Medical Technology, Thomas Jefferson University  
 Jerome G. Buescher, Instructor of Medical Technology, Thomas Jefferson University  
 Edward Burns, Adjunct Associate Professor, County College of Morris  
 Sister Ann Byrne, Director of Library Science, Caldwell College  
 Jannell Byrne, Instructor of Visual Arts, Mercer County Community College  
 Thomas Callahan, Associate Professor of History, Rider College  
 Darci Carlson, Instructor of Medical Technology, Thomas Jefferson University  
 Alfred Carter, Instructor of Social Science, Mercer County Community College  
 Carmen P. Cerasoli, Physics Teaching Assistant, Rutgers, The State University and Aeronautical Research Association of Princeton  
 John Chard, Associate Professor of English, Gloucester County College  
 James Cline, Coordinator of Fire Science, Jersey City State College  
 George Collins, Assistant Professor of Health Sciences, William Paterson College  
 Burton Cutting, Instructor of Math and Economics, Mercer County Community College  
 Michael D'Anton, Adjunct Professor of Criminal Justice, Kean College of New Jersey  
 Raphael Danziger, Assistant Professor of History, American Jewish Congress, Commission on International Affairs  
 Deborah Davies, Assistant Professor of Social and Behavioral Sciences, Stockton State College  
 William Derbyshire, Professor of Slavic Languages, Rutgers, The State University

Mervin Disinger, Associate Professor of Psychology, Rider College  
 Thomas Doll, Assistant Professor of Computer Science, Brookdale Community College  
 Alex Don, Associate Professor of Professional Studies, Stockton State College  
 Joseph Dumbra, Assistant Professor of Foreign Languages, Pace University  
 Margaret Dunn, Assistant Professor English, Kean College of New Jersey  
 Lynn Durst, Instructor of Medical Technology, Thomas Jefferson University  
 Albert Eble, Assistant Professor of Biology, Trenton State College  
 Norbert Elliot, Adjunct Associate Professor of English, Mercer County Community College  
 Susan Elliot, Visiting Lecturer in English, Rutgers, The State University  
 Elizabeth Ellmore, Associate Professor of Social and Behavioral Sciences, Stockton State College  
 William Enslin, Chairman of Administrative Studies, Glassboro State College  
 Micaela Escudero, Assistant Professor of Rehabilitation and Social Sciences, Middlesex County College  
 Thomas Evans, Professor of Religion, Bloomfield College  
 Daryl Fair, Professor of Political Science, Trenton State College  
 John Falzetta, Professor of Education, Glassboro State College  
 Robert Famighetti, Professor of Health and Recreation, Kean College of New Jersey  
 Raymond Fangboner, Assistant Professor Biology, Trenton State College  
 Solomon Feffer, Emeritus Professor of Hebraic Studies, Rutgers, The State University  
 Carol Felder, Assistant Professor of English and Journalism, Somerset County College  
 Jane Felder, Business Communications  
 Donato Fornuto, Professor of Music, William Paterson College  
 Margarita Garcia, Associate Professor of Psychology, Montclair State College  
 Ronald Gepner, Assistant Professor of Engineering, Mercer County Community College  
 Victor Gerdes, Professor of Finance and Insurance, Rider College  
 Malcolm Goddard, Associate Professor of Criminal Justice and Social and Behavioral Sciences, Stockton State College  
 Vera Goodkin, Assistant Professor of English and Foreign Language, Mercer County Community College  
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 Elizabeth Hager, Assistant Professor of Biology, Trenton State College  
 Thomas Handler, Chairman of Electrical Engineering Technology, Middlesex County College  
 Sallyann Hanson, Associate Professor Computer Science, Mercer County Community College  
 John Harrington, Professor of Economics and Finance, Seton Hall University  
 Ronald Hart, Instructor of Information Processing, Essex County College  
 Robert Haynes, Professor of Art, Glassboro State College  
 Joseph Held, Chairman of History Department, University College, Rutgers, The State University  
 Joseph Herztein, Instructor of Health Education, Trenton State College  
 JoAnn Hoiles, Assistant Professor of Business, Somerset County College  
 Ronald Horowitz, Adjunct Professor of Mathematics and Education, Mercer County Community College  
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 Terrence Hutchinson, Professor of Psychology and Sociology, Atlantic Community College  
 Parthasarathy Iyengar, Associate Professor of Mechanical Technology, County College of Morris  
 William Jaynes, Assistant Professor of Social Work, Stockton State College  
 Cori Jones, Instructor of English, Somerset County College  
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 Marlene Kayne, Assistant Professor of Biology and Chemistry, Trenton State College  
 William S. Klug, Chairman of Department of Biology, Trenton State College  
 Michael Knight, Associate Professor of Early Childhood, Kean College of New Jersey

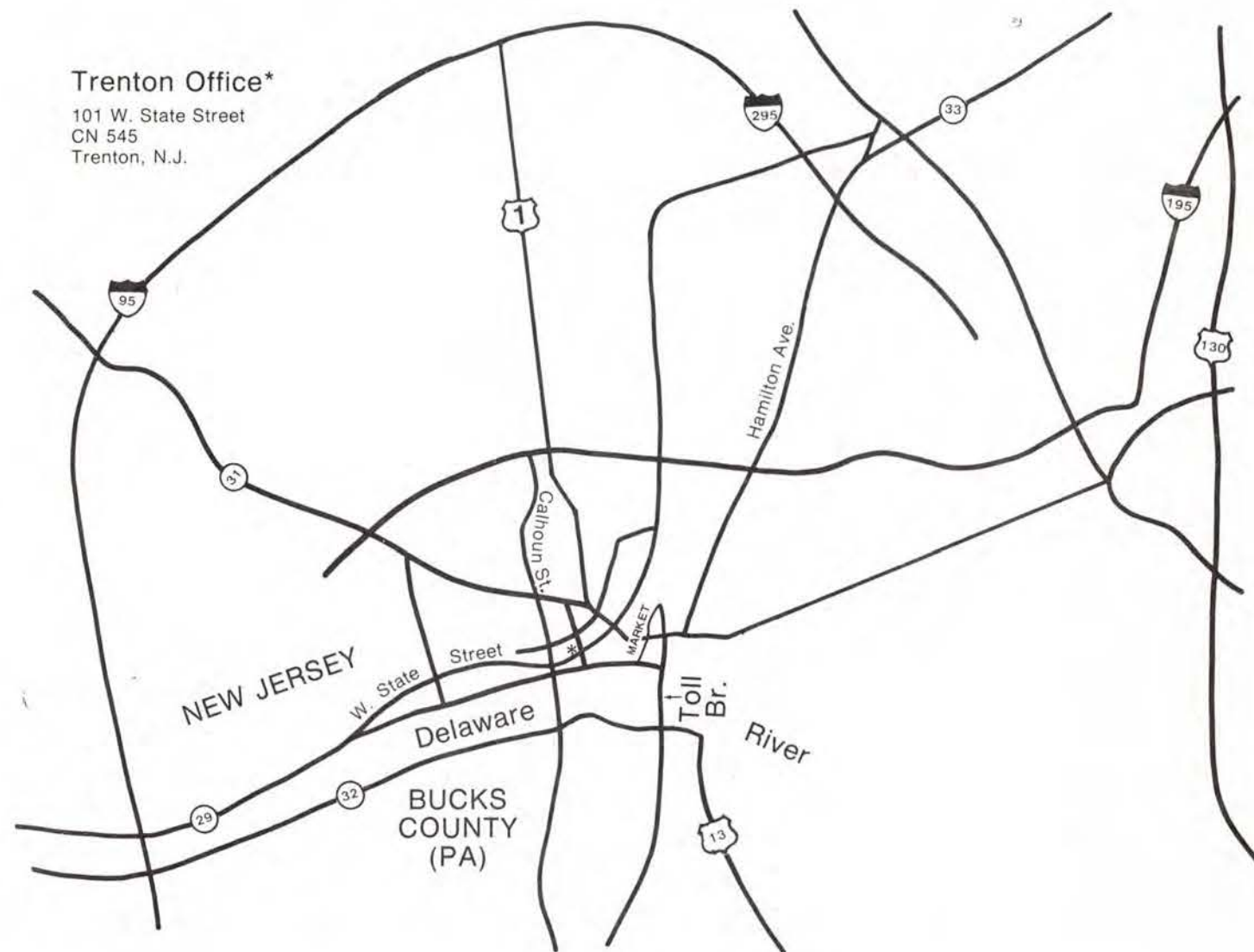
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 Harold Kuehn, Professor of Biology, Mercer County Community College  
 John Kulpa, Associate Professor of Music, Mercer County Community College  
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 Julian Malnak, Associate Professor of Public Administration, Fairleigh Dickinson University  
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 Joseph Rich, Professor of Management, Rutgers, The State University  
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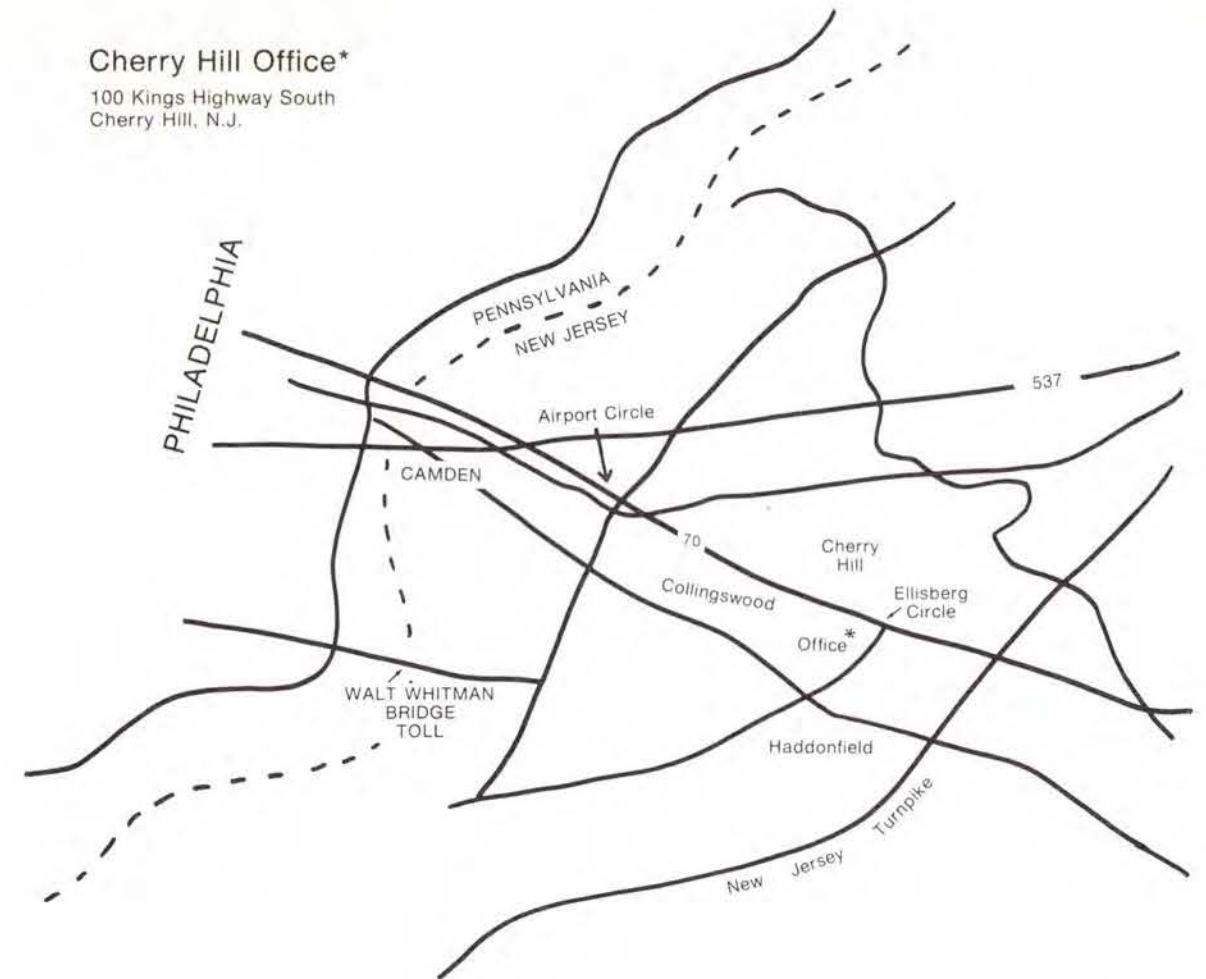


### Trenton Office\*

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History of the College

Edison State College was established as part of the New Jersey system of higher education in July, 1972. During its first year, it developed two degree programs—the Associate in Arts Degree and the Bachelor of Science in Business Administration Degree. The first student was enrolled in November, 1972. In June, 1973, Edison State College became New Jersey's ninth state college when its Board of Trustees was formally installed. At the first meeting of the Board of Trustees that same month, seventy candidates were approved for the Associate in Arts Degree. Also, in 1973, the College became a candidate for full accreditation by the Middle States Association of Colleges and Schools.

In the fall of 1973, the Board of Trustees approved the appointment of an Academic Council as well as planning committees for each of the College's degree programs. The sixty members who now compose the Council and its committees represent every sector of the state's system of higher education.

Throughout the second year of its history, the College began to build a statewide counseling network, to develop proficiency examinations in support of its degree programs, and to refine its unique methods of certifying college-level knowledge through individual and group assessments.

During 1974, the State Board of Higher Education authorized the College to grant the Bachelor of Arts Degree and two additional associate degrees. In the spring of 1975, the College granted its first baccalaureate degrees: 31 Bachelor of Arts and four Bachelor of Science in Business Administration as well as 245 Associate in Arts degrees.

More than 3,000 students had enrolled in the College by the fall of 1975. At that point in its history, the College had been in operation long enough to permit a penetrating look at all of its programs and services. An intensive self-study was therefore undertaken that, over a period of eight months, involved the efforts of more than fifty individuals, representing the staff, Academic Council, Trustees, and students of the College.

The product of this investigation was an Institutional Self-Study that helped the College to refine its operation and clarify its direction before embarking on further expansion.

During 1976, in line with the recommendations of the Self-Study, the College increased its services by adding to the number of staff members who work directly with students both before and after enrollment.

In the spring of 1976, having outgrown its original headquarters in Trenton, the College moved to larger quarters in the Forrestal Center in Princeton. The following June, the College's fourth annual commencement was held at the site of Thomas A. Edison's laboratories in West Orange honoring more than 350 students. The College was itself honored by the presence of Thomas A. Edison's daughter, Mrs. John Sloane.

A third baccalaureate program—the Bachelor of Science Degree with concentration in either human or technical services—was approved by the New Jersey Board of Higher Education in July, 1977. In October, again at the Edison Laboratories, 400 graduates were honored during the College's fifth annual commencement with the keynote address delivered by New Jersey's Chancellor of Higher Education, Dr. T. Edward Hollander.

As of the summer of 1978, more than 8,500 students had enrolled in the College and over 1,500 had qualified for degrees. In June, 1978, it was announced that the College would move into the capital city of Trenton during the summer of 1979, occupying as its permanent home the five-story Kelsey Building, a federal and state historic landmark located within the New Jersey Capitol Commons complex.

In 1980, the College received approval to represent the American Council on Education to administer the New Jersey Program on Non-Collegiate Sponsored Instruction (PONSI). The State Board also approved a name change and the College officially became Thomas A. Edison State College.

Also, 1980, the Statewide Testing and Assessment Center was created. This cooperative venture among colleges provides extended services to adults enrolled at participating institutions.

The accreditation of the College was reaffirmed following a Spring 1982 visit by a Middle States Association of Colleges and Schools team.

Acceptance Into Graduate Schools

Many Edison State College alumni have been successfully admitted to graduate school. Of the number who apply to graduate school, 90 percent are admitted into the program of their choice.