



**Higher  
Education.  
For Adults  
with Higher  
Expectations.**



**THOMAS  
EDISON**  
STATE COLLEGE

*Catalog 1999-2001*

# For Additional Information

All area codes are 609 unless  
otherwise noted

THOMAS EDISON STATE COLLEGE  
Higher Education for Adults with Higher Expectations  
(www.tesc.edu)

## LEARNER SERVICES CENTER

	Telephone	FAX	E-Mail
Admissions .....	984-1150	984-8447	admissions@call.tesc.edu
Applicant Advising .....	(800) 981-2092	777-0477	applicant@call.tesc.edu
Enrolled Students			
Advising .....	(800) 882-8372	777-2956	enrolled@call.tesc.edu
Financial Aid .....	633-9658	777-0477	financialaid@call.tesc.edu
Portfolio Assessment .....	984-1141	777-2957	portfolio@call.tesc.edu
Registrar's Office .....	984-1180	777-0477	registrar@call.tesc.edu
Thomas Edison			
Course Registration ...	633-9242	292-1657	www.tesc.edu/tesc/online.html

## ACADEMIC AFFAIRS AND PROGRAMS

	Telephone	FAX	E-Mail
Distance & Independent			
Adult Learning (DIAL) ....	292-6317	292-9892	dial@call.tesc.edu
Master of Science			
in Management .....	292-5143	777-2956	msm@call.tesc.edu
Test Development .....	984-1140	777-2956	otdr@tesc.edu
Test Registration .....			testing@call.tesc.edu
CLEP tests .....	633-2115	777-2957	
TECEP/DANTES			
and other tests .....	633-2844	777-2957	
Course Examination			
Proctor Requests .....	633-6353	777-2957	

## ADMINISTRATION

Alumni Relations .....	633-8592	777-2955	alumni@call.tesc.edu
Bursar .....	984-4099	984-1193	bursar@call.tesc.edu
College Operator .....	984-1100		
Corporate-Higher			
Education Program .....	633-6271	984-3898	corpinfo@tesc.edu

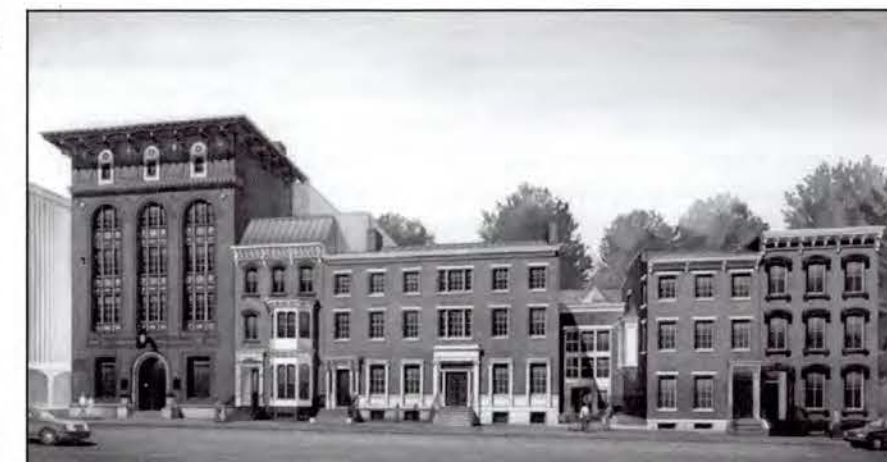
The Thomas Edison State College Catalog, published every two years, provides a summary of the many College policies, procedures, programs and services. Copy for this Catalog was current as of July 1, 1999. While every effort has been made to ensure the accuracy of the information contained in the Catalog, the College reserves the right to make changes without prior notice.

Each student is held responsible for the information contained in this Catalog, the Registration Bulletin, the Degree Completion Handbook and the Portfolio Assessment Handbook. Failure to read and comply with College regulations does not exempt the student from this responsibility.

On-Line Computer Classroom® (OLCC), Thomas Edison College Examination Program® (TECEP) and Individual Learners Account® (ILA) are registered trademarks of Thomas Edison State College.

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

# 1999-2001 CATALOG



Thomas Edison State College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. As a state college of the New Jersey system of higher education, Thomas Edison's programs are acted upon by the New Jersey Presidents' Council. The Bachelor of Science in Nursing is approved by the State Board of Nursing and accredited by the National League for Nursing.



## Welcome

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

This Catalog provides information about

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

The Catalog describes the six baccalaureate degrees, six associate degrees and the Master of Science in Management degree offered by Thomas Edison State College. For each degree, students can choose a major area of study that is best for them.

Students enroll at Thomas Edison because of the academic quality of the degrees the College offers. Students also enjoy the flexible program formats, which enable them to pursue their educational goals while attending to the challenges and priorities of adult life. They may earn credits through a variety of methods, including Guided Study, On-Line Computer Classroom and Contract Learning courses, testing and assessment of knowledge gained outside the classroom. Thomas Edison students appreciate being able to make decisions about how they will earn credit.

Students can contact the College by telephone, fax, mail and through the College’s World Wide Web page ([www.tesc.edu](http://www.tesc.edu)). With computer assistance, students can gain access to college programs and services, complete courses and course assignments and communicate with faculty mentors, other students and the College staff including academic advisors. Students also can make program planning appointments, by telephone or in person, with academic advisors.

Thomas Edison is a learner-centered institution for adult students. More than 15,000 graduates have discovered the many opportunities for earning college credits and degrees at Thomas Edison. I am pleased to welcome you to this caring community dedicated to educational excellence and the unique learning needs of adults.



Dr. George A. Pruitt  
President

## Table of Contents

Statement of Mission and Purpose .....	5
Thomas Edison State College at a Glance .....	6
College Calendar .....	9
<b>ADMISSIONS INFORMATION .....</b>	<b>12</b>
Admissions Policy .....	12
Undergraduate Tuition and Fee Definitions .....	13
Financial Aid .....	14
<b>ACADEMIC POLICIES .....</b>	<b>15</b>
Evaluations and Records .....	18
International Student Policy .....	23
Advisement .....	25
<b>UNDERGRADUATE DEGREE PROGRAMS .....</b>	<b>26</b>
Bachelor of Arts .....	27
Bachelor of Science in Applied Science and Technology .....	35
Bachelor of Science in Business Administration .....	42
Bachelor of Science in Health Sciences .....	48
Bachelor of Science in Human Services .....	53
Bachelor of Science in Nursing .....	58
Associate in Arts .....	61
Associate in Applied Science in Radiologic Technology .....	62
Associate in Science in Applied Science and Technology .....	63
Associate in Science in Management .....	69
Associate in Science in Natural Sciences and Mathematics .....	74
Associate in Science in Public and Social Services .....	76
Certificates .....	80
Programs and Services Available Through the Internet .....	81
<b>EARNING CREDIT TO COMPLETE AN UNDERGRADUATE DEGREE .....</b>	<b>82</b>
Thomas Edison Courses .....	84
Guided Study .....	84
Guided Study with E-Mail .....	84
Contract Learning .....	84
On-Line Computer Classroom® .....	93
Testing .....	95
Thomas Edison College Examination Program (TECEP)® .....	95
Other Testing Programs .....	100
Portfolio Assessment .....	104
Licenses and Certificates .....	105
Corporate and Business Training Programs .....	107
Military Training Programs and Schools .....	114
Servicemembers Opportunity College .....	115
Other Courses .....	116
Alumni Association .....	119
Drug Abuse Prevention .....	120
Governance .....	121
Thomas Edison State College Staff .....	121
Academic Council .....	125
Faculty Consultants .....	126
Directions to Thomas Edison State College .....	135
Index .....	138

## Statement of Mission and Purpose

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

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

## Equal Opportunity/Affirmative Action

Thomas Edison State College is an Equal Opportunity/Affirmative Action institution. In the operation of its programs and activities (including admissions, counseling and advisement), the College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap, ancestry, place of birth, marital status or liability for military service. This is in accord with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimi-

nation), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (which prohibits discrimination against otherwise qualified people with disabilities) and other applicable laws and regulations that govern them, so as to accommodate the needs of all such persons to the greatest extent.

Inquiries may be directed to Esther H. Paist, Affirmative Action officer and designated employee for Section 504 Handicap Regulations Compliance and Section 506 The Americans with Disabilities Act, Thomas Edison State College, 101 West State St., Trenton, N.J. 08608-1176.



## Thomas Edison State College At A Glance



### History

Thomas Edison State College was founded in 1972 by the New Jersey Board of Higher Education for the purpose of providing diverse and alternative methods of achieving a collegiate education of the highest quality for adult learners. When the College celebrated its Silver Anniversary in 1997, it recommitted itself to the service of students and the expansion of those services throughout the world.

The College is accredited by the Commission on Higher Education, Middle States Association of Colleges and Schools. The Bachelor of Science in Nursing program is accredited by the National League for Nursing.

### The College

Thomas Edison State College is composed of a worldwide community of learners. Our student body represents every state in the U.S. and 90 other countries throughout the world. The College has more than 500 consulting faculty from our nation's finest colleges and universities, including the Ivy League. Thomas Edison State College students can earn associate, baccalaureate and a master's degree through many flexible options designed to help them succeed in attaining their educational goals.

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

Students choose Thomas Edison because they can capitalize on all their prior college-level learning and select independent or classroom opportunities to achieve their degree goals. New students can transfer previously earned college credits for evaluation. Self-motivated students earn undergraduate degrees in liberal arts, business, health sciences, human services, applied science and technology, and nursing. A graduate program leading to the Master of Science in Management capitalizes on learning in the workplace and utilizes emerging technology for instructional delivery.

The Thomas Edison State College consulting faculty is selected because of its academic and experiential preparation, as well as its commitment to serving adult students. Nearly 60 percent of the more than 500 faculty have earned the highest degree in their field, and all are invited to participate in regularly scheduled workshops to remain current on trends serving adult students.

*Thomas Edison State College - providing adults access to choices in higher education.*

## Different by Design



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

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

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

The College awarded Edison a posthumous earned degree, the Bachelor of Science in Applied Science and Technology, in 1992.





## Earning A Thomas Edison Degree

At Thomas Edison State College, there are many ways to complete a degree. Students need 60 credits for an associate degree and 120 credits for a baccalaureate degree. The College offers a variety of options for earning credit toward a degree. Students can take advantage of guided independent study courses, on-line computer courses and contract learning options. In addition, students may earn credit toward a degree by demonstrating college-level knowledge already acquired through testing or portfolio assessment, by receiving credit for courses taken at other regionally accredited colleges, and for licenses, certificates and courses taken at work or through military experience.

### Degree Programs

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

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

### Certificate Programs

- Accounting
- Administrative Office Management
- Computer Aided Design
- Computer Information Systems
- Computer Science
- Electronics
- Finance
- Labor Studies
- Marketing
- Human Resources Management
- Operations Management
- Public Administration



### Degree Requirements

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

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

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

The program requires the completion of 36 semester hours of graduate level course work and two weekend residencies. Courses are offered on-line through the Internet. Other master's degree programs are under development. Further information is available through the College's Admissions office.

### Calendar

Students have the opportunity to enroll at any time and to graduate once degree requirements are met. Most courses are offered on a semester basis (16 week terms) with seven registrations per year. An eight week summer term is also provided for selected 3 credit On-Line Computer Classroom Courses. Assessment options for earning credit may be started and completed

any day of the year. Students who wish to register for courses at other colleges and universities are encouraged to enroll and receive an Academic Program Evaluation to assure that courses taken meet program requirements.

### Residency Requirement

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

### Student Profile

Students: 8,500 currently enrolled  
Average age of student: 38  
Degrees awarded since 1972:  
more than 15,000

### Faculty

Over 500 faculty members serve as consultants to the College. Faculty provide service as mentors, advisors and curriculum specialists. They mentor students, serve on academic committees, engage in curriculum development and provide direction in curriculum planning. Faculty are selected from colleges and universities, corporations and businesses based upon their expertise, academic credentials and college-level teaching experience. The College and its students are enriched by the diversity of the faculty and its commitment to serving the adult student.

<sup>1</sup> Other master's degree programs are under development.

## College Calendar July 1999 - July 2001

### JULY 1999

JULY 1 - AUG. 6

- 1 Wednesday Course registration for Fall 1—1999
- 5 Monday Materials for July 15
- 5 Monday Graduation due
- 5 Monday Independence Day Observed
- 5 Monday College Closed
- 14 Wednesday TECEP Test Administration\*
- 15 Thursday Graduation
- 16 Friday CLEP Test Administration
- 17 Saturday Advisement Appointments for Program Planning (by appointment only)
- 17 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 31 Saturday TECEP Test Administration\*

### AUGUST 1999

AUG. 14 - SEPT. 24

- 14 Saturday Course registration for Fall 2—1999
- 21 Saturday TECEP Test Administration\*
- 21 Saturday CLEP Test Administration
- 21 Saturday Advisement Appointments for Program Planning (by appointment only)
- 21 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 27 Friday TECEP Test Administration\*
- 30 Monday Fall 1 course term begins

### SEPTEMBER 1999

- 1 Wednesday Materials for September 15
- 6 Monday Graduation due
- 6 Monday Labor Day
- 6 Monday College Closed
- 11 Saturday TECEP Test Administration\*
- 14 Tuesday CLEP Test Administration
- 15 Wednesday Graduation
- 18 Saturday Advisement Appointments for Program Planning (by appointment only)
- 18 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 30 Thursday TECEP Test Administration\*

### OCTOBER 1999

OCT. 2 - DEC. 3

- 2 Saturday Course registration for Winter 1—2000
- 11 Monday COMMENCEMENT
- 11 Monday Columbus Day
- 11 Monday College Closed
- 14 Thursday TECEP Test Administration\*
- 16 Saturday CLEP Test Administration



- 16 Saturday Advisement Appointments for Program Planning (by appointment only)
- 16 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 25 Monday Fall 2 course term begins
- 30 Saturday TECEP Test Administration\*

### NOVEMBER 1999

- 1 Monday Materials for November 15
- 1 Monday Graduation due
- 2 Tuesday Election Day
- 2 Tuesday College Closed
- 11 Thursday Veterans' Day
- 11 Thursday College Closed
- 13 Saturday TECEP Test Administration\*
- 15 Monday Graduation
- 17 Wednesday CLEP Test Administration
- 20 Saturday Advisement Appointments for Program Planning (by appointment only)
- 20 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 25 Thursday Thanksgiving
- 25 Thursday College Closed
- 30 Tuesday TECEP Test Administration\*

### DECEMBER 1999

DEC. 11, 1999-FEB. 4, 2000

- 7 Tuesday Course registration for Winter 2—2000
- 11 Saturday CLEP Test Administration
- 11 Saturday Advisement Appointments for Program Planning (by appointment only)
- 11 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)

- 13 Monday TECEP Test Administration\*
- 18 Saturday Fall 1 course 16-week term ends
- 24 Friday Christmas Day Observed
- 24 Friday College Closed
- 31 Friday New Year's Day Observed
- 31 Friday College Closed

### JANUARY 2000

- 1 Saturday Materials for January 15
- 1 Saturday Graduation due
- 3 Monday Winter 1 course term begins
- 8 Saturday TECEP Test Administration\*
- 15 Saturday Graduation
- 15 Saturday CLEP Test Administration
- 17 Monday Martin Luther King's Birthday Observed
- 17 Monday College Closed
- 21 Friday TECEP Test Administration\*
- 22 Saturday Advisement Appointments for Program Planning (by appointment only)
- 22 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)

### FEBRUARY 2000

- FEB. 12- Course registration for Summer 1—2000
- MAR. 31
- 5 Saturday TECEP Test Administration\*
- 10 Thursday CLEP Test Administration
- 11 Friday Lincoln's Birthday Observed
- 11 Friday College Closed
- 12 Saturday Fall 2 course term ends
- 12 Saturday Fall 1 course 24-week term ends
- 21 Monday Washington's Birthday
- 21 Monday College Closed
- 23 Wednesday TECEP Test Administration\*

\*Testing dates are subject to change.



## COLLEGE CALENDAR

<b>JANUARY 2001</b>		<b>APRIL 2001</b>	
1 Monday	New Year's Day <i>College Closed</i>	APR. 14 – MAY 4	Course registration for Summer C (8 week OLCC)
1 Monday	Materials for January 15 Graduation Due	APR. 14 – JUNE 1	Course registration for Summer 2 – 2001
1 Monday	Winter 1 course term begins	7 Saturday	TECEP Test Administration*
6 Saturday	TECEP Test Administration*	13 Friday	Good Friday <i>College Closed</i>
13 Saturday	CLEP Test Administration	14 Saturday	CLEP Test Administration
15 Monday	Martin Luther King's Birthday Observed <i>College Closed</i>	14 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
15 Monday	Graduation	14 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
19 Friday	TECEP Test Administration*	21 Saturday	Winter 1 course 16-week term ends
27 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)	24 Tuesday	TECEP Test Administration*
27 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)	<b>MAY 2001</b>	
<b>FEBRUARY 2001</b>		1 Tuesday	Materials for May 15 Graduation due
FEB. 10 – APR. 6	Course registration for Summer 1 – 2001	7 Monday	Summer 1 course term begins
3 Saturday	TECEP Test Administration*	10 Thursday	CLEP Test Administration
10 Saturday	Fall 2 course term ends	12 Saturday	TECEP Test Administration*
10 Saturday	Fall 1 course 24-week term ends	12 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
12 Monday	Lincoln's Birthday Observed <i>College Closed</i>	12 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
14 Wednesday	CLEP Test Administration	15 Tuesday	Graduation
19 Monday	Washington's Birthday <i>College Closed</i>	24 Thursday	TECEP Test Administration*
21 Wednesday	TECEP Test Administration*	28 Monday	Memorial Day <i>College Closed</i>
24 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)	<b>JUNE 2001</b>	
24 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)	4 Monday	Summer C (8 week OLCC) course term begins
<b>MARCH 2001</b>		9 Saturday	TECEP Test Administration*
1 Thursday	Materials for March 15 Graduation due	16 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
5 Monday	Winter 2 course term begins	16 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
10 Saturday	TECEP Test Administration*	16 Sunday	Materials for July 1 Graduation due
13 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)	16 Saturday	CLEP Test Administration
13 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)	16 Saturday	Winter 1 course 24-week term ends
11 Tuesday	CLEP Test Administration	23 Saturday	Winter 2 course term ends
15 Thursday	Graduation	25 Monday	TECEP Test Administration*
26 Monday	TECEP Test Administration*		

*\*Testing dates are subject to change.*



## Admissions

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

## Admissions Policy

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

Those students best served by this institution are strongly motivated adult learners who have generally, though not exclusively, acquired or are acquiring college-level learning in noncollegiate settings and/or in previous college courses. The majority of our students are able to earn credit through various assessment methods for prior learning. These prior learning experiences include competencies developed through jobs, professions or careers; through previous noncollegiate post-secondary education; through formal learning experiences acquired in business, labor, military and leisure activities; and through special credentials.

Thomas Edison State College students are expected to enter the institution with sufficient preparation to benefit from and successfully participate in college-level learning opportunities and college courses. They are expected to be at least 21 years of age and to possess a high school diploma or its equivalent.

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

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

### Information About Thomas Edison State College

Admissions Office  
Thomas Edison State College  
101 W. State St.  
Trenton, N.J. 08608-1176  
Tel: (609) 984-1150  
Fax: (609) 984-8447  
E-mail: [admissions@call.tesc.edu](mailto:admissions@call.tesc.edu)  
Web site: [www.tesc.edu](http://www.tesc.edu)

## Undergraduate Tuition and Fee Definitions

The tuitions and fees are normally adjusted on July 1 each year; because of this, the current fees are not listed in the Catalog. Tuitions and fees are distributed to students through the College's Prospectus, Registration Bulletin and tuition and fee brochures. Information on graduate tuition and fees is available in the MSM Prospectus. As new graduate programs are developed, tuition and fee information will be included in their respective prospectuses. Please consult the College's web site [www.tesc.edu](http://www.tesc.edu) for the latest information on graduate programs.

Tuitions and fees are subject to change without prior notice.

### Application Fee

This fee establishes the applicant's file and is nonrefundable. The Application Fee extends for one year from the date of application. If the applicant does not enroll during this year, the file and its entire contents are not retained.

### Annual Enrollment Tuition

Payment of this annual tuition enrolls the student in a chosen undergraduate degree/certificate program and entitles the student to a full year of College services from the date of payment including academic advisement and program planning. The initial payment of this tuition provides the student with a comprehensive review of all the academic credentials presented to the College upon application. This evaluation will be the basis for program planning and student advisement.

The date of payment determines the student's anniversary date (the date when annual enrollment expires).

### Credit Transfer Fee

A credit transfer fee is charged for credits from other colleges and universities applied to the student's program of studies. Credits earned through assessment, examinations for credit, licenses and certificates are included in the annual enrollment tuition, as are credits accepted in transfer that have been evaluated by the American Council on Education.

### Comprehensive Tuition

This all-inclusive tuition, payable each year, entitles the student access to 36 course credits per year, unlimited TECEP exams, portfolio assessment and includes credit transfer of courses from other accredited colleges.

### Late Enrollment Fee

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

### Graduation Fee

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

### Transcript Fee

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

### Refund Policy

**Enrollment Tuitions:** If a student requests a refund to terminate enrollment within 30 days after the payment was received, 50 percent of the enrollment tuition may be refunded. All requests for refunds must be submitted in writing to the Office of the Registrar.

### Nonrefundable Tuition and Fees

The following tuition and fees are nonrefundable: application, credit transfer evaluation, graduation, change of degree program, course extension, late registration for courses, credit banking, TECEP registration, technology services, transcript.



## Financial Aid



Applications, forms and information concerning financial aid are available from: Office of Financial Aid And Veterans' Services, Thomas Edison State College, 101 West State Street, Trenton, NJ 08608, or by telephone at (609) 633-9658.

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

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

### Other Financial Aid Sources

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

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

### Veterans' Benefits

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

Office of Financial Aid  
and Veterans' Services  
101 W. State St.  
Trenton, N.J. 08608-1176  
Phone (609) 633-9658  
Fax: (609) 777-0477

### Academic Progress

Veterans are expected to maintain satisfactory academic progress to retain benefits. Students whose cumulative average falls below 2.0 (C) by the end of the second academic year (four semesters of active participation), will not be maintaining satisfactory academic performance and will not be eligible for further aid until an average of 2.0 (C) is attained.

After the second year of active participation, four semesters, the grade point average will be

monitored every year and a minimum 2.0 (C) cumulative average must be maintained. Students who have not maintained a 2.0 (2.0=C) grade-point average incur academic probation, which is both a warning and an opportunity to improve. A student on probation is encouraged to work closely with the staff and instructors to improve his/her standing. The probationary period will extend for the duration of the course enrollment, and the student's status will be reevaluated upon its completion.

Summer session grades for a particular year will be counted in the cumulative average during the next academic year.

Eligibility will be withdrawn at the end of an academic year, if in any combination, more than four withdrawals, incompletes, extensions or deferrals are granted. Eligibility for Veteran's Benefits will not be reconsidered until progress has been made and the student's academic record reflects a 2.0 grade point average and fewer than four withdrawals, incompletes, extensions or deferrals in the previous year.

### Appeals

If, because of mitigating circumstances, the student falls below the required standard, a written appeal may be submitted to the Appeals Committee. Appeals must be submitted within 30 days of being notified of below-standard performance. All appeals should be forwarded to:

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

## Academic Policies

Academic policies which apply to all undergraduate students are published here. Policies which are specific to a degree program may be found with the explanation of the student's specific degree program, and in the Degree Completion Handbook mailed to all enrolled students.

### Catalog which Applies to Student

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

### Degree Program Competencies

#### English Composition Requirement

Students are required to demonstrate a proficiency in written expression. This proficiency can be met by any of the following three methods:

1. Satisfactory completion of the TECEP Examinations in English Composition for 6 semester hour credits;
2. Six semester hours of college course work in English Composition with an average grade of C; or
3. The satisfactory completion of one of the CLEP examinations (including the essay) in English: English Composition (general), Freshman English Composition. Students are advised to complete this requirement as soon as possible.

#### Mathematics Requirement

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

1. Three semester hours of college course work in mathematics beyond developmental courses. (Elementary Algebra cannot be used.)
2. Earning three credits of college mathematics through portfolio assessment, examination, independent or Guided Study.

## Credit Transfer Limitations

### Limit on Freshman Level English Composition and Mathematics Credit

The College will accept for credit in any degree program the equivalent of two semester courses, or three quarter courses, or equivalent exams in freshman composition and freshman mathematics. Freshman mathematics includes college algebra. College algebra, college algebra combined with trigonometry, trigonometry alone, calculus, or statistics, etc. are accepted in addition to 6 semester hours of credit from freshman college mathematics.

### Limit on Freshman Level Biology, Chemistry, and/or Physics

The College will accept for credit in any degree program the equivalent of two semester courses, or three quarter courses, or equivalent exams in freshman level biology, chemistry, and/or physics. This maximum is considered "introductory" or "freshman level" for each science area.

### Limit on Physical Education Activity Credits

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

## Two Areas of Study Within One Degree

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

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



## Award of Degrees

### First Associate Degree

Students are required to complete a Thomas Edison State College associate degree prior to completing a Thomas Edison State College baccalaureate degree if they desire both degrees. The associate degree must be awarded first, with the baccalaureate awarded no sooner than two months later.

If a student has completed an associate, baccalaureate or graduate degree and applies for an associate degree, she/he must complete a minimum of 15 semester hours beyond credits completed on the date ALL prior degrees were awarded. The student must also meet all the requirements specific to the degree.

### Second Associate Degree

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

Students may not earn a second associate degree in the same subject as the first associate degree.

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

It is the position of the College that students should devote their academic endeavors to completing an advanced degree rather than an additional associate degree. Students contemplating a second associate degree will be advised to consider an advanced degree.

### First Baccalaureate Degree

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

### Second Baccalaureate Degree

A student who has received one baccalaureate degree from Thomas Edison State College, or associate, baccalaureate, professional, master's, or doctorate degree(s) from another regionally accredited college

or university who wishes to earn a second baccalaureate degree, must complete a minimum of 30 additional credits beyond those credits completed on the date ALL prior degree(s) were awarded. The student must also meet all the requirements specific to the second degree.

Students may not earn a second baccalaureate degree in the same subject as the first baccalaureate degree.

No more than 9 semester hours of credit can be used for the area of study (major) in the second baccalaureate degree that were used in the area of study (major) in the first or second baccalaureate, professional, master's, or doctorate degree in the same area (major).

A student who has not received a baccalaureate degree but has more than 120 credits will be awarded a degree as follows: of the total, a maximum of 120 credits will be applied, if they meet the degree requirements, to the first baccalaureate degree. The student must follow the requirements for the second degree as outlined above. It is the position of the College that students should devote their academic endeavors to completing an advanced degree rather than an additional baccalaureate degree. Students contemplating a second baccalaureate degree will be advised to consider pursuing a master's or doctorate degree.

## Grading

### Courses

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

### Academic Standing: Grading System

Letter Grade Quality Points Numerical Equivalents

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

### Credit Without a Grade

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

### Grade Reports

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

### Grade Point Average

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

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

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

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

### Arnold Fletcher Award

The Arnold Fletcher Award will recognize Thomas Edison State College baccalaureate graduates for achieving excellence in nontraditional learning. Students will be selected from graduates

from September through July. The awards will be announced and made once a year at the October commencement. The following areas have been identified as appropriate nontraditional learning modes to be considered:

- Portfolio Assessment
- Testing
- Guided Study
- Contract Learning
- On-Line Computer Classroom Courses
- Correspondence Courses
- Advanced Level Practicum
- Licenses and Certificates
- ACE's College Credit Recommendation Service evaluated credit, including military training programs

At least 60 percent of the credits for the student's degree will come from three or more of the above methods.

Scores on exams, grades on Thomas Edison courses, comments by faculty consultants on Demonstration of Currency, Practicum and Portfolio will be considered.

## Alpha Sigma Lambda

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

For induction in this Society, Thomas Edison State College students must meet the following requirements:

- complete a minimum of 30 semester hours of graded credit through the College of which 15 semester hours are in General Education. Graded credit would include guided independent study, contract learning and on-line courses.
- transfer in a minimum of 30 graded credits from outside the College.
- have an overall grade point average of 3.5 or higher that includes graded courses taken at other institutions as well as Thomas Edison State College credit.

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

## Student Responsibilities

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

## Academic Integrity and Honesty

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

## Student's Role in Institutional Outcomes Assessment

In keeping with its institutional mission, Thomas Edison State College is committed to maintaining high standards of academic integrity and of quality service to its students. To achieve this goal, the College engages in institutional outcomes assessment, a process through which the

effectiveness of the College and its programs is evaluated against institutionally-determined standards.

Students are an important and necessary source of information about Thomas Edison's effectiveness. By surveying students and graduates and by administering certain kinds of assessments which gauge the level of students' skills and learning, the College gains valuable information which is used to assess its effectiveness and to guide the development of curriculum.

These surveys and assessments, as well as other information-gathering instruments, are not part of a student's degree program; however, Thomas Edison students are required to participate in such activities when selected. Not all students are selected for participation; some may be asked to undertake more than one of the instruments. This variation is a normal result of random sampling.

Students who are selected for participation in an assessment will not be judged or evaluated as individuals; the College is interested in group data. Therefore, participating in the various assessment programs can have no adverse effect on a student's degree pursuit. It may, however, provide valuable feedback to the student on his or her strengths and weaknesses within the area(s) tested.

Where possible, the College will provide individual feedback to each student concerning his or her level of performance. All students who take part in outcomes assessment activities will be contributing to the continued excellence of Thomas Edison State College and to the reputation of the degrees awarded by the institution.

## Students with Disabilities

Thomas Edison State College will make every effort to provide access to its educational programs and services for students, without discriminating on the basis of disabling conditions. Students who wish to discuss reasonable accommodation for verifiable disabilities are responsible for identifying themselves to the Office of Students with Disabilities, c/o the Director of Admissions, or by calling the College at (609) 984-1404.

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



# Evaluations and Records

## Transfer Credit Policy

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

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

*Additionally, credit will be awarded for:*

- courses and examinations approved through the Program on Noncollegiate Sponsored Instruction (NY) and the American Council on Education's (ACE) College Credit Recommendation Service. (Limit of ACE credits is 90 for a bachelor's degree and 45 for an associate degree.)
- military course equivalent training as recommended by the American Council on Education
- Thomas Edison State College approved licenses, certifications and programs of study
- college/university foreign credits from institutions recognized by the educational authority of that country as listed in the International Handbook of Universities, World Education Series books or published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Courses from nonaccredited institutions or institutions not recognized by one of the above may be validated through a variety of testing options or through portfolio assessment.

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

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

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

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

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

*(Full Faith and Credit)*

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

## EVALUATIONS AND RECORDS

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

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

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

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

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

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

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

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

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

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

## Limit on Transfer Credits from Two-Year Colleges and Other Programs

Baccalaureate degree candidates may transfer up to 80 semester hours of transfer credits from a "junior/community college."

## Credits from American Council on Education Evaluations

Thomas Edison State College will accept the recommendations of the American Council on Education, Office on Educational Credit for courses completed

through business, industry, government and special organizations. These recommendations can be found in *The National Guide to Educational Credit for Training Programs*, January 1976 edition and subsequent editions. For military credit recommendations, refer to Military Training Programs and Schools in this Catalog.

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

## Acceptance of Credits from Graduate Programs

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

## Credits for Teaching College Level Courses

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

## Evaluation of Transcripts and Credentials

After students enroll, the College will evaluate all official documents and notify students as to the credits accepted by the College. Evaluation may be done for one associate and one baccalaureate degree at the same time. Students will receive an Academic Program Evaluation form showing how accepted credits will apply toward their degree and what credits are needed to complete the degree program. If there is any doubt as to the content of a particular course, students will be asked to submit additional information, such as a course syllabus or outline. Students will be billed for appropriate fees.

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

A review for acceptance of credits will be made each time students send new credentials from other colleges and programs to the registrar's office, and when

students complete Thomas Edison State College credits through portfolio assessment, testing, or distance learning. Credits accepted will be added to the Academic Program Evaluation form. A copy of the form will again be mailed with an appropriate bill for fees to the student.

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

## Procedure for Having Official Documentation Sent

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

1. Transcripts from all regionally accredited colleges that were attended must be sent by the college attended directly to the Office of the Registrar, Thomas Edison State College. When requesting a transcript students should provide their former college with: maiden name or former name, student ID number at that institution, social security number, date of birth, years in attendance, and address of Thomas Edison State College.
2. Military documents, licenses and/or certificates should be photocopied, certified by a notary public to be a true copy, and mailed by the student to the registrar's office. Active duty personnel should submit the original DD form 295 and official transcripts (if available) from their military files forwarded by the Education Officer. For details refer to Military Training Programs and Schools section of the Catalog.



3. Training programs reviewed and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service must be submitted on an ACE Registry transcript. If this is not available, the organization, business, or corporation that did the training may submit an official company transcript.
4. Official transcripts for any completed college-level examinations must be mailed to the registrar's office by the organization responsible for the tests.
5. Foreign credentials must be translated into English by an official translator and certified to be a true copy by a notary public. A certified true copy of the original transcript/credential must accompany the translation and be mailed by the student to the Office of the Registrar. Refer to the section, International Student Policy.
6. Students who have other licenses/certificates should submit photocopies, certified by a notary public to be true copies, to the Office of the Registrar.

### Duplication of Credit

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

Credit will not be granted in cases of obvious or apparent duplication. An example would be two college courses taken at different institutions which cover the same subject matter, such as Survey of American History since the Civil War and American History II, 1865 to Present. Also, credit will not be granted for both the CLEP subject examination in sociology and a course in introductory sociology. The College recognizes that there may be a duplication of credit between the CLEP general examination and college courses and/or proficiency examinations.

### Unit of Credit

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

### Enrollment

Students are considered "enrolled" when they pay the Annual Enrollment Tuition. A student's enrollment date is defined as the date the Bursar receives the Annual Enrollment Tuition or Comprehensive Tuition. This tuition covers a period of one year of service. At the end of the year, students will receive a bill for the subsequent year's enrollment tuition. Active duty military and National Guard students are considered New Jersey state residents for administrative purposes.

When students have received the Academic Program Evaluation showing how credits will apply to their degree program, they are urged to proceed with program planning and contact the Advisement Center, 1-800-882-8372. The services of this Center are explained in full in the section, "Advisement."

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

### Keeping Records Current

A student's demographic information should be kept current at all times. Such information can only be changed on the written request of the student. Students should notify the registrar of changes in the following: name, address (include county), employment, telephone, and/or degree.

### Change of Program/Degree Status

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

Students are required to request change of degree or an area of study/concentration/option in writing and submit the appropriate fee. Such requests should be addressed to the registrar. A form for this purpose is included in the Degree Completion Handbook.

### Change of Records

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

### Graduation

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

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

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

### Commencement Ceremony

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

### Thomas Edison State College Transcripts

Exclusion of courses with low grades must be requested within the first year of enrollment and prior to a student's first request for a transcript. When students pursue both associate and baccalaureate degrees, the transcript will include all the courses used in the evaluation for both the degrees and excess credits, if requested and paid for by the students. Beyond this point, courses will not be removed from the transcript.

If a student repeats a course for a better grade after this point, the course with the better grade can be added to the transcript but the course with the lower grade cannot be removed.

Transfer credits will be identified by department code, course number, course title, credits, grades, and year completed.

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

Thomas Edison State College credits will be identified by the title of the course, credits, grade, and year completed. Courses with a grade of F, W (Withdrawn) or E (Extension) will not be transcribed.

Other assessment credits will be identified by the name of the program, course (equivalent) title, credits, and year completed.

Examples of such assessments include portfolio assessment, American Council on Education's College Credit Recommendation Service, and military training programs.

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

### Leave of Absence and Readmission

#### Leave of Absence

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

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

### Readmission

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

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

### Readmission of Thomas Edison State College Graduates

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

### Degree Requirements for Returning Students

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

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

### Appeals and Waivers

#### Appeals

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

#### Waivers

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



## Other College Services

### Credit Banking

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

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

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

### Credit Banking Fee

All services listed under the annual enrollment tuition will be covered by the credit banking fee for nondegree-seeking students. The credit banking fee provides such services for one year from the date of payment. The credit transfer evaluation fee will be charged if transfer credits from other colleges are credit banked.

### Individual Learners Account

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

### Individual Learners Account Fee

This fee, at a specially designed rate, is charged for each credit transcribed from educational programs evaluated by the American Council on Education's College Credit Recommendation Service.

### Certifications

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

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

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

For graduation certification write to the Office of the Registrar.

### Family Educational Rights and Privacy Act of 1974

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

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

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

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

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

## International Student Policy



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

Thomas Edison recognizes the difficulty and discipline necessary to complete a self-directed program of study. An external degree institution for adults, the College issues no visas and has no residential campus facilities. Therefore, it is suggested that international students without a strong command of the English language seriously consider their higher education options before enrolling with the College. Citizens of nations other than the United States who are residing outside the United States should be aware of the limitations and restrictions on services available to students.

### Eligibility

Foreign citizens interested in becoming students will be eligible for enrollment if they have scored 500 on the Test of English as a Foreign Language (TOEFL) for students living in countries where English is not the native language.

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

### Degree Requirements

Thomas Edison awards degrees which reflect the general content of an American education. As part of the 120 semester hour requirement for the bachelor's degree, foreign citizens will be required to complete a minimum of 30 semester hour credits in subject areas taught in American colleges and universities. This requirement is applied to a minimum of 15 semester hour credits for the associate degree programs.

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

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

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

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

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



## Methods of Earning Credit Transfer Credit

The College will accept credits from foreign colleges that are recognized by the educational authority of that country and listed in one of the publications identified below. Thomas Edison State College also will award credits in transfer for professional qualifications listed in the reference books that follow. An enrolled student may transfer a maximum of 90 credits from foreign institutions. Foreign students in the United States on student (F-1) visas can use all methods available to U.S. students for completing their degree requirements.

Thomas Edison may accept in direct transfer those credits earned at foreign colleges which are identified as the equivalent to U.S. colleges and listed in: The International Handbook of Universities published by the International Association of Universities, World Educational Series books on various countries published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or National Association of Foreign Student Advisors (NAFSA) and Commonwealth Universities Yearbook.

### Testing

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

U.S. and international citizens living abroad (both enrolled and nonenrolled) may request approval to register for TECEP examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Students requesting approval must also submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to registering for the exam if English is not the official language of their country of citizenship. Exams are mailed via DHL express service, and students are responsible for all mailing costs and proctoring fees. Thomas Edison reserves the right to approve the proctoring arrangement.

### Portfolio Assessment

U.S. and international citizens living abroad (both enrolled and nonenrolled) will be given consideration for portfolio assessment. These students must submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to registering for portfolio assessment if English is not the official language of their country of citizenship; have completed 24 semester hours of college-level credit prior to the time of application, at least six credits of which are in English Composition; and have a genuine understanding of the difficulties, delays and higher costs associated with the process (postage, telephone calls, etc.).

### Guided Study, Guided Study with E-mail, Contract Learning, On-Line Computer Classroom Courses

U.S. and international students residing outside of the continental United States are not normally eligible for enrollment in Guided Study or Contract Learning courses, but may, in some cases, be able to participate in On-Line Computer Classroom (OLCC) courses and selected Guided Study courses that have an e-mail option. Prior to registering for OLCC courses and Guided Study courses with an e-mail option, students must first secure special approval. Such approval is usually based on the student's ability to arrange for test administration approved by Thomas Edison State College and the willingness to absorb additional costs for transport of course and examination materials. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Prior to registering for an OLCC course or a Guided Study course with an e-mail option, out-of-country students must contact the Office of Test Administration to have the test proctor approved. Students also must submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to registering if English is not the official language of the country of citizenship. Students are responsible for all mailing or other transport costs and proctoring fees. Military and diplomatic personnel and their families who have APO/FPO addresses are exempt from this restriction. U.S. military personnel are expected to take examinations through the education officer at a military base.

### Application and Enrollment Procedure

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

1. A completed Thomas Edison State College application form;
2. Application fee (payment must be in U.S. dollars);
3. Foreign credentials\* signed by a justice of the peace or notary public; and
4. A TOEFL score report sent directly to Thomas Edison from Educational Testing Service.

To enroll in Thomas Edison State College, pay the Annual Enrollment Tuition and Technology Services fee, or the Comprehensive Tuition. After enrolling, any credentials or documents submitted will be evaluated. When the evaluation has been completed, the student will be advised of any remaining degree requirements. It is the responsibility of the student to arrange for the completion of remaining degree requirements.

### Visas

Thomas Edison State College does not issue "Certificates of Acceptance" (Form I-20) to international students.

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

### Fees and Requests for Additional Information

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

\*Students seeking an evaluation of foreign credentials must provide notarized copies of English translations (where necessary), mark sheets and syllabi (course descriptions). The College reserves the right to reject documents not properly submitted.

## Advisement Applicants

Applicants to the College who have questions regarding enrollment or progress to a degree are encouraged to contact the College at 1 (800) 981-2092 or 1 (609) 984-1905 for assistance.

### Enrolled Students

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

### Advisement Telephone Center

The Advisement Telephone Center is open Monday through Friday from 12 to 4 p.m., except on state holidays. Because of the number of calls received each day by the Center, questions should be brief in order to allow as many students as possible to utilize the Center. If students have questions which require speaking with an advisor for an extended period of time, it is suggested that students schedule an appointment (see below). If students wish to see if courses or examinations are appropriate for their degree program, it is recommended that they contact the Center at least two weeks prior to the date of registration for the course or examination. Students may also contact advisors in writing by mail, fax: (609) 777-2956, or e-mail: [enrolled@call.tesc.edu](mailto:enrolled@call.tesc.edu).

When a student calls, the advisor will have access to the student's records for discussion. If changes have been made to the student's program plan, an updated program plan will be sent to the student. It is suggested that students keep a record of calls to the Advisement Telephone Center and the name of the academic advisor to whom they have spoken.

### Student Appointment

Students are encouraged to make an appointment with an advisor for program planning, extensive questions regarding degree programs, and methods of earning credits. Appointments with an advisor are available to enrolled students only. One-hour appointments can be scheduled at the Trenton office Monday through Friday during regular working hours and on specified Saturdays (listed in the College calendar). Students also may request

telephone appointments to be conducted by telephone. Appointments are made with an advisor who specializes in the degree program in which the student is enrolled. It is recommended that students call for an appointment at least two to four weeks prior to the time desired.

## Degree Completion Handbooks

Students enrolled with Thomas Edison are strongly encouraged to submit a degree program plan that outlines how they will complete all or part of the remaining requirements of their degree program. Students receive the Degree Completion Handbook which provides them with the steps required in developing a program plan. The Handbook includes detailed information on methods of earning credit, academic policies, and the structure and credit requirements of degree programs. The Handbook is sent to all students upon enrollment.

Further information regarding scheduling an advisement appointment can be found in the Degree Completion Handbook.

## Written Correspondence with the Center

Students also may write to the Advisement Center. Letters will be answered by an advisor who specializes in the student's degree program. If questions are brief, students may wish to call the Center rather than write. It is suggested that students make copies for their own records of all correspondence sent to the Center. Correspondence and program plans should be sent to:

**Thomas Edison State College  
Advisement Center  
(indicate degree program)  
101 W. State St.  
Trenton, N.J. 08608-1176**

**Fax: (609) 777-2956  
E-mail: [enrolled@call.tesc.edu](mailto:enrolled@call.tesc.edu)**



## Undergraduate Degree Programs

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

1. Through the major field of study, students:
  - represent in-depth knowledge of a subject field
  - enhance knowledge and skills already gained through prior learning and experience
  - prepare for advanced study through a graduate school or work related experience
2. Through the general education component, students gain an understanding of the interdependence of the many elements that define our world and develop core competencies central to continued learning. They will be able to demonstrate:
  - competency in written expression through the completion of core courses in English Composition and a curricular focus on writing skills throughout their program of studies
  - competency in college-level math as appropriate or relevant to their subject field
  - analytical skills through the literature and study of the natural and social sciences as well as the humanities
  - critical thinking, problem solving and information literacy skills to analyze information gathered through various media and a variety of sources
  - an awareness of self and others and the role of diversity in an expanding global context

3. Through elective subjects, students will have an opportunity to:
  - satisfy personal interests in any college-level field of learning
  - enhance knowledge and skills in relevant competency areas
  - expand on their knowledge and skills in their field of study
  - satisfy intellectual and cultural interests in any college-level field of learning

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

A Thomas Edison State College graduate should be able to:

- understand and be able to respond appropriately to personal, community, national and international concerns
- think logically, act rationally, and make appropriate decisions about the future based on past and present conditions and circumstances
- understand the ethics and aesthetics for the development of a value system that can be translated into effective participation in society

## Bachelor of Arts



## Credit Distribution Requirements

### SUBJECT CATEGORY

Semester Hour Credits

- I. General Education Requirements ..... 60
  - A. English Composition (6)
  - B. Humanities (12)  
No more than 6 semester hours may be taken from one subject area
  - C. Social Sciences (12)  
No more than 6 semester hours may be taken from one subject area
  - D. Natural Sciences and Mathematics (12)  
One college-level Math course required (3)  
Strongly recommend one Computer Science course (3)  
Other Natural Sciences/Mathematics (6)  
No more than 6 semester hours may be taken from one subject area
  - E. General Education Electives (18)  
Credits from any general education subjects
- II. Area of Concentration, Area of Study or Liberal Studies Area ..... 33  
*Student may choose A, B or C.*
  - A. Area of Concentration
    - The area of concentration includes 33 semester hours which must be chosen from humanities, or social sciences/history, or natural sciences/mathematics. The concentration includes at least three subject areas. 12 semester hours must be earned in one subject area. A maximum of 18 semester hours can be earned in any one subject area in order to have a balanced interdisciplinary concentration.
  - OR
  - B. Area of Study  
Single Subject Area of Study.  
The area of study includes 33 semester hours in one subject area.
  - OR
  - C. Liberal Studies Area  
The Liberal Studies area includes 33 semester hours which includes two or more liberal arts subject areas. For example, the areas of study may include Humanities, Natural Sciences, and Social Sciences courses.

- III. Free Electives ..... 27

Total 120

The following is a list of approved Areas of Study:

<b>Humanities</b>	<b>Social Sciences/History</b>	<b>Natural Sciences/Mathematics</b>
Art	Anthropology	Biology
Communications	Economics	Chemistry
Foreign Language	History	Computer Science
Journalism	Labor Studies	Mathematics
Music	Political Science	Physics
Philosophy	Psychology	
Photography	Sociology	
Religion		
Theater Arts		
		<b>Interdisciplinary</b>
		Environmental Studies



## Bachelor of Arts

The Bachelor of Arts degree enables the student to develop a broad general knowledge of the traditional liberal arts disciplines while providing the opportunity to develop a greater depth of knowledge in particular areas of study of interest to the student. This flexibility can prepare the student for career change or advancement, graduate education, or provide personal satisfaction. Credit requirements are distributed among the traditional liberal arts areas (i.e., humanities, social sciences, natural sciences/mathematics), and free electives. Students have the opportunity to pursue either a concentration, choosing from subjects within one of the liberal arts areas, or to select one of the individual subject areas of study, which provide for sequential course work in one particular subject of the student's interest, or to select liberal studies, choosing from two or more disciplines within general education subject areas.

## Degree Requirements

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

## General Education Requirements

The 60 semester hour requirement in general education provides students with a broad background in humanities, social sciences, and natural sciences/mathematics, and enables students to have a foundation for the Bachelor of Arts concentration, area of study or liberal studies.

## Concentration

For students who wish to combine course work in three or more subjects within a liberal arts area (i.e., humanities, or social sciences, or natural sciences/mathematics), the concentration is an appropriate option. Students complete 33 semester hours of credit in a concentration in one of the three broad general education areas: humanities, or social sciences, or natural sciences/mathematics. At least three different subjects must be included which provide for breadth of knowledge in the concentration. Also, students must earn at least 12 credits in one subject. A maximum of 18 credits can be earned in any one subject area in order to have a balanced interdisciplinary concentration. Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300," or "400." A maximum of two college-level courses equating to "100" level numbers can be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels "200," "300," or "400."

## Areas of Study

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

## Liberal Studies

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

## Free Electives

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

## Note: Limitation of Credits in One Subject Area

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

# Bachelor of Arts Concentrations

## Humanities\*

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

### Required Courses:

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

### How Students Earn Credit in the Concentration:

All courses in this concentration can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams and/or classroom courses also may be used.

## Natural Sciences/Mathematics\*

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



### Required Courses:

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

### How Students Earn Credit in the Concentration:

Some courses in this concentration can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Social Sciences/History\*

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

### Required Courses:

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

### How Students Earn Credit in the Concentration:

All courses in this concentration can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

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

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

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



## Areas of Study



### Anthropology\*

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

#### Required Courses:

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

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

### Art\*

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

#### Required Courses:

Art History Survey I, II; at least one course in each of the following: two-dimensional design, drawing, painting, 18 semester hours area of study electives.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

### Biology\*

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

#### Required Courses:

General Biology I with lab, II with lab or Botany with lab (one semester, usually 4 s.h.) and Zoology with lab (one semester, usually 4 s.h.), Cell Biology, Genetics, Microbiology, 18 semester hours area of study electives.

#### Corollary Requirements:

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

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

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

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

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

## BACHELOR OF ARTS AREAS OF STUDY

### Chemistry\*

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

#### Required Courses:

General Chemistry I with lab, II with lab, Organic Chemistry I with lab, II with lab, Physical Chemistry, Analytical Chemistry, 15 semester hours area of study electives.

#### Corollary Requirements:

Calculus I, II.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

### Communications\*

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

#### Required Courses:

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

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

### Computer Science\*

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

#### Required Courses:

Introduction to Computer Science, Assembly Language Programming, Data Structures; Mathematics Requirement: Numerical Analysis or Discrete Mathematics or Linear Algebra (Calculus based), 21 semester hours of area of study electives which may include a maximum of two courses/6 semester hours in the following: Database Management, Information Storage and Retrieval, Microcomputers, Systems Analysis and Design, Systems Programming.

#### Corollary Requirements:

Calculus I, II.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

### Economics\*

Economics is the study of the ways society chooses to use its scarce resources to attain alternate and often conflicting goals.

As a social science, economics is concerned with the major issues of today.

#### Required Courses:

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

#### Corollary Requirements:

Computer Science, Statistics.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

### English\*

This area of study is designed to explore the various aspects of literature.

#### Required Courses

Survey American Literature I, II, Survey British Literature I, II, World Literature/non-British; non-American, 18 semester hours of area of study electives.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

### Environmental Studies\*

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

#### Required Courses:

Man and the Environment, Earth's Resources, Geology with Human Emphasis, 9 semester hours chosen from at least three of the following areas: Economics of the Environment, Politics of the Environment, Environmental Psychology, Sociology of Environment, Philosophy/Environment, Anthropology/Environment, an additional 15 semester hours of area of study electives in subjects related to the environment and chosen from fields such as geography, sociology, biology, ecology, geology, etc.

#### Corollary Requirements:

General Biology with lab, General Chemistry with lab.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

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

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

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



## Foreign Language\*

This area of study deals with linguistics skills, literary appreciation, and understanding people and their culture. Students must select a specific foreign language (e.g., French, German, Spanish) and consistently choose courses from that specific foreign language. Elementary or Beginning-level language cannot be applied toward the area of study. These courses can be used in other general education areas or in free electives.

### Required Courses:

12 semester hours of language skills through the advanced level (i.e., Intermediate Language I, II and Advanced Language I, II), History of Civilization, 6 semester hours Major Writers or Masterpieces of Literature, 12 semester hours of area of study electives.

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

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

## History\*

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

### Required Courses:

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

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Journalism\*

This area of study is designed to offer experiences in journalistic theory, technique, and practice.

### Required Courses:

Law and Ethics or Communication Law, 12 semester hours of four Theory courses/exams such as: Basic Issues in the News, Communication Theory, Introduction to Mass Communication, Mass Media and Society, Media History, Public Relations Theory, Theories of Persuasion, 12 semester hours of four skills courses/exams such as: Broadcast News Writing, Copy Editing, Feature Writing, Graphic Design for Print, Investigative Reporting, Magazine Article Writing, News Reporting I, II, Public Affairs Writing, 6 semester hours of specialization electives.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Labor Studies\*

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

### Required Courses:

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

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Mathematics\*

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

### Required Courses:

Calculus I (Differential), Calculus II (Integral), Calculus III (Multivariate), Linear Algebra (Calculus based; Prerequisite of Calculus in Description), Probability or Statistics), 18 semester hours of area of study electives.

### Corollary Requirements:

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

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Music\*

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

### Required Courses:

Survey of Music History I, II, Music Theory/Harmony I, II (Must include harmony), 21 semester hours of area of study electives.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Philosophy\*

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

### Required Courses:

Introduction to Philosophy, Logic, Ethics. Credit from each of the following three areas with 6 semester hours in one area: major field of philosophy, major philosophers, history of philosophy, 15 semester hours of area of study electives.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

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

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

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

## Photography\*

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

### Required Courses:

Principles of Photography or Black and White Photography, History of Photography, Color Photography, 24 semester hours of area of study electives.

### Corollary Requirements:

Survey Art History I, II.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Physics\*

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

### Required Courses:

Physics I with lab (Calculus based), II with lab (Calculus based), Modern Physics, Experimental Physics, Electricity and Magnetism, 16 semester hours of area of study electives.

### Corollary Requirements:

Calculus I, II, III, IV.

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

Courses in this area of study can be completed by Portfolio Assessment and/or courses from other colleges.

## Political Science\*

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

### Required Courses:

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

### Corollary Requirements:

Macroeconomics.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Psychology\*

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

### Required Courses:

Introduction to Psychology, Statistics, Experimental Psychology, 24 semester hours of area of study electives.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Religion\*

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

### Required Courses:

Religions of the World or Comparative Religions, Philosophy of Religion, 27 semester hours of area of study electives.

### Corollary Requirements:

Introduction to Philosophy.

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Sociology\*

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

### Required Courses:

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

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

Some courses in this area of study can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Theater Arts\*

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

### Required Courses:

At least one course in each of the following: acting, directing, theater history, technical theater production, 21 semester hours of area of study electives.

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

Courses in this area of study can be completed by Portfolio Assessment, courses from other colleges and/or exams.

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

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

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



Bachelor of Arts  
in Liberal Studies

Liberal Studies Area of Study\*\*

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

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

Required Courses:

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

How Students Earn Credit  
in the Liberal Studies Area:

All courses in this degree program can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

*Note: All communications courses (oral [speech] and mass media [film, journalism, radio and television]) are considered as one subject area (Humanities) in the Liberal Studies Area. Also, all foreign languages are considered as one subject area (Humanities) in the Liberal Studies area of study.*

*Many courses may be appropriate for this degree program. Students should work closely with the Learner Services Center to select the appropriate courses for degree completion*

*Thomas Edison cannot guarantee the availability of courses offered by other colleges.*

*\*\* The Liberal Studies area of study requires 33 semester hours.*

Bachelor of  
Science in  
Applied Science  
and Technology



Credit Distribution Requirements

SUBJECT CATEGORY		Semester Hour Credits
I.	General Education Requirements .....	48
A.	English Composition	6
* B.	Humanities No more than 6 semester hours may be taken from one subject area	9
C.	Social Sciences 1. Psychology or sociology (3) 2. Social Science Electives (9) No more than 6 semester hours in one subject area	12
D.	Natural Sciences and Mathematics 1. Precalculus algebra or above (6) 2. General physics or chemistry, depending on area of study (6) 3. Second science (3) 4. Natural science elective (3)	18
E.	General Education Electives	3
II.	Concentration in Applied Science and Technology .....	54
A.	Core Requirements 1. Theoretical knowledge (12) 2. Statistics (3) 3. Computer Requirement (3) 4. Technical Report Writing (3)	21
B.	Individualized Area of Study	33
III.	Free Electives .....	18
		Total 120

*Additional math/science courses may be required for some areas of study.*

The following individual specializations have been approved.

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

*\* Students seeking enrollment in these areas of study are required to possess professional certification.*



# Bachelor of Science in Applied Science and Technology

## Degree Requirements

The Bachelor of Science degree requires 120 semester hours of credit: 48 credits in the general education distribution, 54 credits within the concentration in professional applied science and technology area, and 18 credits in free electives.

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

## General Education Requirements

The 48 semester hour requirement in general education provides students with a broad background in humanities, social sciences, and natural sciences/mathematics, and enables students to have a foundation for the Applied Science and Technology area of study. Emphasis is placed on the natural sciences/mathematics area. A year of general physics or a year of general chemistry, depending on the area of study, is required of all students in the Applied Science and Technology degree. When a classroom course is used to fulfill this requirement, it must include a laboratory. If these courses have already been completed as nonlaboratory courses, another laboratory science course must be completed elsewhere in the degree program. Between 3 and 12 additional semester hours are required in a second and sometimes third science, depending on the area of study. Students in some areas of study are required to complete 6 semester hours of calculus.

## Professional Applied Science and Technology Component

The concentration contains a 21 semester hour core and a 33 semester hour area of study.

### Core

The core includes 12 semester hours of theoretical knowledge and 9 semester hours in three specific areas. The theoretical knowledge area is specific to the student's area of study and covers advanced mathematics and science courses, as well as more theoretical courses relating to the area of study. In addition, courses in Statistics, Computer Science and Technical Report Writing are required.

### Computer Science:

One 3 semester hour course in the broad area of computer science or computer

information systems is required. Courses in the USE of specific computer applications packages do NOT meet this requirement. Some areas of study require computer programming rather than data processing.

## Area Of Study

The area of study requires 33 semester hours in an Applied Science and Technology area. The credits used in the area of study must exhibit depth and breadth and cover both theoretical and applied aspects of the field. Requirements are given in terms of both specific courses and areas to be completed, often with a range of credits to enable individualization of the area of study. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by portfolio assessment, if he or she has not completed appropriate course work in that area. An area of study guide sheet, showing detailed requirements, will be sent with your first evaluation.

## Free Electives

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

## Additional Degree Requirements

### Professional Certification:

Certain health-related and aviation-related areas of study are open only to professionally certified individuals. These areas of study require the student to submit evidence of professional registry or licensure in order to enter that area of study.

### Demonstration of Currency:

Because of the rapid changes occurring in technical fields today, it is important for today's college graduate to maintain up-to-date knowledge. Demonstration of Currency is the process that enables students to show that they have remained current and thus enables them to use the older credits toward their areas of study. If more than 8 semester hours in a student's area of study are over ten years old at the time of application to the College, Demonstration of Currency will be required in these courses. Demonstration of Currency for these subjects is validated through an oral conference with a faculty consultant covering contemporary developments in these subjects. These courses will not be used toward the area of study until currency has been demonstrated. Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

# Bachelor of Science in Applied Science and Technology Areas of Study



## Air Traffic Control

This area of study is designed for and limited to licensed Air Traffic Controllers. Credit is derived from the FAA certification.

### Required Courses:

Air Traffic Control Techniques, Aviation Safety, Air Traffic Control System Equipment, Weather Briefing.

### Corollary Requirements:

Meteorology, Aerodynamics, Navigation, Physics I and II, Data Processing.

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

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

## Architectural Design

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

### Required Courses:

Architectural Drafting and Design (four courses), Building Construction (two courses), Computer Aided Design.

### Corollary Requirements:

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

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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

## Aviation Flight Technology

This area of study is designed for professional pilots.

### Required Courses:

FAA license in Commercial Pilot with Instrument rating (Airline Transport Pilot recommended).

### Corollary Requirements:

Physics I and II, Meteorology, Data Processing, Speech, Principles of Management.

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

Students usually have most of their area of study credit completed from their FAA tickets. Remaining credits are completed by additional tickets, certain airline training, correspondence, portfolio, or classroom.

## Aviation Maintenance Technology

This area of study is designed for Airframe and Powerplant Mechanics.

### Required Courses:

FAA license in Airframe and Powerplant Mechanics.

*Note: Course listings above are generic titles.*

*Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

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



**Corollary Requirements:**

Physics I and II, Chemistry I, Data Processing, Principles of Management.

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

Students' area of study is completed by the required license.

**Biomedical Electronics**

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

**Required Courses:**

Biomedical Equipment (four courses), General Electronics (four courses), Biophysics or Biomechanics.

**Corollary Requirements:**

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

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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

**Civil Engineering Technology**

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

**Required Courses:**

Fluid Mechanics, Structural Analysis, Structural Steel Design, Reinforced Concrete Design, Construction Methods, Transportation Design and/or Wastewater Systems, Computer Aided Design, Surveying.

**Corollary Requirements:**

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

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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

**Clinical Laboratory Science**

This area of study is limited to certified Medical Laboratory Technologists.

**Required Courses:**

Microbiology, Clinical Microbiology, Hematology, Immunology/Serology, Immunohematology, Clinical Chemistry, Urinalysis.

**Corollary Requirements:**

Anatomy and Physiology I and II, Organic and/or Biochemistry (two courses), Chemistry I and II, Biology I and II, Data Processing.

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

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

**Computer Science Technology**

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

**Required Courses:**

Data Structures, High-Level Language, Assembly Language Programming, Computer Architecture, Advanced Courses (four courses, i.e., Compiler Construction, Operating Systems, Data Base Design).

**Corollary Requirements:**

Discrete Math, Calculus II, Advanced Math (i.e., Calculus III, Linear Algebra), Physics I and II.

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

Most of the area of study courses are available by guided study, contract learning, or correspondence courses from other universities. Portfolio assessment is also a frequently used method.

**Construction**

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

**Required Courses:**

Construction Techniques, Structural Mechanics (two courses, i.e., Structural Steel

Design, Reinforced Concrete Design), Construction Management (three courses), Engineering Graphics, Surveying.

**Corollary Requirements:**

Statics, Strength of Materials, Soil Mechanics, Physics I and II, Calculus I, Data Processing.

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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

**Cytotechnology**

This area of study is limited to certified Cytotechnologists.

**Required Courses:**

Cytology, Genetics, Human/Medical Biology, Specific Cytologies (min. 15 s.h.), Cytology Preparation Techniques, Clinical Practice.

**Corollary Requirements:**

Anatomy and Physiology I and II, Organic and/or Biochemistry, Cell Biology, Chemistry I and II, Biology I and II, Data Processing.

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

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

**Dental Hygiene**

This area of study is limited to licensed Dental Hygienists.

**Required Courses:**

Dental Hygiene Techniques (six courses), Clinical Practice.

**Corollary Requirements:**

Anatomy and Physiology, Dental Anatomy, Microbiology, Chemistry I and II, Biology I, Data Processing.

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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

**Electrical Technology**

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

**Required Courses:**

AC and DC Machinery, Motor Controls, Power Systems, Industrial Electronics, Electronic Devices, Electric Construction, Engineering Graphics.

**Corollary Requirements:**

DC Circuits, AC Circuits, Digital Electronics, Physics I and II, Data Processing.

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

Many of the credits in the area of study can be completed by correspondence or classroom courses from other universities. Many students use portfolio assessment.

**Electronics Engineering Technology**

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

**Required Courses:**

Digital Electronics, Microprocessors, Control Systems, Electronic Devices, Communications Electronics, Engineering Graphics.

**Corollary Requirements:**

Direct Current Circuits, Alternating Current Circuits, Physics I and II, Calculus I and II, Computer Programming.

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

Most of the credits in the area of study can be completed by correspondence or classroom courses from other universities. Many students use portfolio assessment.

**Engineering Graphics**

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

**Required Courses:**

Drafting Techniques (three courses), Technical Illustration, Computer Aided Design (two courses) Secondary Area (two courses).

**Corollary Requirements:**

Statics, Descriptive Geometry, Physics I and II, Calculus I, Computer Programming.

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

Students whose areas of study are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their areas of study.

**Environmental Sciences**

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

**Required Courses:**

Environmental Overview courses, Specialized Environmental Courses (five courses).

**Corollary Requirements:**

Ecology, Organic and/or Environmental Chemistry (two courses), Biology I and II, Physics I and II, Chemistry I and II, Calculus I and II, Data Processing.

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

All of the courses in the area of study can be completed by correspondence or classroom courses from other universities. Portfolio assessment is also widely used.

**Fire Protection Science**

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

**Required Courses:**

Fire Protection (three courses), Arson Investigation, Hazardous Materials, Fire Suppression Systems, Building Construction Codes.

**Corollary Requirements:**

Fluid Mechanics or Hydraulics, Structural Design, Chemistry of Hazardous Materials, Data Processing and Chemistry I and II, Physics I.

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

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

**Forestry**

This area of study is designed for forestry personnel.

**Required Courses:**

Dendrology, Silviculture, Mensuration, Forest Protection, Forest Resource Management, Forest Policy and Administration.

**Corollary Requirements:**

Advanced Plant Science (i.e., Ecology, Plant Pathology), Soil Science, Botany, Chemistry I and II, Biology I, Data Processing.

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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

**Horticulture**

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

**Required Courses:**

Plant Propagation, Plant Pathology, Ornamental Horticulture (two courses), Landscape Design, Nursery Management, Nonfloral (i.e., fruit, trees, turf).

**Corollary Requirements:**

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

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

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



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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

**Laboratory Animal Science**

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

**Required Courses:**

Animal Procedures (four courses), Animal Biology (three courses).

**Corollary Requirements:**

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

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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

**Manufacturing Engineering Technology**

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

**Required Courses:**

Industrial Engineering (two courses, i.e.: Time and Motion Study, Plant Layout and Design), Automated Manufacturing (two courses), Control Systems, Quality Control, Manufacturing Processes, Computer Aided Design.

**Corollary Requirements:**

Statics, Materials Science, Physics I and II, Chemistry I, Calculus I and II, Computer Programming.

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

Most of the credits in the area of study can be completed by correspondence or classroom courses from other universities. Many students use portfolio assessment.

**Marine Engineering Technology**

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

**Required Courses:**

Naval Engineering Systems (3), Naval Electronics (2), Diesel and Steam Propulsion (2), Computer Aided Design.

**Corollary Requirements:**

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

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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

**Mechanical Engineering Technology**

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

**Required Courses:**

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

**Corollary Requirements:**

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

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

All of the courses in this area of study can be completed by guided study and/or correspondence courses from other universities. Many students also use portfolio assessment.

**Medical Imaging**

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

**Required Courses:**

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

**Corollary Requirements:**

Radiation Physics, Anatomy and Physiology (2), Physics I and II, Biology I and II, Data Processing.

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

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

**Nondestructive Testing Technology**

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

**Required Courses:**

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

**Corollary Requirements:**

Statics, Strength of Materials, Materials Science, Physics I and II, Chemistry I, Data Processing.

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

Students whose area of study are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study. College credit is awarded for certain ASNT certifications.

**Nuclear Engineering Technology**

This area of study is designed for reactor operators and other workers in the civilian nuclear power industry and the military.

**Required Courses:**

Nuclear Reactors (two courses), Nuclear Power Plant Instrumentation, Radiation Effects, Radiation Safety, Reactor Systems.

*Note: Course listings above are generic titles.*

*Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

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

**Corollary Requirements:**

Nuclear Physics, Thermodynamics, Fluid Mechanics, Physics I and II, Chemistry I and II, Calculus I and II, Computer Programming.

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

Most students have earned credit from Navy Basic Nuclear Power School, which covers half of the area of study. Credit may also be earned by portfolio assessment, NRC license, NRRPT certification, or ACE-reviewed company training.

**Nuclear Medicine Technology**

This area of study is limited to certified/licensed Nuclear Medicine Technologists.

**Required Courses:**

Radiopharmacy, Radiation Science, Nuclear Medicine Instrumentation, Nuclear Medicine Techniques (five courses), Clinical Practice.

**Corollary Requirements:**

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

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

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

**Perfusion Technology**

This area of study is limited to certified Clinical Perfusionists.

**Required Courses:**

Perfusion Technology, Perfusion Hematology and Monitoring, Extracorporeal Biochemistry, Pharmacology, Clinical Practice.

**Corollary Requirements:**

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

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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

**Radiation Protection**

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

**Required Courses:**

Radiation Protection, Radiation Detection, Radiation Effects, Radiation Shielding.

**Corollary Requirements:**

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

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

College credit is awarded for NRRPT certification, Navy Basic Nuclear Power School, and ACE-recommended company training. The remaining credits may be earned by guided study, portfolio assessment, or classroom instruction.

**Radiation Therapy**

This area of study is limited to certified/licensed Radiation Therapy Technologists.

**Required Courses:**

Pathology, Radiation Oncology, Radiation Therapy, Radiation Safety, Clinical Practice.

**Corollary Requirements:**

Nuclear Physics, Anatomy and Physiology, Physics I and II, Biology I and II, Data Processing.

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

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

**Respiratory Care**

This area of study is limited to registered Respiratory Therapists.

**Required Courses:**

Respiratory Techniques (five courses), Medical Science, Clinical Practice.

**Corollary Requirements:**

Anatomy and Physiology, Cardiopulmonary Anatomy and Physiology, Microbiology, Chemistry I and II, Physics I, Biology I, Data Processing.

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

Student's area of study is completed by the required license.

**Surveying**

This area of study is designed for land surveyors.

**Required Courses:**

Land Surveying, Route Surveying, Surveying Law, Photogrammetry, Computer Aided Design, Advanced Surveying (four courses).

**Corollary Requirements:**

Surveying Computations, Fluid Mechanics, Physics I and II, Calculus I and II, Data Processing, Business Law.

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

Students whose area of study is not complete at the time of enrollment either use portfolio assessment or classroom work to complete their area of study.

*Note: Course listings above are generic titles.*

*Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

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



# Bachelor of Science in Business Administration



## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
<b>I. General Education Requirements</b> .....	<b>48</b>
A. English Composition	6
B. Humanities Managerial or Business Communications (3) Other Humanities (9) No more than 6 semester hours can be taken from one subject area.	12
C. Social Sciences Macroeconomics (3) MicroEconomics (3) Other Social Sciences (6) No more than 6 semester hours can be taken from one subject area.	12
D. Natural Sciences and Mathematics Precalculus Math (3) (College Algebra and Trigonometry or above) Principles of Statistics (3) Other Natural Sciences (3) No more than 6 semester hours can be taken from one subject area.	9
E. General Education Electives	9
<b>II. Professional Business Requirements</b> .....	<b>54</b>
A. Business Core Business Law (3) Computer Literacy/Intro to Computers/ Intro to Computer Info. Systems (3) Introduction to Financial Accounting (3) Introduction to Managerial Accounting (3) Introduction to Marketing (3) Business Finance (3) Business in Society or International Management (3) Business Policy (3) Principles of Management (3)	27
B. Areas of Study Choose one of the following: Accounting Administrative Office Management Advertising Management Banking Computer Information Systems Finance General Management Hospital Health Care Administration Hotel/Motel/Restaurant Management Human Resources Management Insurance International Business Logistics Marketing Operations Management Organizational Management Procurement Public Administration Purchasing and Materials Management Real Estate Retailing Management Small Business Management/ Entrepreneurship Transportation/Distribution Management	18
C. Business Electives	9
<b>III. Free Electives</b> .....	<b>18</b>

Total 120

# Bachelor of Science in Business Administration

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

Thomas Edison State College offers the BSBA degree with an emphasis or areas of study in 23 different areas. Although the majority of business students elect to do areas of study in the more traditional functional areas of business, a substantial proportion of students choose other more specific areas of business to emphasize in their areas of study.

## Degree Requirements

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

## General Education Requirements

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

## Professional Business Component

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

### Business Core

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

### Area of Study

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

### Business Electives

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

## Free Electives

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

## Currency Requirements

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

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

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

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

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



# Bachelor of Science in Business Administration Areas of Study

## Accounting\*

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

### Required Subjects

Intermediate Accounting I & II.

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

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

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

## Administrative Office Management\*

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

### Required Subject

Office Management.

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

Students may complete these credits through a combination of independent study and classroom courses; some utilize portfolio assessment.

## Advertising Management\*

Advertising Management is an area of study that prepares students for career opportunities in advertising agencies, in advertising media such as newspapers, magazines, radio, and television, or in the advertising department of manufacturers, retailers, or other business enterprises.

### Required Subjects

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

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

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

## Banking\*

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

### Required Subjects

Monetary Theory and Policy, Money and Capital Markets, Financial Institutions and Markets or Money and Banking.

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

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

## Computer Information Systems\*

Computer Information Systems is the study that includes the gathering, recording, systematizing, and interpretation of information essential to the success of modern business. People employed as computer operators or mechanics, programmers, managerial users of computers or managers of computer service units, or systems analysts may wish to elect this area of study to enhance their knowledge in this area.

### Required Subjects:

Programming Language, Systems Analysis and Design.

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

Students may complete these credits through independent study or a combination of independent study, TECEP exams, and classroom courses. Some students also may utilize portfolio assessment.

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

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

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION AREAS OF STUDY

## Finance\*

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

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

Students may complete these credits entirely through either correspondence courses or a combination of independent study courses, TECEP exams and classroom courses.

## General Management\*

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

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

Students may complete these credits entirely through either TECEP exams or independent study or a combination thereof.

## Hospital Health Care Administration\*

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

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

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

## Hotel/Motel/Restaurant Management\*

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

### Required Subject

Introduction to Hotel/Motel/Restaurant Management.

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

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

## Human Resources Management\*

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

### Required Subject

Personnel/Human Resources Management.

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

Students may complete these credits entirely through either Thomas Edison or independent study courses or a combination thereof which may also include TECEP exams.

## Insurance\*

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

### Required Subject

Principles and Practices of Insurance.

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

Students may complete these credits through a combination of portfolio assessment and classroom courses.

## International Business\*

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

### Required Subjects

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

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

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

## Logistics\*

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

### Required Subjects

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

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

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

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



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

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

**Marketing\***

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

**Required Subject**

Marketing Research.

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

Students may complete these credits entirely through TECEP exams or classroom courses. Many students also include portfolio assessment.

**Operations Management\***

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

**Required Subject**

Introduction to Operations Management.

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

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize portfolio assessment.

**Organizational Management\***

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

**Required Subjects**

Organizational Behavior, Organizational Theory, or Organizational Development and Change.

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

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

**Procurement\***

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

**Required Subject**

Purchasing Management.

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

Students may complete these credits through portfolio assessment and/or classroom courses.

**Public Administration\***

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

**Required Subject**

Introduction to Public Administration.

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

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize portfolio assessment.

**Purchasing and Materials Management\***

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

**Required Subject**

Purchasing Management Choose one: Physical Distribution Management, Materials and Logistics Management, or Materials and Logistics Policy.

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

Students may complete these credits through portfolio assessment and/or classroom courses.

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

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

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

**Real Estate\***

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

**Required Subject**

Real Estate Principles and Practices.

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

Students may complete these credits through portfolio assessment and/or independent study and classroom courses.

**Retailing Management\***

This area of study is defined as the final stage of transferring of goods from producers to consumers. Students who are already working or desire to work in their own retail business or with department, chain, or specialty-type stores should consider this area of study. Although sales are the ultimate goal of retailers, other critical areas of this field are display, merchandising, retail management, advertising and public relations.

**Required Subjects**

Introduction to Retailing Management, Retail Buying, Retail Advertising/Sales Promotion/Visual Merchandising.

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

Students may complete these credits entirely through independent study or classroom courses or a combination thereof. Some students utilize portfolio assessment.

**Small Business Management/Entrepreneurship\***

This area of study is designed to develop small business owners who have management and financial skills that will help them meet the challenges facing them. In addition, small business managers must possess an entrepreneurial spirit, a heavy dose of enthusiasm and drive to success, an ability to work well with people and an understanding of the business environment. Students pursuing this area of study should be able to assess their personal attitude and potential for small business, to find and evaluate business opportunities, to secure essential funding and to organize and manage such functional business areas as manufacturing, marketing, accounting and finance.

**Required Subjects**

Small Business Management or Introduction to Entrepreneurship, Small Business Finance (preferred) or Managerial Finance, Small Business Marketing (preferred) or Marketing Research.

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

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

**Transportation/Distribution Management\***

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

**Required Subject**

Introduction to Transportation.

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

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize portfolio assessment.

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

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

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



# Bachelor of Science in Health Sciences

(A joint degree program with the University of Medicine and Dentistry of New Jersey (UMDNJ)).



## Credit Distribution Requirements

SUBJECT CATEGORY		Semester Hour Credits
I. General Education Requirements		48
A. English Composition	(6)	
B. Humanities	(9)	
C. Social Sciences	(9)	
D. Natural Sciences and Mathematics (Including at least 3 s.h. of math)	(12)	
E. General Education Electives	(12)	
II. Professional Health Requirements		64
A. Area of Study such areas as: Dental Assisting, Dental Hygiene, Dietetics, Diagnostic Medical Sonography, Imaging Sciences, Nuclear Medicine, Respiratory Care, Vascular Technology	24	
B. Interdisciplinary Health Sciences Core (UMDNJ)	15	
Health Services, Issues and Trends	(3)	
Cultural Issues and Health Care	(3)	
Principles of Scientific Inquiry	(3)	
Legal and Ethical Dimensions of Practice	(3)	
Fundamentals of Health Information Systems	(3)	
C. Concentration (UMDNJ)	25	
III. Free Electives		9
		<b>Total 121</b>

### Major Areas of Study:

- Advanced Practice\*, with tracks in:
  - Advanced Dental Assisting Sciences
  - Advanced Dental Hygiene Sciences
  - Advanced Respiratory Care Sciences
  - Dietetic Sciences
  - Imaging Sciences
- Health Services Management
- Health Professions Education

\* Professional certification required for admission to program  
Dietetics requires certain specific courses under the general education and free electives.

**Note:** The Bachelor of Science in Health Sciences is a joint degree program with the University of Medicine and Dentistry of New Jersey (UMDNJ) School of Health Related Professions (SHRP). The degree program is designed for students who are already in the allied health field. Admission is through UMDNJ. Further information may be found on pages 49-50.

# Bachelor of Science in Health Sciences

The Bachelor of Science in Health Sciences is a joint degree program with the University of Medicine and Dentistry of New Jersey (UMDNJ) School of Health Related Professions (SHRP). The degree program is designed for students who are already in the allied health field. For most students, the core and concentration credits will be earned through UMDNJ courses, which will be available both in the classroom and on the internet. Those credits in general education, area of study, and free electives that are not complete at the time of enrollment may be completed using Thomas Edison's credit-earning options, particularly guided study and portfolio assessment.

The program is specifically geared toward advancing and broadening the skills of health related professionals prepared at the associate degree/certificate levels. Health-related professionals are entering a challenging era of practice as the health care delivery environment continues to change and grow. The new delivery systems and challenging demographics are creating new career opportunities for individuals in the health care field. To meet these needs and challenges, UMDNJ and Thomas Edison have joined to offer an interdisciplinary health sciences program at the bachelor's level. The degree program has been designed to meet the educational needs of adult learners by providing diverse, flexible, and creative opportunities to earn a college degree. Course work will be offered in a variety of distance education formats, taking advantage of some of the new educational technologies.

Prospective students should apply through UMDNJ - SHRP, observing the APPLICATION DEADLINES of March 1 for the Fall semester and October 1 for the Spring semester. Note that Dietetics has one class per year, with an application deadline of March 1. Applications may be obtained from UMDNJ - SHRP by calling (973) 972-5454 or by e-mail shrpadm@umdnj.edu. For information contact Dr. Ann Tucker at (609) 566-6434 or tuckeraw@umdnj.edu.

## Degree Requirements

The Bachelor of Science degree requires 121 semester hours of credit: 48 credits in general education distribution, 24 credits in the area of study, 15 credits in the interdisciplinary Health Sciences Core, 25 credits in the concentration, and 9 credits in free electives.

## General Education Requirements

The 48 semester hour general education requirements provide students with a broad background in humanities, social sciences, and natural sciences/mathematics. The emphasis is on the natural sciences area. The Dietetics track has several specific courses required under general education and free electives.

## Professional Health Sciences Component

This consists of a 24 semester hour area of study, a 15 semester hour Interdisciplinary Health Sciences Core, and a 25 semester hour concentration.

## Area of Study

The area of study covers the student's previous allied health training. For the Advanced Practitioner tracks, students must hold appropriate professional certification in an area related to the concentration. Some of these certifications carry a direct college credit award. Students will use credit from their community college training, license credit (if applicable), or earn credit through portfolio assessment.

## Interdisciplinary Health Sciences Core

The Interdisciplinary Health Sciences Core is a series of five courses offered by UMDNJ in the classroom and on the world wide web. The courses are listed in the degree requirements table above.

## Concentration

Most concentrations include both specific required courses and concentration electives. See the listings below. These courses will generally be completed through UMDNJ - SHRP.



## Free Electives

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

## Additional Degree Requirements

**Professional certification:** This degree program is intended for health professionals. The Advanced Practitioner tracks are open only to professionally certified individuals. Applicants are required to submit evidence of professional registry or licensure in order to enter the program.

Computer literacy is required of students registering for web-based courses.

## Notes on Credit-Earning Options

Students may use Thomas Edison distance learning courses, assessment, or transfer from regionally accredited colleges to meet general education requirements and free electives.

Students generally come in with the area of study completed from their community college preparation in their fields. Students who have not completed sufficient college credits in this field may use credit for their license/registry, if applicable, or portfolio assessment.

Credits in the core and concentration are usually completed through UMDNJ courses, either in the classroom or on the internet. It may be possible to use transfer credit or portfolio assessment for some of these credits.

# Bachelor of Science in Health Sciences Areas of Study



## Advanced Dental Assisting Sciences

This program is designed for licensed Dental Assistants.

### Required Concentration Courses:

Current Issues in Allied Dental Practice, Oral Pathology, Oral Conditions of Special Needs Patients, Infection Control Management, Dental Assisting Practicum, Teaching in the Health Professions, dental assisting electives.

### Area of Study Requirements:

Most Dental Assisting students will need to earn credit for their prior training through portfolio assessment.

## Advanced Dental Hygiene Sciences

This area of study is designed for licensed Dental Hygienists.

### Required Concentration Courses:

Current Issues in Allied Dental Practice, Advanced Concepts in Oral Pathology, Advanced Periodontology, Teaching in the Health Professions, Dental Hygiene Practicum, dental hygiene electives,

### Area of Study Requirements:

Students will either use college credit transferred from their earlier Dental Hygiene program or will use portfolio assessment if this original program did not carry college credit.

## Advanced Respiratory Care Sciences

This area of study is designed for Respiratory Care professionals.

### Required Concentration Courses:

Current Concepts in Critical Care, Long-Term Home and Rehabilitative Care, Cardiopulmonary Diagnostics, Special Procedures, Respiratory Care Practicum, respiratory care electives.

### Area of Study Requirements:

Students will either use college credit transferred from their earlier respiratory care training or credit awarded for their Certified Respiratory Therapy Technician or Registered Respiratory Therapist certifications.



**Dietetic Sciences**

This area of study is designed for registered Dietetic Technicians.

**Required Concentration Courses:**

Experimental Foods, Medical Nutrition Therapy, Nutrition Education for the Community, Preventative Nutrition, Clinical Management, Internships

**Area of Study Requirements:**

Students will use college credit transferred from their associate dietetic technician programs to complete this requirement.

**Corollary Requirements:**

Anatomy and Physiology, General Chemistry, Organic Chemistry, Biochemistry, Microbiology, Statistics, Microeconomics, Accounting, Interpersonal Communications.

**Imaging Sciences**

This area of study is designed for registered technologists in such areas as radiography, nuclear medicine, vascular technology and diagnostic medical sonography.

**Required Concentration Courses:**

Advanced Patient Care, Multiple Modality Anatomy, Computerized Imaging, electives from Mammography, Computed Tomography, and Magnetic Resonance Imaging.

**Area of Study Requirements:**

Students will use credits transferred from their associate programs, credit awarded for some certifications, or portfolio assessment for their areas of study.

**Health Services Management**

This area of study is designed for health professionals interested in management.

**Required Courses:**

Supervision, Management, and Leadership, Health Care Organizations, Health Care Finance and Budgeting, Quality Management in Health Care, Health Services Management Practicum, health services management electives.

**Area of Study Requirements:**

Students will use credits transferred from their associate programs, credit awarded for some certifications, or portfolio assessment for their areas of study.

**Health Professions Education**

This area of study is designed for health care professionals interested in education.

**Required Courses:**

Teaching in the Health Professions, Curriculum Development in Health Professions Education, Management and Leadership in Health Professions Education, Multimedia Applications of Computers in Health Care, Health Professions Education Practicum, health professions education electives.

**Area of Study Requirements:**

Students will use credits transferred from their associate programs, credit awarded for some certifications, or portfolio assessment for their areas of study.

**Bachelor of Science in Human Services****Credit Distribution Requirements**

SUBJECT CATEGORY	Semester Hour Credits
<b>I. General Education Requirements .....</b>	<b>48</b>
A. English Composition	6
B. Humanities	9
No more than 6 semester hours may be taken from one subject area	
C. Social Sciences	15
1. Sociology, Introductory	(3)
2. Psychology, Introductory	(3)
3. Economics, political science, history, or geography	(3)
4. Additional social science	(6)
D. Natural Sciences and Mathematics	9
1. College-level mathematics required	(3)
2. Additional natural science or mathematics	(6)
No more than 6 semester hours may be taken from one subject area	
E. General Education Electives	9
1. Intercultural Communications or Race and Ethnic Relations	(3)
2. Other credits from any liberal arts subject	(6)
<b>II. Concentration in Human Services .....</b>	<b>54</b>
A. Core Requirements	21
1. <i>Dynamics of Social Setting</i>	(3)
(Upper level subjects in sociology, urban politics, social history, and the like)	
2. <i>Dynamics of the Individual</i>	(6)
(Upper level psychology subjects)	
3. <i>Dynamics of Intervention</i>	(3)
Covering such areas as counseling, interviewing, social work methods	
4. <i>Social planning</i>	(3)
Covering such areas as social policy, planning, administration	
5. <i>Statistics or research methodology</i>	(3)
6. <i>Computer science or data processing</i>	(3)
B. Individual Area of Study	33
1. Introduction to Human Services	(3)
2. Theory	(12)
3. Applied Areas	(12)
4. Advanced Level Practicum	(6)
<b>III. Free Electives .....</b>	<b>18</b>
<b>Total 120</b>	

**The following is a list of approved areas of study:**

Administration of Justice	Health and Nutrition Counseling	Recreation Services
Child Development Services	Health Services	Social Services
Community Services	Health Services Administration	Social Services Administration
Emergency Disaster Management	Health Services Education	Social Services for Special Populations
Gerontology	Legal Services	
	Mental Health and Rehabilitative Services	



## Bachelor of Science in Human Services

The Bachelor of Science degree is intended to meet the educational and professional needs of mid-career adults in a wide variety of human services fields. The student selects the area of study that matches his or her expertise. Students must currently be working (paid or volunteer) in the field of their area of study.

### Degree Requirements

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

### General Education Requirements

The 48 semester hour requirement in general education provides students with a broad background in humanities, social sciences, and natural sciences/mathematics, and enables students to have a foundation for the human services area of study. The emphasis is in the social sciences area.

### Professional Human Services Component

The concentration contains a 21 semester hour core and a 33 semester hour area of study.

### Core

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

### Area of Study

The area of study requires 33 semester hours in a human services area. The credits used in the area of study must exhibit depth and breadth and cover both theoretical and applied aspects of the field. The 33 semester hour area of study must include an Introduction to Human Services (or similar course), credits in the particular field of the area of study (12 s.h. of theoretical courses and 12 s.h. of applied courses), and the Advanced Level Practicum (6 s.h.).

### Free Electives

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

### Additional Degree Requirements

One 3 semester hour course in the broad area of intercultural communication or race and ethnic relations is required. This course may be used to fulfill humanities, social sciences, liberal arts electives, core, or free electives, depending on the nature of the course.

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

## Bachelor of Science in Human Services Areas of Study



### Administration of Justice\*

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

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Students usually have a significant number of credits completed in the area of study. Remaining credits are completed by a combination of courses, portfolio assessment and exams.

### Child Development Services\*

This area of study is designed for early childhood center caregivers and administrators in preschool, day care, and nursery school. This does not lead to teacher certification.

#### Required Courses:

Introduction Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of Practicum in the area of study.

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

Students use a combination of portfolio assessment, exams and courses to complete this area of study.

### Community Services\*

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

#### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Most students use a combination of courses, exams, and portfolio assessment to complete the area of study.

*Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

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

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



## Emergency Disaster Management\*

This area of study is designed for managers responsible for the mitigation, preparedness, response, and recovery in natural and manmade disasters. These managers work in government, industry, and voluntary agencies such as the Red Cross.

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Students earn most of the credits by taking the Emergency Management Institute and home study courses. The remaining credits are usually completed by military training courses, National Fire Academy courses, portfolio assessment, exams, and some courses.

## Gerontology\*

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

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

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

Students use a combination of portfolio assessment, exams, and courses to complete this area of study.

## Health and Nutrition Counseling\*

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

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Students use a combination of portfolio assessment, exams, and courses to complete this area of study.

### Corollary Requirements:

General Biology, Anatomy and Physiology

## Health Services\*

This area of study is designed for nurses of special populations, patient educators, and nursing supervisors. This is not a nursing program.

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and 6 semester hours of practicum in the area of study.

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

Most credits are earned through a combination of portfolio assessment, exams and courses. A limited number of credits from the nursing license are applied.

## Health Services Administration\*

This area of study is designed for managers/administrators of health agencies and institutions who have an educational background in health.

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Most students earn credits using a combination of portfolio assessment, exams, and courses.

### Corollary Requirements:

Economics, Accounting or Finance.

## Health Services Education\*

This area of study is designed for school nurses and other educators in health settings. This area of study does not lead to certification as a school nurse or teacher.

### Required Courses:

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

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

Credits are earned by a combination of portfolio assessment, exams and courses. A limited number of credits are accepted from the nursing license.

## Legal Services\*

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

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Students use a combination of courses, exams, portfolio assessment, and assessment credits from training programs.

*Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

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

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

## Mental Health and Rehabilitative Services\*

This area of study is designed for providers of services such as alcohol and substance abuse counseling, hot line services, services to mentally ill persons in a variety of settings, vocational rehabilitation services and services for mental rehabilitation. This area of study does not lead to certification or licensure.

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Students use a combination of exams, portfolio assessment, courses, and assessment credits from training programs.

## Recreation Services\*

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

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Students use a combination of courses and portfolio assessment to complete this area of study.

## Social Services\*

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

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Students use a combination of portfolio assessment, exams, and courses to complete this area of study.

## Social Services Administration\*

This area of study is designed for managers/administrators of social services agencies or institutions.

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Students use a combination of portfolio assessment, exams, and courses to complete the area of study.

### Corollary Requirements:

Economics, Accounting or Finance.

## Social Services for Special Populations\*

This area of study is designed for providers of social services to developmentally, physically or psychologically disabled populations in a variety of settings.

### Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and 6 semester hours of practicum in the area of study.

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

Students use a combination of courses, exams, and portfolio assessment to complete this area of study.

*Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

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

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



# Bachelor of Science in Nursing

## Credit Distribution Requirements



SUBJECT CATEGORY	Semester Hour Credits
<b>I. General Education Requirements .....</b>	<b>60</b>
A. English Composition .....	6
B. Humanities .....	12
C. Social Sciences .....	15
D. Natural Sciences and Mathematics .....	15
Mathematics .....	(3)
Anatomy and Physiology .....	(3)
Microbiology .....	(3)
Other natural sciences/mathematics .....	(6)
E. General Education Electives .....	12
<b>II. Professional Nursing Component .....</b>	<b>48</b>
A. Written Examinations .....	20
Health Restoration: Area I .....	(4)
Health Restoration: Area II .....	(4)
Health Support: Area I .....	(4)
Health Support: Area II .....	(4)
Professional Strategies .....	(4)
B. Performance Examinations: .....	28
Health Assessment Performance .....	(6)
Teaching Performance .....	(2)
Clinical Performance in Nursing .....	(8)
Professional Performance .....	(12)
<b>III. Free Electives .....</b>	<b>12</b>
<b>Total</b>	<b>120</b>

# Bachelor of Science in Nursing



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

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

The program is accredited by the National League for Nursing.

## Admission Requirements

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

1. Application to Thomas Edison State College with current fee (nonrefundable).
2. Official transcripts and test reports of all credits to be evaluated upon enrollment.
3. Form for verification of current registered nurse licensure.

## Degree Requirements

The curriculum requires a minimum of 120 semester hours of credit and has three components: General Education (60 s.h.), Professional Nursing (48 s.h.), and Free Electives (12 s.h.).

## General Education Requirements

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



## Professional Nursing Component\*

The 48 semester hour credit professional nursing component is a series of written and performance examinations designed to assess knowledge and competencies comparable to those expected of beginning graduates of traditional Bachelor of Science in Nursing degree programs. In the Nursing component each requirement must have a grade of "C" or better.

### A. Written Examinations (five examinations, 20 s.h. credits)

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

#### Health Restoration Areas I and II (HR I and II) (4/4)

These examinations measure knowledge needed to assist clients in dealing with major health problems, with emphasis placed on nursing actions related to cure, alleviation, rehabilitation, adaptation, and restoration. R.N.s who have completed an Associate Degree in Nursing Program within five years of application to the Thomas Edison BSN Program may satisfy these requirements by transfer credit.

#### Health Support, Areas I and II (HS I and II) (4/4)

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

#### Professional Strategies (PS) (4)

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

### B. Performance Examinations (four examinations, 28 s.h. credits)

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

#### Clinical Performance in Nursing Examination (CPNE) (8)

This examination tests the application of the nursing process and the technical component of practice in the care of adults and children in the acute care setting. Prerequisites include the completion of HR I and II. R.N.s who have completed an Associate Degree in Nursing Program within five years of application to the Thomas Edison BSN Program may satisfy these requirements by transfer credit. All other R.N.s may choose to complete a Professional Nursing Case Study rather than take the examination to satisfy this requirement.

#### Health Assessment Performance Examination (HAPE) (6)

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

#### Teaching Performance Examination (TPE) (2)

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

### Professional Performance Examination (PPE) (12)

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

### Free Electives

Twelve credits of free electives may be liberal arts or nonliberal arts subjects. A maximum of 6 credits of associate degree level clinical nursing and 8 credits of physical education activity may be used.

### Study Groups and Other Student Resources

Students have the opportunity to join a study group, an academic support service provided by the BSN Program. The groups are comprised of R.N.s with diverse experience and educational backgrounds to encourage the sharing of suggestions for coping with the demands of the program.

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

Additional program resources include: study guides for each examination, videos for performance examinations, Guide for Developing the Professional Nursing Case Study, Degree Completion Handbook, student/graduate directory and a newsletter.

\*Examinations were adopted from the Regents College Nursing Program.

## Associate in Arts Credit Distribution Requirements



### SUBJECT CATEGORY

Semester Hour Credits

<b>I. General Education Requirements</b> .....	<b>48</b>
A. English Composition	6
B. Humanities	12
No more than 6 semester hours may be taken from one subject area	
C. Social Sciences	12
No more than 6 semester hours may be taken from one subject area	
D. Natural Sciences and Mathematics	9
One College-level Math course required	(3)
Strongly recommend one Computer Science course	(3)
Other Natural Sciences/Mathematics	(3)
No more than 6 semester hours may be taken from one subject area	
E. General Education Electives	9
<b>II. Free Electives</b> .....	<b>12</b>
<b>Total</b>	<b>60</b>

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

### Degree Requirements

The Associate in Arts degree requires 60 semester hours of credits: 48 credits in general education distribution and 12 credits in free electives.

### General Education Requirements

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

### Free Electives

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

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

All courses in this degree can be completed by Thomas Edison and/or courses from other colleges. Portfolio assessment and/or exams also may be used.

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

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



# Associate in Applied Science in Radiologic Technology



## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements .....	26
A. English Composition	6
B. Humanities	3
C. Social Science	3
D. Natural Sciences/Mathematics	9
Anatomy and Physiology	(6)
College Mathematics	(3)
E. General Education Electives	5
Computer Science	(3)
II. Professional Component .....	34
ARRT (R) certification or N.J. Radiographer license	
*Following completion of a hospital-based program in 1980 or later	34
OR	
*A hospital-based program completed prior to 1976	20
AND additional related credit	14
*Hospital-based program completed 1976 and 1980 may fit either of these categories.	
<b>Total 60</b>	

The Associate in Applied Science degree is intended to provide radiologic technologists with the opportunity to continue their education and to help widen career horizons. The degree is not meant to prepare new technologists for entry into the field, but is viewed as a means of facilitating the professional development of practicing technologists. This degree is an appropriate foundation for the Bachelor of Science degree with an area of study in Medical Imaging, Nuclear Medicine, or Radiation Therapy.

### Degree Requirements

The Associate in Applied Science degree requires 60 semester hours of credit: 26 credits in general education distribution and 34 credits in radiologic technology.

### General Education Requirements

The 26 semester hour requirement in general education provides students with a background in humanities, social sciences, and natural sciences/mathematics and enables students to have a foundation for the professional component. Specific requirements under the natural sciences/mathematics include anatomy and physiology, and college mathematics. A course in computer science is required under general education electives.

### Professional Radiologic Technology Component

The basic assumption underlying the AASRT degree is the belief that the specialized education and experience of the licensed technologist are at least equivalent to the knowledge and competence expected of current graduates holding the AASRT degree. Therefore, the professional radiologic technology component of the degree is completed by submission of a New Jersey license or ARRT radiography certification earned after the 1980 curriculum change or partially completed by earlier certification. Students who completed their radiographic education before the 1980 curriculum change earn the remaining credits in the professional component by an additional registry in a second area, portfolio assessment, or course work.

### Additional Degree Requirements

In order to be eligible for the degree, a student must be certified by either the New Jersey Licensing Board (Certified X-Ray Technologist) or the American Registry of Radiologic Technologists (Radiographer).

# Associate in Science in Applied Science and Technology



## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements .....	30
A. English Composition	6
B. Humanities	6
C. Social Sciences	6
D. Natural Sciences and Mathematics	12
1. Intermediate & Precalculus Algebra or above*	(6)
2. General Physics or General Chemistry,	(6)
II. Individualized Option .....	21
III. Free Electives .....	9
A. Computer Requirement	3
B. Free Electives	6
<b>Total 60</b>	

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

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

\* Students seeking enrollment in these areas of study are required to possess professional certification.

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



## Associate in Science in Applied Science and Technology

The Associate in Science in Applied Science and Technology degree is intended to meet the educational and professional needs of mid-career adults in a wide range of applied science and technology fields. The student selects the option that matches his or her expertise. For most students this reflects their occupation.

### Degree Requirements

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

### General Education Requirements

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

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

## Professional Applied Science and Technology Component

The option includes 21 semester hours of courses within the option area selected. These credits will include both required courses and professional electives, refer to the following pages. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by portfolio assessment, if he or she has not already completed appropriate course work in that area. An option guide sheet, showing detailed requirements, will be sent with your first evaluation.

### Free Electives

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

### Additional Degree Requirements

#### Computer Requirement:

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

#### Demonstration of Currency:

Demonstration of Currency: Because of the rapid changes occurring in technical fields today, it is important for today's college graduates to maintain up-to-date knowledge in their field. Demonstration of Currency is the process that enables students to show that they have remained current and thus enables them to use the older credits toward their areas of study. If more than 9 semester hours in a student's option are over 10 years old at the time of application to the College, Demonstration of Currency will be required in these courses. Demonstration of Currency for these subjects may be validated through an oral conference with a faculty consultant covering contemporary developments in these subjects. These courses will not be applied toward the option until currency has been demonstrated. Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

## Associate in Science in Applied Science and Technology Options



### Air Traffic Control

This option is limited to licensed Air Traffic Control Specialists. Credit is derived from the FAA certification.

#### Required Courses:

FAA license as an Air Traffic Control Specialist.

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing.

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

Student's options are completed by the required license.

### Architectural Design

This option is designed for architectural drafting and design personnel.

#### Required Courses:

Statics, Architectural Drafting and Design (two courses), Computer Aided Design.

#### Corollary Requirements:

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

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

Students whose options are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their options.

### Aviation Flight Technology

This option is designed for FAA licensed Pilots.

#### Required Courses:

FAA license as a Commercial Pilot with Instrument Rating.

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing.

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

Student's options are completed by the required licenses.

### Aviation Maintenance Technology

This option is designed for FAA licensed Airframe and Powerplant Mechanics

#### Required Courses:

FAA license as an Airframe and Powerplant Mechanic.

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing.

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

Student's options are completed by the required license.

### Biomedical Electronics

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

#### Required Courses:

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

#### Corollary Requirements:

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

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

Students whose options are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their option.

### Civil and Construction Engineering Technology

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

#### Required Courses:

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



**Corollary Requirements:**

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

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

Some of the courses required for the option are available by courses from other universities. Other credits can be earned by portfolio or in the classroom.

**Clinical Laboratory Science**

This option is limited to certified Medical Laboratory Technologists.

**Required Courses:**

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

**Corollary Requirements:**

Intermediate and Precalculus Algebra, Anatomy and Physiology, Chemistry I and II, Data Processing.

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

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

**Computer Science Technology**

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

**Required Courses:**

Data Structures, Programming Languages (limit 9 semester hours), Advanced Computer Science courses (i.e., Computer Architecture, Compiler Construction).

**Corollary Requirements:**

Precalculus Algebra and Calculus I, Physics I and II.

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

All of the courses required for the option are available by guided study or contract learning.

**Electrical Technology**

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

**Required Courses:**

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

**Corollary Requirements:**

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

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

The option may be completed using correspondence courses from other universities.

**Electronics Engineering Technology**

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

**Required Courses:**

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

**Corollary Requirements:**

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

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

Almost all of the courses required for the option are available by correspondence courses from other universities.

**Engineering Graphics**

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

**Required Courses:**

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

**Corollary Requirements:**

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

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

Students whose options are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their options.

**Environmental Sciences**

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

**Required Courses:**

Advanced Sciences (i.e., Ecology, Environmental Chemistry), Environmental Law/Regulations, Environmental Sampling, Environmental Technologies.

**Corollary Requirements:**

Precalculus I and II, Chemistry I and II, Data Processing.

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

Almost all of the courses required for the option are available by courses from other universities.

**Fire Protection Science**

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

**Required Courses:**

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

**Corollary Requirements:**

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing.

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

Almost all of the courses required for the option are available by correspondence courses from other universities.

**Forestry**

This option is designed for experienced forestry personnel.

**Required Courses:**

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

**Corollary Requirements:**

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing.

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

Students whose options are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their options.

**Horticulture**

This option is designed for floriculture and nursery management personnel.

**Required Courses:**

Soil Science, Plant Propagation, Floriculture, Landscape Design.

**Corollary Requirement:**

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing.

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

Students whose options are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their options.

**Laboratory Animal Science**

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

**Required Courses:**

Anatomy and Physiology, Microbiology, Laboratory Procedures, Medical and Surgical Procedures, Animal electives.

**Corollary Requirements:**

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing.

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

Students whose options are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their areas of study.

**Manufacturing Engineering Technology**

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

**Required Courses:**

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

**Corollary Requirements:**

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

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

Almost all of the courses required for the option are available by correspondence courses from other universities.

**Marine Engineering Technology**

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

**Required Courses:**

Statics, Fluid Mechanics or Thermodynamics, Naval Engineering Systems (two courses), Steam or Diesel Propulsion, Electronics.

**Corollary Requirements:**

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

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

Students whose options are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their options.

**Mechanical Engineering Technology**

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

**Required Courses:**

Statics, Strength of Materials, Manufacturing Processes, Machine Design, Electronics.

**Corollary Requirements:**

Precalculus Algebra and Calculus I, Physics I and II, Computer Programming, Computer Aided Design.

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

The courses required for the option are available by correspondence courses from other universities.

**Nondestructive Testing Technology**

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

**Required Courses:**

Materials Science, Codes and Specifications, Nondestructive Testing Methods (five courses).

**Corollary Requirements:**

Intermediate and Precalculus Algebra, Physics I and II, Data Processing.

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

Students whose options are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their options. College credit is awarded for some ASNT certifications.

**Nuclear Engineering Technology**

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

**Required Courses:**

Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors (two courses), Radiation Safety.

**Corollary Requirements:**

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

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

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



## Nuclear Medicine Technology

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

### Required Courses:

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

### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Chemistry I, Data Processing.

### How Students Earn Credit in the Option:

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

## Radiation Protection

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

### Required Courses:

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

### Corollary Requirements:

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

### How Students Earn Credit in the Option:

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

## Radiation Therapy

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

### Required Courses:

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

### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing.

### How Students Earn Credit in the Option:

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

## Respiratory Care

This option is limited to registered Respiratory Therapists.

### Required Courses:

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

### Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Anatomy and Physiology, Data Processing.

### How Students Earn Credit in the Option:

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

## Surveying

This option is designed for surveyors.

### Required Courses:

Surveying Computations, Route Surveying, Surveying electives.

### Corollary Requirements:

Precalculus I and II, Physics I and II, Data Processing.

### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use portfolio assessment or classroom work to complete their options.

# Associate in Science in Management



### Note:

Besides classroom courses, the General Education Requirements, Management Core, and Free Electives can be completed solely through either courses from other universities or a combination of Thomas Edison courses, TECEP exams, portfolio assessment, and other courses.

Approximately half of the options can be completed through a combination of courses from other colleges and universities, Thomas Edison courses, and TECEP exams. The addition of portfolio assessment theoretically allows all options to be completed through means other than attending class.

## Credit Distribution Requirements

### SUBJECT CATEGORY

Semester Hour Credits

<b>I. General Education Requirements .....</b>	<b>30</b>
A. English Composition	6
B. Humanities	6
C. Social Sciences	9
Macroeconomics or Microeconomics	(3)
Other Social Sciences	(6)
No more than 6 semester hours can be taken from one subject area	
D. Natural Sciences and Mathematics	6
Precalculus Mathematics	(3)
(College Algebra and Trigonometry or above)	
Other Natural Sciences/Mathematics	(3)
E. General Education Electives	3
<b>II. Management Core .....</b>	<b>15</b>
A. Introduction to Financial Accounting	(3)
B. Introduction to Managerial Accounting	(3)
C. Business Law	(3)
D. Computer Literacy/Intro to Computers/Intro to Computer Info. Systems	(3)
E. Introduction to Business or Principles of Mgmt/Marketing (if already completed)	(3)
<b>III. Management Options .....</b>	<b>12</b>
<i>Complete one of the following options:</i>	
Accounting	International Business
Administrative Office Management	Marketing
Banking	Operations Management
Computer Information Systems	Procurement
Finance	Public Administration
General Management	Purchasing and Materials Management
Hospital and Health Care Administration	Real Estate
Hotel/Motel/Restaurant Management	Retailing Management
Human Resources Management	Small Business Management/Entrepreneurship
Insurance	Transportation/Distribution Management
<b>IV. Free Electives .....</b>	<b>3</b>
<b>Total 60</b>	



## Associate in Science in Management



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

Thomas Edison State College offers the ASM with an option in the business areas of accounting, finance, general management, human resources management, marketing, and operations management. Students may also focus their associate degree in other business fields such as computer information systems, banking, retailing management, etc.

The ASM is designed so that it can be used as a foundation for the BSBA degree.

### Degree Requirements

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

### General Education Requirements

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

### Management Core

The 15 semester hours required in the Management Core consist of basic business subjects that serve as a foundation for the Management Option of the degree.

### Management Option

The Management Option is that component of the degree that focuses on a specific business area.

### Free Electives

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

### Currency Requirements

Because of the rapid changes occurring in the business environment today, it is important for today's college graduate to maintain up-to-date knowledge. This is especially important to the in-depth area of the degree—the management option. Up to 6 semester hours (50 percent) of the 12-credit option can be older than ten years from the date of application to the College and still be placed in the option without a currency challenge. Any additional older credits that could be included in the option would have to undergo currency review. The Management Core is no longer subject to currency review so older credits that are equivalent to the Management Core will be accepted without a currency challenge. The Demonstration of Currency Conference and other methods available to validate currency are more fully discussed under the BSBA section dealing with currency requirements.

## Associate in Science in Management Options

### Accounting\*

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

#### Required Subjects

Intermediate Accounting I & II.

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

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

### Administrative Office Management\*

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

#### Required Subject

Office Management.

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

Students may complete these credits through a combination of independent study and classroom courses; some utilize portfolio assessment.

### Banking\*

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

#### Required Subject

Financial Institutions and Markets or Money and Banking.

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

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

### Computer Information Systems\*

Computer Information Systems is the study that includes the gathering, recording, systematizing, and interpretation of information essential to the success of modern business. This option is designed for students either currently employed in, or preparing for employment in the computer information field.

#### Required Subjects

Programming Language, Systems Analysis and Design.

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

Students may complete these credits through independent study, TECEP exams, and classroom courses. Some students also may utilize portfolio assessment.

### Finance\*

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

#### Required Subject

Business Finance.

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

Students may complete these credits through correspondence study or a combination of independent study, TECEP exams, and classroom courses. Some students may also utilize portfolio assessment.

### General Management\*

General Management is an option that allows students to exercise significant freedom in deciding what subjects will constitute this option. Six to 12 semester hours can be selected from two or more of the four traditional areas of business—accounting, finance, management and marketing. Up to 6 semester hours from any business area can be included in the option. This option is especially attractive to the individual who wishes to have exposure to a number of business areas.

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

Students may complete these credits entirely through either courses or TECEP exams. Many students also use a combination of one or both of the above with Thomas Edison or classroom courses.

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

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

*\*Each option requires 12 semester hours.*



## Hospital Health Care Administration\*

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

### How Students Earn Credit in the Option:

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

## Hotel/Motel/Restaurant Management\*

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

### Required Subject

Introduction to Hotel/Motel/Restaurant Management.

### How Students Earn Credit in the Option:

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

## Human Resources Management\*

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

### Required Subject

Personnel/Human Resources Management.

### How Students Earn Credit in the Option:

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

## Insurance\*

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

### Required Subject

Principles and Practices of Insurance.

### How Students Earn Credit in the Option:

Students may complete these credits through a combination of portfolio assessment and classroom courses.

## International Business\*

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

### Required Subject

Introduction to International Business.

### How Students Earn Credit in the Option:

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

## Marketing\*

Marketing is defined as the activities involved in marketing products, services and/or ideas. This involves the management of all essential activities from planning the organization's product/service offerings to pricing them, promoting and communicating about them, and distributing them to customers—including consumers, businesses, and governments. Students either already working in the field of marketing or those aspiring toward careers in product/

brand management, marketing research, channel management, selling and sales management, wholesaling, marketing planning and analysis, public relations, and new product development should seriously consider this option.

### Required Subject

Introduction to Marketing.

### How Students Earn Credit in the Option:

Students may complete these credits entirely through TECEP exams or classroom courses. Many students also include portfolio assessment.

## Operations Management\*

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

### Required Subject

Introduction to Operations Management.

### How Students Earn Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize portfolio assessment.

## Procurement\*

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

### Required Subject

Purchasing Management.

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

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

*\*Each option requires 12 semester hours.*

### How Students Earn Credit in the Option:

Students may complete these credits through portfolio assessment and/or classroom courses.

## Public Administration\*

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

### Required Subject

Introduction to Public Administration.

### How Students Earn Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize portfolio assessment.

## Purchasing and Materials Management\*

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

### Required Subject

Purchasing Management.

### How Students Earn Credit in the Option:

Students may complete these credits through portfolio assessment and/or classroom courses.

## Real Estate\*

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

### Required Subject

Real Estate Principles and Practices.

### How Students Earn Credit in the Option:

Students may complete these credits through portfolio assessment and/or independent study and classroom courses.

## Retailing Management\*

This option is designed to meet the needs of students who have interests in the challenging opportunities of retailing. Growth areas of the retailing industry include fashion merchandising, sales promotion, retail advertising, and supportive retail services. Students considering these work activities should seriously look at this option.

### Required Subjects

Introduction to Retailing Management, Retail Buying.

### How Students Earn Credit in the Option:

Students may complete these credits entirely through independent study or classroom courses or a combination thereof. Some students utilize portfolio assessment.

## Small Business Management/Entrepreneurship\*

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

### Required Subject

Small Business Management or Introduction to Entrepreneurship.

### How Students Earn Credit in the Option:

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

## Transportation/Distribution Management\*

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

### Required Subject

Introduction to Transportation.

### How Students Earn Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize portfolio assessment.

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

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

*\*Each option requires 12 semester hours.*



# Associate in Science in Natural Sciences and Mathematics



## Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements .....	30
A. English Composition	6
B. Humanities	6
C. Social Sciences	6
D. Natural Sciences and Mathematics	6
One college-level Math course required (3)	
Strongly recommend one Computer Science course (3)	
Or	
Other Natural Sciences/Mathematics (3)	
E. General Education Electives	6
II. Individual Option .....	21
Introduction to the Option (3)	
Required Basic Theory Areas (9)	
Individualized selection appropriate to the Option (9)	
The following options will emphasize areas appropriate to the degree and will articulate with areas of study in the Bachelor of Arts degree:	
Biology, Chemistry, Computer Science, Mathematics, Physics	
III. Free Electives .....	9
<b>Total 60</b>	

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

## Degree Requirements

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

## General Education Requirement

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

## Option

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

## Free Electives

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

# Associate in Science in Natural Sciences and Mathematics Options

## Biology\*

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

### Required Courses:

General Biology I with lab, II with lab or Botany with lab (one semester, usually 4 s.h.) and Zoology with lab (one semester, usually 4 s.h.). Select 9 semester hours from the following for the theory and concepts area: anatomy and physiology, cell biology, biochemistry, ecology, evolution, genetics, microbiology, molecular biology, physiology, 6 semester hours of option electives.

### How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Chemistry\*

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

### Required Courses:

General Chemistry I with lab, II with lab. Select 9 semester hours from the following for the theory and concepts area: organic chemistry, physical chemistry, analytical chemistry, biochemistry, 4 semester hours of option electives.

### How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment also may be used.

## Computer Science\*

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

### Required Courses:

Introduction to Computer Science. Select 9 semester hours from the following for the theory and concepts area: Assembly Language Programming, Compiler Construction, Data Structures, Numerical Analysis or Discrete Mathematics or Linear Algebra (Calculus based), Switching Theory and Automata, 9 semester hours of option electives which may include a maximum of two courses/6 semester hours in the following: Database Management, Information Storage and Retrieval, Microcomputers, Systems Analysis and Design, Systems Programming.

### Corollary Requirements:

Calculus I, II.

### How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Mathematics\*

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

### Required Courses:

Calculus I (Differential). Select 9 semester hours from the following for the theory and concepts area: Calculus II (Integral), Calculus III (Multivariate), Linear Algebra (Calculus based), Prerequisite of Calculus in description), Probability or Statistics, Matrix Algebra, Number Theory, 9 semester hours of option electives.

### Corollary Requirements:

General Physics I (Calculus based).

### How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

## Physics\*

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

### Required Courses:

Physics I with lab (Calculus based), II with lab (Calculus based). Select 9 semester hours from the following for the theory and concepts area: Modern Physics, Electricity and Magnetism, Mechanics, Mathematical Physics, Heat and Thermodynamics, 4 semester hours of option electives.

### Corollary Requirements:

Calculus I, II.

### How Students Earn Credit in the Option:

Courses in this option can be completed by Portfolio Assessment and/or courses from other colleges.

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

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

*\*Each individual option requires 21 semester hours.*



# Associate in Science in Public and Social Services



## Credit Distribution Requirements

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

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

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

# Associate in Science in Public and Social Services

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

## Degree Requirements

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

## General Education Requirements

The 30 semester hour requirement in general education provides students with a broad background in humanities, social sciences, and natural sciences/mathematics, and enables students to have a foundation for the Public and Social Services option.

## Professional, Public and Social Services Component

The option includes 21 semester hours of courses within the option area selected. These credits will include 3 semester hours of credit in introduction to the option, 9 semester hours of credit in the theoretical area, 6 credits in the applied area, and 3 credits in the practicum.

## Free Electives

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

## Additional Degree Requirements

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

One 3 semester hour course in intercultural communications or race and ethnic relations is required. This course may be used to fulfill humanities, social sciences, general education electives, or free electives, depending on the nature of the course.

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



## Associate in Science in Public and Social Services Options

### Administration of Justice\*

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

#### Required Courses:

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

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

Students usually have a significant number of credits completed in the option. Remaining credits are completed by a combination of portfolio assessment, exams and courses.

### Child Development Services\*

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

#### Required Courses:

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

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

Students use a combination of portfolio assessment, exams and courses to complete this option.

### Community Services\*

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

#### Required Courses:

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

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

Most students use a combination of exams, portfolio assessment and courses to complete the option.

### Emergency Disaster Management\*

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

#### Required Courses:

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

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

Students earn most of the credits by taking the Emergency Management Institute and home study courses. The remaining credits are usually completed by military training/courses, National Fire Academy courses, portfolio assessment, exams, and courses.

### Legal Services\*

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

#### Required Courses:

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

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

Students use a combination of courses, exams, portfolio, and assessment credits from training programs.

*Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

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

*\*Each option requires 21 semester hours.*

### Recreation Services\*

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

#### Required Courses:

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

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

Students use a combination of courses and portfolio assessment to complete this option.

### Social Services\*

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

#### Required Courses:

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

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

Students use a combination of portfolio assessment, exams and courses to complete this option.

### Social Services for Special Populations\*

This option is designed for providers of social services to developmentally, physically and psychologically disabled populations in a variety of settings.

#### Required Courses:

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

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

Students use a combination of courses, exams and portfolio assessment to complete this option.

*Note: Many courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.*

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

*\*Each option requires 21 semester hours.*



## Certificates

The Thomas Edison State College offers certificates in the following professional areas:

- Accounting
- Administrative Office Management
- Computer Aided Design
- Computer Information Systems
- Computer Science
- Electronics
- Finance
- Human Resources Management
- Labor Studies
- Marketing
- Operations Management
- Public Administration

Certificates fulfill the needs of a diverse group of students. In some cases, certificates may be earned by those students not enrolled in a degree program but pursuing credits in a particular area in order to gain college-level knowledge and to have that knowledge academically recognized (put on a transcript). Others may earn certificates that coincide with particular degree requirements that they are pursuing.

There is no limit to the number of certificates that can be earned by a student. Credits can be earned through portfolio assessment, examination, independent study, Guided Study, On-Line Computer Classroom, Contract Learning, television or classroom courses. The overall minimum grade point average for the certificate is "C" or 2.0.

More specific information concerning certificates can be obtained by contacting the Learner Services Center.

## How to Apply for a Certificate

Students enrolled at the College who wish to receive certificates in one or more of the specified areas must fill out the certificate application form for each requested certificate and submit these completed forms to the Office of the Registrar.

Students not interested in pursuing degrees but only interested in one or more certificates must:

1. apply to the College by filing the "Application" (with application fee),
2. submit the annual enrollment tuition, and technology services fee, and
3. fill out and send in the certificate application form. Students are charged for the credits applied to the certificate; this charge is called the "credit transfer evaluation fee."

## The Certificate will be Issued on Completion of the Following:

1. The College has received, reviewed and approved the certificate application.
2. All credits included in the certificate have been officially accepted and placed in the appropriate areas of the certificate.
3. All required minimum grade point averages have been met or exceeded.
4. All appropriate fees have been paid.

## Programs and Services Available Through the Internet

Thomas Edison State College pioneered and continues to be a leader in the use of innovative technologies in higher education. Anyone with access to the Internet can learn and use the services of the College, at any time or in any place. Although students are not required to have a computer in most degree programs, those who do may possess electronic access to many of the College's programs, services and information resources. Through the Internet, anyone can:

- Browse through general information about the College and its various methods of earning credit.
- Use an on-line application.
- Read news items and bulletins.
- Use e-mail to correspond with the Office of Admissions.
- Participate in on-line discussions.

Enrolled students with Internet access can:

- Search for independent study courses and/or college-level examinations through on-line information packages.
- Use e-mail to send and receive messages and assignments for on-line computer classroom and guided study with e-mail courses.
- Use e-mail to correspond with academic advisors, College offices and other students.
- Participate in or initiate on-line discussions about various topics.
- Use the Internet for resources such as on-line library and database searches.

## On-Line Computer Classroom Courses

Through the Internet, students can, if they choose, interact electronically with faculty mentors and other students, regardless of their geographic locations. They may join in both open and regularly scheduled class discussions posted and guided by their faculty mentor. During this electronic class interchange, students can present their ideas and questions, read the comments of other class members, and get feedback from the faculty mentor. All On-Line Computer Classroom courses use textbooks and study guides, require regular written assignments and proctored examinations.

## Guided Study with E-Mail Option

Guided Study with E-Mail allows students to communicate with their faculty mentors and submit course assignments via e-mail in selected Guided Study courses. Students using this option receive print-based course materials, as they do with all Guided Study courses, but they use e-mail to send in their work for grading and receive feedback and other course-related information from faculty mentors.

## Master of Science in Management (MSM) Degree

Thomas Edison State College offers an MSM degree that uses the Internet as an integral communication medium throughout the degree completion process. Students who are accepted into the program use the Internet extensively for assignment exchange, e-mail and on-line discussions. Other master's degree programs are being developed.

## Who Can Use These Services?

Enrolled students of the College who have access to the Internet may connect to Thomas Edison through the College's Web Site at <http://www.tesc.edu>



# Earning Credit to Complete an Undergraduate Degree

Thomas Edison State College offers several convenient opportunities for earning college credit. Some of the options allow students to earn credit for knowledge they have already acquired, while other options offer opportunities for new learning.

## Thomas Edison State College Programs

- Guided Study courses
- Guided Study with E-mail courses
- On-Line Computer Classroom courses
- Contract Learning courses
- Thomas Edison College Examination Program (TECEP)
- Portfolio Assessment
- ACE's College Credit Recommendation Service (for corporate and organizational training)
- Previously earned licenses and certificates

## College-Level Examination Programs

- TECEP
- CLEP
- DANTES
- New York University Foreign Language AP
- Defense Language Institute

## Non-College Programs Reviewed by American Council on Education

- Business and Industry Training Programs
- Proprietary Schools
- Military Training

## Transfer of Course Credits from Regionally Accredited Colleges

## EARNING CREDIT TO COMPLETE AN UNDERGRADUATE DEGREE

### Courses

Thomas Edison also offers opportunities for gaining new knowledge. Some of the most convenient and exciting methods are offered through the College's Center for Distance & Independent Adult Learning (DIAL). Students may register for courses in several different formats: Guided Study, Guided Study with E-Mail, On-Line Computer Classroom and Contract Learning. Additionally, students may register for courses offered by other colleges, independent study and correspondence courses, or traditional classroom courses at other colleges.

### Guided Study

Each Guided Study course is designed for independent, distance learning and is structured around weekly readings, video and/or audio tapes, and written assignments. Students work on their own at home using texts, study guides and other course materials. Specific lessons and assignments must be completed, and the learning is evaluated by mid-term and final exams. When a student enrolls in a Guided Study course, he/she is assigned a faculty mentor who will answer course-related questions and grade assignments and exams.

### Guided Study with E-Mail

Guided Study with E-mail allows students to communicate with faculty mentors and submit course assignments via e-mail in selected Guided Study courses. Students using this option will receive print-based course materials, as they do in all Guided Study courses, but they will use e-mail to send in their work for grading and receive feedback and other course-related information from faculty mentors. To take advantage of this option, students must have a computer with a modem and software that allows them to send e-mail, and, preferably, also to send text file attachments. To see which courses are offered with this option, check the listings in the *Registration Bulletin* that are labeled "also available with e-mail option" in the course description.

### On-Line Computer Classroom Courses

On-Line Computer Classroom Courses are similar to Guided Study courses, but also have an electronically-delivered component. Students use a computer and modem to connect to the Internet where they participate in class discussions and receive feedback from a faculty mentor. Students and their faculty mentors also use e-mail to send and respond to course assignments.

### Contract Learning Courses

Contract Learning students enter into

individual contracts with course faculty, who serve as faculty mentors. All contracts are developed under curriculum guidelines established and approved by the College. Interaction between students and faculty is generally via telephone, mail and e-mail, and students must complete all course work in 16 weeks. At the conclusion of the contract, the faculty mentor completes a final assessment of the student's work.

### Going the Distance: PBS

Thomas Edison is one of 60 colleges nationwide selected by the Public Broadcasting System (PBS) as a partner in its Going the Distance Program. Through the program, the College offers courses on New Jersey Network (NJN) public television. Students can earn an Associate in Arts degree by completing this program. Video cassettes are available as an alternative to the PBS televised option.

### Independent Study and Correspondence Courses

Thomas Edison allows students to make use of a number of accredited independent study and correspondence programs that are offered by colleges and universities throughout the United States. These programs provide great flexibility and varied learning opportunities. Students may make arrangements with the College's Office of Test Administration to have their independent study and correspondence course exams proctored by Thomas Edison.

### Classroom Study

Students also may attend regionally accredited colleges in their own communities, transferring credits they earn to their Thomas Edison degree program. Since there is no limit to the number of colleges students may attend, they often find a greater variety of courses available to them. Many students find a classroom experience extremely satisfying as a complement to the other methods of earning credit.

### Testing

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

The College offers its own credit-by-examination program, the Thomas Edison

College Examination Program (TECEP), and serves as a test center for the College-Level Examination Program (CLEP); DANTES (previously a military program now available to civilians); the Ohio University Examination Program; and the New York University Proficiency Testing in Foreign Languages Program. For details about each of these programs, refer to the "Other Testing Programs" section of this catalog. Under appropriate circumstances, credit will be recognized for examinations in programs no longer currently offered, as, for example, the United States Armed Forces Institute (USAFI).

### Portfolio Assessment

Portfolio Assessment is a flexible, efficient way of earning college credit for what you have learned outside the classroom. Students may demonstrate their college-level knowledge and skill through the College's portfolio assessment program.

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

### Other Credit-Bearing Opportunities

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

Similarly, through the American Council on Education's (ACE) College Credit Recommendation Service, students may earn credit for successfully completing many training programs offered by business, industry, labor unions, and other noncollegiate providers of education and training. The section on Corporate and Business Training Programs provides additional information about this program.

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



# Thomas Edison Courses

Guided Study, Guided Study with E-mail, On-Line Computer Classroom courses and Contract Learning are all approaches to learning which take place outside the traditional college classroom. These approaches have proven most successful with well-motivated, self-disciplined individuals who enjoy learning independently.

## Guided Study

Guided Study (GS) courses are designed to provide the experience of independent learning in a structured correspondence format with the guidance of a faculty mentor. In addition to basic texts, most courses include a study guide, supplemental readings, and where appropriate, video and/or audio tapes with viewing/listening instructions. Self-assessment tests and exercises are often incorporated into the course materials. Faculty mentors assess your academic progress through written assignments and proctored examinations. They are available for consultation by mail or telephone.

## Guided Study with E-mail

Guided Study with E-mail allows students to communicate with faculty mentors and submit course assignments via e-mail in selected Guided Study courses. Students using this option will receive print-based course materials, as they do in all Guided Study courses, but they will use e-mail to send in their work for grading and receiving feedback and other course-related information from faculty mentors. To take advantage of this option, students must have a computer with modem and software that allows them to send e-mail and preferably file attachments. To see which courses are offered with this option, check the listings in the current Registration Bulletin that are labeled "also available with e-mail option" in the course description.

## Contract Learning

Contract Learning courses offer students the opportunity to earn college credit for hard-to-find courses that are not readily available in established distance and independent learning formats. These courses are designed to provide rigorous college-level learning experiences by

allowing students to enter into learning contracts and work independently with minimal faculty guidance to complete course objectives.

All Contract Learning courses are developed under curriculum guidelines established and approved by the College. Basic Contract Learning courses are designed by faculty experts with specific criteria outlining learning objectives and outcomes, methods of study, learning activities, and assessment and evaluation standards. Students may request specialized course focus or content which will be reviewed for incorporation into the contract, if deemed appropriate by the faculty mentor and the College. As with other distance and independent learning courses, it is the student's responsibility to ensure that selected courses are approved to meet degree requirements. Students are also responsible for procuring all needed course materials and textbooks.

## Course Descriptions BUSINESS, MANAGEMENT AND PROFESSIONAL

**ACC-101-GS Introduction to Financial Accounting (3)**  
Financial Accounting is designed to provide students with a basic level of knowledge in recording business transactions, summarizing business activities, and preparing, interpreting and utilizing financial statements. Topics focus on accounting principles, systems and cycles, transactions, income statements, depreciation, merchandising, inventory control, assets and liabilities, and financial partnerships.

**ACC-102-GS Introduction to Managerial Accounting (3)**  
Managerial Accounting emphasizes the information managers need to make decisions and the type of analyses appropriate to each decision. Topics include budgeting, cost/profit relationships, cost accounting systems, cash flow, inventory and process costing, pricing, capital budgeting, product mix, planning, operations, control and evaluating performance.

**ACC-421-GS Federal Income Taxation (3)**  
This course covers the basics of federal income taxation of individuals and looks briefly at partnerships and corporations. As far as individual taxation is concerned, it covers the basic tax calculations, filing status, gross income inclusions and exclusions, gain and loss recognition, business and personal deductions, tax credits and filing requirements. It also looks

at the taxation of partnerships, as well as that of corporations and special "S" Corporations. Emphasis will be placed on tax planning in all areas. The following topics are included: taxation of individuals, tax accounting, gross income, exclusions from gross income, trade or business expenses, depreciation, bad debts and losses, nonbusiness deductions, realization and recognition of gain or loss, character of gain or loss, tax computations, tax credits, corporations and partnerships.

**BUS-101-GS Introduction to Business (3)**  
Introduction to Business is a one-semester course for students who want to expand their understanding of business. The course presents an inside view of business, dissecting the realities and complexities of the ever-changing world of business in today's modern society. From the internal functions of a business to the challenges of businesses on an international scale, the course provides a comprehensive view of the contemporary environment of business.

**BUS-161-GS Business Mathematics (3)**  
A practical approach to the use of mathematics in business. Topics include mathematical applications in retailing, finance, business accounting concepts and communicating by numbers. While the course does not assume previous course work in mathematics, it does assume that students are mathematically literate. This course will not satisfy the general education mathematics requirement.

**BUS-421-GS Business Policy (3)**  
Business Policy focuses on the development and implementation of sound strategy as the means to success in a global, competitive environment. It assumes that any organization, profit or nonprofit, public or private, faces increasing challenge from competitors and a demanding marketplace, and must make tough choices in order to develop and maintain competitive advantage in the eyes of the marketplace. The course is structured around several fundamental beliefs:

- Competition will increase, both directly and indirectly
- The marketplace will continue to fragment, differentiate and be satisfied only by those products and services meeting its needs
- Organizational resources—whether capital, physical, human or technological—will inevitably be limited
- Organizational management will have to engage in strategic thinking, problem solving and decision making in order to plan, allocate and oversee effective use of those resources

## THOMAS EDISON COURSES

There are *optional* links to web sites for students who have Internet access.

**CIS-107-GS Computer Literacy (3)**  
The course is designed to: provide a comprehensive overview of the computer, what it is, what it can and cannot do, how it operates, and how it may be instructed to solve problems; familiarize learners with the terminology of data processing; examine the application of the computer to a broad range of organizational settings and social environments; prepare learners to understand and utilize computers in both their personal and professional lives.

**FIN-301-GS Business Finance (3)**  
This course serves as an introduction to financial management. Financial management is concerned with value and, when applied to firms, studies financial decision-making and its impact on the value of the firm. Virtually all management decisions have financial implications, and it is the impact on the value of the firm by which management decisions are judged. Superior management produces superior financial decisions, which lead to growth and increased valuation of the firm. This course will consider specific financial decisions such as selecting among alternative investments (i.e. capital budgeting), the sources of the firm's finances (i.e. the optimal capital structure), the management of current assets and liabilities (i.e. working capital), and the tools of financial analysis. Emphasis will be placed on analytical tools and their use to solve financial problems.

**LAW-201-GS Business Law (3)**  
**LAW-201-EM Business Law (3)**  
This introductory business law course emphasizes the contract and the legal system. Topics include: the law of sales, commercial paper, agency and property. Also covered are government regulation, employment practices, and consumer and environmental protection.

**MAN-301-GS Principles of Management (3)**  
**MAN-301-EM Principles of Management (3)**  
Designed for the managerial candidate or someone who has worked but not had formal training in business management. It is intended to provide essential skills in planning and organizing, staffing and directing, controlling, decision making, motivation, communication, and the application of management principles to the business organization.

**MAN-331-GS Human Resources Management (3)**  
Human Resources Management is an upper level, undergraduate guided study of human resources within the contemporary workplace, focusing on their importance as a critical organizational asset and means to competitive advantage. It asserts that every organization, whether public or private, profit or nonprofit, must plan for, manage and evaluate its personnel as strategically as it does any other resource. The course assumes a prerequisite knowledge of basic management theory, and is built around three fundamental concepts:

- Human resources represent a critical organizational asset
- Human resources are a linchpin for organizational development
- Human resources can and should be a source of competitive advantage

The course also recognizes the unstable nature of today's business environment, and emphasizes competition and change as the drivers of effective human resources management practices.

**MAN-372-GS International Management (3)**  
This course emphasizes business behavior and organization including comparative management in various cultures. Management practices in Europe, Asia, Latin and South America, and Africa are contrasted with the strategies and operating principles of American firms. Consideration is given to factors that influence business policy and organizational behavior in different societies and the implications of cultural differences on the rapidly growing trend toward multinational companies.

**MAN-373-GS Managerial Communication (3)**  
This course involves the application of oral and written communication principles to managerial situations and an overview, simulation and analysis of the communication process in the business environment. Topics include: alleviation of barriers; structure; information overload; interpersonal techniques such as transactional analysis, nonverbal and behavioral aspects.

**MAN-432-GS Small Business Management (3)**  
Small Business Management provides students with an understanding of the tools entrepreneurs require to compete effectively in the world of business. Students observe a variety of small businesses in action and gain a first-hand look at how to start a small

business, evaluate business opportunities, market products or services, manage personnel and fiscal demands, and more. Wrap-up discussions feature business experts who analyze the issues addressed by the business owners and offer relevant advice.

**MAR-301-GS Introduction to Marketing (3)**

**MAR-301-EM Introduction to Marketing (3)**  
Introduction to Marketing as it relates to contemporary living and society's changing needs. Students learn how a marketing manager interacts with diverse areas of business as well as basic marketing principles, including product, promotion, pricing, and distribution.

**MAR-310-GS Principles of Sales (3)**  
This is a business course designed to introduce students to the principles of selling and to the role of the professional sales person in the marketing process. The course explores the characteristics and skills necessary for success in sales; techniques for identifying sales prospects and qualifying buyers; the importance of relationship building, product knowledge and post-sales service in long-term, consultative-style selling; territory and sales management; and selling the global marketplace.

**OPM-301-GS Introduction to Operations Management (3)**  
This is a survey of operations management using systems concepts to stress coordination, optimization and control of materials, equipment and people to the management of all types of organizations. Topics include logistics; production; purchasing; inventory control; and other areas of operations management and research.

## ENGINEERING TECHNOLOGY

**EGM-330-CL Fluid Mechanics (3)**  
Topics in this course include fundamental fluid statics, including: manometry, forces on submerged surfaces, Archimedes principle, details of one-dimensional incompressible flow; conservation laws and application to flowing systems, cavitation, impulse-momentum problems, vanes; pipe flows; laminar analyses, turbulent flows with emphasis on calculation of fluid properties. Applications include effects of area change, converging and diverging nozzles, choking phenomena, and normal shock waves.



**ELT-246-CL Electronic**

**Instrumentation and Control** (3)  
Topics in this course include automatic testing of electronic devices; electronic instrumentation and control; physical properties and their measurement; industrial electronic circuit applications including: interfacing process variables; motor control and servo systems; numeric control systems; programmable controllers; and industrial robots.

**MET-311-CL Machine Design I**

(3)  
This course involves the application of principles of mechanisms and strength of materials to mechanical design. Topics include theories of failure, fatigue, weldments, fasteners, spring and other machine elements subject to static and dynamic loading.

**MET-312-CL Machine Design II**

(3)  
A continuation of Machine Design I including the design of power screws, brakes, clutches, belt and chain drives, gears, gear trains, bearings, thick-wall cylinders, and other machine elements.

**HUMANITIES****ART-100-GS A World of Art**

(3)  
This is a unique art appreciation course designed to give students an in-depth understanding of works of art, by first giving them an insight to the mind of the modern artist and his/her working process. Through a series of video programs, the course follows ten different contemporary artists as they work on individual projects from start to finish. As well as learning the principles of design and different types of media artists employ, students will learn about the process of artistic creation.

**ART-163-GS Art History I**

(3)  
**ART-163-EM Art History I** (3)  
Examines the works of art that have come to define the Western visual tradition from ancient Greece through the Renaissance. An appreciation of the formal qualities, iconography and technical achievements of significant works of art is emphasized. The course will also show how these works of art closely reflect the prevailing attitudes of the society in which they were created, as well as the goals of the artists.

**ART-164-GS Art History II**

(3)  
**ART-164-EM Art History II** (3)  
This course is the second half of Art History and continues to examine the works of art that have come to define the Western visual tradition from the period right after the Renaissance - the Baroque Period - to the

present day. An appreciation of the formal qualities, iconography and technical achievements of significant works of art is emphasized. The course will also show how these works of art closely reflect the prevailing attitudes of the society in which they were created, as well as the goals of the artists.

**COM-209-GS Public Speaking**

(3)  
Public Speaking provides a foundation for developing effective oral communications skills. It focuses on developing effective presenting skills in front of small, medium, and large audience situations. The course moves from an overview of topic-selection, research, structuring, writing, and rehearsal skills to participation by the student on topics similar to what may be encountered in business or social situations. Role models of historical and contemporary speech are analyzed within the context of their respective audiences and the events shaping those presentations. Practical techniques are emphasized in message delivery, audience expectations, informative and persuasive approaches, the use of supportive materials and audio-visuals, gesture and physical environment, being introduced, impromptu speeches and question/answer segments, panel structures, and the use of humor to motivate audiences. To directly apply these concepts, the course requires that the student produce three separate presentations on video-tape for instructor review, concurrent with the term of the course and beyond any previous sales or social presentations that the student regularly makes. Throughout the course, a fourteen-part study guide is provided for the student to respond to by engaging in structuring, rehearsing, and delivering of their speeches. Detailed outlines are to be submitted prior to actual presentations for instructor review and commentary. The student is asked to review the speaking style of two live speakers during the course.

**COM-335-GS Elements of Intercultural Communication**

(3)  
This course presents a broad theoretical base in the study of intercultural communications. Its emphasis is the study of the many complex elements and processes involved in the sending and receiving of messages within intercultural contexts. The aim of the course is to increase the student's sensitivity, understanding, and awareness of intercultural differences and similarities that lead to more effective communication. The basic concepts, principles and skills for improving communication between persons from different minority, racial, ethnic, cultural and intercultural backgrounds will be covered.

**ENG-201-GS Technical Writing**

(3)  
This course is designed to teach students how to prepare technical communications (e.g., proposals, abstracts, mechanism and process descriptions) in writing. Building on the skills taught in English Composition courses, students will further develop their writing ability by enhancing their understanding of strategies and techniques. Some areas covered in this course are as follows: analysis as writing technique; writing clear and accurate instructions; the difference between process descriptions and mechanism descriptions.

**FIL-110-GS American Cinema**

(3)  
**FIL-110-EM American Cinema** (3)  
American Cinema is an introductory course in film studies, and in a broader sense, a language course - the language of the motion picture. Through this course, students will learn to become more active and critical viewers as they question the images of America they see on the movie screen and redefine their own relationship to those images. The course endeavors to help students to increase their understanding of films as art, as cultural artifacts, as an economic force and as a system of representation and communication. Students will learn about the invention of the motion picture camera, the rise of the studio system, and the production of popular genres such as the western, the comedy, and the combat film while examining the development of an American narrative tradition and the evolution of character within genres.

**HUM-406-GS The Age of Enlightenment: 18th Century Music and Art**

(9)  
**LIT-330-GS 18th Century Poetry and Literature**  
**PHI-310-GS 18th Century History and Philosophy**  
This course explores the culture of the Age of Reason at its height through the in-depth study of a number of major texts and of certain leading figures. There is an interdisciplinary approach embodying, for instance, historical, literary and philosophical approaches. The works of fiction and poetry, philosophy, history, science, music and art are studied in their own right, but are also interconnected as mutually illuminating phenomena.

**JOU-352-GS News Writing**

(3)  
News Writing is a comprehensive journalism course designed to teach students how to start, develop and polish hard news and feature stories. In addition, related styles, such as editorial and column writing, are explored along with issues of language use,

media ethics and media law. The course explores both traditional and emerging journalism styles in broadcast and public relations as well as print journalism.

**LIT-101-GS Introduction to Modern English and American Literature I: The Nineteenth Century**

(3)  
This course introduces students to English and American works from the period between 1789 and 1901. It provides a general introduction to literature and literary analysis: discussion of major cultural movements of the 19th century; and an anthology which includes selections by Blake, Wordsworth, Keats, Whitman, Dickinson and Browning.

**LIT-102-GS Introduction to Modern English and American Literature II: The Twentieth Century**

(3)  
This course introduces students to English and American prose and poetry of the 20th century. It exposes the ways in which 20th century writers have sought to go beyond the literature of earlier eras by experimenting with new ideas and new forms of expression. Influential figures of literary modernism - writers who sought ways to respond to the fragmentation and impersonality of modern life are examined along with post modernist writers from the period after World War II to the present.

**LIT-130-GS Analysis and Interpretation of Literature**

(3)  
Incorporating both contemporary and traditional works, this course is organized around three major genres of literature - short fiction, poetry and drama - allowing students to examine the literary elements of character, plot and symbolism. Critics, as well as noted authors, share perspectives on various works and the craft of writing. The course also places a strong emphasis on writing about literature as a way to learn and use advanced compositional techniques.

**LIT-221-GS Introduction to Children's Literature**

(3)  
**LIT-221-EM Introduction to Children's Literature** (3)  
Designed to inform students about the history and diversity of children's literature, this course covers a variety of recommended works and suggests criteria for selecting and evaluating alternative books. Specific genres covered include traditional literature, historical fiction, multicultural literature, works of contemporary realistic fiction and information books. Regular access to a library with children's books is required.

**LIT-320-GS Shakespeare I**

(3)  
The eight plays prescribed for this course were chosen to illustrate Shakespeare's remarkable range and variety. They show the development of his art from the relatively early "A Midsummer Night's Dream" to "The Tempest": one history, three comedies, three tragedies, and a romance are covered. Despite the broad range covered by these plays, they are linked by common concerns. All, for example, examine the use of power, the nature of kingship, and the responsibilities of those who judge others.

**LIT-337-GS Twentieth**

**Century African-American Novel** (3)  
While focusing on the contemporary African-American novel, the course emphasizes the development, diversity and quantity of African-American literature. Works other than popular and current novels promote a wider acquaintanceship with some of the major African-American writers of the twentieth century.

**LIT-347-GS Modern American Poetry**

(3)  
Modern American Poetry chronicles the collective achievement of America's great poets and their contribution to our national poetry. The course focuses on works of poetry rather than on biography, and conveys poetry as a dynamic, living art form in this country. Documentary, dramatic and experimental film techniques are skillfully combined in this course.

**LIT-377-GS Literature of the Americas**

(6)  
This course is designed to widen students' understanding of American literature by exploring three important literary traditions of North and South America: Spanish-American, African-American, and Canadian fiction. Along with such writers as Mark Twain and William Faulkner, who represent the mainstream of American writing, the writers of these parallel traditions are worthy of note for their achievements on the 20th century.

**PHI-286-GS Contemporary Ethics**

(3)  
**PHI-286-EM Contemporary Ethics** (3)  
Examines contemporary ethical conflicts and provides a grounding in the language, concepts, and traditions of ethics. At the core of the course, experts from government, the press, medicine, law, business and the military grapple with moral concerns that arise in both personal and professional life. Following a case study approach, the

course provides students with the intellectual tools to analyze moral dilemmas in the fields they choose to pursue and in the society in which all of us live.

**PHI-376-GS Major Philosophers: From Socrates to Sartre**

(3)  
Examines six major philosophers of Western Civilization: Plato, Descartes, Hume, Hegel, Marx, and Sartre. Each philosopher's distinctive treatment of the real problems of his time conditioned the way in which later thinkers dealt with similar problems, and raised new problems which became the subject matter for future thought and investigation.

**PHI-384-GS Ethics and the Business Professional**

(3)  
**PHI-384-EM Ethics and the Business Professional** (3)  
This course focuses primarily on ethics as applied to business professionals. In addition to introducing many concepts of ethics, the course encourages students to develop practical methods and models for thinking about and resolving ethical issues and conflicts, and applying these to ethical issues and problems that arise in business. It investigates institutions and their personnel and practices in light of ethical considerations covering a broad range of political, economic, societal and philosophical views.

**REL-371-GS Myth and Culture**

(3)  
**REL-371-EM Myth and Culture** (3)  
Myth and Culture presents the world's mythologies as taken from the lectures of Joseph Campbell, world-renowned scholar and mythologist. Students will gain an understanding of mythology's role in human history and religions throughout the world. Topics include: origins of man and myth, gods and goddesses, eastern philosophy, Arthurian legends, Tristan and Isolde, the Tibetan Book of the Dead, and more.

**REL-405-GS The Religious Quest: Introduction to World Religions**

(9)  
**REL-406-GS Eastern Religions**  
**REL-407-GS Western Religions**  
This course is designed as an intensive one semester course in world religions. Emphasis is on specific forms of religious expression and practice, rather than the more abstract or theological aspects. Religions covered are those of the majority of humankind and living traditions in today's world: Hinduism, Buddhism, religions of China and Japan, Judaism, Christianity, Islam, and several African religions.



**SPA-101-GS Elementary Spanish I** (3)  
Elementary Spanish I is designed for students with no previous knowledge, or very limited knowledge, of the Spanish language. Strong emphasis is placed on acquiring conversational and comprehension skills through practical and interesting situational materials that stress both the language and cultures of Mexico, Spain and Argentina. Lessons focus on vocabulary recognition and building, and pronunciation, and include practice sessions in hearing and pronouncing the sounds of the Spanish language.

**SPA-102-GS Elementary Spanish II** (3)  
Elementary Spanish II builds upon skills students will have acquired in the prerequisite Spanish course. Vocabulary and grammar topics are stressed, and learning is reinforced with self tests focusing on vocabulary, grammar, listening and conversational skills. Lessons include activities involving reading materials excerpted from authentic sources such as magazines and newspapers, and activities designed to develop description and narration skills. The cultural focus of this course is on Mexico, Puerto Rico, Spain and Argentina.

**SPA-103-GS Elementary Spanish III** (3)  
Elementary Spanish III is designed to help students build on existing skills to develop full communicative proficiency in Spanish, including listening, speaking, reading, writing and cultural awareness of Mexico, Spain, Argentina and Puerto Rico.

## NATURAL SCIENCES AND MATHEMATICS

**AST-101-GS Introductory Astronomy** (3)  
Introductory Astronomy explores a broad range of astronomy topics, concepts, and principles, from the motions of the visible sky to dark matter, from our own planet to the stars and galaxies. The course examines evidence for the big bang and continuing evolution of the universe and tracks the formation, life and death of the stars. Throughout the course, special emphasis is placed on the scientific evidence that astronomers use to support their conclusions. The course also depicts how astronomers have come to know about the universe, and shows how astronomers are still seeking answers to some of the most fundamental questions.

**BIO-101-GS Introductory Biology (nonlab)** (3)  
This course is designed as an introductory biology course for nonscience majors with an

emphasis on molecular biology. The video programs reveal current trends in molecular biology, illustrate scientists at work and convey the challenges and opportunities in this growing field. The course incorporates natural history examples, and includes a general introduction to the nature of life. Topics also include: DNA; genetics; reproduction; animal physiology, including circulation and immunology; and ecology.

**BIO-108-GS Introduction to Nutrition** (3)  
**BIO-108-EM Introduction to Nutrition** (3)

This introductory course is intended to provide accurate and scientifically sound information on human nutrition. Topics covered in the course include food choices; the digestive system; metabolism; the effects of carbohydrates, fats and proteins on health; nutrition in various stages of the life cycle; vitamins and minerals; and the effect of diet in the presence of diabetes and cardiovascular disease.

**CHE-101-GS Survey of Chemistry (nonlab)** (3)

Developed for nonscience majors, this course deemphasizes mathematical problem solving in favor of presenting a unified view of chemistry. Chemical principles, facts and theories are presented through practical applications, illustrations and experiments. The historical foundations, recent developments and future directions of chemistry are also presented.

**CHE-240-GS Elementary Organic Chemistry (nonlab)** (3)

A survey of the basic principles of Organic Chemistry. Topics include saturated, unsaturated and aromatic hydrocarbons, isomerism, sugars, fats and oils, proteins and nucleic acids, ending with molecular structure and spectroscopy.

**COS-101-GS Introduction to Computers** (3)

**COS-101-EM Introduction to Computers** (3)

This course provides a broad, general introduction to computers including an introduction to programming using the QBASIC language. The course covers hardware and software fundamentals, essential computer applications, computer networking, how to use a computer to solve a problem and the impact of the information age on our work, our homes, society and the future. The course assists students in acquiring the ability to describe and

explain the uses of a variety of computer hardware and software, how a computer is used for a variety of applications, and provides insight into computer networking and its impact upon society. Students learn how to write programs using the QBASIC language to solve problems.

**COS-116-GS C Programming** (3)

C Programming gives the student the opportunity to study and gain experience with one of the most popular computer languages. Students will learn to write, debug and run programs in C language - the increasingly popular UNIX-related, intermediate-level software development language. The course covers operators, variables, loops, functions, pointers, input-output, data types, structure and file operations. Students will need regular access to a computer with C compiler software, either an MS-DOS computer, or a Macintosh with PC emulation or with Soft PC installed. (The compiler software is not included with the course materials or the textbook, thus, students must also have regular access to C Compiler software in order to take this course.)

**COS-213-GS C++ Programming** (3)

C++ is an object-oriented extension of the C Computer Language. C++ is the most popular and high-potential object-oriented programming language in the United States, and possibly the world. This course explores C++ programming in the context of object-oriented software development. Object orientation will be defined in terms of five object characteristics (encapsulation, relationship, inheritance, polymorphism and dynamic building) used to build object-oriented programs.

**COS-231-CL Assembly Language** (3)

This course is an introduction to the study of the basic structure and language of machines. Topics include basic concepts of Boolean algebra, number systems, language, addressing techniques, data representation, file organization, symbolic coding and assembly systems, use of macros, batch operation and job handling.

**COS-241-CL Data Structures** (3)

This course involves an investigation of various data structures including stacks, queues, lists and trees; searching and sorting techniques.

**COS-330-GS Computer Architecture** (3)

This course presents an introduction to the architecture of digital computer systems.

Topics include levels of computer description, instructions and modalities, gate networks, the control unit, memories, i/o organization, the vonNeumann computer model, multiprocessors and multicomputers, special purpose systems, massively parallel computers and computer networks.

**COS-352-CL Operating Systems** (3)

This course concentrates on the design and function of the operating systems of multi-user computers. Its topics include time sharing methods of memory allocation and protection, files, CPU scheduling, input/output management, interrupt handling, process synchronization, deadlocking and recovery and design principles.

**EAS-101-GS General Earth Science** (3)

Introduces basic concepts of science in general and geoscience in particular. The course emphasizes the evolution of the earth as a whole. Topics include: earth and other planets in the solar system, earth's oceans, interior and atmosphere, and a look toward the earth's future. It is designed for students with the general interest in and curiosity about the earth and is not intended for science majors.

**ENS-200-GS Environmental Science** (3)

**ENS-200-EM Environmental Science** (3)

This course covers fundamentals of the science of ecology, major revolutions that have changed how human societies use resources, new understanding of how human activities are altering the earth's atmosphere, profiles pollution problems, looks at the environmental price tag of conventional industrial development, examines population growth, considers ecosystems, looks at world food production, examines waste disposal, and examines how humanity will make the adjustments required to bring human needs and wants into balance with environmental limits.

**ENS-311-GS Global Environmental Change I** (6)

**ENS-312-GS Global Environmental Change II**

It is only in recent times that society is beginning to understand the impacts human activities are having on the physical and biological environment. These impacts offer the possibility of dramatic and catastrophic effects on the biological, social, political, and economic milieu of the human species in the future. This course examines a number of environmental changes that may result from human activities and possible effects of and responses to those changes. Two central themes are considered.

First, the need for a variety of resources: food and the soil to produce it, fresh water, atmospheric processes, and energy to support the subsistent, social, and economic activities of humankind. The second theme is the exponentially increasing global human population and the relationship of factors influencing the global environment to the number of humans the environment must support.

**GEO-151-GS Physical Geology** (3)

Physical Geology provides an international field trip in physical geology. From the top of the Alps to the bottom of Death Valley, the course examines the forces which have shaped - and continue to shape - our earth. The course begins with an historical look through the eyes of one of the pioneers of modern geological thought, Sir James Hutton, and concludes with an examination of specific natural resources. Throughout the course, noted experts on physical geology and aerial and animation photography provide new insights into the Earth's physical processes.

**MAT-121-GS College Algebra** (3)

An introductory college algebra course which provides an understanding of algebraic processes and practical applications. Topics include quadratics, systems of linear equations, inequalities, complex numbers and logarithms, permutations and combinations, composite and inverse functions, and polynomial, exponential, and logarithmic functions.

**MAT-128-GS Precalculus for Business** (3)

This course in Precalculus is broad-based to prepare students for courses in business where knowledge of precalculus is a prerequisite. Students are encouraged to explore and solve realistic and relevant applications specifically in areas related to business, computer science, finance and management. Topics covered include: equations and inequalities, linear and quadratic functions, polynomial, rational and exponential functions, logarithmic functions, trigonometric functions, identities, equations and applications, systems of equations and inequalities, and analytic geometry (parabola) and series and sequences.

**MAT-129-GS Precalculus for Technology** (3)

This course in Precalculus is designed to follow courses in College Algebra and to prepare students for courses in calculus and higher mathematics. It is broad-based to prepare students for courses in applied science and technology, where knowledge of

precalculus is a prerequisite. Topics covered include exponential and logarithmic functions, exponential and trigonometric functions, trigonometric identities and equations, applications of trigonometry, systems of equations, systems of inequalities, series and sequences, and analytic geometry.

**MAT-231-GS Calculus I** (4)

Calculus I is an intensive, higher level course in mathematics that builds on courses like Precalculus for Technology. It aims at serving the needs of a wide student audience, including students in engineering technology, mathematics, the physical and life sciences, and economics, and is constructed around multiple focal points with the intention of helping students become creative and efficient problem solvers, using technology as a means of discovery of numerical, graphical and analytical solutions to problems. In addition, communication skills are emphasized, and students are required to interpret, describe, discuss, justify and conjecture as they search for solutions to problems. Real-life applications provide links with students' life worlds. Topics covered in the course include: the Cartesian plane, limits and continuity, problems of tangents, velocity and instantaneous rates of change, rules for differentiation, implicit differentiation, maxima and minima theory, antiderivatives and the indefinite integral, exponential and logarithmic functions, and area between curves.

**MAT-232-GS Calculus II** (4)

Calculus II is an intensive, higher level course in mathematics that builds on Calculus I. It aims at serving the needs of a wide student audience, including students in engineering technology, mathematics, the physical and life sciences, and economics, and is constructed around multiple focal points with the intention of helping students become creative and efficient problem solvers, using technology as a means of discovery of numerical, graphical and analytical solutions to problems. Real-life applications provide links with students' life worlds. Topics covered in the course include: inverse functions: exponential, logarithmic and inverse trigonometric functions; techniques of integration; parametric equations and polar coordinates; infinite sequences and series; three-dimensional analytic geometry and vectors and three-dimensional analysis.

**MAT-270-CL Discrete Mathematics** (3)

This course is an introduction to sets, alphabets, formal languages and elementary logic and the



## THOMAS EDISON COURSES

study of recursively defined functions, algebraic structures and relations with emphasis on applications to computer science.

### PHY-111-GS Physics I (nonlab) (3)

An introduction to physics which uses advanced computer animation, scientific experiments, and other techniques to convey an understanding of classical mechanics, heat and thermodynamics. The course includes the instruction in calculus required to work with the concepts presented.

### PHY-112-GS Physics II (nonlab) (3)

Electricity and magnetism, relativity, waves and optics, heat and thermodynamics, and modern physics. It continues the instruction in calculus required to work with the concepts presented in the course.

### STA-201-GS Principles of Statistics (3)

An introductory statistics course which provides an exploration of statistical processes, stressing data-centered topics rather than the more traditional path from probability to formal inference. This course requires a basic understanding of college-level algebra.

## RADIATION PROTECTION

### NUC-412-GS Radiation Biophysics (3)

This is an advanced undergraduate course in radiation biophysics, building on introductory courses in radiation physics and radiation biology. The somatic and genetic effects of ionizing radiation will be studied and the implications analyzed as represented in the "old" 10CFR Part 20 limits. The newer concepts of ICRP60 and BEIR5 will be explored to understand the significance of stochastic and nonstochastic effects and the application to risk estimates in the newer recommended standards. The future of radiation biology for both ionizing and nonionizing radiation will be considered.

### NUC-413-GS Radiation Interactions (3)

An advanced undergraduate course, which builds upon fundamental concepts in radiation physics. It is a study of the interaction of charged particles with matter. The course serves two purposes. First, it reviews the physics of the atom, radioactive decay and the interaction of radiation with matter. Second, it describes the methods of radiation detection, and radiation dosimetry and shielding. Topics include the atomic model, nuclear radiation and the nucleus, radioactive decay curves, interaction of heavy charged particles with matter, interactions of electrons and positrons with matter, characteristics of charged particle

tracks, interactions of photons with matter, interactions of neutrons with matter, methods of radiation detection, energy absorption and radiation dosimetry, and radiation attenuation and shielding.

## SOCIAL SCIENCE

### ANT-101-GS Introduction to Anthropology (3)

### ANT-101-EM Introduction to Anthropology (3)

The study of culture as the expression of human values, behavior and social organization in its unique and varied forms throughout the world, past and present. The course attempts to document that diversity and to demonstrate the inherent logic of each culture in the light of the problems people need to solve, and the environments to which they must adapt.

### ARC-101-GS Introduction to Western Archaeology (3)

### ARC-101-EM Introduction to Western Archaeology (3)

New scientific tools and sophisticated research designs are revolutionizing our ideas about what ancient societies were like, how they developed and how their civilizations collapsed. Research at the spectacular Classic Maya center is the basis for the broadly comparative perspective of the course. Students will also learn how archaeology helps us understand ancient people by reconstructing their past.

### ASS-301-GS Asian Studies I (3)

This course offers a survey of the modern history, economics, politics, and cultures of the Pacific Basin region. This interdisciplinary Asian-Studies course explores how the Pacific Basin has evolved to emerge as a principal political and economic center of the upcoming century. Throughout the course, four major themes emerge: Modernity versus Tradition; the Conflict between East and West; Democracy, Political Authority and Economic Growth; and the role of the United States in the Pacific.

### COM-335-GS Elements of Intercultural Communication (3)

This course covers basic concepts, principles and skills for improving communication between persons from different minority, racial, ethnic and cultural backgrounds.

### ECO-111-GS Macroeconomics (3)

Macroeconomics deals with the broad economic aggregates such as national income, the overall level of prices, employment and unemployment, and the money

supply. Topics covered include the meaning and measurement of gross national product, business cycles, the effects of government expenditure and taxation, causes of inflation and unemployment, and international trade and the balance of payments. The course examines the major historic and contemporary events that have shaped 20th century American economics. The course involves solving economic problems which require basic college mathematical skills.

### ECO-112-GS Microeconomics (3)

Demonstrates how the basic principles of economics apply to current U.S. economical problems, and provides practice in applying economic analysis. Focuses on individual economic units and how purchase and production decisions determine prices and quantities sold. These principles are applied to a wide variety of economic issues and problems. The course involves solving economic problems which require basic college mathematical skills.

### ECO-311-CL Advanced Economic Theory (3)

Topics in this course include: economic dynamics; variational methods with applications, economics under uncertainty, imperfect information and market structure, social choice, design of incentive-compatible systems, and general equilibrium.

### ECO-490-GS International Economics (3)

International Economics presents an in-depth examination of the basic principles of international economics. Such topics as industrial policy and strategic trade policy, comparative advantage theory, exchange rate determination and forecasting, international trade in services, environmental regulatory policies and international competitiveness are covered.

### GOG-230-GS Introduction to World Regional Geography (3)

Examines the dynamic geographic forces currently shaping our contemporary world. This course builds an understanding of geography by examining various regions of the world and their interconnections. Perspectives from physical, political, historical, economic, and cultural geography are used to characterize the individual regions. Throughout the course, vital regional and conceptual issues are illuminated through geographic analysis.

## THOMAS EDISON COURSES

### HIS-101-GS Western Civilization I (3)

### HIS-101-EM Western Civilization I (3)

Explores the cultural and philosophical movements that have influenced the Western world from ancient times to the present. The course covers the influential pre-Western civilizations through the Classical period to the High Middle Ages. Material is integrated from a variety of academic areas and stimulates critical thinking.

### HIS-102-GS Western Civilization II (3)

### HIS-102-EM Western Civilization II (3)

Explores the cultural and philosophical movements that have influenced the Western world from ancient times to the present. The course commences with the end of the Middle Ages and continues through industrial modernization to the present. Material is integrated from a variety of academic areas and stimulates critical thinking.

### HIS-113-GS American History I (3)

### HIS-113-EM American History I (3)

Focuses on the origin and growth of the United States from 1492 to 1865. Examines the social, economic and political development of the country with special emphasis on the major events from the English settlement at Jamestown to the Civil War.

### HIS-114-GS American History II (3)

### HIS-114-EM American History II (3)

Focuses on the transformation of the United States from 1865 to the present. Emphasis is on the transformation from an agrarian nation and minor member of the international community to an industrial world power. Beginning with the Reconstruction of the South after the Civil War, the course traces the social, economic and political development of the country through the 1980s.

### HIS-210-GS American Civil Rights Movement (3)

### HIS-210-EM American Civil Rights Movement (3)

A comprehensive history of the people, the stories, the events, and the issues of the 20th century struggle for social justice in America. Examines the period of the Civil Rights Movement as one of the most significant in our history. It made America a more democratic society, gave rise to a host of other movements which transformed the face of American culture, changed those who participated in it, and influenced and created a new generation of American leadership.

### HIS-219-GS Introduction to the History of Women and the Family in America (3)

The history of women and the family in the United States from English settlement to the Civil War is covered in this one-semester course. The audio programs include discussions with leading scholars of women's history that introduce students to the most recent research and to the process of historical inquiry, as well as readings from primary sources, including diaries, letters, and court documents.

### HIS-235-GS American Civil War (3)

Based on the award-winning PBS series "The Civil War," this course presents the entire sweep of the war, from the battlefields to the homefronts, from the politicians and generals to the enlisted men and their families. Attention is given to the causes of the war, why the North won and the assassination of Lincoln.

### HIS-261-GS Introduction to Chinese History and Culture (3)

This course examines China's people, history, and heritage and explores a civilization that is more than 5,000 years old. Ancestral customs and beliefs, which still survive in parts of the countryside, are discussed. The events of Tiananmen Square, where political tensions erupted in apocalyptic violence, are also examined. Intimate, rarely seen glimpses of daily life reveal the conflict between long-established customs and government-mandated changes. The course explores such issues as causes for the political and cultural forces that have unified China despite the great variety of its regions and its people; the incendiary public discontent that flared into violence at Tiananmen Square; and whether China's future is more likely to be one of turbulence and upheaval or peaceful evolution.

### HIS-301-GS African History and Culture (3)

An examination of the history and contemporary life of Africa through its triple heritage; indigenous, Islamic, and Western. The aim of the course is to offer a new perspective on Africa. This course will examine the Africa that existed before the outsiders came, the influence of Islam and Christianity, and will show how both East and West, as well as Africa itself, exploited the slave trade. Finally, the series will look at African economic and social systems, examining inherent conflicts, and exploring Africa's relationship with the rest of the world.

### HIS-302-GS The Renaissance: Origins of the Modern West (3)

The Renaissance brought transformations of systems of government, technology, economic enterprise, social ideas and art that continue to influence contemporary society. The course explores the fundamental changes that occurred in Europe between the late 14th and the late 17th centuries, and shows how the issues raised in this period continue to influence the modern world. Topics focus on politics, war, dissent, economics, art and science, as well as types of leading figures such as rulers, religious leaders, soldiers and students of nature.

### HIS-310-GS The Middle East (3)

This course is not a traditional history course, but a multidisciplinary perspective on a region of the world which affects the world. The course will focus on the complex interrelationships of history, religion, economics, diplomacy, politics, geography, and military strategy in the Middle East. Study will be focused on four areas: Physical and Cultural Setting, The Middle East and the West, The Twentieth Century, and Problem Areas.

### HIS-333-GS Modern Latin America and the Caribbean (3)

This course represents a multidisciplinary study of the 20th century political, economic, social, and cultural history of Latin America and the Caribbean. It focuses on the key issues and events that are crucial to understanding the development of the modern day Americas, including, the relationship of Latin America and the Caribbean to the rest of the world; the historical roots of regional tensions; national economics of the Americas; political instability, reform movements and revolutions; impact of migration and urbanization; changing regional ethnic identities; evolving role of women; religious upheaval; cultural/artistic movements; difficulties in maintaining national sovereignty; and the Latin American and Caribbean presence in the United States.

### HIS-350-GS War and American Society I (6)

### SOC-370-GS War and American Society II

Focuses on the various ways in which America has dealt with war and on the changes that have taken place in American society as a result of war. Covers the Revolutionary War, the Civil War, World War I, World War II,



the Cold War, and Vietnam. Major emphasis is placed on the humanities approach, in which students view war and American society from historical, literary, artistic, and philosophical perspectives.

**POL-310-GS Constitutional Issues (3)**  
This is a course on constitutional rights and public policy. The focus of the course is a series of thirteen controversial constitutional issues such as capital punishment, affirmative action, abortion, executive privilege and national security vs. freedom of the press. Examines the human stories behind landmark Supreme Court cases which have helped define the Bill of Rights; how the constitution adapts to changing times; how the Supreme Court corrects the errors of past courts; and how the balance between individual and societal rights is achieved.

**POS-110-GS American Government (3)**  
**POS-110-EM American Government (3)**  
This American government survey explores the development and nature of American political culture, constitutional and structural arrangements, policy-making processes, and sources of conflict and consensus. Provides opportunities for students to learn how to access their government.

**POS-301-GS Dilemmas of War and Peace I (6)**  
**POS-302-GS Dilemmas of War and Peace II (6)**  
Examines war and peace historically and in the contemporary world. It is designed to provide a comprehensive introduction to the problem of war and peace as it confronts the human race. In the context of the potential scale and destructiveness of modern warfare, the course explores and encourages critical thinking in the history of war and peace, the causes of war, the role of cultural and structural aspects influencing war and peace, and visions and strategies for the future.

**PSY-101-GS Introduction to Psychology (3)**  
**PSY-101-EM Introduction to Psychology (3)**  
The fundamental principles and major concepts of psychology. Topics include: the brain and behavior, sensation and perception, conditioning and learning, motivation and emotion, life-span development, the self, stress and health issues, and the methodology of psychology.

**PSY-211-GS Developmental Psychology (3)**  
The course is designed to introduce the

theory, methods and research findings of life span psychology by encouraging students to think about the life cycle as a whole - to see that it has a history going back to the dawn of the species. This is accomplished through an innovative series of interactive exercises.

**PSY-317-GS Worlds of Childhood (3)**  
Worlds of Childhood, an introductory child development course, traces life's most extraordinary journey - the universal journey from babyhood to puberty. The course is distinguished by its multicultural and cross-cultural focus. By examining 12 families living on five continents, this course serves as a visually exciting and vital resource for learning how children grow in the many diverse and pluralistic worlds of childhood.

**PSY-322-GS Research in Experimental Psychology (3)**  
An introduction to the research methods used by the experimental psychologists as they attempt to understand the behavior of humans and lower animals. Examples of research studies, chosen from a variety of areas of experimental psychology, demonstrate these methods and provide an understanding of the type of knowledge these studies have produced.

**PSY-331-CL Introduction to Counseling (3)**  
This course offers a discussion of the theories and techniques of counseling with emphasis on developing listening, attending and observational skills.

**PSY-350-GS Abnormal Psychology (3)**  
Explores the complex causes, manifestations and treatment of common behavior disorders. Abnormal behavior is introduced in the context of psychological well-being to show that these behaviors range along a continuum from functional to dysfunctional.

**PSY-360-GS People and Organizations: Organizational Theory (9)**  
**SOC-361-GS Complex Organizations (9)**  
**SOC-362-GS Sociology of Work (9)**  
This course focuses on two broad concerns: the nature of modern bureaucracies and the ways in which they affect their individual members, and the ways in which bureaucracies affect contemporary society. The approach to these issues is primarily analytical and theoretical with specific concerns presented within the context of organizational studies.

**PSY-370-GS Social Psychology I (6)**  
**PSY-371-GS Social Psychology II (6)**  
This course surveys the field of social psychology and explores major topics, including communication, friendship, prejudice, conformity, leadership, aggression and altruism. The course aims to teach students to evaluate interpersonal communication and media presentations of current issues.

**SOC-101-GS Introduction to Sociology (3)**  
**SOC-101-EM Introduction to Sociology (3)**  
What is the link between an individual and society? What is the social/cultural impact on the development of personality? How does modern society differ from societies of the past? These questions are representative of those explained in this course, which examines the broad range of human social relationships and social structures, and the many forces - historical, cultural and environmental - that shape them. The central aim of this course is to guide students in the development of a sociological imagination grounded in a knowledge of sociological perspectives.

**SOC-210-GS Marriage and the Family (3)**  
**SOC-210-EM Marriage and the Family (3)**  
Few topics are more popular in conversation and in the mass media than the American family. This course looks sociologically at definitions and varieties of families, explores the family life cycle, and considers some of the problems facing the contemporary family including stress, divorce, and the role of the elderly.

**SOC-315-GS Social Gerontology (3)**  
This course in gerontology is designed to provide students with an understanding of old age as a stage in life. It examines the impact of society on aging and aging on society, provides a foundation for understanding the process of aging and old age, and introduces considerations regarding the importance of health related and/or medical perspectives in studying aging. The approach of the course responds to the demographic wave that is sweeping our nation and world by exploring questions about what roles people play in their eighth, ninth and tenth decades, and how institutions may evolve to address their needs.

**SOC-320-GS The Adult Years: Continuity and Change I (6)**  
**SOC-321-GS The Adult Years: Continuity and Change II (6)**  
An interdisciplinary social science course that explores the inner lives of adults and the relationships of those inner lives to family, work, education, and the community. The course focuses on the adult years as composed of variability and change rather than of predictable, sequential developmental stages. Addresses myths about adult life and incorporates current research on adults.

**SOC-322-GS Dealing With Diversity (3)**  
**SOC-322-EM Dealing With Diversity (3)**  
Failure to deal with diversity in society clearly has led to increasing polarization among groups of people, and increasing tension, frustration and anger. Based on the premise that the more we understand, the less we fear, this course will introduce students to people from many diverse populations - Native Americans, Hispanic-Americans, African-Americans, Asian-Americans, and Euro-Americans. Dealing with Diversity will assist in understanding the different constraints and motivations of people from differing backgrounds.

**SOC-376-GS Women and Social Action (3)**  
The course examines the impact gender stereotypes and barriers have on women's lives and how they intersect with other systems, such as age, class, disability, ethnicity, race, religion and sexual orientation. This course will assist the student in analyzing and evaluating whether or not the goals and methods of particular social actions are consistent with an empowerment model of social change.

**SOS-110-GS Living in the Information Age (3)**  
Living in the Information Age is an introductory level course intended primarily for students who are reentering academic study after a considerable hiatus in their formal schooling. Students will assess and strengthen their academic skills in reading, writing, calculating, and computing; and complete a number of assignments, which will put these skills to practical use. The subject matter of the course is of natural interest and will also complement the instructional methods, which rely heavily on the use of computers and electronic communications. Students enrolling for this course must have access to a computer with a CD ROM drive and a floppy disk drive. Windows 95 required.

**SOS-304-GS Drugs and Society (3)**  
This course focuses on physiological, psychological and sociological aspects of drug abuse, including identification and discussion of historical and contemporary patterns. It endeavors to provide a balanced, factual account of drug abuse, including legal and ethical issues, pharmacological aspects, and approaches to treatment and prevention of substance abuse. The course examines past and present drug abuse treatment modalities, and analyzes factors and institutions at the local, state and national level that effect the delivery of drug abuse services.

## ENGLISH COMPOSITION

**ENC-101-GS English Composition I (3)**  
**ENC-101-EM English Composition I (3)**  
Focuses on teaching English Composition and rhetoric from a process perspective. With an emphasis on audience awareness and purpose for writing, this course presents deliberate strategies for prewriting and revision. As the first course on college level writing, there is emphasis on the skills needed for academic and business writing.

**ENC-102-GS English Composition II (3)**  
**ENC-102-EM English Composition II (3)**  
A continuation of English Composition I. Essay writing, writing a research paper, writing across the curriculum, writing for business and writing about literature are the essential components of this course. The course objectives are developed through applications to real life situations. Some library research is required.

## On-Line Computer Classroom

The On-Line Computer Classroom (OLCC) uses computer communications to link distance learners with each other and their faculty mentors. OLCC courses are designed to provide the experience of interactive distance learning in a structured format, but without imposing barriers of time and place. This is more than just an electronic form of mail delivery; it is a more interactive way to learn at a distance. OLCC courses put you in contact with fellow students and faculty, allowing participation in course discussions. Class discussions allow students the opportunity to share ideas with each other regardless of where they live, making available the possibility for a unique sharing of ideas not always available in a traditional classroom. Faculty mentors provide focus to the course, and feedback on discussions and

individual assignments are delivered by private e-mail. They are available for consultation by e-mail or telephone.

## BUSINESS AND MANAGEMENT

**COM-300-OL Introduction to Business Communication (3)**  
Introduction to Business Communication is designed to help students develop the high-level interpersonal, writing, and presentation skills they need in today's competitive business environment. The course moves from an overview of the nature and purpose of effective communication to the presentation and analysis of specific communication issues, such as information processing, intercultural communication, group and team dynamics, ethical persuasion, and negotiation strategies. To help students apply what they have learned, several problem-solving models have been incorporated into the course's instructional design. The objective is to move students beyond knowledge and comprehension of communication concepts to the application of these concepts to their own business and personal experiences. Students will have to have access to the Internet. Minimum hardware requirements include a computer with a Pentium processor, a 14.4 modem, and Windows 95.

**MAN-301-OL Principles of Management (3)**  
This introductory course in the concepts of management is designed for individuals who are exploring a career in business, government or educational management. The course is oriented to the managerial candidate who has some work experience but no formal management training. It is intended to provide essential skills in planning and organizing, staffing and directing, controlling, decision-making, motivation, communication and the application of management principles to organizations.

**MAR-301-OL Introduction to Marketing (3)**  
Introduction to Marketing as it relates to contemporary living and society's changing needs. Students learn how a marketing manager interacts with diverse areas of business as well as basic marketing principles, including product, promotion, pricing, and distribution.



## COMPUTER SCIENCE AND NATURAL SCIENCE

### COS-101-OL Introduction to Computers (3)

This course provides a broad, general introduction to computers including an introduction to programming using the QBASIC language. The course covers hardware and software fundamentals, essential computer applications, computer networking, how to use a computer to solve a problem and the impact of the information age on our work, our homes, society and the future. The course assists students in acquiring the ability to describe and explain the uses of a variety of computer hardware and software, how computers are used for a variety of applications, and provides insight into computer networking and its impact upon society. Students learn how to write programs using the QBASIC language to solve problems.

### ENS-311-OL Global Environmental Change I ENS-312-OL Global Environmental Change II (6)

It is only in recent times that society is beginning to understand the impacts human activities are having on the physical and biological environment. These impacts offer the possibility of dramatic and catastrophic effects on the biological, social, political and economic milieu of the human species in the future. This course examines a number of environmental changes that may result from human activities and possible effects of and responses to those changes. Two central themes are considered. First, the need for a variety of resources: food and the soil to produce it; fresh water; atmospheric processes; and energy to support the subsistent, social, and economic activities of humankind. The second theme is the exponentially increasing global human population and the relationship of factors influencing the global environment to the number of humans the environment must support.

## HUMANITIES

### FIL-110-OL American Cinema (3)

American Cinema is an introductory course in film studies, and in a broader sense, a language course – the language of the motion picture. Through this course, students will learn to become more active and critical viewers as they question the images of America they see on the movie screen and redefine their own relationship

to those images. The course endeavors to help students to increase their understanding of films as art, as cultural artifacts, as an economic force and as a system of representation and communication. Students will learn about the invention of the motion picture camera, the rise of the studio system, and the production of popular genres such as the western, the comedy, and the combat film while examining the development of an American narrative tradition and the evolution of character within genres.

### PHI-286-OL Contemporary Ethics (3)

Examines contemporary ethical conflicts and provides a grounding in the language, concepts, and traditions of ethics. At the core of the course, experts from government, the press, medicine, law, business and the military grapple with moral concerns that arise in both personal and professional life. Following a case study approach, the course provides students with the intellectual tools to analyze moral dilemmas in the fields they choose to pursue and in the society in which all of us live.

### PHO-101-OL Introduction to Photography (3)

Introduction to Photography is designed to help students discover and develop the skills required to use photography confidently and effectively. A major emphasis of the course is to improve visual awareness. The Internet provides exciting opportunities to share rich visual experiences by viewing and studying students' work as well as the works of professional photographers. Completion of assignments will require students to interact frequently with the assigned textbook, relevant web sites, and to apply these insights to their own photography. Significant discovery occurs through studying and sharing commentary pertaining to visual materials. For this reason, the instructor will routinely select student photographs from each assignment and moderate constructive commentary resulting from students viewing that work in an "online" gallery.

## SOCIAL SCIENCES

### ECO-112-OL Microeconomics (3)

The Study of Economics, which includes both Macro- and Microeconomics, can contribute to our understanding of the economy and how it affects our real world. This course in Microeconomics examines the forces of supply and demand, the efficiencies of a free market system as well as its failures to resolve the problems of poverty and pollution. Microeconomics

acquaints students to the concepts and tools of economic analysis, including prices and output, monopoly and competition, wages and profits, international trade, and effects of tariffs. A Pentium-based personal computer, Windows 95 and personal Internet access are required for this course.

### ECO-113-OL Macroeconomics (3)

The Study of Economics, which includes both Macroeconomics and Microeconomics, can contribute to our understanding of the economy and how it affects our real world. This course in Macroeconomics examines the forces of supply and demand, the efficiencies of a free market system, as well as its failures to resolve the problems of poverty and pollution. Macroeconomics is based on today's headlines, as well as historical events. Basic macroeconomics issues like inflation, interest rates, and unemployment are powerful forces that often determine political events. This course will introduce students to such key issues as Gross Domestic Product (GDP) and its components, the importance of interest rates, saving and investment to economic growth, unemployment, the money supply, price levels and inflation, international trade and capital flows, the aggregate supply and demand model, and monetary and fiscal policy issues. A Pentium-based personal computer, Windows 95 and personal Internet access are required for this course.

### PSY-370-OL Social Psychology I (6)

### PSY-371-OL Social Psychology II (6)

This course surveys the field of social psychology and explores major topics, including communication, friendship, prejudice, conformity, leadership, aggression and altruism. The course aims to teach students to evaluate interpersonal communication and media presentations of current issues.

### SOC-210-OL Marriage and the Family (3)

Few topics are more popular in conversation and in the mass media than the American family. This course looks sociologically at definitions and varieties of families, explores the family life cycle, and considers some of the problems facing the contemporary family including stress, divorce, and the role of the elderly.

# Thomas Edison College Examination Program (TECEP)

The Thomas Edison College Examination Program (TECEP) gives students an opportunity to earn college credit for knowledge gained through work, hobbies, independent reading, or other activities. Approximately 55 different examinations, covering a wide range of liberal arts, business, and professional areas, are offered through this program.

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

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

Students enrolled at Thomas Edison State College may earn credit by passing any TECEP examination, but should call the Student Services Center for approval before registering. Students enrolled elsewhere should check directly with their institution to verify that credit will be granted for passing TECEP examinations.

## Test Registration

Test registration forms are available from the Office of Test Administration and in the back of the Registration Bulletin, or students may register by calling (609) 633-2844. The test registration form and the Registration Bulletin contain full information regarding available tests, fees, test dates, and all other information necessary to register.

## Test Administration

The College administers the examinations twice a month at Thomas Edison in Trenton. Students who are unable to test in Trenton may make arrangements to take their tests with a proctor at any regionally accredited American college, American college abroad, or U.S. military base, pending College approval of the proposed arrangements. Complete instructions are included in the test registration form.

## Score Reports

The minimum passing scores for TECEP examinations are listed on the following pages. Students will receive a score report from the Office of the Registrar which indicates whether or not they have passed, and the percentage received. Scores are transcribed on a pass/fail basis only. Letter grades, numerical grades and failing grades are not transcribed. Please note that score results may not be given out over the telephone. This is in keeping with the Family Educational Rights and Privacy Act of 1974.

## Retaking a TECEP Examination

Ordinarily, students may repeat an exam once if they do not pass, and they must wait at least three months before retaking it.

## Test Description Book

A test description book containing descriptions of all TECEP examinations may be ordered from the Office of the Bursar (either by telephone [609] 984-4099 or by mail) or by requesting a test registration form, which contains an order blank. Students may also use the order form provided in the back of the Registration Bulletin. Each individual test description includes an outline of topics covered, suggested readings, sample questions, as well as a description of the test format. This book is revised annually, at the beginning of the academic year. It is recommended that a current book be obtained prior to testing, in order to ensure up-to-date information.

## Test Cancellation/ Irregularities

The College reserves the right to cancel a test administration or withdraw an examination from use at any time, with full refund of fees. No refunds will be issued for student cancellations.

In the event of an irregularity caused by the student, the College reserves the right to cancel the student's test score and forfeit the test fee.



# TECEP Examinations: Descriptions\*



The following information was accurate as of July 1999.

## General Education Examinations

### English Composition

**ENC-101-TE English Composition I (3)**  
Demonstration of basic writing ability in English, requiring the writing of several short compositions and a longer formal essay. Evaluated on the basis of organization, grammatical correctness, clarity of expression, and appropriateness of style to the audience addressed. This examination fulfills the first three credits of the College's English Composition requirement. *Passing score: 70%*

**ENC-102-TE English Composition II (3)**  
Demonstration of basic writing ability in English, requiring the writing of a short research paper, using materials provided. Evaluated on the basis of organization, grammatical correctness, clarity of expression, and appropriateness of style. This examination fulfills the second three credits of the College's English Composition requirement. *Passing score: 70%*

### Humanities

**ART-163-TE Art History I (3)**  
Survey of the art of antiquity, medieval art, and non-western art. Topics include: painting, sculpture and architecture. *Passing score: 60%*

**ART-164-TE Art History II (3)**  
Survey of renaissance art, baroque art, and nineteenth and twentieth century art. Topics include: painting, sculpture and architecture. *Passing score: 60%*

**COM-210-TE Public Relations Thought and Practice (3)**

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 working with the media to effectively reach large audiences; management skills required to plan and execute a successful public relations campaign. *Passing score: 70%*

**ENG-201-TE Technical Writing (3)**

Technical writing for industry, business and research. Emphasis on the special requirements and techniques for the professional report. *Passing score: 60%*

**FIL-160-TE Introduction to the History of Film (3)**

This test is a survey of the background and development of the motion picture from the earliest stages to the present. Topics include: important trends, movements, techniques, genres, and influential figures of the feature film industry, both in the United States and abroad. *Passing score: 60%*

**JOU-110-TE Introduction to News Reporting (3)**

This test places emphasis on writing the story, reporting terminology and procedures, and awareness of legal and ethical issues. *Passing score: 65%*

**LIT-320-TE Shakespeare I (3)**

This test is an introduction to a selection of Shakespeare's plays including comedies, histories, tragedies and romances. Included are basic facts about Shakespeare's time, language, sources, and theatrical conventions. *Passing score: 60%*

**THA-101-TE Introduction to the Art of Theater (3)**

Topics include: dramatic literature; types of drama and theatrical events; theater design and play productions; and criticism. *Passing score: 60%*

### Social Sciences

**LAS-321-TE Labor Relations and Collective Bargaining (3)†**

Survey of the principles and practices of modern industrial relations. Topics include: the history of labor unions and labor law in the United States; the political and social aspects of unionism; modern union organizational structures; the practice of collective bargaining; and the major labor legislation in the United States. *Passing score: 50%*

## TECEP EXAMINATIONS: DESCRIPTIONS

**LAS-322-TE Advanced Labor Relations and Collective Bargaining (3)†**

Analysis of the role, structure and practice of modern industrial relations. Emphasis is an integration of the major principles of labor relations and collective bargaining and their applications to specific problems. Topics include: the significance of collective bargaining in a modern industrial society; the impact of collective bargaining on societal behavior and public policy; the negotiation and administration of a labor contract; and the relationships among unions, business, government and the public. *Passing score: 50%*

**POS-101-TE Introduction to Political Science (3)**

The nature of political science, with emphasis on political and governmental structures, functions and processes; political behavior; public law and public policy; and political values or philosophies. *Passing score: 60%*

**PSY-203-TE Introduction to Transactional Analysis (3)**

Basic concepts of transactional analysis, including the major issues involved in structural analysis, games analysis and script analysis. *Passing score: 65%*

**PSY-339-TE Behavior Modification Techniques in Counseling (3)**

This test emphasizes the basic concepts and techniques of behavior modification including classical and operant conditioning, systematic desensitization, various aspects of behavior analysis, increasing and decreasing behavior, and the application of behavior therapy. *Passing score: 65%*

**PSY-352-TE Psychology of Personality (3)**

This test covers the development and organization of personality, with evaluation of major theoretical viewpoints; research on personality structure, dynamics and change. *Passing score: 55%*

**PSY-360-TE Industrial Psychology (3)**

Survey of industrial and organizational psychology; emphasis on application of psychological theories and research to the organizational structure. *Passing score: 60%*

**PSY-361-TE Organizational Behavior (3)†**

Individual behavior within an organizational setting. Topics include: historical roots of organizational behavior; individual differences; motivation and reinforcement; work stress; job design; group dynamics;

leadership; power and politics; careers; performance appraisal; structure and design; technology; culture; communication; and organizational change and development. *Passing score: 50%*

**PSY-370-TE Introduction to Social Psychology (3)**

This test is an introduction to the field of social psychology, its theories, research methods and research findings. Topics include: interpersonal behavior, social cognition and person perception, attitudes, attitude change, persuasion, aggression and helping behavior, groups, collective behavior, environmental behavior and conflict. *Passing score: 60%*

**SOS-301-TE Alcohol Abuse: Fundamental Facts (3)**

This is a comprehensive test on the varied and complex dimensions of alcohol abuse in American society, including relevant historical and cultural foundations. The scientific basis of alcohol abuse, the etiology and nature of dependence, and medical, social and psychological considerations are covered, in addition to the inclusion of various techniques and approaches to treatment. *Passing score: 65%*

**SOS-303-TE Substance Abuse: Fundamental Facts (3)**

This test is a general introduction to drug abuse with four major content areas: treatment, rehabilitation and prevention; legal aspects; pharmacological; and psychological. The test includes questions about all of the major drugs of abuse, as well as over-the-counter drugs, prescription drugs, alcohol, caffeine, nicotine and steroids. *Passing score: 60%*

## Natural Sciences/ Mathematics

**BIO-211/212-TE Anatomy and Physiology (6)**

This test is a survey of the structure and function of the human body. Topics include: cells and tissues; integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urogenital and endocrine systems. *Passing score: 60%*

**COS-110-TE QBASIC (3)**

This test covers knowledge of the QBASIC programming language. Topics include: commands and syntax; reading code; recognition of errors and debugging; and coding of a verbal problem. *Passing score: 60%*

**COS-117-TE BASIC (3)**  
Knowledge of the BASIC programming language. Topics include: commands and syntax; reading code; recognition of errors and debugging; and coding of a verbal problem. *Passing score: 60%*

**PHY-113-TE General Physics I (3)**

Basic concepts in physics. Topics include: mechanics, electricity and magnetism; elementary electrical circuits; and elementary atomic theory. *Passing score: 50%*

**PHY-114-TE General Physics II (3)**

Basic concepts in physics. Topics include: general wave properties; sound, light as a wave, interference and diffraction; optics and optical devices; properties of ideal gases; and thermodynamics. *Passing score: 50%*

**STA-201-TE Principles of Statistics (3)**

This test is an introduction to descriptive and inferential statistics. Topics include: measures of central tendency; variability; correlation; regression; hypothesis testing; and nonparametric statistics. *Passing score: 60%*

## Business Administration Examinations

**ACC-302-TE Managerial Accounting II (3)**

Covers the theories and concepts used to provide managers with financial information for internal planning and control. Topics include: direct and absorption costing; inventory control; regression analysis for cost estimation; linear programming for determining product mix and using cost information for decision-making. *Passing score: 60%*

**ACC-421-TE Tax Accounting (3)**

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

**BUS-311-TE Business in Society (3)**

Analysis of the interrelationships and influences among business, society and government. Takes stakeholder approach to focus on how social and governmental forces have changed the role of business and have influenced managerial decision-making. Examines the impact that external factors such as governmental regulation, legal rulings and how the changing expectations regarding the social obligations

\* Numbers in parentheses indicate semester hour credits.

† This examination may be classified either as social science or business, depending on the student's degree program.



of business have influenced consumer, employee, community, ethical and international relationships. *Passing score: 60%*

**BUS-421-TE Business Policy (3)**  
This test examines how top management determines the direction of a firm by utilizing the strategy process. Topics include: the meaning and implications of strategy; those responsible for the strategy process (strategists); an overview of the internal and external forces that impact the strategy process; methods and importance of strategic formulation; and implementation and evaluation. *Passing score: 60%*

**CIS-102-TE Introduction to Computer Information Systems (3)**  
A survey of the basic concepts, principles and procedures in computer information processing, covering computer concepts, components and functions; hardware; application software; operating systems; systems analysis and design; MIS; computers in the workplace; security; networks; the Internet. *Passing score: 70%*

**CIS-311-TE Database Management (3)**  
Basic concepts of database systems; types of database systems; design and implementation of relational databases; data protection; database management and administration; SQL. *Passing score: 65%*

**FIN-301-TE Business Finance (3)**  
Managerial finance and the environment within which the financial decision-maker functions. Topics include: concepts and tools of financial analysis; working capital management; capital budgeting; the cost of capital; long-term financial management; and international financial management. Familiarity with basic accounting is essential. *Passing score: 50%*

**FIN-321-TE Security Analysis and Portfolio Management (3)**  
Introduction to investment alternatives, security analysis, and portfolio construction. Topics include: the environment in which investment decisions are made, i.e., the markets for purchase and sales of securities, risk and return – their measurement and use in the construction of the individual's portfolio, taxation and the efficiency of financial markets; as well as specific investments, i.e., debt instruments – corporate bonds, federal government securities, municipal bonds, equity investments, put and call options, investment companies and nonfinancial assets, such as real estate, gold, and collectibles. *Passing score: 60%*

**FIN-331-TE Financial Institutions and Markets (3)**  
The functions of financial institutions and markets in the allocation of funds process; various factors which influence the allocation and pricing of funds; forces affecting the supply of funds to and the demand of funds from the market, including regulations, innovation, and changes in institutional relationships; the international financial system. *Passing score: 65%*

**FIN-334-TE International Finance and Trade (3)**  
Introduction to international financial management. Topics include: international monetary and economic environment such as the foreign exchange market, the balance of payments and the financing of multinational business activities; institutions and instruments of international finance, such as international banking, the International Bank for Reconstruction and Development, and the Export-Import Bank of the U.S.; special aspects and problems of international financial management, including legal factors, taxation of internationally-derived income and exchange risks. *Passing score: 60%*

**MAN-301-TE Principles of Management (3)**  
Introduction to the principles and practices of human resource management. Topics include: the development of management thought; the functions of management; individual and group behavior at work; and the dynamics of organizational behavior. *Passing score: 60%*

**MAN-311-TE Organizational Behavior (3)**  
Individual behavior within an organizational setting. Topics include: historical roots of organizational behavior; individual differences; motivation and reinforcement; work stress; job design; group dynamics; leadership; power and politics; careers; performance appraisal; structure and design; technology; culture; communication; and organizational change and development. *Passing score: 50%*

**MAN-321-TE Labor Relations and Collective Bargaining (3)†**  
Survey of the principles and practices of modern industrial relations. Topics include: the history of labor unions and labor law in the United States; the political and social aspects of unionism; modern union organizational structures; the practice of collective bargaining; and the major labor legislation in the United States. *Passing score: 50%*

**MAN-322-TE Advanced Labor Relations and Collective Bargaining (3)†**  
Analysis of the role, structure and practice of modern industrial relations. Emphasis is on integration of the major principles of labor relations and collective bargaining and their application to specific problems. Topics include: the significance of collective bargaining in a modern industrial society; the impact of collective bargaining on societal behavior and public policy; the negotiation and administration of a labor contract; and the relationships among unions, business, government and the public. *Passing score: 50%*

**MAN-411-TE Organization Theory and Analysis (3)**  
Analysis of the historical and theoretical development of systems of organization and the emerging concepts in organization theory. Topics include: classical and modern models; measures of organizational effectiveness; the impact of database management information systems on the structure of and relationships within organizations; and the impact of modern technology and complex organization structure on management problem-solving and decision-making. *Passing score: 50%*

**MAR-321-TE Marketing Communications (3)**  
Survey of the promotional area of the marketing mix. Topics include: the role of communication; advertising objectives; strategies and plans; advertising program design, implementation, and evaluation; advertising budgets; media selection; sales promotion; sales force organization, recruitment and training; sales management goals, policies and strategies; and sales force compensation, motivation and evaluation. *Passing score: 60%*

**MAR-322-TE Sales Management (3)**  
The role of sales management in marketing. Principles and practices in planning, organizing, and controlling the sales force. Selection, training, compensating, supervising, and motivating salespeople. *Passing score: 60%*

**MAR-323-TE Advertising (3)**  
The essentials of advertising: functions, applications, and current developments; the role of advertising in marketing; management of the advertisement function, including principles of layout and copy; budget; evaluation of media; the advertising department; the advertising agency; and ethical and legal aspects. *Passing score: 65%*

**MAR-331-TE Channels of Distribution (3)**  
Survey of the channels of distribution or place area of the marketing mix. Topics include: seller distribution goals, policies and strategies; middlemen buying policies and practices and relationships with sellers; channel leadership; channel systems; channel-design decision-making; channel incentive, and promotion strategies and programs. *Passing score: 60%*

**MAR-411-TE Marketing Research (3)**  
Fundamental concepts, principles, and practices in the area of marketing research. Topics include: problem definition; data collection methods; sampling; analysis of market research information; data sources; and survey planning. *Passing score: 60%*

**MAR-425-TE Marketing Management Strategy (3)**  
Capstone review of the theory and practice of marketing policy and strategy formulation for the business student who specializes in marketing. *Passing score: 50%*

**OPM-301-TE Introduction to Operations Management (3)**  
Survey of operations management using system concepts to stress coordination, optimization, and control of materials, equipment and people to the management of all types of organizations. Topics include: logistics; production; purchasing; inventory control; and queuing. *Passing score: 60%*

**PUA-101-TE Public Administration (3)**  
This test is a survey of the basic administrative structure and 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: 55%*

## Human Services Examinations

**COU-322-TE Counselor Training: Short-Term Client Systems (3)**  
Skills in the areas of empathy, values and attitudes, exploration and problem-solving that may be applied to establishing and maintaining more effective helping relationships with clients. *Passing score: 75%*

**COU-341-TE Women in Treatment (3)**  
Issues and approaches in the treatment and rehabilitation of the female drug addict. Topics include: climate setting; characteristics of the female drug addict; attitudes toward women; the counselor-client interaction; treatment planning; and action planning. *Passing score: 65%*

**HEA-301-TE Community Health (3)**  
Historical precedents of present-day health care services and programs. Topics include: leading causes of illness, disability, and death; services being rendered by local, state, and federal agencies; structure and role of voluntary agencies; the planning process; community involvement; and elementary concepts of epidemiology. *Passing score: 60%*

**HUS-101-TE Introduction to Human Services (3)**  
Overview of the human services field. Topics include: the helping relationship; the helping skills; counseling theories; social systems; current social issues; intervention strategies; organization and delivery of services; and the history of human services as they apply to various fields of practice. *Passing score: 60%*

## Radiation Protection

**NUC-382-TE Radioactive Waste Management (3)**  
This test is an introduction to radioactive waste management. Topics include: description and characteristics of radioactive waste types; mechanisms for radionuclide transport in the environment, and technologies applied for waste separation, volume reduction, solidification, remote handling, transportation, and confinement. The decontamination and decommissioning of nuclear facilities is viewed from the waste management perspective, as is the U.S. historic experience with radioactive waste disposal. The regulatory, sociopolitical, and economic constraints to radioactive waste management are also addressed. *Passing score: 65%*

## Free Elective

**SES-131-TE Word Processing Fundamentals (3)**  
The fundamentals of word processing systems and their use in creating, editing, printing, storing, and retrieving documents. Knowledge of a particular word processing system or program is not required, but familiarity with a recent version of a windows-based word processing package, such as WordPerfect or Microsoft Word is required. *Passing score: 65%*



## Other Testing Programs

### Advanced Placement Program (AP)

The College Entrance Examination Board administers the Advanced Placement Program (AP), a series of college-level examinations, to high school seniors. Thomas Edison State College will grant up to 6 semester hours credit for AP examinations for which a score of "three" or better has been awarded. Students should request that official score reports for these examinations be sent to the Office of the Registrar by writing to Advanced Placement Program (AP), P.O. Box 6671, Princeton, N.J. 08541-6671. The cost of official score reports, when requested by calling Advanced Placement (AP), is \$18.

### Defense Language Institute (DLI)

The Defense Language Institute (DLI) administers a series of Defense Language Proficiency Tests (DLPT) which support its extensive foreign language instruction programs for active duty military personnel. Persons who served in the military often can present records of language proficiency as assessed by DLI. The examinations, which test listening, reading and speaking skills, are scored on the basis of the level of proficiency achieved in each of the three areas. A variable range of credits may be earned, depending on the combination of scores received. A student may earn as few as one or two credits.

### Foreign Service Institute (FSI)

The Foreign Service Institute (FSI) administers a series of oral proficiency language assessment examinations to test the oral language proficiency of prospective U.S. Department of State employees who will be stationed abroad. Persons who have been employed by the U.S. government and have served in the foreign service often can present records of language proficiency as assessed by FSI. Although many languages are assessed by the FSI, only the French and Spanish examinations have been evaluated in terms of college credit recommendations.

## OTHER TESTING PROGRAMS

### College Level Examination Program (CLEP)

The College Board offers a series of college equivalency examinations through its College Level Examination Program (CLEP). There are five general examinations which cover what is usually taught during the first year of college. These examinations test general knowledge in the areas of mathematics, humanities, natural sciences, social sciences and history and English composition. The CLEP general exams sometimes duplicate other credit students have earned. Refer to the academic policy on duplication of credit for additional explanation.

In addition to the five general examinations, CLEP offers approximately 30 subject examinations which correspond to specific college courses. Thomas Edison State College administers CLEP examinations once a month. A CLEP score report will be sent automatically to Thomas Edison if students list the official Thomas Edison code, 2748, on their answer sheet at the time of testing.

More detailed information about the CLEP examinations and the locations of test centers around the country can be obtained by writing to CLEP, P.O. Box 6600, Princeton, N.J. 08541-6600. Registration materials, which include information on test dates and fees, may be obtained by calling the Office of Test Administration at (609) 633-2115.

The following information was accurate as of July 1999:

### Examination Title\*

### Passing Score

#### English Composition

ENC-101/102-CE	English Composition with Essay ( <i>General</i> ) (6) .....	420
ENC-101/102-CE	Freshman College Composition with Essay (6) .....	44

#### Humanities

FRE-101/102-CE	College-Level French Language-Level 1 (6) .....	39
FRE-101/102-CE	College-Level French Language-Level 2 (12) .....	45
201/202		
GRM-101/102-CE	College-Level German Language-Level 1 (6) .....	36
GRM-101/102-CE	College-Level German Language-Level 2 (12) .....	42
201/202		
HUM-101/102-CE	Humanities ( <i>General</i> ) (6) .....	420
LIT-111/112-CE	American Literature (6) .....	46
LIT-121/122-CE	English Literature (6) .....	46
LIT-130/131-CE	Analyzing and Interpreting Literature (6) .....	47
SPA-101/102-CE	College-Level Spanish Language-Level 1 (6) .....	45
SPA-101/102-CE	College-Level Spanish Language-Level 2 (12) .....	50
201/202		

#### Social Sciences

ECO-111-CE	Principles of Macroeconomics (3) .....	44
ECO-112-CE	Principles of Microeconomics (3) .....	41
HIS-101-CE	Western Civilization I: Ancient Near East to 1648 (3) .....	46
HIS-102-CE	Western Civilization II: 1648 to the Present (3) .....	47
HIS-113-CE	History of the United States I: Early Colonizations to 1877 (3) .....	47
HIS-114-CE	History of the United States II: 1865 to the Present (3) .....	46
POS-110-CE	American Government (3) .....	47
PSY-101-CE	Introductory Psychology (3) .....	47
PSY-211-CE	Human Growth and Development (3) .....	45
PSY-230-CE	Introduction to Educational Psychology (3) .....	47
SOC-101-CE	Introductory Sociology (3) .....	47
SOS-101/102-CE	Social Sciences and History ( <i>General</i> ) (6) .....	420

#### Natural Sciences/Mathematics

BIO-115/116-CE	General Biology (nonlab) (6) .....	46
CHE-115/116-CE	General Chemistry (nonlab) (6) .....	47
MAT-102/103-CE	College Mathematics ( <i>General</i> ) (6) .....	420
MAT-120-CE	College Algebra-Trigonometry (3) .....	45
MAT-121-CE	College Algebra (3) .....	46
MAT-122-CE	Trigonometry (3) .....	50
MAT-231/232-CE	Calculus with Elementary Functions (6) .....	41
NAS-101/102-CE	Natural Sciences ( <i>General</i> ) (6) .....	420

#### Business

ACC-101/102-CE	Principles of Accounting (6) .....	45
COS-101-CE	Information Systems and Computer Applications (3) .....	52
LAW-201-CE	Introductory Business Law (3) .....	51
MAN-301-CE	Principles of Management (3) .....	46
MAR-301-CE	Principles of Marketing (3) .....	50

\*Numbers in parentheses indicate semester hour credits.



### DANTES Subject Standardized Tests (DSST)

#### Examination Title\*

#### Passing Score

##### Humanities

ART-163-DE	Art of the Western World (3) .....	48
ENG-201-DE	Technical Writing (3) .....	46
PHI-286-DE	Ethics in America (3) .....	46
REL-405-DE	Introduction to World Religions (3) .....	49

##### Social Sciences

ANT-101-DE	General Anthropology (3) .....	47
ECO-332-DE	Money and Banking (3)† .....	48
GOG-120-DE	Human/Cultural Geography (3) .....	48
HIS-222-DE	Contemporary Western Europe: 1946-1990 (3) .....	48
HIS-252-DE	The Civil War and Reconstruction (3) .....	47
HIS-310-DE	An Introduction to the Modern Middle East (3) .....	44
HIS-351-DE	A History of the Vietnam War (3) .....	49
HIS-386-DE	Rise and Fall of the Soviet Union (3) .....	45
PSY-211-DE	Lifespan Developmental Psychology (3) .....	46
PSY-361-DE	Organizational Behavior (3)† .....	48
SOS-305-DE	Drug and Alcohol Abuse (3) .....	49

##### Natural Sciences/Mathematics

AST-101-DE	Astronomy (3) .....	48
COS-117-DE	Introduction to Computers with Programming in BASIC (3) .....	47
ENS-200-DE	Environment and Humanity: The Race to Save the Planet (3) .....	46
GEO-151-DE	Physical Geology (3) .....	46
MAT-115-DE	Fundamentals of College Algebra (3) .....	47
NAS-102-DE	Principles of Physical Science I (3) .....	47
STA-201-DE	Principles of Statistics (3) .....	48

##### Business

ACC-101-DE	Principles of Financial Accounting (3) .....	49
BUS-101-DE	Introduction to Business (3) .....	46
BUS-161-DE	Business Mathematics (3) .....	48
CIS-301-DE	Management Information Systems (3) .....	46
FIN-301-DE	Principles of Finance (3) .....	46
FIN-332-DE	Money and Banking (3)† .....	48
LAW-202-DE	Business Law II (3) .....	52
MAN-201-DE	Principles of Supervision (3) .....	46
MAN-311-DE	Organizational Behavior (3)† .....	48
MAN-331-DE	Personnel/Human Resource Management (3) .....	48

##### Human Services

AOJ-101-DE	Introduction to Law Enforcement (3) .....	45
AOJ-102-DE	Criminal Justice (3) .....	49
COU-262-DE	Fundamentals of Counseling (3) .....	45
HEA-103-DE	Here's to Your Health (3) .....	48

##### Free Electives

BUE-101-DE	Personal Finance (3) .....	46
EDU-102-DE	Foundations of Education (3) .....	46

The following DANTES examination is not administered through the TECEP program. However, Thomas Edison will accept it for credit if it has been taken elsewhere.

COM-201-DE	Principles of Public Speaking (3) .....	47
------------	---	----

\*Numbers in parentheses indicate semester hour credits.

† This examination may be classified either as social science or business, depending on the student's degree program.

The following college-level examinations in the DANTES Subject Standardized Tests program are currently available for Thomas Edison State College students to take at regular TECEP administrations.

To facilitate preparation, a comprehensive package is offered by Thomas Edison, containing information on test preparation as well as a complete set of the specific study guides provided by the DANTES program for each of its examinations. The study material includes information on the topics to be tested, sample questions and recommended readings. The package may be ordered by contacting the Office of the Bursar (609) 984-4099, or by requesting a test registration form, which contains an order blank.

Students may order test registration forms from the Office of Test Administration, (609) 633-2844.

The following information was accurate as of July 1999:

### Ohio University Examinations

Thomas Edison State College students may take the Ohio University Examinations listed for college credit. To register/enroll contact:

**Ohio University**  
Lifelong Learning Programs  
302 Tupper Hall  
Athens, Ohio 45701-2979  
Telephone: (614) 593-2910 or  
(800) 444-2910 (nationwide)  
FAX: (614) 593-2901

Students enroll in a course to obtain credit by examinations and receive a brief syllabus containing a short course description, a list of the required textbooks and information on the nature of the examination. The supervised examination must be taken within six months. Students prepare for the examination without intermediate assistance from the faculty member. Upon completion of the examination, students receive a grade and resident Ohio University credit. Failures are recorded. Students must request Ohio University to send an official transcript to Office of the Registrar, Thomas Edison State College.

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

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

### New York University Proficiency Testing in Foreign Language

Thomas Edison State College offers a series of language examinations prepared by faculty at New York University. Up to 16 hours of credit may be awarded depending on the level of performance.

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

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

The examinations are administered at Thomas Edison in Trenton several times a month. A registration form, containing information on test dates and fees, is available from the Office of Test Administration, (609) 633-2844. Score reports are sent by New York University within one month of the examination.

Students may also take these examinations at New York University in New York City. Students choosing this option should contact NYU directly by calling the Foreign Language Office at (212) 998-7030 or by writing to:

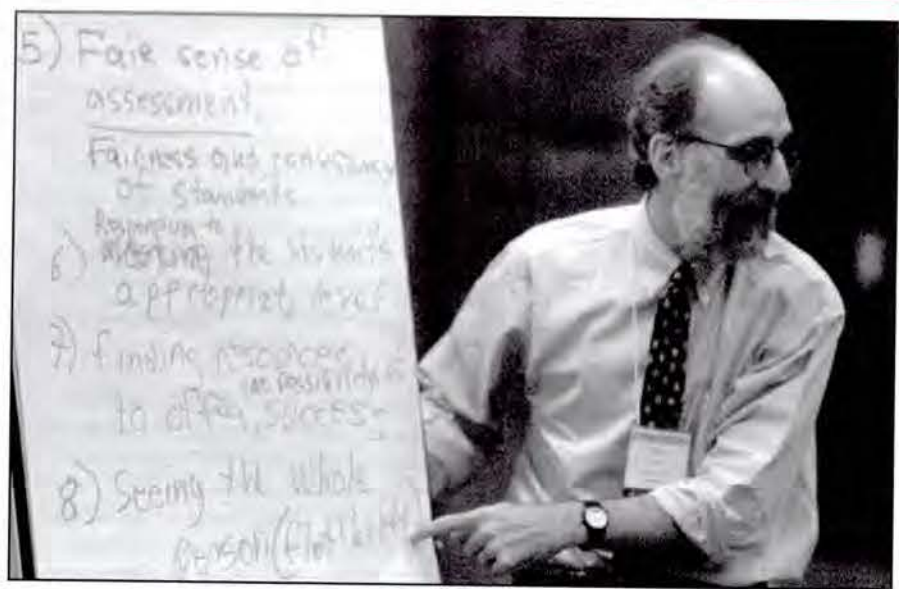
**NYU School of Continuing Education**  
Foreign Language Program  
48 Cooper Square, Room 107  
New York, N.Y. 10003

The following examinations were available as of January 1999:

Afrikaans	Hungarian
Albanian	Ibo
Arabic	Icelandic
Armenian	Indonesian
Bengali	Italian
Bosnian	Japanese
Bulgarian	Korean
Catalan	Latin
Chinese	Malay
(Cantonese)	Norwegian
Chinese	Persian
(Mandarin)	Polish
Croatian	Portuguese
Czech	(Brazilian)
Danish	Punjabi
Dutch	Romanian
Finnish	Russian
French	Serbian
Gaelic	Spanish
(Irish)	Swahili
Georgian	Swedish
German	Tagalog
Greek	Thai
(modern)	Turkish
Gujarati	Ukrainian
Haitian Creole	Urdu
Hausa	Vietnamese
Hebrew	Yiddish
Hindi	



# Portfolio Assessment



## Portfolio Assessment

Portfolio assessment provides the most flexible option for earning college credit. Through this process, the skills and knowledge students have acquired from their work experience, volunteer activities, training programs, hobbies, religious activities, homemaking skills, independent reading, and special accomplishments can very often be translated into college credit.

The portfolio is the vehicle for demonstrating to an expert in the field the knowledge a student possesses in a particular course area. It is an annotated compilation of data assembled in an approved format to demonstrate college-level knowledge for an award of credit. Often compiled like a notebook, each portfolio generally represents one course. Portfolio credits can be applied to a Thomas Edison degree, a degree at another institution, a certificate program, or to meet licensing or job promotion requirements.

### Portfolio Assessment Handbook

To learn more about the portfolio assessment process, students should request the *Portfolio Assessment Handbook*. The *Handbook* fully describes the portfolio assessment process and contains the necessary forms for the submission of portfolios. To request the *Handbook*, students may write or call the Office of Portfolio Assessment, (609) 984-1141.

## The Portfolio Process

The assessment of prior learning can help students expedite their educational goals. Students begin the portfolio process by identifying their areas of knowledge and skills. *The Portfolio Assessment Handbook* suggests several ways of doing this, and many students find this first step extremely rewarding. Busy adults often do not have an opportunity to consider all they have learned and can do. This early step in the portfolio assessment process often provides new insight into the richness and diversity of one's life.

Next, the student chooses the areas for which he or she wants to seek college credit. Students evaluate each area of their prior learning to determine which ones to select for portfolio assessment. The decision about each subject area should be based on whether the student can prove that this knowledge is equivalent to a college-level course and whether the student needs college credits in that subject.

# Licenses and Certificates Honored

Thomas Edison State College will grant credit for current professional licenses or certificates that have been evaluated and approved for credit by the College's Academic Council.

Students who have earned one of the licenses or certificates listed below must submit notarized copies of the license or certificate and current renewal card, if appropriate, in order to receive credit. In addition, an official transcript of the course completed must be sent to the Office of the Registrar from the hospital or agency through which they were completed.

The following United States licenses and certificates have been approved for credit:

	Semester Hour Credits
<b>Health-related Professional Certifications and Licenses</b>	
Cardiovascular Registry — Invasive (CCI/NBCVT) .....	7
Cardiovascular Registry — Noninvasive (CCI/NBCVT) .....	12
Certified Cardiographic Technician (CCI-CCT) .....	6
N.J. Emergency Medical Technology — Ambulance (EMT-A) or BASIC (EMT-B) .....	4
N.J. Emergency Medical Technology — Paramedic (MICP) .....	16
Histotechnology (ASCP-HT) .....	4
Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT) .....	30
Nursing (RN) (For programs other than BSN) .....	up to 60
Radiation Therapy Technology (ARRT-RT[T] or NJ-LRT[T]) .....	32
Radiologic Technology (ARRT-RT[R] or NJ-LRT[R]) .....	
Hospital-based programs 1980 and subsequent .....	34
Hospital-based programs 1976-1980 .....	20 or 34
Hospital-based programs prior to 1976 .....	20
Respiratory Therapy Technician (NBRC-CRTT) .....	23
Respiratory Therapist (NBRC-RRT) .....	44
No credit is granted in transfer toward BSN degree requirements for course work taught in a hospital diploma nursing program.	
<b>Aviation Licenses and Certificates</b>	
FAA Private Pilot Airplane License .....	6
FAA Private Pilot Rotocraft License .....	6
FAA Commercial Pilot Airplane License .....	12
FAA Commercial Pilot Rotocraft License .....	12
FAA Instrument Pilot Airplane License .....	6
FAA Instrument Pilot Rotocraft License .....	6
(If a student holds both private pilot licenses the maximum credit award is 9 semester hours; for both commercial pilot licenses, 18 semester hours; and for both instrument pilot licenses, nine semester hours.)	
FAA Flight Engineer .....	6
FAA Flight Dispatcher .....	7
FAA Flight Instructor Rating .....	4
FAA Flight Instructor Instrument Rating .....	4
FAA Flight Navigator .....	8
FAA Multi-engine Airplane .....	2
FAA Airline Transport Pilot .....	5
FAA Mechanic Certificate/Airframe and Powerplant Rating .....	55
FAA Mechanic/Airframe .....	27
FAA Mechanic/PowerPlant .....	28
FAA Air Traffic Control Specialist .....	60



Business Certificates

Institute for the Certification of Computer Professionals #

Associate Computer Professional (ACP)***	up to 20
Certified Computer Programmer (CCP)***	up to 23-24
Certified Data Processor (CDP)***	up to 23-24
Certified Systems Professional (CSP)***	up to 23-24

Diploma in Computer Studies # ..... 9

Certificate awarded by National Computing Centre.

Certified Payroll Professional (CPP) # ..... up to 12

Awarded by the American Payroll Association.

Certified Professional Secretary (CPS) # ..... up to 33

Awarded by Institute for Certifying Secretaries.

Certified Public Accountant (CPA)\* ..... up to 33

Awarded by state boards of accountancy

Chartered Life Underwriter (CLU)\* ..... up to 30

Awarded by the Certification Board of The American College.

Chartered Financial Consultant (ChFC)\* ..... up to 30

Awarded by the Certification Board of The American College.

Chartered Property Casualty Underwriter (CPCU)\* # ..... up to 32

Awarded by the American Institute for Property and Liability Underwriters.

Certified Financial Planner (CFP) # ..... up to 15

Awarded by The College for Financial Planning.

Certified Employee Benefit Specialist (CEBS) # ..... up to 34

Awarded by The International Foundation of Employee Benefits Plans.

Certified Purchasing Manager (CPM) ..... up to 9

Awarded by The National Association of Purchasing Management.

Credit recommendation by USNY PONSI program.

Certified Public Manager Program of New Jersey (CPM) # ..... up to 18

Other Certificates or Licenses

Automotive Service Excellence Exams (NIASE) #

Automobile, eight exams	up to 32
Auto Body, two exams	up to 17
Heavy-Duty Truck, six exams	up to 27

Certified Novell Administrator # ..... up to 2

Certified Novell Instructor # ..... up to 13

Certified Novell Engineer # ..... up to 15

New Jersey State Land Surveyor License ..... 7

Evelyn Wood Reading Dynamics Course ..... 1

National Court Reporters Association #

Registered Professional Reporter	21
Certificate of Merit	3

Navy Basic Nuclear Power School (after 1961)\*\* ..... 41

Navy Qualifications Beyond Basic Nuclear Power School ..... 3-20

Nuclear Regulatory Commission Reactor Operator or Senior Reactor Operator License\*\* ..... 27

National Registry of Radiation Protection Technologists (NRRPT\*) # ..... 30

Child Development Associate (CDA) ..... 9

New Jersey Basic Course for Police Officers (Jan. 1986 to Present) ..... 16

New Jersey Basic Training for Corrections Officers (July 1989 to Present) ..... 12

Philadelphia Police Academy Training (1988 to Present) ..... 15

American Society for Nondestructive Testing

Certification/Level:	II	III
Any testing method	6	12
Radiographic testing	3	7
Ultrasonic testing	3	7
Magnetic-Liquid testing	3	6
Eddy Current testing	3	3
Leak testing	3	1

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

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

\*\*\* There is significant overlap of credit recommendations since as of May 1990 the ACP, CCP, CDP and CSP have a common CORE of 17 sb.

# Credit recommendations made by the American Council on Education.

Corporate and Business Training Programs



How to Earn College Credit for Corporate Education and Training Courses

Students may be able to earn credit for courses taken at the workplace, or through union, governmental or professional associations, or through specialized training programs. Students should first check whether the courses they have completed have been evaluated by the College Credit Recommendation Service of the American Council on Education (ACE).

College Credit Recommendation Service is a program under which company and other noncollegiate courses are evaluated by college faculty who determine whether such courses are college-level and, if they are, the faculty then recommend appropriate academic credit for each course. College credit recommendations resulting from these evaluations are published along with course descriptions in *The National Guide to Educational Credit for Training Programs*, published by ACE. Similar evaluations are conducted by the Board of Regents of the State of New York. Credit recommendations and descriptions of Regents PONSI (Program on Noncollegiate Sponsored Instruction) courses are published in *College Credit Recommendations*.

Students can use these credit recommendations toward their degree at Thomas Edison State College, as well as at a number of other colleges in New Jersey and throughout the nation, if they successfully completed the course(s) during the dates in which the credit recommendation is active and valid. At Thomas Edison, courses can be accepted into any part of the degree, including the major, so long as they are appropriate and do not exceed the limitation of transferable courses from any one source.

To see if courses taken have been recommended for credit:

1. Start by reviewing the list (on the following pages) of organizations that have current College Credit Recommendation Service-evaluated courses. Courses completed successfully from any of these organizations may well be eligible for credit recommendations.
2. Students may also want to check with their human resources or training office at work, or the student services office where they have taken professional or training courses. The list of College Credit Recommendation Service sponsor organizations continues to grow and change, so students may want to check with the human resource or training officer to see whether any of their specific organizational courses have been evaluated for credit recommendations.
3. Also students can check the two guides listed above. (Libraries, training or human resource offices, and admissions offices at schools often have copies of these guides on hand.) These guides include a listing of the organizations and credit recommendations for the specific courses evaluated by the respective programs. The guides also include names of organizations with valid credit recommendations that are no longer active partners. But students may still be able to use the credit recommendation, if they successfully completed the course(s) during the valid dates.

How to Get a College Credit Recommendation Service Transcript

To be awarded credit for College Credit Recommendation Service-evaluated courses, students must request that documentation be forwarded directly to the College from the appropriate source. Students should not submit their own informal or personal copies of records, as these cannot be accepted. In cooperation with the sponsor organization, students who wish to obtain college credit are expected to have all their College Credit Recommendation Service-recommended education and training courses recorded in Washington, DC on the ACE Registry. To request that a copy of one's Registry record be sent to the College, simply contact the Registry directly at (202) 939-9434. In some special cases where a Registry record cannot be obtained, a student may contact the College's Office of Corporate - Higher Education Programs for information on possible alternatives.

How to Get a Thomas Edison State College Transcript

If a student does not wish to enroll in a degree program at this time, but does need to have an official college transcript that reflects the credit recommendations which have been earned, there is a direct and easy way to do that. Contact the Office of Corporate - Higher Education Programs (609-633-6271) and request an application for an ILA (Individual Learning Account). Complete and return the application, contact the ACE Registry to have the appropriate records forwarded to the college.



### If Courses Have Not Been Evaluated, Consider Doing a Portfolio

If the courses completed have not been evaluated by College Credit Recommendation Service but students want to capitalize on the learning, they should consider portfolio assessment. Portfolio assessment helps students define and demonstrate both their formal and informal learning in terms of college courses. (See Portfolio Assessment section of this Catalog.)

### If You Need Information or Assistance with College Credit Recommendation Service Courses

Colleges vary on the way they accept College Credit Recommendation Service courses. If students have questions or concerns about using College Credit Recommendation Service credits at a college, they may call the Corporate - Higher Education Programs staff at Thomas Edison State College. Although courses listed through the ACE Registry are often accepted more easily than sponsor-specific transcripts, staff will assist any student presenting College Credit Recommendation Service recommendations to a college.

### If Students Want to Know Other Ways In Which Thomas Edison State College Can Help Their Organizations

The Office of Corporate Higher Education Programs can bring the resources of Thomas Edison State College to the workplace. Through this office:

1. Formal courses can be evaluated through College Credit Recommendation Service.
2. College services can be offered at employer sites.
3. "Degrees of Success," a special one-day seminar developed with a major corporation to familiarize working adults with the choices available to them to complete their degree in ways that can save time and money, is available. The seminar also includes a section on study skills and how to manage time while working, caring for family responsibilities and doing college course work.

To get more information about College Credit Recommendation Service or other services available to organizations, contact the Office of Corporate-Higher Education Programs, Thomas Edison State College at (609) 633-6271 or via e-mail: [corpinfo@tesc.edu](mailto:corpinfo@tesc.edu).

## Current ACE/ College Credit Recommendation Service Sponsors\*

*(formerly called  
ACE/PONSI - Program  
On Noncollegiate  
Sponsored Instruction)*

Access Research Corporation  
San Antonio, Texas

AchieveGlobal  
Draper, Utah

Advance Learning Network  
Rochester, NY

Allied Business Schools, Inc.  
Laguna Hills, Calif.

America's Community Bankers  
Fairfield, Conn.

American Academy of Nutrition,  
College of Nutrition  
Knoxville, Tenn.

American Association of Direct Human  
Service Personnel  
Parma, Mich.

American Bankers Association  
Washington, D.C.

American Compensation Association  
Scottsdale, Ariz.

**American Educational Institute, Inc.**  
**Basking Ridge, N.J.**

American Health Information Manage-  
ment Association  
Chicago, Ill.

American Institute for Chartered Property  
Casualty Underwriters, Insurance Institute  
of America  
Malvern, Pa.

American Institute for Paralegal  
Studies, Inc.  
Oakbrook Terrace, Ill.

**American Institute of Banking of  
New Jersey**  
**Clifton Heights, N.J.**

American Institute of Banking,  
Mid-Atlantic Chapter  
Bethesda, Md.

American Institute of Medical Law  
Coral Gables, Fla.

American Society of Safety Engineers  
Des Plaines, Ill.

Ameritech  
Detroit, Mich.

Armenian National Education Committee  
New York, N.Y.

Art Instruction Schools, Inc.  
Minneapolis, Minn.

**AT&T Network and Computing Services  
(NCS) NOET**  
**Atlanta, Ga.**

**AT&T Network Operations & Engineer-  
ing Training**  
**Kansas City, Mo.**

**AT&T NOET Training Center**  
**Columbus, Ohio**

**AT&T School of Business and Technology**  
**Somerset, N.J.**

Automatic Sprinkler Apprenticeship  
Program  
University Park, Pa.

Automation Research Systems, Limited  
Alexandria, Va.

Averett College  
Vienna, Va.

Babcock & Wilcox of Ohio  
Miamisburg, Ohio

Baltimore Gas & Electric Co.  
Lusby, Md.

Bearden Group  
Louisville, Ky.

Bell Atlantic Corporation  
Marlboro, Mass.

**Bergen County Police & Fire Academy**  
**Mahwah, N.J.**

Berlitz International, Inc.  
New York, N.Y.

B. F. Goodrich Aerospace-Airframe  
Services Division  
Everett, Wash.

Bisk-Totaltape Publishing Company  
Tampa, Fla.

BOMI Institute  
Arnold, Md.

**Caesars Atlantic City**  
**Atlantic City, N.J.**

\* The listings in **bold print** are sponsors evaluated by  
Thomas Edison State College.



## CURRENT ACE/COLLEGE CREDIT RECOMMENDATION SERVICE SPONSORS

Calhoon MEBA Engineering School Easton, Md.	<b>Commerce Bank N.A. Mount Laurel, N.J.</b>	English Language Institute of America Scranton, Pa.
California College for Health Sciences National City, Calif.	Commonwealth Edison Co. Wilmington, Ill.	Enhanced Training Opportunities Program, Inc. Itasca, Ill.
Carolina Power & Light Co. Raleigh, N.C.	Computer Institute Rockville, Md.	Entergy Operations, Inc. River Bend St. Francisville, La.
Carpenters Health and Safety Fund of North America Washington, D.C.	Computer Learning Centers, Inc. (National) Washington, D.C.	ESI International Arlington, Va.
Case Corporation Racine, Wisc.	<b>Computer Learning Centers, Inc. Paramus, N.J.</b>	ExecuTrain Corporation Omaha, Neb.
Catholic Distance University Hamilton, Va.	Credit Union National Association Madison, Wisc.	Federal Aviation Administration FAA Academy Oklahoma City, Okla.
Center for Lactation Education Chalfont, Pa.	Dale Carnegie & Assoc., Inc. Houston, Texas	Federal Aviation Administration FAA Center for Management Dev. Palm Coast, Fla.
Certified Employee Benefit Specialist Program Brynokfield, Wisc.	Dana Corporation Toledo, Ohio	Federal Correctional Institution El Reno, Okla.
Certified Medical Representatives Institute, Inc. Roanoke, Va.	Datapro Information Technology Bombay, India	Federal Judicial Center Washington, D.C.
Charles River Computers New York, N.Y.	Dearborn Financial Institute Chicago, Ill.	Federal Market Group Vienna, Va.
<b>Christopher Academy and Maitland Montessori School Westfield, N.J. and Altamonte Springs and Maitland, Fla.</b>	Defense Logistics Agency Columbus, Ohio	Felde Publications and Programs Manhattan Beach, Calif.
Chrysler Corporation Advanced Technical Training Detroit, Mich.	Development Dimensions Intl. Bridgeville, Pa.	First Data Card Services Group Omaha, Neb.
<b>Chubb Institute Parsippany, N.J.</b>	Disabled American Veterans Washington, D.C.	Florida Power and Light Company Jensen Beach, Fla.
Citicorp Credit Services, Inc. Hagerstown, Md.	Dollar Rent-A-Car Systems, Inc. Tulsa, Okla.	General Physics Corporation Aiken, S.C.
City of Atlanta Water Dept. Atlanta, Ga.	<b>DPT Business School Philadelphia, Pa.</b>	Georgia Fire Academy Forsyth, Ga.
City of Oxnard Oxnard, Calif.	Duquesne Light Company Shippingport, Pa.	Global Knowledge Network Cary, N.C.
College for Financial Planning Denver, Colo.	DynCorp Reston, Va.	Graduate School of Banking at Colorado Boulder, Colo.
Command Train, Inc. Dearborn, Mich.	Early Childhood Professional Development Network Columbia, S.C.	Great Plains Area Vocational-Technical School Lawton, Okla.
	ECPI College of Technology Virginia Beach, Va.	
	Educational Resources, Inc. Dulles, Va.	

\* The listings in **bold print** are sponsors evaluated by  
Thomas Edison State College.

## CURRENT ACE/COLLEGE CREDIT RECOMMENDATION SERVICE SPONSORS

Hacienda La Puente Adult Education Hacienda Heights, Calif.	Insurance Data Management Association New York, N.Y.	LCDC Training School Round Rock, Texas
Hampton Group, Inc. Denver, Colo.	Insurance Educational Association San Francisco, Calif.	Learning Tree International Reston, Va.
Hane Industrial Training Terre Haute, Ind.	Interagency Training Center Fort Washington, Md.	Life Underwriter Training Council Bethesda, Md.
Health Insurance Association of America Washington, D.C.	Internal Revenue Service Cincinnati, Ohio	Lockheed Martin Utility Services, Inc. Piketon, Ohio
<b>HoHoKus School of Secretarial and Medical Sciences Ramsey, N.J.</b>	International Association of Fire Fighters Washington, D.C.	Long & Foster Realtors Fairfax, Va.
HTR, a division of UOL Publishing Rockville, Md.	International Assoc. of Machinists and Aerospace Workers Hollywood, Md.	Lucent Technologies Customer Training & Information Products Columbus, Ohio
Hudson Institute for Teacher Education Danbury, Conn.	International Hearing Society Fairborn, Ohio	<b>Lucent Technologies, Inc. Bus. Communications Systems, Global Learning Solutions Englewood, Colo.</b>
ICI University Irving, Texas	International Training Institute for Sheet Metal and Air Conditioning Alexandria, Va.	<b>Lucent Technologies, Inc. Learning &amp; Performance Center Piscataway, N.J.</b>
ICS Learning Systems Scranton, Pa.	International Union of Operating Engineers Washington, D.C.	<b>Lucent Technical Services Company San Antonio, Texas</b>
Illinois Fire Service Institute Champaign, Ill.	Jamaica Institute of Management Kingston, Jamaica, W.I.	Management Concepts, Inc. Vienna, Va.
Independent School of Management Wilmington, Del.	John Tracy Clinic Academy for Professional Studies Los Angeles, Calif.	Maryland Fire & Rescue Institute College Park, Md.
Informix Software, Inc. Menlo Park, Calif.	JR Electronics and Pneumatics Corp. San Juan, Puerto Rico	Massachusetts Bankers Assoc., Inc. Boston, Mass.
Institute for Nuclear Medical Education Boulder, Colo.	Kaplan Educational Centers New York, N.Y.	Massachusetts Office of the Inspector General Boston, Mass.
Institute of Certified Professional Managers Harrisonburg, Va.	<b>Kepner-Tregoe, Inc. Princeton, N.J.</b>	McDonald's Corporation Oakbrook, Ill.
Institute of Certified Travel Agents Wellesley, Mass.	Lado Teacher Training Certificate Program Washington, D.C.	Medical Legal Consulting Institute, Inc. Houston, Texas
Institute of Financial Education Chicago, Ill.	Land Rover University Lanham, Md.	<b>Metropolitan Technical Institute Fairfield, N.J.</b>
Institute of International Studies Elicott City, Md.	Langevin Learning Services Manotick, Ontario, Canada	Mori Associates Co. La Verna, Calif.
<b>Institute of Logistical Management Croydon, Pa.</b>	Language Connect Institute Syracuse, N.Y.	
Institute of Management and Production Kingston, Jamaica, W.I.	Language Matters, Inc. Silver Spring, Md.	
Institute of Management Sciences Kingston, Jamaica, W.I.		

\* The listings in **bold print** are sponsors evaluated by  
Thomas Edison State College.



# CURRENT ACE/COLLEGE CREDIT RECOMMENDATION SERVICE SPONSORS

Mortgage Bankers Association of America Washington, D.C.	<b>National Registry of Radiation Protection Technologists (NRRPT)</b> Swedesboro, N.J.	Pennsylvania School of Muscle Therapy, Ltd. Wayne, Pa.
Motion Institute of Industrial Education Birmingham, Ala.	National Weather Service Training Center Kansas City, Mo.	Pittsburgh Leadership Foundation Pittsburgh, Pa.
MWR Academy Falls Church, Va.	Naval Center for Acquisition Training Rock Island, Ill.	PJA School Upper Darby, Pa.
National Academy of Railroad Sciences in Burlington Northern Santa Fe Railroad Overland Park, Kan.	Network Associates, Inc.- Sniffer University Santa Clara, Calif.	Positive Child Development Training, Inc. Lexington, Ky.
National Association Medical Staff Services Lombard, Ill.	New Horizons Computer Learning Centers, Inc. Santa Ana, Calif.	Productivity Point International Hinsdale, Ill.
National Association of Independent Fee Appraisers St. Louis, Mo.	<b>New Jersey Council for the Humanities</b> Trenton, N.J.	Pryor Resources, Inc. Shawnee Mission, Kan.
National Association of Power Engineers Education Foundation Falls Church, Va.	<b>New Jersey Dept. of Personnel Human Resource Dev. Institute</b> Trenton, N.J.	QualPro Knoxville, Tenn.
National Association of Securities Dealers, Inc. Gaithersburg, Md.	New York State Academy of Fire Science Montour Falls, N.Y.	<b>Recovery Assistance Program Training, Inc.</b> Perth Amboy, N.J.
National Certified Public Manager Consortium Athens, Ga.	NIIT Ltd. New Delhi, India	<b>RETS Institute</b> Nutley, N.J.
National Child Care Association Conyers, Ga.	Nonproliferation and National Security Institute Albuquerque, N.M.	Rhodes International Brighton, East Sussex, UK BN
National Cryptologic School Fort Meade, Md.	Offshore Sailing School, Ltd. Fort Myers, Fla.	SBC Center for Learning Irving, Texas
National Education Training Group Naperville, Ill.	Oklahoma Dept. of Vocational and Technical Education Stillwater, Okla.	School of Engineering and Logistics Texarkana, Texas
National Emergency Training Center (EMI) Washington, D.C.	Omaha Public Power District Omaha, Neb.	Seafarers Harry Lundeberg School of Seamanship Piney Point, Md.
National Emergency Training Center (NFA) Emmitsburg, Md.	Omni Tech, Consulting Group, Inc. Chicago, Ill.	Seminary Extension Nashville, Tenn.
National Institute for Paralegal Arts and Sciences Boca Raton, Fla.	On-Site Inspection Agency Washington, D.C.	<b>Showboat Casino Hotel</b> Atlantic City, N.J.
National Institute of Nutritional Education Aurora, Colo.	PADI International, Inc. Santa Ana, Calif.	Six Sigma Qualtec Scottsdale, Ariz.
National Joint Apprenticeship and Training Committee for the Electrical Industry Upper Marlboro, Md.	Paychex, Inc. Rochester, N.Y.	<b>SMS/American Healthware Systems</b> Brooklyn, N.Y.
National Management Association Dayton, Ohio	Peachbottom Atomic Power Station Delta, Pa.	Society for Human Resource Management Alexandria, Va.
		Software Technology Group San Jose, Calif.

\* The listings in **bold print** are sponsors evaluated by  
Thomas Edison State College.

# CURRENT ACE/COLLEGE CREDIT RECOMMENDATION SERVICE SPONSORS

<b>Somerset School of Massage Therapy</b> Somerset, N.J.	U.S. Dept. of Justice, U.S. Marshals Service Glynco, Ga.	University of California, University Extension Berkeley, Calif.
St. Louis Police Academy St. Louis, Mo.	U.S. Dept. of Labor, Office of Job Corps Washington, D.C.	University of Phoenix Phoenix, Ariz.
Synergistics, Inc. Rochester, N.Y.	U.S. Dept. of the Navy Millington, Tenn.	University of St. Thomas St. Paul, Minn.
Technical Education & Development Corporation Kokomo, Ind.	U.S. Dept. of the Treasury Glynco, Ga.	UOL Publishing, Inc. Fort Monroe, Va.
<b>Technical Training Project, Inc.</b> Newark, N.J.	U.S. Naval Facilities Contracts Training Center Port Hueneme, Calif.	Vanguard Schools Marietta, Ga.
Tel-A-Train Chattanooga, Tenn.	U.S. Postal Service, Corporate Training and Development Washington, D.C.	Virginia Dept. of Criminal Justice Services Richmond, Va.
Telecommunications Research Associates St. Marys, Kan.	U.S. Postal Service, Purchasing and Materials Washington, D.C.	Virginia State Police Academy Richmond, Va.
TESST Technology Institute Beltsville, Md.	U.S. Public Health Service Rockville, Md.	VITAL LEARNING Omaha, Neb.
Training/Etc Inc. Columbia, Md.	U.S. West Interprise Data Network Training Denver, Colo.	Wackenhut Corporation Palm Beach, Fla.
TRO Learning, Inc. Edina, Minn.	U.S. West Learning Systems Englewood, Colo.	Western CUNA Management School Pomona, Calif.
<b>U.S. Army CECOM, Directorate of Safety Risk Management</b> Fort Monmouth, N.J.	UAW-Chrysler Technology Training Center Detroit, Mich.	Westinghouse Savannah River Company Aiken, S.C.
U.S. Army Family Team Building Alexandria, Va.	UAW-Ford Detroit, Mich.	Wisconsin Electric Power Company Two Rivers, Wisc.
U.S. Army Management Staff College, Program in Sustaining Base Leadership & Management Ft. Belvoir, Va.	UAW-GM Center for Human Resources Auburn Hills, Mich.	Wisconsin Public Service Corporation Green Bay, Wisc.
U.S. Dept. of Agriculture Graduate School Washington, D.C.	<b>Ultrasound Diagnostic Schools</b> Miami, Fla.	Zaidner Institute Jerusalem, Israel
U.S. Dept. of Defense Security Institute Linthicum, Md.	Union Pacific Railroad Company Omaha, Neb.	
U.S. Dept. of Justice, Federal Bureau of Prisons Glynco, Ga.	United Nations Institute for Training and Research New York, N.Y.	
U.S. Dept. of Justice, Immigration and Naturalization Glynco, Ga.	<b>University Affiliated Program of New Jersey at UMDNJ</b> Piscataway, N.J.	
U.S. Dept. of Justice, Immigration and Naturalization, Leadership Development Center Dallas, Texas		

\* The listings in **bold print** are sponsors evaluated by  
Thomas Edison State College.



## Military Training Programs and Schools

### Educational Experiences in the Armed Services

The College will grant credit for those military service schools which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education. 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 has been identified as DD Form 214. Prior to 1950, Army and Air Force veterans were issued a Separation Qualification Record; Navy and Coast Guard veterans were issued a Notice of Separation; Marine Corps veterans were issued a Report of Separation. A notarized photocopy of the original separation report should be submitted to the College. Students should not submit the original. Students unable to locate the original separation report can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, Mo. 63132 and forward it with the cover form from the National Personnel Records Center to the College. Members of the Reserves or National Guard should contact their units for any necessary documentation.

Army personnel who entered active duty on or after October 1, 1981, who remained on active duty on or after January 1, 1984, are eligible for the Army/ACE Registry Transcript System (AARTS). AARTS will provide a transcript for any service school, MOS, or CLEP/DSSTs/ACT PEP: RCE Exam that has been passed and carries American Council on Education credit recommendations. Transcripts may be ordered through the base Education Officer or by writing to: AARTS Operations Center, Fort Leavenworth, Kan. 66027-5073.

### Army MOS

The College will award credit for enlisted Military Occupational Specialty classification (MOS) in accordance with the recommendations of the American Council on Education. (Please note that the earliest date for enlisted MOS recommendations is October, 1973.) Veterans should write to the National Personnel Records Center at the address above.

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

### Coast Guard Rating

The American Council on Education has evaluated various Coast Guard ratings. The earliest date for any of these recommendations is January 1971. Active duty personnel should fill out form CGI Form 60/04C and send it to the U.S. Coast Guard Institute, 5900 SW 64th Street, Suite 235, Oklahoma City, Okla. 73169-6990, telephone, 405-954-7275. This form may be obtained from the Educational Services Officer. Veterans should submit a notarized or certified copy of their Notice of Separation (DD214).

### 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 Officer to obtain a certified copy of this form. Veterans should submit a notarized or certified copy of their separation report (DD214).

### Marine MOS

The American Council on Education began to review a limited number of Marine Corps MOS' for credit in April 1987. To receive credit, all three levels of the MOS must have been completed.

### Air Force

Students who served in the Air Force prior to 1972 should submit a notarized copy of the DD 214 or other appropriate service records showing training completed. Students who served after 1972 should request an Official Transcript from the Community College of the Air Force, Building 836, Maxwell Air Force Base, Ala. 36112-6655.

*Note 1: Forms and form numbers change from time to time. If there are questions, please contact the College.*

*Note 2: The forms mentioned above as appropriate documentation for verifying the award of credit may lack sufficient information. The College may require additional notarized documentation before credit can be awarded.*

## Servicemembers Opportunity College



Thomas Edison State College is a long standing member of the Servicemembers Opportunity College (SOC). Some 1,300 colleges and universities hold membership in SOC, an organization that actively promotes articulation between members to assure servicemembers transferability of credits between institutions.

Thomas Edison is also one of 130 member institutions that comprise the SOC network. The SOC network works closely with the military to map military training to degree programs through a SOC agreement.

Even though servicemembers may be stationed in several locations during their military career, they are assured their credits will transfer to other SOC colleges. Therefore, soldiers and sailors are able to earn degrees from regionally accredited colleges and universities, including Thomas Edison State College.

When servicemembers from the Army, Navy, Marines or National Guard apply to Thomas Edison, the College provides to both the servicemember and to SOC an agreement form and a copy of the Academic Program Evaluation which shows the credits applied toward the degree and the credits needed to complete the degree. All applicants and enrolled servicemembers have access to the Learner Services staff through telephone, e-mail, letters and individual appointments.

Army Education Offices and Navy Campuses have the SOC publications which list the 1,300 member colleges and the degree programs included in their network. All Thomas Edison degree programs are available to all servicemembers, in addition to those listed in the SOC publications.

To assist the servicemember, the Army has established the Army/American Council on Education Registry Transcript System (AARTS). The AARTS transcript contains a record of the military training completed by the individual servicemember and recommended for credit by the American Council on Education. (For further information refer to the section on Military Training Programs and Schools.)

It is noted that the Air Force is not part of SOC because the Air Force has established the Community College of the Air Force, which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State College. The American Council on Education has recently recommended for credit many U.S. Marine Corps training programs.



## Other Courses

While students are encouraged to utilize Thomas Edison State College independent study options, they may select courses from a number of other institutions.

In order to assist students in selecting other courses, the College has made arrangements with the following university programs to provide Thomas Edison students with their bulletin and information.

A national publication list is available that contains all of the colleges and universities in the United States which provide courses through independent study or by correspondence. Students may use courses from any of the schools listed in the national publication, as long as the course(s) satisfy Thomas Edison degree requirements. To secure the publication, students should check with their local bookstore or write to:

UCEA Book Order Department  
Peterson's Guides  
P.O. Box 2123  
Princeton, N.J. 08543-2123  
For telephone orders contact:  
Non-New Jersey residents: (800) 225-0261  
New Jersey residents: (609) 243-9111

## National Universities Degree Consortium

The National Universities Degree Consortium (NUDC) was established in response to requests from nontraditional age students for high quality integrated, external degree courses delivered in flexible, off-campus formats. Member institutions include:

Colorado State University  
Kansas State University  
Mississippi State University  
Oklahoma State University  
University of Alabama  
University of Idaho  
University of Maryland University College  
University of New Orleans  
University of South Carolina  
Utah State University  
Washington State University

## Indiana University

Students may earn credit toward their degree program by taking correspondence courses from Indiana University. Students register for the course directly with Indiana University. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College upon the student's request. Students are advised to secure approval before registering for the course to ensure that credit will satisfy Thomas Edison degree requirements. To request a university bulletin with course descriptions and registration information write or call:

Indiana University  
Division of Extended Studies  
Owen Hall  
Bloomington, Ind. 47405-5201  
(800) 457-4434 (Nationwide)  
(800) 822-4762 (Indiana)  
(812) 855-3693 (Bloomington and outside the toll-free area)  
(812) 855-8680 (FAX)  
EXTEND@INDIANA.EDU (E-mail)

## OTHER COURSES

## Ohio University

Students may earn credit toward their degree program by taking correspondence courses from Ohio University. Students register for the course directly with Ohio University. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College upon the student's request. Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements. To request a university bulletin with course descriptions and registration information write or call:

Ohio University  
Lifelong Learning Programs  
302 Tupper Hall  
Athens, Ohio 45701-2979  
(614) 593-2910  
(800) 444-2910 (Nationwide)  
(614) 593-2901 (FAX)

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

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

## Pennsylvania State University

Students may earn credit toward their degree program by taking correspondence courses from Pennsylvania State University. Students register for the course directly with the Pennsylvania State University. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College upon the student's request. Students are advised to secure approval before registering for the course to ensure that credit will satisfy Thomas Edison degree requirements. To request a university bulletin with course descriptions and registration information write or call:

The Pennsylvania State University  
Dept. of Independent Learning  
207 Mitchell Building  
University Park, Pa. 16802-3601  
(800) 458-3617 (Nationwide)  
(800) 252-3592 (Pennsylvania)  
(814) 865-5403 (State College Area)

## University of Missouri

Students may earn credit toward their degree program by taking correspondence courses from the University of Missouri. Students register for the course directly with the University of Missouri. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College upon the student's request. Students are advised to secure approval before registering for the course to ensure that credit will satisfy Thomas Edison degree requirements. To request a university bulletin with course descriptions and registration information write or call:

University of Missouri  
Center for Independent Study  
136 Clark Hall  
Columbia, Mo. 65211  
(314) 882-2491  
(314) 882-6808 (FAX)  
independ@ext.missouri.edu (E-mail)



## University of Nebraska-Lincoln

Students may earn credit toward their degree program by taking correspondence courses from the University of Nebraska-Lincoln. Students register for the course directly with the University of Nebraska-Lincoln. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College upon the student's request. Students are advised to secure approval before registering for the course to ensure that credit will satisfy Thomas Edison degree requirements. To request a university bulletin with course descriptions and registration information write or call:

**University of Nebraska-Lincoln**  
**Division of Continuing Studies**  
**Department of Distance Education**  
**Clifford Hardin Nebraska Center for Continuing Education, Room 269**  
**Lincoln, Neb. 68583-9800**  
**(402) 472-1926**  
**(402) 472-1901 (FAX)**  
**unldde@unl.edu (E-mail)**

## Alumni Association

All Thomas Edison State College graduate, associate and baccalaureate degree recipients are members of the Alumni Association. There are no dues.

The mission of the Alumni Association is to provide a vehicle for the College's graduates to promote and advance the well-being of the College in the achievement of its mission and purpose. Activities include: managing the Alumni Annual Fund, assisting the College with Commencement Day activities including the PHT Awards Commencement Banquet, Awards Committee, community service projects, and regional meetings. Alumni also serve on a variety of College committees.

Alumni interested in meeting with local Thomas Edison graduates, becoming active or becoming a member of the Alumni Board, are invited to contact the Office of Alumni Affairs, Thomas Edison State College, 101 West State Street, Trenton, N.J. 08608-1176; (609) 633-8592. You also may connect with the Alumni Chat Room on the College's home page at <http://www.tesc.edu>.



# Drug Abuse Prevention

## Policy On The Unlawful Possession, Use Or Distribution Of Illicit Drugs And Alcohol By Students

I. Thomas Edison State College students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug in the College.

A. A **drug** means a controlled dangerous substance, analog or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, *et seq.*, and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in schedules I through V of Section 202 of the Federal Controlled Substance Act (21 U.S.C. 812). The term shall not include tobacco or tobacco products or distilled spirits, wine or malt beverages as they are defined or used in N.J.S.A. 33:1 *et seq.*

B. **"Student"** means all Thomas Edison students who are enrolled in degree seeking programs or certificate programs.

C. **"College"** means the physical area of operation of Thomas Edison State College including buildings, grounds and parking facilities controlled by the College. It includes any field location or site at which a student is engaged, or authorized to engage in academic work activity, and includes any travel between such sites.

## II. Sanctions

A. Any student who is found to be involved in the unlawful manufacture, distribution or dispensation of a drug in the College may face disciplinary sanctions (consistent with local, state and federal law) up to and including termination of the student status and referral to the appropriate legal authorities for prosecution.

B. Conviction (see definition below) of any student for the unlawful manufacture, distribution or dispensation of drugs in the College will result in the immediate implementation of dismissal or expulsion proceedings.

C. Any student who is convicted of a federal or state offense consisting of the unlawful possession or use of a drug in the College will be referred to an authorized agency for counseling, and shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to participate as outlined above may result in dismissal.

D. **"Conviction"** means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of "nolo contendere". A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pre-trial intervention program, pursuant to N.J.S.A. 2C:43-12 *et seq.*, or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.

## III. The New Jersey Drug Laws

- \* Six-month loss or delay of a driver's license for conviction of any drug offense.
- \* \$500 to \$3,000 cash penalty for conviction of any drug offense.
- \* Loss of property including your automobile or house if used in a drug offense.
- \* Doubled penalties for any adult convicted of giving or dealing drugs to someone under 18 years of age.
- \* Five years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

## IV. Drug and Alcohol Counseling

Referrals may be made to agencies listed in the New Jersey Division of Alcoholism and Drug Abuse, "Directory of Drug Abuse Treatment and Rehabilitation Facilities," and the New Jersey Division of Alcoholism, "Treatment Directory."

Students who reside in New Jersey can be referred to treatment centers listed in the above directories.

Out-of-state students can be referred to agencies in their respective states that are listed in the U.S. Department of Health and Human Services directory, "Citizen's Alcohol and Other Prevention Directory."

## V. Appeals

Any student accused of unlawful possession, use or distribution of illicit drugs and/or alcohol may request an internal hearing before the College hearing officer prior to disciplinary action or dismissal.

## VI. Health Risks Associated With Alcohol and Drug Abuse

Taken in large quantities over long periods of time, alcohol can damage the liver, brain and heart. Repeated use of alcohol can cause damage to the lungs, brain, liver and kidneys. Death due to a drug overdose is always a possibility for the drug user.

In addition to physical damage caused by alcohol and drug abuse, there are mental effects such as changes in mood and behavior, lack of interest and drive.

The College will provide information concerning drug abuse to any student, officer or employee of the College. Information and referrals to agencies offering drug abuse counseling can be obtained from the Office of Financial Aid and Veterans Services, (609) 633-9658.

# Governance

The College's Board of Trustees is the governing body of the College. The Board oversees all policy matters of the College, including the approval of degree programs and standards, and budget recommendations for the state treasurer.

Members are citizens of the state appointed by the governor, with the advice and consent of the Senate, to six-year terms. In addition, two student representatives, a voting member and an alternate, are elected by the Board of Trustees.

In addition, a 25-member Academic Council, appointed by the Board, serves as an advisory body to the president and Board of Trustees. The Council, consisting of specialists from New Jersey two- and four-year public and private higher education institutions, organizations from the noncollegiate sector, Thomas Edison State College staff, and students and/or alumni, is chaired by the vice president and provost. Its primary function is to review the content and requirements of Thomas Edison degree programs, academic policies and standards, and to recommend modifications where appropriate.

## Board of Trustees Thomas Edison State College

Richard W. Arndt, Chairman  
Carole A. Nerlino-Cerepak, Vice Chairman  
Fred J. Abbate  
Nicholas L. Carnevale  
Christopher J. Daggett  
George L. Fricke  
Tina M. Greco  
Ida B. Hammond  
E. Harvey Myers  
Thomas M. O'Neill  
Heidi Schwab  
George A. Pruitt, President, ex-officio

## Thomas Edison State College Staff

### Office of the President

George A. Pruitt, President, B.S., M.S. (Illinois State University), Ph.D. (The Union Institute)

Esther H. Paist, Executive Assistant to the President and Director of Institutional Planning, B.A. (Hood College), M.S. (University of Wisconsin)

Ann Marie Senior, Director of Institutional Research and Outcomes Assessment, B.A. (Cornell University), Ph.D. (University of Michigan)

Anna Krum, Program Assistant

**Secretarial:** Anne C. Tither, Confidential Assistant and Linda Eckel, Executive Secretarial Assistant

### Academic Affairs

Jerry T. Ice, Vice President and Provost, B.A. (Salem-Teikyo University [formerly Salem College]), M.A. (Montclair State University), Ed.D. (Fordham University)

Nia I. Abuwi, Senior Admissions Representative, A.S.M., B.S.B.A. (Thomas Edison State College)

Barbara Aikins, Program Advisor, B.S. (Bennett College)

Margaret Allan, Program Assistant

Aaron Appelstein, Course Developer, B.A. (University of Rochester), M.A. (University of Wisconsin-Madison)

Irene Bentz, Senior Program Advisor, B.S.N. (University of Pennsylvania), M.S.N. (Villanova University)

L. Ann Bielawski, Senior Program Advisor, B.A. (Douglass College), M.S. (Hunter College)

Cecelia M. Blasina, Learner Services Representative, A.S.M. (Thomas Edison State College)

Peggy Bodnar, Administrative Assistant

Mitchell C. Bondi, Senior Evaluator, B.A. (Trenton State College)



## THOMAS EDISON STATE COLLEGE STAFF

**Theresa A. Bowman Downing**, Program Advisor, B.A., M.A. (Montclair State University)

**Tonia Brown**, Program Assistant

**Dolores Brown Hall**, Associate Dean and Director, Nursing Program, B.S. (Long Island University), M.S.N. (Adelphi University), Ph.D. (New York University)

**Casey Beth Cardinal**, Learner Services Representative, B.S., M.S. (Shippensburg University)

**Emily Carone**, Assistant Director, Test Development and Independent Study, A.B. (Douglass College)

**Carla Colburn**, Program Advisor, B.A. (Niagara University), M.S. (State University College of New York at Buffalo), M.A. (University of Delaware)

**Debra A. Dagavarian**, Deputy Vice Provost, I.A. (State University College of New York at New Paltz), M.A. (State University of New York at Albany), Ed. D. (Rutgers, The State University of New Jersey)

**Susan C. Davenport**, Assistant Director of Learner Services, B.A. (Drew University), M.S. (University of Pennsylvania)

**Cheryl Dienes**, Testing Coordinator

**Gregg Dye**, Registrar, B.A., M.E. (Trenton State College)

**Rosa Lee Eickhoff**, Program Advisor, B.S. (University of Missouri), M.S. (Ft. Hays State University)

**Sonja A. Eveslage**, Associate Vice President for New Program Development, B.S. (St. Cloud State University), M.A., Ph. D. (University of Minnesota)

**Susan O. Friedman**, Associate Dean, Applied Science and Technology, B.S. (Cornell University), M.S. (Syracuse University), Ed.D. (The Pennsylvania State University)

**Charlene M. Glascock**, Director, Instructional Services, B.A., M.A. (Rutgers, The State University of New Jersey)

**Donald Hart**, Project Specialist, B.A. (University of Alabama) M.A., Ph.D. (University of North Carolina at Chapel Hill)

**Robert D. Herbster**, Senior Program Advisor, A.B. (Muhlenberg College), M.A. (Rider University)

**Donna Higgins**, Program Assistant, A.S. (Rider University)

**Gordon Holly**, Director of Admissions, B.A. (University of Findlay)

**Rebecca C. Hull**, Coordinator of Portfolio Assessment, B.A. (Elmira College), M.A. (University of New Haven)

**Evette Jackson**, Managing Administrative Assistant

**Patricia A. Jackson**, Senior Program Advisor, B.S. (Temple University), M.S. (University of Michigan)

**James Jesson**, Program Assistant, A.A. (Mercer County Community College)

**Alma Johnson-Laster**, Administrative Assistant

**Samone L. Jolly**, Associate Dean, Liberal Arts Degrees, B.S., M.S., Ph.D. (Kansas State University)

**Donna K. Keehbler**, Learner Services Representative, B.A., Ed.M. (Rutgers, The State University of New Jersey)

**Judith Krom**, Associate Dean, Undergraduate Programs and Human Services, B.A. (Gordon College), M.A. (Syracuse University), Ph.D. (State University of New York at Buffalo)

**James Lehman**, Director of Test Development and Research, B.A. (Pacific Union College), M.S. (California State University), Ph.D. (University of California)

**Sandra L. Leverett**, Administrative Assistant, A.A. (Thomas Edison State College)

**Kenneth W. B. Lightfoot**, Instructional Designer, B.A. (Lycoming College), Post Graduate Certificate in Education (University of Wales), M.A. (University of Connecticut)

**Devorah Namm**, Assistant Vice President for Learner Services, M.A. (Antioch University), Ph.D. (University of Pittsburgh)

**Daniel Negron, Jr.**, Assistant Director, Corporate-Higher Education Programs, B.A. (Northeastern Illinois University)

**Catherine Peck**, Academic Editor, B.A., M.A. (University of North Carolina at Chapel Hill)

**Kerry Prendergast**, Program Assistant, B.S. (Rutgers, The State University of New Jersey)

**Carmen Panlilio**, Acting Director of Financial Aid and Veterans Affairs, B.A. (University of the Philippines), M.A. (Kean University)

**Jamie Priester**, Learner Services Representative, A.A., B.A. (Thomas Edison State College)

**Ann Prime-Monaghan**, Program Advisor, B.S. (The Pennsylvania State University), M.A. (Temple University), M.S. (Johns Hopkins University)

**Dawn M. Propst**, Learner Services Representative, B.S. (The Pennsylvania State University)

**Catharine Punchello**, Senior Registration Coordinator, B.A. (Rider University)

**James Ratigan**, Director, Office of Corporate-Higher Education Programs, B.S. (St. Joseph's University), M.A., Ph.L. (Fordham University)

**Michelle Robinson**, Senior Learner Services Representative, A.A. (Mercer County Community College), B.A. (Rutgers College, Rutgers, The State University of New Jersey)

**Dorothy Sconyers**, Program Advisor, B.A. (University of Mississippi), M.L.A. (Temple University)

**William Seaton**, Associate Vice President, Distance and Independent Adult Learning, B.A., M.A. (Bowling Green University)

**Todd Siben**, Portfolio Advisor, B.A. (Ramapo College), M.A. (Teachers College, Columbia University)

**Doris Simmons**, Learner Services Representative, B.S. (Southern Illinois University/Carbondale), M.A. (Central Michigan University)

## THOMAS EDISON STATE COLLEGE STAFF

**Alicia D. Smith**, Learner Services Representative, B.S. (Rowan College of New Jersey)

**Bettye Smith**, Learner Services Representative, A.A., B.A. (Thomas Edison State College)

**Patricia M. Sparks**, Vice Provost and Academic Dean, R.N. (Massachusetts General Hospital School of Nursing), B.S., M.Ed., Ed.D. (Temple University), M.P.H. (Boston University School of Medicine)

**Mona Spera**, Program Assistant

**J. Marian Stone**, RN, Senior Program Advisor, B.S.N., M.S.N. (University of Pennsylvania)

**Richard F. Strauss**, Evaluator, B.S. (Temple University)

**Ronald Sukovich**, Associate Dean, Business Degrees, B.A. (Rutgers, The State University of New Jersey), M.A. (Temple University), M.B.A. (Rutgers, The State University of New Jersey)

**Esther Taitsman**, Associate Dean, Director of MSM Program, B.A. (University of Rochester), M.A. (Rider University), M.A., Ed.D. (Columbia University)

**Terri Tallon-Hamill**, Assistant to the Director - DIAL, A.A. (Burlington County College), B.A. (Holy Family College)

**Donald Trucksess**, Assistant Director of Course Administration, B.S. (Seton Hall University), M.A. (Kean College)

**Henry van Zyl**, Director of Distance Education Programs, B.A., M. Ed., B. Ed. (University of Port Elizabeth), D. Ed., (University of South Africa)

**Deborah Ware**, Learner Services Representative, A.S. (Harcum Junior College), A.A., B.A. (Thomas Edison State College)

**Donna Watson**, Senior Learner Services Representative

**Maureen Woodruff**, Assistant Director of Test Administration, B.A. (Stockton State College)

**Celestine Wynn**, Portfolio Advisor, B.A. (Temple University), M.S. (Cheyney University)

**Secretarial:** Debbie Lutz, Secretary to the Vice President and Provost, Carolyn Amacker, Linda Battle, Tanisha Bethea, Lorraine Boyd-Thompson, Martine Christophe, Rosemary T. Conte, Marietta Council, Karl A. Dienes, Sr., Rose L. Dixon, Iris M. Figueroa, Arlene Futey, A.S. (Burlington County Community College), B.S. (University of Southern Colorado), Shirley James, Marcia Jackson, William R. Johnson, Stephanie Jones, Bonnie Kasa, Deborah Kidd, Kenya Kornegay, Patricia Mark, Ann Marie Martini, Annie McKithen, Ratna Parasher, B.A. (Thomas Edison State College) Monica Post, Sharon Rock, Corale Sandy, Mary Taylor, Denise A. Weber, Mary E. Wyszynski

## Administration and Finance

**Michael J. Scheiring**, Vice President and Treasurer, B.A., M.P.A. (Kent State University)

**Carron M. Albert**, Associate Vice President of Administration and Finance, B.A. (Wheaton College)

**Sedell Bailey**, Assistant to the Director of Administrative Services, B.G.S. (University of Nebraska), M.A. (Central Michigan University), Ph.D. (Walden University Institute for Advanced Studies)

**Rebecca Barton**, Fiscal Administrator, A.A.S. (Brandywine College), B.S. (West Chester State College)

**Anna Benitz**, Assistant Controller, B.A. (Trenton State College), M.B.A. (Rider University)

**James T. Brossoie**, Assistant Director of Management Information Systems, A.A.S. (Rochester Institute of Technology)

**John W. Cosolito**, Systems Coordinator

**Jonathan (Jack) Davis**, Systems Coordinator, B.S.E. (Princeton University)

**Gloria Y. Dienes**, Assistant Director of Human Resources

**Edward (Kelly) Foris**, Systems Researcher, A.A. (Mercer County Community College)

**Edward George**, Director of Shipping and Receiving

**Mark S. Gordon**, Director of Special Studies, B.A. (Hobart College), M.A. (Rider University)

**Frank Haggerty**, Director of Administrative Services, B.S. (Rider University)

**Farouk A. Hassiehb**, Controller, B.S. (Alexandria University), M.B.A. (Long Island University)

**William Hobson, Jr.**, Procedural Design Specialist, A.A.S. (Mercer County Community College), B.S.B.A. (Thomas Edison State College)

**Drew W. Hopkins**, Director of Management Information Systems and Educational Technology, B.A. (Trenton State College)

**Charles Johnstone**, Systems Researcher, A.S. (Mercer County Community College)

**Ann Klopp**, Systems Coordinator, B.S. (St. Joseph's University)

**Carol Kuykendall**, Assistant Director, Accounts Payable

**Eunice Samuels-Lewis**, CGFM, Assistant Administrator, Student Fees and Revenues, B.A. (Livingston College, Rutgers, The State University of New Jersey), J.D. (Seton Hall University School of Law)

**Deborah McCloud-McCoy**, Systems Coordinator, B.S. (Rider University)

**Noreen O'Donnell**, Administrative Assistant, B.S.B.A. (The College of New Jersey)

**Wendy O'Hare**, Fiscal Administrator

**Kim Rinz**, Accountant

**Philip Sanders**, Administrator, Student Fees and Revenues, B.A. (Trenton State College)

**Barbara Sandstrom**, Systems Coordinator, A.A. (Mercer County Community College), B.A. (William Paterson College)

**Randolph S. Schwartz**, Desktop Applications Specialist, A.A.S. (Mercer County Community College)



**Mindi Shalita**, Human Resources Assistant, B.S. (Rider University)

**Hope Smith**, Educational Technology Specialist, A.A.S. (Mercer County Community College)

**Christopher Stringer**, Assistant Controller, B.S. (Rutgers, The State University of New Jersey), M.B.A. (Montclair State College)

**William Thompkins**, Imaging Specialist, A.S. (Burlington County Community College)

**Mary Toth**, Administrative Assistant, A.A.S. (Ocean County College), B.A. (Rider University)

**Betty Williams**, Financial Assistant, A.A. (Community College of Philadelphia)

**Mark (Jay) Williams**, Director of Budget and Analysis, M.A. (Temple University), M.B.A., M.S. (Aurora University)

**Pamela Yarsinsky**, Accounts Payable Specialist III, A.A. (Burlington County Community College), B.S. (Rowan University)

**Nettie D. Youngblood**, Accountant, B.S. (Troy State University), M.B.A. (Philadelphia College of Textiles and Science)

**Vincent Zicoello**, Assistant Director for Administrative Computing, B.B.A. (Pace University)

**Angie Zimmes**, Assistant Administrator, Student Fees and Revenues, B.S. (The College of New Jersey)

**Secretarial:** Sue Ellen Marren, Secretary to the Vice President, Brenda J. Law, Nathaniel DelValle, Lucille DiNatale, Nadine Hoston, B.A. (Marshall University), Saul Kremer, Sandra Kelly, Judith Lucas, Sheila Martin, Charlotte MacCulloch, Steve Outten, Suphrana H. Sargeant, A.S.M., B.A. (Thomas Edison State College), Marianne Shimer B.S. (The College of New Jersey), Terry Thornton, Frank Tulli, Sonja Woodall, Byron Wright

## Public Affairs

**John P. Thurber**, Vice President for Public Affairs, B.A. (Hampshire College), J.D. (Rutgers Law School)

**Samirah Abdul-Fattah**, Coordinator, Trenton Youth Initiatives, B.A. (Rutgers College, Rutgers, The State University of New Jersey), M.P.A. (New York University)

**Janet Lee Eickhoff**, Director of Alumni Affairs, B.A. (Ohio University), M.P.A. (Rutgers, The State University of New Jersey)

**Barbara Eklund**, Communications Specialist, B.S. (Syracuse University), M. Ed. (Rutgers, The State University of New Jersey)

**Louis Martini**, Marketing Relationship Manager, A.S.M. (Thomas Edison State College)

**Maureen McGuire**, Director of Development, B.A. (Rutgers, The State University of New Jersey)

**Patricia Memminger**, Program Assistant, B.S.B.A. (Thomas Edison State College)

**Marie R. Power-Barnes**, Director of Marketing and College Relations, B.A., M.B.A. (Rider College)

**Juliette M. Punchello**, Marketing Relationship Manager, B.S. (Drexel University)

**Linda Soltis**, College Relations Specialist, A.A. (Bucks County Community College), B.A. (Temple University)

**Janice Toliver**, Marketing Relationship Manager, B.A. (Hampton Institute), M.A. (Montclair State University)

**Christina M. Young**, Desktop Publishing Program Assistant, A.A.S. (Mercer County Community College), B.F.A. (Rutgers, The State University of New Jersey)

**Secretarial:** Jayne Ulmer, Secretary to the Vice President, B.A. (Thomas Edison State College), Rose M. Breininig, Michele Huntley, Marie Ruggiero, Andrea Maxwell

## Watson Institute for Public Policy

**William A. Watson**, Executive Director

**Elizabeth Johnson**, Senior Fellow/Director, Center for the Urban Environment, Watson Institute for Public Policy, B.S. (Cook College), M.S. (Rutgers, The State University of New Jersey)

**Stanley Van Ness**, Executive Fellow, A.B., LL.B. (Rutgers, The State University of New Jersey)

**Secretarial:** Kathleen A. Dukes

## Academic Council

The Academic Council of Thomas Edison State College consists of 25 members representing New Jersey two- and four-year public and private higher education institutions, organizations from the noncollegiate sector, Thomas Edison staff, and students and/or alumni. The Council is chaired by the vice president and provost, and members are appointed by the board of trustees. The primary function of the Council is to review the content and requirements of Thomas Edison degree programs, the academic policies and standards that govern such programs, and to recommend modifications where appropriate. Council members are specialists with academic background in a variety of fields, such as general education, business, professional disciplines, testing and measurement, and learning resources.

The Council receives advisory input from an executive committee and a number of advisory committees in the following professional fields: applied science and technology, business and management, human services, general education, and nursing. In addition, special ad hoc committees are formed as needed to deal with issues affecting particular academic programs and policies.

**Jerry Ice**, Vice President and Provost (Council Chair)

**William J. Seaton**, Associate Vice President, Distance & Independent Adult Learning (DIAL) (Council Secretary)

**Patricia M. Sparks**, Vice Provost and Academic Dean, Ex-Officio

**Aaron Appelstein**, Instructional Designer, Distance and Independent Adult Learning (DIAL) Thomas Edison State College

**William Boll**, Head Criminal Justice Department Warren County Community College

**William Brant**, Associate Professor Graduate School of Education Rider University

**Nora Carrol**, MSM Faculty Consultant, Thomas Edison State College

**Lawrence Chatman, Jr.**, Assistant Professor Engineering Technology Department Camden County College

**Philbert G. Davenport**, Coordinator Legal Assistance Program Atlantic Community College

**Robert English**, Professor and Chairperson, Engineering Technology Department New Jersey Institute of Technology

**John H. Glascock**, Visiting Assistant Professor Political Science Department Barnard College

**Thomas Grites**, Assistant to the Vice President for Academic Affairs The Richard Stockton College of New Jersey

**Camille Haberle**, Professor Emeritus Mathematics Raritan Valley Community College

**Joanne Hannabery**, Student Representative Thomas Edison State College

**David Hulteen**, Director State Approving Agency for College Programs Department of Military and Veterans Affairs

**Dominick Iorio**, Professor Emeritus Rider University

**Donna K. Keebler**, Learner Services Representative Thomas Edison State College

**Linda Knezevich**, Faculty Consultant Thomas Edison State College

**Laurence Marcus**, Professor Educational Leadership Department Rowan University

**Mel Moyer**, Associate Professor Psychology Department Rowan University

**Ann Prime-Monaghan**, Senior Program Advisor Thomas Edison State College

**William Mulkeen**, Assistant Professor Legal Studies Warren County Community College

**George A. Randall**, Dean Science Department Gloucester County College

**John Reinard**, Professor Emeritus Cumberland County College

**Wayne Smeltz**, Associate Professor Business Policy Rider University

**Ann Washburn Tucker**, Acting Chairperson Interdisciplinary Studies Department University of Medicine & Dentistry of New Jersey



# Faculty Consultants

Thomas Edison State College faculty consultants are drawn primarily from the regular academic staffs of New Jersey public and private colleges and universities. Faculty provide many services to Thomas Edison, including: course mentoring and development, prior learning assessment through portfolio, test development and review, curriculum review, development of new degree programs, academic advisory committees, other assessments (e.g., Advanced Level Practicum, Demonstration of Currency, etc.), ACE's College Credit Recommendation Service evaluations, and many others.

**John B. Abbott, Jr.**, Lecturer/Adjunct, English, Rutgers, The State University of New Jersey

**Markam Keith Adams**, Adjunct, Art, New York University, Middlesex County College

**Ali M. Aliabadi**, Consultant, Sociology, The New School

**Robert C. Archer**, Adjunct, Teacher Education Program, Richard Stockton College of New Jersey; Counselor, NYC Board of Education

**Derek D. Arnold**, Instructor, Speech Communication, The Pennsylvania State University — Altoona

**Jean M. Arnold**,<sup>8</sup> Professor Emeritus, Nursing, Regents College

**Gerard J. Arsenault**, Associate Professor, Social/Behavioral Science, Cumberland County College

**Raymond J. Arthur**, Consultant, Economics

**Nancy L. Ashton**, Associate Professor, Social/Behavioral Sciences, Richard Stockton College of New Jersey

**Sylvia K. Baer**,<sup>4</sup> Professor, English, Gloucester County College

**James C. Baker**, Consultant, Social Services, Rutgers, The State University of New Jersey

**Dennis M. Bakewicz**, Associate Professor, Biological Sciences, New York City Technical College

**Timothy C. Bakken**, Assistant Professor, Law and Justice, Central Connecticut State University

**Edward D. Balyk**, Adjunct, Psychology, Berkeley College, Monmouth University

**Paul D. Barchitta**, Consultant, Business; Instrument Specialist, Johnson & Johnson

**Patricia E. Barres**, Adjunct, Counseling, Union County College

**Marvin Barsky**,<sup>4</sup> Adjunct, Mathematics, The Pennsylvania State University

**Fred C. Bassini**, Assistant Professor, Arts and Communication, Mercer County Community College

**Robert Bassinski**, Consultant, Counseling, Union County College

**John W. Baum**, Professor Emeritus, Radiological Sciences

**Leon M. Beckerman**, Adjunct, English, Empire State College

**Thomas K. Benedetti**, Consultant, Modern Languages

**Arnie Berle**, Assistant Professor, Music and Fine Arts, Mercy College

**Charles R. Biondi**, Associate Professor, Computer Science, Cumberland County College

**Robert Bittner**, Professor, Industrial and Mechanical Engineering Technology, The College of New Jersey

**Joseph Blasenstein**, Associate Professor, Aviation, Mercer County Community College

**Richard Blonna**, Associate Professor, Community Health, William Paterson University of New Jersey

**Csaba M. Boer**, Consultant, Mathematics and Mechanical Engineering; Lucent Technologies (Retired)

**Ildiko V. Boer**, Associate Professor, Chemistry, County College of Morris

**William C. Boll**, Assistant Professor, Criminal Justice, Warren County Community College

**Catherine A. Boos**, Professor, Dental Hygiene, Camden County College

## FACULTY CONSULTANTS

**Gloria Boseman**,<sup>8</sup> Professor, Nursing, New Jersey City University

**Mustafa Bostanci**, Associate Professor, Computer Science, Mercer County Community College

**H. Wayne Brady**, Professor Emeritus, History and Social Behavior, Middlesex County College

**Bernard B. Braen**, Professor (Retired), Psychology, Syracuse University

**Joseph Brandes**, Professor Emeritus, History, William Paterson University of New Jersey

**William M. Brant**,<sup>2,6</sup> Associate Professor, Business, Rider University

**Greg Braxton-Brown**, Consultant, Management, Wright State University

**Carolyn K. Breen**, Professor, Allied Dental Education, University of Medicine and Dentistry of New Jersey

**Frederick R. Brodzinski**, Professor, Management, City University of New York

**Valerie Brooks-Klein**, Consultant, Psychology/Neuropsychology, Center for Cognitive Advancement

**Robert J. Brousseau**, Associate Professor, Statistics and Operations Research, New York University, Stern Business School

**Richard J. Brower**, Associate Professor, Education and Psychology, Wagner College

**Alfred A. Brown**, Associate Professor, Nautical Science, Maine Maritime Academy

**Donald D. Brown**, Professor, Health and Physical Education, The College of New Jersey

**Julia A. Brown**, Professor, Mathematics/Electronics, Atlantic Community College

**Lana L. Browne**,<sup>7</sup> Consultant, Counseling, Raritan Valley Community College

**Joseph A. Bucci**, Adjunct, Management, Camden County College

**David G. Buchanan**, Professor (Retired), Aviation, Mercer County Community College

**Barbara Buchen**,<sup>8</sup> Consultant, Nursing

**Christine M. Buel**, Assistant Professor, Education, Nyack College

**Georganne K. Buescher**, Clinical Assistant Professor/Associate Dean, Microbiology and Immunology, College of Graduate Studies, Thomas Jefferson University

**S. Paul Bunea**, Professor, Science and Engineering, Fairleigh Dickinson University

**John J. Burchill**, Adjunct, Mathematics, William Paterson University of New Jersey

**Edward C. Burns**,<sup>2</sup> Adjunct, Computer Systems/Technology, County College of Morris; Vice President, Data Center Services — The CIT Group, Inc.

**Roosevelt D. Butler**, Associate Professor, Management and Marketing, The College of New Jersey

**Andrew Butula**, Professor, Accounting, Middlesex County College

**Terrence B. Byrne**, Assistant Professor, Communications/Theatre, The College of New Jersey

**Allan K. Cameron Jr.**, Consultant, Engineering, Maine Maritime Academy; Professional Engineer (Retired)

**Sister Maura Campbell**, Professor Emeritus, Religious Studies/Philosophy, Caldwell College

**Philip S. Cantor**, Consultant, Business

**Joseph P. Capalbo**, Consultant, Political Science; Office of Legislative Services

**Nora Carrol**, Assistant Professor, Management and Marketing, University of Maryland; President, The Forward Institute

**Alfred L. Carter**, Consultant, Sociology, Manchester Community College

**Lorraine A. Cavaliere**, Consultant, Management, Gwynedd-Mercy College

**Valerie H. Chasse**, Assistant Professor, Psychology and Sociology, Warren County Community College

**Lawrence M. Chatman, Jr.**,<sup>1</sup> Assistant Professor, Engineering, Camden County College

**Daniel M. Cherwien**, Associate Professor, Mathematics, Cumberland County College

**Rudolph Chesko**,<sup>1</sup> Adjunct, Social Science, Georgian Court College; Captain, New Jersey State Police

**Aristomen A. Chilakos**,<sup>3,4,5</sup> Professor, Health and Physical Education, The College of New Jersey

**Patrick J. Chmel**, Professor/Chair, Theater, Rider University

**Jerald Cilente**, Instructor, Psychology, Middlesex County College, Kean University, Monmouth University

**Edward C. Clark**, Associate Professor, Mathematics/Electronics/Computer Information Systems, Atlantic Community College

**Preston R. Clement**, Professor, Electrical Engineering, Stevens Institute of Technology

**James Cline**,<sup>1,7</sup> Adjunct, Criminal Justice, Center for Government Services, Rutgers, The State University of New Jersey

**Norman Cohen**, Professor Emeritus, Environmental Medicine, New York University Medical Center

**Daniel B. Cokewood**, Professor, Electronic Technology, Kean University

**Sally Colatarci**,<sup>8</sup> Consultant, Nursing, Matheny Hospital

**Deborah E. Compte**, Associate Professor, Modern Languages, The College of New Jersey

**Eugene N. Copeland**, Professor (Retired), Music, The College of New Jersey

**Claire C. Correale**, Associate Professor, Mathematics/Science/Technology, Burlington County College

**John G. Cosgrove**,<sup>3</sup> Associate Professor, Social Services, Fordham University

**Alice L. Coughlin**, Consultant, Dance

**Stephen J. Crescenzi**, Adjunct, Political Science, The College of New Jersey

**Iain W. Crichton**, Instructor, Ministry, Center for Urban Theological Studies; Pastor, Korean United Church of Philadelphia

- 1 *Applied Science and Technology Degree Committee*
- 2 *Business and Management Degree Committee*
- 3 *Human Services Degree Committee*
- 4 *Liberal Arts Degree Committee*
- 5 *Portfolio Advisory Committee*
- 6 *Master of Science in Management Advisory Committee*
- 7 *Test Development Advisory Committee*
- 8 *Faculty Committee for Nursing/Clinical Examiners*



## FACULTY CONSULTANTS

Paul A. Cruser, Associate Professor, English, The College of New Jersey

Anthony Cupo, Associate Professor, Business, County College of Morris

Frank J. Cutitta,<sup>5</sup> Professor, Business, Central Michigan University

Karen T. D'Alonzo,<sup>8</sup> Assistant Professor, Nursing, The College of Saint Elizabeth

Patricia E. Daly, Associate Professor, Humanities, Neumann College

Diane M. D'Amato-Christopher, Assistant Professor, Behavioral Sciences, Bucks County Community College

John Damiano, Instructor, Music, Burlington County College

Carter Daniel,<sup>6</sup> Consultant, Communications, Rutgers, The State University of New Jersey

Peter Danileides, Adjunct, Mathematics, Brookdale Community College; Communications-Electronics Command, Ft. Monmouth

Ellen M. Dauwer, Associate Professor, Computer Information Systems, The College of Saint Elizabeth

Robert B. Davis, Instructor, Athletics and Recreation, The College of New Jersey

Wijnie E. de Groot, Adjunct, Foreign Languages, New York University

Edward L. De Rosa, Adjunct, English, Nassau Community College

José-John de Vinck, Consultant, English and Literature

John A. DeBrizzi, Assistant Professor, Sociology, New Jersey City University

Frank P. DeCaro,<sup>6</sup> Professor, Business, Georgian Court College

Fadi P. Deek,<sup>1</sup> Associate Professor, Computer and Information Science, New Jersey Institute of Technology

Louise F. DeLago, Adjunct, Education, Chestnut Hill College

Susan M. DiGiorgio-Poll, Adjunct, Biology, University of Pennsylvania

Binetta Dolan,<sup>2</sup> Assistant Professor, Business Administration, Georgian Court College

Justin T. Doll, Professor, Computer Science, Brookdale Community College

James A. Donahue, Adjunct, Management, LaSalle University; Director, Strategic Management Consulting

Raymond P. Dreitlein, Adjunct, Psychology and Addiction Studies, Kean University

Sina Dubovoy, Adjunct, History, Warren County Community College

Philip Dumas, Professor, Chemistry, The College of New Jersey

Joseph V. Dumbra, Assistant Professor, Modern Languages, Pace University

Noreen L. Duncan, Associate Professor, English, Mercer County Community College

Richard H. Dunk, Adjunct, Environmental Science, Rutgers, The State University of New Jersey; GPU Energy, Power Services Division

Beverly N. Dunston, Professor Emeritus, Urban Planning, Rutgers, The State University of New Jersey

Hal Eastman,<sup>6</sup> Consultant, Management

Jacqueline A. Eberhardt, Professor Emeritus, Business, Burlington County College; CPA

Robert Edwards, Professor, Business, County College of Morris

Joseph Vincent Ellis, Professor, History, The College of New Jersey

Robert English,<sup>1</sup> Professor/Chairperson, Engineering Technology, New Jersey Institute of Technology

Jerome S. Epstein, Assistant Professor, Physics, New York University

John F. Ertle, Adjunct, Social Studies, Ocean County College

Frank J. Esposito, Professor, History, Kean University

Gloria C. Essoka,<sup>8</sup> Associate Professor, Nursing, Hunter College

Thomas E. Eveslage, Professor, Journalism, Temple University

Robert A. Ewalt, Adjunct, Finance and Economics, Rutgers, The State University of New Jersey

Nicole D. Fabricand-Person, Consultant, Art and Archaeology, Princeton University

L. Fleming Fallon, Jr.,<sup>6</sup> Associate Professor, Health and Human Services, Bowling Green State University

Patricia A. Farrell, Adjunct, Psychology, Walden University

Julian W. Farrior,<sup>4</sup> Associate Professor, Natural Sciences and Mathematics, Gwynedd-Mercy College

William V. Fassbender,<sup>1</sup> Professor, Counseling/Education/Health, The College of New Jersey

Mary Fay, Associate Professor, Paralegal Studies, Cumberland County College

Alan J. Fazzari, Consultant, Management

Kathy A. Fedorko, Professor, English, Middlesex County College

Geraldine J. Fee, Adjunct, Psychology, Middlesex County College; Neurology Group of Bergen County

Alvin J. Figueroa, Associate Professor, Modern Languages, The College of New Jersey

Leslie J. Fina, Adjunct, Chemistry and Biology, Essex County College

Arthur L. Finkle, Associate Professor, Education and Human Resources, Rider University

Diane L. Finley, Associate Professor, Behavioral and Social Sciences, University of Maryland/University College

Robert M. Fishco,<sup>2</sup> Professor, Business, Computer Science and Engineering Technologies, Middlesex County College

John C. Flynn Jr., Professor, Medical Laboratory Science, Montgomery County Community College

Constance J. Fontaine, Associate Professor, Business, The American College

## FACULTY CONSULTANTS

Carolyn S. Ford,<sup>8</sup> Consultant, Nursing, Birmingham House

John P. Ford, Professor, Behavioral Sciences, Bucks County Community College

Donato D. Fornuto, Adjunct, Music, William Paterson University of New Jersey

Elaine D. Foster, Professor, English, Hudson County Community College

Howard J. Freas, Professor Emeritus, Psychology, Bucks County Community College

Charles G. Frederickson, Professor, Psychology, Centenary College

Carin N. Freedel, Consultant, Special Education

Dennis A. Frey, Jr., Assistant Professor, Social Sciences, Mercer County Community College

David I. Fulton, Consultant, Religion; Pastor, Our Lady of Victories Church

Harriett Gaddy, Assistant Professor, Social and Behavioral Sciences, Centenary College

Surendra K. Gambhir, Associate Professor, South Asia Regional Studies, University of Pennsylvania

Vijay Gambhir, Instructor, South Asia Regional Studies, University of Pennsylvania

Elan J. Gandsman, Associate Professor, Environmental Health and Safety, Yale University

Neil A. Gaston, Professor, Business, The College of New Jersey

Laurie Gazzale, Associate Professor, Business, County College of Morris

Jamileh A. Gerber, Assistant Professor, Library Instruction, Bloomfield College

Joyce A. Gerdau Lee,<sup>6</sup> Consultant, Management

Victor Gerdes, Professor Emeritus, Finance and Insurance, Rider University

John H. Glascock, Adjunct, Political Science, Barnard College, Columbia University

Dorothy S. Gleckner, Associate Professor, Business, Bergen Community College

Malcolm Goddard, Consultant, Criminal Justice

Dennis J. Godsey, Associate Professor, Business and Management, University of Phoenix; Personnel Systems Management, Department of the Air Force

Joanne M. Goldenberg, Consultant, Computer Information Systems

Fredric R. Goldstein,<sup>4</sup> Associate Professor, Physics, The College of New Jersey

Jerald E. Goldstein, Adjunct, English/Communication Studies, Embry-Riddle Aeronautical University

Amina S. Goma, Assistant Professor, Foreign Languages, New York University

Ladylease Goodridge-White, Professor, Business, Essex County College

Frederick E. Goos, Adjunct, Philosophy, Religion and Sociology, Cumberland County College; Hospice Care of South Jersey

Jack A. Gottschalk,<sup>2</sup> Professor, Management and Marketing, William Paterson University of New Jersey

Joseph M. Gowaskie, Professor, History, Rider University

Robert C. Graja, Consultant, Psychology

John R. Grandzol,<sup>6</sup> Associate Professor, Business, Wilkes University

Blaine S. Greenfield, Professor, Business, Bucks County Community College

Thomas J. Grites, Professor, Education, Richard Stockton College of New Jersey

Milton A. Grodsky,<sup>6</sup> Professor, Management, Johns Hopkins University

Allan B. Gurney, Adjunct, Business, Chestnut Hill College

Camille W. Haberle, Professor Emeritus, Mathematics/Statistics, Raritan Valley Community College

Hella Hakerem,<sup>8</sup> Professor Emeritus, Nursing, William Paterson University of New Jersey

Valerie P. Hall, Instructor, Mathematics/Engineering, Southwestern College

Richard Hamilton, Consultant, Education, Florida International University

Thomas M. Handler, Professor, Electrical Engineering Technology, Middlesex County College

Amy Hannon, Assistant Professor, Philosophy, City University of New York, College of Staten Island

Christian A. Hanns, Adjunct, English and History, Hudson County Community College

H. Denis Hanson Jr., Consultant, Management and Physical Science

Sallyann Z. Hanson,<sup>4</sup> Professor, Mathematics and Computer Science, Mercer County Community College

Noah Hart, Jr., Associate Professor, History and Sociology, Mercer County Community College

Carol P. Harvey, Assistant Professor, Business, Assumption College

Marilyn A. Hatcher, Instructor, Business, Berkeley College; Alternative Resources Corporation

Kevin J. Hayden,<sup>1</sup> Adjunct, Emergency Disaster Management, Seton Hall University; New Jersey State Police

Ashin-uneze K. Heanacho, Consultant, History, Philosophy and Sociology; Editor, Episteme, Journal of Ethnoepistemology

Joseph C. Hecht, Professor, Business, Montclair State University

Mary-Kate Heffern,<sup>8</sup> Consultant, Nursing

Michael G. Helliwell, Associate Professor, Management Science, Kean University

Albert J. Heuer, Assistant Professor, Cardiopulmonary Sciences, University of Medicine and Dentistry of New Jersey

Thomas F. Hill, Adjunct, Business, Department of the Navy

Blythe F. Hinitz, Professor, Elementary and Early Child Education, The College of New Jersey



## FACULTY CONSULTANTS

Roy A. Hirschfeld, Adjunct, Psychology, Seton Hall University

John F. Hitchcock, Instructor, Business

Louis F. Hoelzle, Professor/Chair, Mathematics, Computer and Information Science, Bucks County Community College

Frederick J. Hoffman, Consultant, History; Vice President, Shiseido America, Inc.

Harry J. Hoffman, Consultant, Psychology

Laurel Hoffmann, Professor, Industrial Fashion Methods, Philadelphia College of Textiles and Science

William J. Hogan, Professor, Chiropractic Practice, National College of Chiropractic

Harry H. Hoitsma, Professor (Retired), Health Professions, Montclair State University

Jerry C. Holt, Associate Professor, Learning Resources, Burlington County College

Marianne J. Hoy, <sup>8</sup> Consultant, Nursing, Cumberland County College

Hsin-Neng Hsieh, <sup>1</sup> Professor, Civil and Environmental Engineering, New Jersey Institute of Technology

James J. Hughes, Jr., Consultant, Finance

David R. Hulteen, Consultant, Education; Director, State Approving Agency, Department of Military and Veterans Affairs

Alan J. Hunt, Consultant, Economics; Christine Holzer Consulting

Todd Hunt, Professor Emeritus, Communications, Rutgers, The State University of New Jersey

Christine E. Hunt-Holzer, Associate Professor, Visual Arts, County College of Morris

William C. Hunter, Professor, Biology and Chemistry, County College of Morris

Dominick A. Iorio, <sup>6</sup> Professor Emeritus, Philosophy and Religion, Rider University

Parthasarathy S. Iyengar, Professor, Engineering Technology, County College of Morris

Paul I. Jacobs, Consultant, Psychology

Juan Jimenez, Assistant Professor, Social Sciences, Hudson County Community College

James D. Jones, <sup>1, 5</sup> Adjunct, Nuclear Technology, Rutgers, The State University of New Jersey; President, M. Casco Associates

Penelope Jones, Adjunct, Visual Arts, Bergen Community College

Alma Joseph, <sup>6</sup> Consultant, Management; Director, Health Management Services, New Jersey Department of Personnel

Christine R. Kallil, Consultant, Religion

Glenn R. Kaplinsky, Consultant, History and Social Sciences; Goldstein, Ballen, O'Rourke & Wildstein, Esq.

Mark S. Kassop, Professor, Social Sciences, Bergen Community College

Marlene E. Kayne, Professor, Biology, The College of New Jersey

Barbara E. Keck, Professor (Retired), Health and Physical Education, Camden County College

Mara C. Kelly-Zukowski, Assistant Professor, Religious Studies, Felician College

Gary S. Kephart, Consultant, Radiological Sciences; Clinton Power Station, Illinois Power Company

David V. Kerman, Consultant, English and History

Barbara G. Kern, Adjunct, English, Kean University

James H. Kerr, Consultant, English

Carl Kiesewetter, <sup>1</sup> Assistant Professor, Mechanical and Civil Engineering Technology, Middlesex County College

Carol A. King, <sup>2</sup> Consultant, Business; President, The Quality Service Group

Lamont D. King, Assistant Professor, History, James Madison University

Rita Mary King, Adjunct, Biology, The College of New Jersey

Thomas F. Klinkowstein, Associate Professor, Communications Design, Pratt Institute; President, Media Arts

Paul T. Klucarsits, Adjunct, Deaf Services, Camden County College

Lawrence J. Knapp, Professor, English, Essex County College

Linda Knezevich, Consultant, Classics and Near East Studies

Susan S. Ko, Adjunct, Asian Studies, California State University

Ronald E. Kostar, Adjunct, English, Temple University

Ernest Kovacs Jr., Adjunct, Management and Public Administration, Fairleigh Dickinson University; Employee Development Programs Manager, New Jersey Department of Transportation

Dorothy M. Kozlowski, <sup>8</sup> Adjunct, Nursing, Rutgers, The State University of New Jersey; Director, Willets Health Center

Michelle Kramer, <sup>8</sup> Consultant, Nursing; The Chauncey Group Institute

John Kriger, <sup>3</sup> Deputy Executive Director, Governor's Council on Alcoholism and Drug Abuse

John E. Kulpa, Professor, Music, Mercer County Community College

Jill M. Kushner, Consultant, English; Freelance Writer/Editor

Chaim Dovid Lapidus, Consultant, Judaic Studies

Mariagnes E. Lattimer, Professor Emeritus, Social Work, Rutgers, The State University of New Jersey

Sheila M. Lawrence, Consultant, Management and Information Systems; District Manager, AT&T

Eli M. Lazar, Instructor, Jewish Studies

Martin E. LeBeau, Associate Professor, Music, The College of New Jersey

Sandra S. LeBeau, <sup>4</sup> Assistant Professor, History, Rider University

## FACULTY CONSULTANTS

Marian J. Leerburger, Associate Professor, Technology and Management, University of Maryland

Urban A. LeJeune, Consultant, Computer Science; President, America's Town Square

Yechiel M. Leavy, Professor, Social Science, Atlantic Community College

Melvin Leipzig, Professor, Art, Mercer County Community College

Linda B. Lengyel, <sup>1</sup> Professor, Law and Criminal Justice, The College of New Jersey

Paul A. Leonardi, Consultant, English; Contractor Safety Orientation Training Program Coordinator, Gloucester County College

David Lester, Professor, Psychology, Richard Stockton College of New Jersey

David M. Levine, Consultant, Journalism; D.M. Levine & Associates

Marilyn M. Levitt, <sup>5</sup> Professor Emeritus, Art, Rider University

Marian C. Levy, Consultant, Nutrition and Public Health; Director of School Health, LeBonheur Children's Medical Center

Peter Li, Associate Professor, East Asian Language and Culture, Rutgers, The State University of New Jersey

Stephanie B. Lichtman, Adjunct, Theater and Communications, Kean University; Communications Consultant, Executive Voice Designs

Paul Light, Adjunct, Studio Art, Middlesex County College

Jonathan M. Lincoln, Associate Professor, Earth and Environmental Studies, Montclair State University

Roger R. Locandro, Professor, Environmental Sciences, Rutgers, The State University of New Jersey

Ronald Long, Adjunct, Management, Economics and Marketing, The Pennsylvania State University

Gary L. Lorenz, Consultant, Business; Profits Thru People

Robert J. Lorenzi, <sup>4</sup> Professor, English and Communication, Camden County College

Joseph H. Luisi, Instructor, Scientific Glassblowing Technology, Salem Community College

Maggie A. Lund, Adjunct, Public Administration, University of Scranton; Assistant Director, Human Resources, CTSi

Rudolph V. Magyar, Adjunct, Foreign Language, Union County College

Rosalie Maiorella, Adjunct, Psychology, Passaic County Community College

Anita M. Manders, <sup>5</sup> Professor, Business, Bucks County Community College

Laurence R. Marcus, <sup>6</sup> Professor, Management, Rowan University

Stephen Maret, Associate Professor, Psychology, Caldwell College

Martin Markowitz, Adjunct, Business, Rutgers, The State University of New Jersey

Nabil M. Marshood, <sup>1</sup> Professor, Sociology, Hudson County Community College

Linda L. Mather, Consultant, Communications; President, Beacon Associates

John H. Mathias, Professor (Retired), Business, Mercer County Community College

Patricia A. Mayer, Associate Professor/Chair, Dance, Rutgers, The State University of New Jersey

Herbert B. Mayo, Professor, Business, The College of New Jersey

Raymond J. McInnis, Jr., Assistant Professor, Cardiovascular Perfusion

Ruth M. McKeefery, Dean Emeritus, Sociology

John J. Mecchia, Adjunct, Business, Ocean County College

Steven R. Mento, Consultant, Music

James F. Merrigan, Professor (Retired), Drafting and Design Technology, Brookdale Community College

Michael Metzger, Professor, Art, Kean University

Gary Mielo, Assistant Professor, Journalism, Sussex County Community College

John E. Miles, Consultant, Foreign Languages; Educational Testing Service Assessment Division

Thomas L. Millard, Professor, Counseling, Montclair State University

Jonathan Millen, Associate Professor, Communications, Rider University

James W. Miller, Assistant Professor, Engineering Technology, New Jersey Institute of Technology

Josephine Miller, Associate Professor, Accounting and Business, Mercer County Community College

Takashi Mizuno, Instructor, East Asian Language and Cultures, Rutgers, The State University of New Jersey

James I. Monkowski, Consultant, Biology

Edward R. Mosley, <sup>5</sup> Associate Professor, Humanities, Passaic County Community College

Royce L. Motley, Assistant Professor, Human Services, Hudson County Community College

Mel Moyer, <sup>1</sup> Associate Professor, Psychology, Rowan University

Don R. Mueller, Adjunct, Chemistry, The College of New Jersey

Sister Gerardine Mueller, Adjunct (Retired), Art, Caldwell College

Walter Mueller, Adjunct, Religion, Geneva College

William J. Mulkeen, <sup>3</sup> Assistant Professor, Legal Studies, Warren County Community College

Joan Mull, Consultant, Psychology

Laurence L. Murphy, Assistant Professor, English, Philosophy, Temple University

Thomas Murray, Associate Professor (Retired), English, The College of New Jersey

Charles Nanry, <sup>6</sup> Professor, Management, Rutgers, The State University of New Jersey



## FACULTY CONSULTANTS

Joanne P. Narr, Consultant, Equine Studies

Anthony P. Natale, Adjunct, Business,  
Bucks County Community College

Prabhaker Nayak, Professor/Chair,  
Marketing and Management Science,  
William Paterson University of New Jersey

Attila A. Nehez, Professor Emeritus,  
Mathematics, Kean University

Susan W. Nesbitt, Assistant Professor,  
Management, Saint Joseph's College of  
Maine

Vivian M. Newman, Consultant, African-  
American Studies, Temple University

Chinedu C. Nnamah-Okoye, Assistant  
Professor, Counseling and Human  
Development, Montclair State University

Raymond J. Nolan, Associate Professor  
(Retired), Civil and Construction Engineer-  
ing Technology, Middlesex County College

Gianna Novelli, Consultant, Psychology

Michael P. Nunno, Consultant, Physics,  
Radiation Science

Chike B. Nwadiogbu, Assistant Professor,  
Business and Management, Kean University

Karl E. Oelke, Professor, English, Union  
County College

Rosemary L. O'Dea, Adjunct, Nutrition,  
University of Medicine and Dentistry of  
New Jersey

Emmett N. O'Hare, Consultant, Aviation;  
Office of Aviation, New Jersey Department  
of Transportation

Godwin O. Ohiwerei, Associate Professor/  
Chair, Sociology and Anthropology, New  
Jersey City University

William M. Olivero, Associate Professor,  
Science, Cumberland County College

Sandra Ottenberg,<sup>8</sup> Consultant, Nursing;  
Healthcare Services Evaluator, New Jersey  
Department of Health

Dula F. Pacquiao,<sup>8</sup> Associate Professor,  
Nursing, Kean University

John M. Paitakes, Associate Professor,  
Criminal Justice, Seton Hall University

Charles D. Paolino, Consultant, Journalism

Thomas M. Patrick,<sup>2</sup> Professor, Finance,  
The College of New Jersey

John Pescatore, Adjunct, Biology, The  
College of New Jersey

Garry A. Perryman, Associate Professor,  
Architecture, Mercer County Community  
College

Joseph J. Pizzillo, Professor, Education,  
Rowan University

Francis Polk,<sup>2</sup> Dean, Law and Paralegal,  
Ocean County College

Carl J. Post, Associate Professor, Health  
Systems Management and Policy, New York  
Medical College

John W. Poston, Professor, Nuclear  
Engineering, Texas A&M University

Robert T. Quade,<sup>2</sup> Associate Professor/  
Chair, Business, Centenary College

Dorairaja Raghu, Professor, Civil Engi-  
neering, New Jersey Institute of Technology

Louise Ragin,<sup>8</sup> Consultant, Nursing; Public  
Health Nurse, New Jersey Department of  
Health

Hamideh P. Ramjerdi, Adjunct, Finance,  
Seton Hall University

George A. Randall,<sup>1</sup> Professor, Math,  
Sciences and Technology, Gloucester  
County College

Daniel I. Rapp, Instructor, Jewish Studies,  
Yeshiva University

Arthur J. Raymond,<sup>6</sup> Associate Director,  
Economics, Muhlenberg College

Barbara S. Reed, Associate Professor,  
Journalism, Rutgers, The State University  
of New Jersey

Robert R. Reed, Instructor, Emergency  
Management, University of North Texas

Linda B. Reilly, Assistant Professor, Home  
Economics, Montclair State University

John Reinard, Professor (Retired), Business  
and Social Sciences, Cumberland County  
College; Director/Producer, "On The  
House," TV Real Estate Show

Cheryl Resnick, Assistant Professor, Social  
Work and Gerontology, Georgian Court  
College

Leslie E. Rice,<sup>8</sup> Assistant Professor,  
Nursing, The College of New Jersey

Jayne T. Rich, Associate Professor,  
Criminal Justice, Atlantic Community  
College

Oswald Richards,<sup>6</sup> Consultant,  
Management

Burton B. Ritchey, Consultant, English and  
Business Administration; Burton B.  
Ritchey, Inc.

Paulette J. Robinson, Lecturer/Adjunct,  
Religion, University of Maryland

A. Virginia Rodes, Consultant, World  
Religions

Kenneth W. Rodgers, Adjunct, History,  
Mercer County Community College

William Rosa, Associate Professor, Foreign  
Languages, William Paterson University of  
New Jersey

Theresa M. Rosania, Associate Professor,  
Management Science, Kean University

Sherry Rosen, Consultant, Women's  
Studies; Director of Special Services,  
Association of Jewish Family and Children's  
Agencies

Irving Rosenbaum, Consultant, Business;  
Assistant Vice Chancellor, Health  
Professions Division, Nova Southeastern  
University

Lee Rosenthal,<sup>5</sup> Professor, Electrical  
Engineering and Engineering Technology,  
Fairleigh Dickinson University

Douglas B. Rosentrater,<sup>5</sup> Associate  
Professor, Communications/Arts, Bucks  
County Community College

Ayman M. Rostoum, Assistant Professor,  
Business/Management Information  
Systems, Mercer County Community  
College

Israel Rubin, Professor Emeritus,  
Economics, New Jersey City University

Steven D. Ryan, Professor, Humanities,  
Bergen Community College

## FACULTY CONSULTANTS

Francis A. Sakiey, Professor, Business,  
Mercer County Community College

Robert A. Saldarini, Professor, Business  
and Computer Science, Bergen Community  
College

Subarna K. Samanta, Associate Professor,  
Economics, The College of New Jersey

Jack B. Samuels, Associate Professor,  
Health Professions, Physical Education,  
Recreation and Leisure Studies, Montclair  
State University

Gerard R. San Antonio, Consultant,  
Management

Deborah A. Sanders, Professor, African-  
American Studies, New Jersey City  
University

Jacqueline Sanders, Professor/Dean, Business,  
Mercer County Community College

Richard L. Sandhusen,<sup>6,7</sup> Professor  
Emeritus, Business, Bloomfield College

Joseph C. Santora,<sup>6</sup> Professor, Business,  
Essex County College

Rajib N. Sanyal,<sup>6</sup> Associate Professor,  
Management, The College of New Jersey

Anthony M. Scannella, Consultant,  
Business Administration, Foundation for  
Education Administration

Henriette W. Schneider, Consultant,  
Foreign Language

Penelope S. Schott, Consultant, English,  
Freelance Writer

Meyer S. Schreiber, Retired, Social Work and  
Social Welfare, Kean University of New Jersey

Clifford F. Schumann, Adjunct, Mathemat-  
ics, Raritan Valley Community College;  
Electrical Engineer, Bellcore

Michael I. Schwartz, Associate Professor,  
Language and Literature, Bucks County  
Community College

Brandi Scollins, Adjunct, English, Mercer  
County Community College

Kieran A. Scott, Professor, Religion and  
Religious Education, Fordham University

Barbara Seater, Associate Professor, Social  
Science and Human Services, Raritan  
Valley Community College

Karen L. Seaton, Consultant, English, Librarian

Dori Seider, Professor, Humanities, Mercer  
County Community College

Margery A. Seltzer,<sup>8</sup> Adjunct, Nursing,  
Bucks County Community College

Reza Shahrokh, Associate Professor, Health  
Professions, Montclair State University

Donald Shaw, Adjunct, Accounting, Mercer  
County Community College; Hagedorn  
Gero-Psychiatric Hospital

Richard C. Shepherd, Professor Emeritus,  
Reading and Language Arts, The College  
of New Jersey

Daniel R. Sierchio, Consultant, Manage-  
ment; Cardan Associates, Adult Education  
Consultants

Thomas Simonet, Professor, Communica-  
tion, Rider University

Arlene K. Sinding, Adjunct, English,  
Middlesex County College

Frank B. Slezak, Professor (Retired),  
Science/Allied Health, Mercer County  
Community College

Stephen C. Small, Instructor/Trainer,  
Military Arts and Sciences, U.S. Army

Wayne J. Smeltz,<sup>2,6</sup> Associate Professor,  
Business Administration, Rider University

Myrna Smith, Professor, English, Raritan  
Valley Community College

Roberto E. Socas, Associate Professor,  
Social Science, Essex County College

James D. Sodt, Professor, Communications,  
Susquehanna University

Mark B. Sommer, Adjunct, Humanities,  
Stevens Institute of Technology

Dawn B. Sova, Adjunct, English, Montclair  
State University; Freelance Writer

Daniel C. Spalding, Assistant Professor,  
Music, Brookdale Community College;  
Music Director, Philadelphia Virtuos:  
Chamber Orchestra, Inc.

Charles F. Speierl, Adjunct, Community  
Education, Raritan Valley Community  
College; Hunterdon Historical Museum

Alan E. Spiewak, Associate Professor,  
Management, Fordham University

Judith A. Stang, Consultant, Management  
and Sociology, Center for Urban Theologi-  
cal Studies; Director of Enrollment

Marcia K. Steinberg, Consultant, Sociology

Joseph R. Stencel, Consultant, Civil  
Engineering, Princeton University

Jo Frances Stow,<sup>5</sup> Consultant, Nursing

Carolyn J. Stumpf, Professor, Business  
Administration, Georgian Court College

Patricia M. Summers, Consultant, English;  
Freelance Writer

Norman R. Sunderland, Adjunct (Retired),  
Biology, Utah State University; Director,  
Envirocare of Texas

Paul F. Swierczynski, Assistant Professor,  
Business and Professional Studies,  
Cumberland County College

Eszter Szalczar, Instructor, Foreign  
Languages, New York University

Joseph F. Talarico, Professor, Economics,  
Rider University

Marion S. Tallon, Consultant (Retired),  
Special Education

Marcia F. Taylor, Associate Professor and  
Co-Chair, Art, The College of New Jersey

Ralph A. Tellone, Associate Professor,  
Hotel and Restaurant Management,  
Middlesex County College

John H. TenBrook,<sup>2</sup> Professor (Retired),  
Business and Engineering Technology,  
Camden County College; N.J. Department  
of Education, Office of School-to-Career  
and College Initiatives

Michael S. Terpilak, Consultant, Science,  
Retired Consultant to Federal Agencies

Robert Thompson, Professor Emeritus,  
History of Medicine, University of  
Medicine and Dentistry of New Jersey



## FACULTY CONSULTANTS

June F. Tipton,<sup>4</sup> Adjunct, Fine Arts, Rider University; June Tipton Piano Studio

Stuart Topper, Professor, Fine Arts, Kean University of New Jersey

Robert A. Tortorella, Adjunct, Social and Behavioral Sciences and History, Bergen Community College

Diane C. Trainor, Associate Professor, Chemistry, Middlesex County College; Adjunct, Industrial Engineering, New Jersey Institute of Technology

Joseph L. Tramutola Jr., Professor, Accounting, Taxation and Law, Fairleigh Dickinson University

Bac Tran, Lecturer, International and Area Studies, University of California at Berkeley

Barbara A. Tremiere, Adjunct, Behavioral Sciences, York College of Pennsylvania; Treasurer Lutheran Services

Nicholas Trikouros, Adjunct, Radiation Science, Rutgers, The State University of New Jersey; Manager, Safety and Risk Analysis, GPU Nuclear Corporation

Angelo Tritini, Associate Professor/Chair, Criminal Justice, Passaic County Community College

Harold D. Trulear, Adjunct, Religion, Philosophy, African-American Studies, Center for Urban Theological Studies; Nonprofit Researcher, Public/Private Ventures

Ching-I Tu, Professor/Chair, East Asian Languages and Culture, Rutgers, The State University of New Jersey

Ann W. Tucker,<sup>1</sup> Associate Professor, Interdisciplinary Studies-Allied Health, University of Medicine and Dentistry of New Jersey

David K. Underwood, Adjunct, Art History and Latin American Studies, New York University; Curriculum Coordinator, New York School of Interior Design

Wesley R. VanPelt, Adjunct, Environmental Science, Rutgers, The State University of New Jersey

Barbara M. Vassallo,<sup>8</sup> Associate Professor, Nursing, Gwynedd-Mercy College

Richard J. Ventola, Assistant Professor, Business/Computer Information Systems, Ramapo College of New Jersey

U. Samuel Vukceovich, Associate Professor (Retired), Sociology, Mercer County Community College; Consultant, N.J. Principals and Supervisors Association

Jack L. Waintraub,<sup>1</sup> Professor/Chair, Physics/Electrical Engineering Technology, Middlesex County College

Stephen M. Waldow, Instructor, Biology, Salem Community College

W. Renee Walker, Associate Professor, Humanities and Social Science, Mercer County Community College

William Walker, Associate Professor, Science/Math/Technology; Owner, Management Productivity Services

Stanley L. Walling, Consultant, Anthropology, Montclair State University; Director, Center for Archaeological Studies

Jennifer Walsh, Adjunct, Fine Arts, Western Connecticut State University

Jean Warner, Associate Professor, Business, Education, Technology, Rider University

Robert Wechman, Assistant Professor, Economics and Accounting, Lehman College

Roza Weinerman, Consultant, Foreign Languages

Samuel S. Weinstein, Adjunct, Management, Embry-Riddle College; Training Coordinator, FAA

Joan R. Weiss, Professor, Marketing/Management, Bucks County Community College

Eli J. Weissman, Instructor/Chair, Business/Allied Health/Data Processing, Hudson County Community College

James P. West, Associate Professor, Economics and Business, Moravian College

Walter R. Whalen, Adjunct, Computer Science, Brookdale Community College

Kermit Cyrus Whaley, Professor, Radiologic Sciences, Midwestern State University

MaryAnn Whittemore,<sup>4,5,6</sup> Consultant, Speech/Theater; Retired USAF Education Services Officer; Whittemore Education Consultant Services

Carol J. Williams,<sup>3</sup> Professor/Director, Social Work, Kean University of New Jersey

Elizabeth C. Wilson,<sup>6</sup> Consultant, Psychology; Career Counselor, Lee Hecht Harrison

Karen C. Wisniewski, Assistant Professor, Accounting, Warren County Community College

Patricia L. Woods, Consultant, Psychology

Karen H. Woodward, Associate Professor, History and Political Science, Burlington County College

Gladys Word,<sup>8</sup> Professor, Nursing, The College of New Jersey

Bruce Worsham, Associate Professor, Insurance and Taxation, Bryn Mawr College, The American College

William J. Younie, Professor Emeritus, Special Education and Counseling, William Paterson University of New Jersey

George F. Zarzycki, Jr., Instructor, Social Science, Hudson County Community College

Dorothy A. Zjawin, Adjunct, English, Kean University, Essex County College, Union County College

Edward F. Zukowski, Jr., Associate Professor/Chair, Religious Studies, College of Mount St. Vincent

### Other Consultants, Students and Alumni Serving on Advisory Committees:

Gregory Adkins

John Andrews-Labenski<sup>3</sup>

Jacqueline Bryant

Scott Goess

Timothy Kelly<sup>5</sup>

John Kriger

Edwin Matlack<sup>7</sup>

John Molner<sup>1</sup>

John Overington<sup>5</sup>

Keith Raymond<sup>5</sup>

## Directions to Thomas Edison State College

Offices located in Trenton, N.J. at Academic Center - 167 W. Hanover St. Kelsey Building - 101 W. State St. Kuser Mansion - 315 W. State St.

**Directions to the Academic Center**  
167 W. Hanover St.

**From North via N.J. Turnpike**

South to Exit 7A - Trenton, 195 West to end. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun St. to second light, W. Hanover St. Right onto W. Hanover St., about 1-1/2 blocks to 167.

### Route 1

South toward Trenton. About 1 mile south of the 95/295 interchange keep left, staying on Route 1 South, Trenton/Phila. (Do NOT take BUSINESS Route 1, NORTH Trenton). Continue on Route 1 about 4 miles to Perry St. exit. Left onto Perry at light at end of exit ramp. Perry (aka Bank St.) to 5th light, N. Willow. Left onto N. Willow, to next light, W. Hanover. Right onto W. Hanover, about 1/2 block to 167.

### Route 31

South into Trenton, past light at Calhoun St. to next street, N. Willow. Right onto N. Willow, to second light, W. Hanover St. Right onto W. Hanover St., about 1/2 block to 167.

### Route 29

South into Trenton to Calhoun St. - Princeton-New York exit. Calhoun St. to second light, W. Hanover St. Right onto W. Hanover St., about 1-1/2 blocks to 167.

### Route 202

South to Route 31 South. Follow directions for Route 31, above.

### Route 206

South to 95N/295S. Take 95N/295S about 1 mile to Route 1 South. Follow directions for Route 1, above.

**From East via Interstate 195**

West to end, Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun St. to second light, W. Hanover St. Right onto W. Hanover St., about 1-1/2 blocks to 167.

**From South via Interstate 295**

North to exit 60. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun St. to second light, W. Hanover St. Right onto W. Hanover St., about 1-1/2 blocks to 167.

### Route 206

North through Bordentown. Exit 206 onto ramp for Route 295 North - Princeton. Disregard signs for 295 after merging onto highway. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun St. to second light, W. Hanover St. Right onto W. Hanover St., about 1-1/2 blocks to 167.

### Interstate 95

North to Route 1 North. Follow directions for Route 1, below.

### Route 1

North to first exit in New Jersey, Route 29. Route 29 North to Calhoun St. - Princeton-New York exit. Calhoun St. to second light, W. Hanover St. Right onto W. Hanover St., about 1-1/2 blocks to 167.

**From West via Pennsylvania Turnpike**

East to exit 28 - Route 1. Follow directions above for Route 1 North.

### Parking

Metered parking (25 cents/hour) is usually available near the Academic Center. Handicapped parking is available in front of the building.



### Directions to the Kuser Mansion

315 W. STATE ST.

### From North via N.J. Turnpike

N.J. Turnpike South to exit 7A-Trenton. Route 195 West to end. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North detour about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun to first light, West State St. Left onto West State St. The Kuser Mansion is the second building on left. Turn left into parking lot before the mansion.

### Route 1

South toward Trenton. About 1 mile south of the 95/295 interchange keep left, staying on Route 1 South, Trenton/Phila. (Do NOT take BUSINESS Route 1, NORTH Trenton). Continue in Route 1 about 4 miles to Perry St. exit. Left onto Perry St. at light at end of exit ramp. Perry St. (aka Bank St.) to 5th light, Willow St. Left onto Willow St., to 2nd light, West State St. Right onto West State St., through next light. The Kuser Mansion is the second building on left after the light. Turn left into parking lot before the mansion.

### Route 31

South into Trenton to light at Calhoun St. Right onto Calhoun St. to fifth light, West State St. Right onto West State St. The Kuser Mansion is the second building on left. Turn left into parking lot before the mansion.

### Route 29

South into Trenton to Calhoun St.-Princeton-New York exit. Calhoun St. to first light, West State St. Left onto West State St. The Kuser Mansion is the second building on left. Turn left into parking lot before the mansion.

### Route 202

South to Route 31 South. Follow directions for Route 31, above.

### Route 206

South to Interstate 95N/295S. Take 95N/295S about 1 mile to Route 1 South. Follow directions for Route 1, above.

### From West via Pennsylvania Turnpike

East to exit 28 - Route 1. Take Route 1 North. Follow directions below for Route 1.

### From South via Interstate 295

North to exit 60. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North detour about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun St. to first light, West State St. Left onto West State St. The Kuser Mansion is the second building on left. Turn left into parking lot before the mansion.

### Route 206

North through Bordentown. Exit from Route 206 onto ramp for 295 North-Princeton-New York. Disregard signs for 295 after merging onto highway. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North detour about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun St. to first light, West State St. Left onto West State St. The Kuser Mansion is the second building on left. Turn left into parking lot before the mansion.

### Interstate 95

North to Route 1 North. Follow directions for Route 1, below.

### Route 1

North to first exit in New Jersey, Route 29. Route 29 North to Calhoun St.-Princeton-New York exit. Calhoun St. to first light, West State St. Left onto West State St. The Kuser Mansion is the second building on left. Turn left into parking lot before the mansion.

### From East via Interstate 195

West to end. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North detour about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun St. to first light, West State St. Left onto West State St. The Kuser Mansion is the second building on left. Turn left into parking lot before the mansion.

### Parking

Parking is available behind the building. Handicapped parking is available next to the main entrance.

### Directions to the Kelsey Building

101 W. STATE ST.

### From North via N.J. Turnpike

South to exit 7A-Trenton. Route 195 West to end. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North detour about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun to first light, West State St. Right onto West State St. Go past the State House Complex. The Kelsey Building is at the intersection of West State St. and Barrack St. (aka Willow St.).

### Route 1

South toward Trenton. About 1 mile south of the 95/295 interchange keep left, staying on Route 1 South, Trenton/Phila. (Do NOT take BUSINESS Route 1, NORTH Trenton). Continue in Route 1 about 4 miles to Perry St. exit. Left onto Perry St. at light at end of exit ramp. Perry St. (aka Bank St.) to 5th light, Willow St. Left onto Willow St., to second light, West State St. The Kelsey Building is at the intersection of West State St. and Barrack St. (aka Willow St.).

### Route 31

South into Trenton to light at Calhoun St. Right onto Calhoun St. to fifth light, West State St. Left onto West State St. Go past the State House Complex. The Kelsey Building is at the intersection of West State St. and Barrack St. (aka Willow St.).

### Route 29

South into Trenton to Calhoun St.-Princeton-New York exit. Calhoun St. to first light, West State St. Right onto West State St. Go past the State House Complex. The Kelsey Building is at the intersection of West State St. and Barrack St. (aka Willow St.).

### Route 202

South to Route 31 South. Follow directions for Route 31, above.

### Route 206

South to Interstate 95N/295S. Take 95N/295S about 1 mile to Route 1 South. Follow directions for Route 1, above.

### From West via Pennsylvania Turnpike

Pennsylvania Turnpike East to exit 28 - Route 1. Take Route 1 North. Follow directions below for Route 1.

### From South via Interstate 295

North to exit 60. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North detour about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun St. to first light, West State St. Right onto West State St. Go past the State House Complex. The Kelsey Building is at the intersection of West State St. and Barrack St. (aka Willow St.).

### Route 206

North through Bordentown. Exit from Route 206 onto ramp for 295 North-Princeton-New York. Disregard signs for 295 after merging onto highway. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North detour about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun St. to first light, West State St. Right onto West State St. Go past the State House Complex. The Kelsey Building is at the intersection of West State St. and Barrack St. (aka Willow St.).

### Interstate 95

North to Route 1 North. Follow directions for Route 1, below.

### Route 1

North to first exit in New Jersey, Route 29. Route 29 North to Calhoun St.-Princeton-New York exit. Calhoun St. to first light, West State St. Right onto West State St. Go past the State House Complex. The Kelsey Building is at the intersection of West State St. and Barrack St. (aka Willow St.).

### From East via Interstate 195

West to end. Route 129 North about 2 miles to second light, Cass Street. Turn left onto Cass and follow Route 29 North detour about 2 miles to Calhoun St. - Princeton - New York exit. Calhoun St. to first light, West State St. Right onto West State St. Go past the State House Complex. The Kelsey Building is at the intersection of West State St. and Barrack St. (aka Willow St.).

### Parking

Metered parking (25 cents/hour) is usually available near the Kelsey Building. Handicapped parking is available directly across the street on W. State St.



# Index

Academic Council ..... 125  
 Academic Integrity and Honesty ..... 17  
 Academic Policies ..... 15-17  
 Accounting ..... 44, 71  
 Administration of Justice ..... 55, 78  
 Administrative Office  
   Management ..... 44, 71  
 Admissions ..... 12  
 Advanced Dental Assisting Sciences ..... 51  
 Advanced Dental Hygiene Sciences ..... 51  
 Advanced Placement Program ..... 100  
 Advanced Respiratory Care Sciences ..... 51  
 Advertising Management ..... 44  
 Advisement (Applicants and  
   Enrolled Students) ..... 25  
 Advisement Telephone Center ..... 25  
 Affirmative Action ..... 5  
 Air Traffic Control ..... 37, 65  
 Alpha Sigma Lambda ..... 17  
 Alumni Association ..... 119  
 American Council on Education  
   Evaluations ..... 19  
 Anthropology ..... 30  
 Appeals and Waivers ..... 21  
 Architectural Design ..... 37, 65  
 Arnold Fletcher Award ..... 16  
 Art ..... 30  
 Associate in Applied Science  
   in Radiologic Technology ..... 62  
 Associate in Arts ..... 61  
 Associate in Science in Applied Science  
   and Technology ..... 63-68  
 Associate in Science  
   in Management ..... 69-73  
 Associate in Science in Natural Sciences  
   and Mathematics ..... 74-75  
 Associate in Science in Public and  
   Social Services ..... 76-79  
 Aviation Flight Technology ..... 37, 65  
 Aviation Maintenance Technology ..... 37, 65  
 Bachelor of Arts ..... 27-34  
 Bachelor of Science in Applied Science  
   and Technology ..... 35-41  
 Bachelor of Science in Business  
   Administration ..... 42-47  
 Bachelor of Science in  
   Health Sciences ..... 48-52  
 Bachelor of Science in  
   Human Services ..... 53-57  
 Bachelor of Science in Nursing ..... 58-60  
 Banking ..... 44, 71  
 Biology ..... 30, 75  
 Biomedical Electronics ..... 38, 65  
 Board of Trustees ..... 121  
 Certificates ..... 80  
 Certifications ..... 22  
 Change of Program/Degree Status ..... 20  
 Change of Records ..... 20  
 Chemistry ..... 31, 75

Child Development Services ..... 55, 78  
 Civil and Construction Engineering  
   Technology ..... 65  
 Civil Engineering Technology ..... 38  
 CLEP (College Level  
   Examination Program) ..... 82, 101  
 Clinical Laboratory Science ..... 38, 65  
 College Calendar ..... 9-11  
 Commencement ..... 20  
 Communications ..... 31  
 Community Services ..... 55, 78  
 Computer Information Systems ..... 44, 71  
 Computer Science ..... 31, 75  
 Computer Science Technology ..... 38, 65  
 Construction ..... 38  
 Contract Learning ..... 82, 83, 84-92  
 Corporate and Business  
   Training Programs ..... 107-108  
 Credit Banking ..... 22  
 Credit for Teaching College  
   Level Courses ..... 19  
 Cytotechnology ..... 38  
 DANTES ..... 102  
 Defense Language Institute ..... 100  
 Degree Award Policy ..... 16  
 Degree Completion Handbook ..... 25  
 Dental Hygiene ..... 38  
 Dietetic Sciences ..... 52  
 Directions to Thomas Edison  
   State College ..... 135-137  
 Drug Abuse Prevention ..... 120  
 Duplication of Credit ..... 20  
 Earning a Degree ..... 8, 82  
 Economics ..... 31  
 Electrical Technology ..... 39, 65  
 Electronics Engineering  
   Technology ..... 39, 65  
 Emergency Disaster Management ..... 56, 78  
 Engineering Graphics ..... 39, 65  
 English ..... 31  
 Enrollment in the College ..... 20  
 Environmental Sciences ..... 39, 66  
 Environmental Studies ..... 31  
 Equal Opportunity Statement ..... 5  
 Evaluation of Transcripts and  
   Credentials ..... 19  
 Evaluations and Records ..... 18-21  
 Faculty Consultants ..... 126-134  
 Family Educational Rights  
   and Privacy Act of 1974 ..... 22  
 Fees ..... 13  
 Finance ..... 45, 71  
 Financial Aid ..... 14  
 Fire Protection Science ..... 39, 66  
 Foreign Language ..... 32  
 Foreign Service Institute (FSI) ..... 100  
 Forestry ..... 39, 66  
 General Management ..... 45, 71  
 Gerontology ..... 56  
 Governance ..... 121  
 Grade Point Average ..... 16  
 Grade Reports ..... 16

Grading Policy ..... 16  
 Graduation ..... 20  
 Guided Study ..... 82, 83, 84-93  
 Guided Study  
   with E-Mail ..... 81, 82, 83, 84-93  
 Health and Nutrition Counseling ..... 56  
 Health Professions Education ..... 52  
 Health Services Administration ..... 56  
 Health Services Education ..... 56  
 Health Services Management ..... 52  
 History ..... 32  
 History of the College ..... 6  
 Horticulture ..... 39, 67  
 Hospital Health Care  
   Administration ..... 45, 72  
 Hotel/Motel/Restaurant  
   Management ..... 45, 72  
 Human Resources Management ..... 45, 72  
 Humanities ..... 29  
 Imaging Sciences ..... 52  
 Individual Learners Account (ILA) ..... 22, 107  
 Insurance ..... 45, 72  
 International Business ..... 45, 72  
 International Student Policy ..... 23-24  
 Labor Studies ..... 32  
 Laboratory Animal Science ..... 40, 67  
 Leave of Absence ..... 21  
 Legal Services ..... 56, 78  
 Liberal Studies ..... 27, 28, 34  
 Licenses/Certificates, Credit for ..... 105-106  
 Limitation of Credits in—  
   Freshman Level English  
     Composition and Mathematics ..... 15  
   Freshman Level Biology,  
     Chemistry and/or Physics ..... 15  
   Physical Education Activity Credits ..... 15  
 Logistics ..... 45  
 Manufacturing Engineering  
   Technology ..... 40, 67  
 Marine Engineering Technology ..... 40, 67  
 Marketing ..... 46, 72  
 Master's Degree ..... 8, 81  
 Mathematics ..... 32, 75  
 Mechanical Engineering Technology ..... 40  
 Mechanical Engineering Technology ..... 67  
 Medical Imaging ..... 40  
 Mental Health and  
   Rehabilitative Services ..... 57  
 Military Training Programs  
   and Schools ..... 114  
 Mission Statement ..... 5  
 Music ..... 32  
 Natural Sciences/Mathematics ..... 29  
 Non-College Programs Reviewed by  
   American Council on Education ..... 82  
 Nondestructive Testing  
   Technology ..... 40, 67  
 Nuclear Engineering Technology ..... 40, 67  
 Nuclear Medicine Technology ..... 41, 68  
 On-Line Computer  
   Classroom ..... 81, 82, 83, 93-94  
 Operations Management ..... 46, 72

# INDEX

Organizational Management ..... 46  
 Other College Services ..... 22  
 Outcomes Assessment ..... 17  
 Perfusion Technology ..... 41  
 Philosophy ..... 32  
 Photography ..... 33  
 Physics ..... 33, 75  
 Political Science ..... 33  
 Portfolio Assessment ..... 82, 83, 104  
 Portfolio Assessment Policy  
   for International Students ..... 24  
 Procurement ..... 46, 72  
 Professional Nursing Component ..... 60  
 Programs and Services Available  
   Through the Internet ..... 81  
 Psychology ..... 33  
 Public Administration ..... 46, 73  
 Purchasing and Materials  
   Management ..... 46, 73  
 Radiation Protection ..... 41, 68  
 Radiation Therapy ..... 41, 68  
 Radiologic Technology ..... 62  
 Readmission ..... 21  
 Real Estate ..... 47, 73  
 Recreation Services ..... 57, 79  
 Religion ..... 33  
 Respiratory Care ..... 41, 68  
 Retailing Management ..... 47, 73  
 Second Associate or  
   Bachelor's Degrees ..... 16  
 Servicemembers Opportunity  
   College (SOC) ..... 115  
 Small Business Management/  
   Entrepreneurship ..... 47, 73  
 Social Sciences/History ..... 29  
 Social Services ..... 57, 79  
 Social Services Administration ..... 57  
 Social Services for Special  
   Populations ..... 57, 79  
 Sociology ..... 33

Student Responsibilities ..... 17  
 Students with Disabilities ..... 17  
 Surveying ..... 41, 68  
 TECEP (Thomas Edison College  
   Examination Program) ..... 82, 83, 95-99  
 Testing Policy for International  
   Students ..... 24  
 Testing Programs ..... 95-103  
 Theater Arts ..... 33  
 Thomas A. Edison (the person) ..... 7  
 Thomas Edison Courses ..... 84  
 Thomas Edison State College  
   Programs ..... 82  
 Transcripts ..... 20  
 Transfer and Acceptance Among  
   State Colleges ..... 18  
 Transfer Credit Limitation ..... 15  
 Transfer Credit Policy ..... 18  
 Transportation/Distribution  
   Management ..... 47, 73  
 Tuition and Fees, Undergraduate ..... 13  
 Two Areas of Study Within  
   One Degree ..... 15  
 Undergraduate Degree Programs ..... 26  
 Unit of Credit ..... 20  
 Waivers ..... 21





101 W. State Street  
Trenton, N.J. 08608-1176  
(609) 984-1150  
[admissions@call.tesc.edu](mailto:admissions@call.tesc.edu)  
<http://www.tesc.edu>