THOMAS EDISON STATE COLLEGE

"ONE OF THE BRIGHTER STARS OF HIGHER LEARNING." THE NEW YORK TIMES

1995-1997 CATALOG

For Additional Information

All area codes are 609 unless otherwise noted

THOMAS EDISON STATE COLLEGE

Admissions Services
Information about Thomas Edison State College is available by calling the Office of Admissions Services
Trenton 984-1150

Alumni Association ..... (201) 877-1450

American College Testing Proficiency Examination Program (ACTPEP) Information 633-2844

Bursar 984-1589

CALL Network Technical Center 777-4140

Center for Corporate and Public Partnerships 984-1168

College Level Examination Program (CLEP) Registration 984-1181

Enrolled Students: Appointment Only 292-2803

Fee Information 984-1589

Financial Aid 756-2430

Guided Study Course Registration 633-9242

Guided Study Examination Registration 633-6353

Human Resources 633-6559

Independent Study/Correspondence Course Examination Registration 984-1181

Office of Corporate-Higher Education Programs 633-6271

Operator 984-1100

Portfolio Assessment 984-1141

Registrar 984-1180

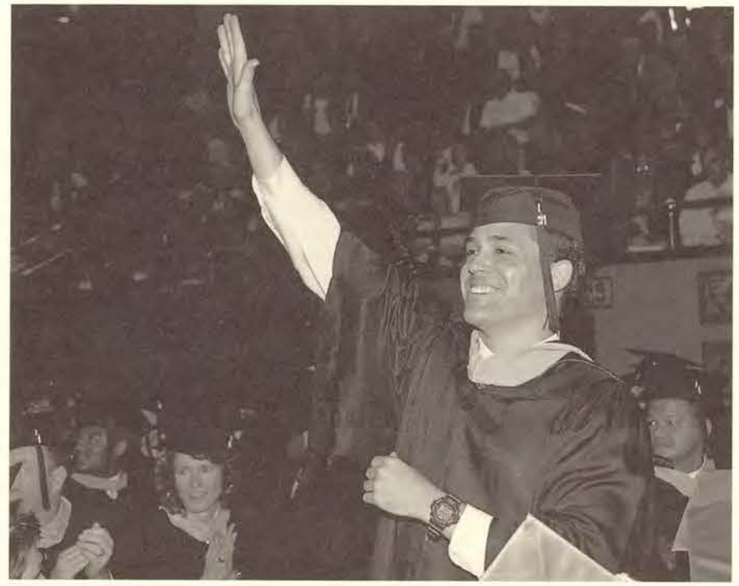
Thomas Edison College Examination Program (TECEP) Registration 633-2844

The Thomas Edison State College Catalog, published every two years, provides a summary of the many College policies, procedures, program and services. Copy for this Catalog was prepared as of July 1, 1995. While every effort has been made to insure the accuracy of the information contained in the Catalog, the College reserves the right to make changes without prior notice.

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

July 1995

1995-1997 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. In addition, approval has been given for: Bachelor of Science in Nursing, by the State Board of Nursing and accredited by the National League for Nursing.

Welcome

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 adults with:

- Infofmation about degree programs
- Information about how to complete credits for a degree
- Information about innovative programs offered by the College

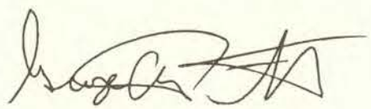
The Catalog describes the five baccalaureate degrees, six associate degrees and the Master of Science in Management degree offered by Thomas Edison State College. For each degree, there are many specializations or options available so that students can choose a major area of study that is best for them.

Students enroll at Thomas Edison because of the academic quality of the degrees the College offers. Students also enjoy the flexible programs 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 and Contract Learning courses, testing and assessment of knowledge gained outside the classroom. Finally, 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 Computer Assisted Lifelong Learning (CALL) Network. With computer assistance, students can access 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 have a program planning appointment, by telephone or in person, with an academic advisor.

The New Jersey Baccalaureate Degree Completion Program (NJBDCP) allows students to complete a baccalaureate degree without leaving their home counties and is available to every associate degree graduate from all New Jersey county colleges. Through computer connection and other distance-learning opportunities, the NJBDCP makes Thomas Edison's services available at each New Jersey county college. In addition, testing assessments and portfolio workshops are available on site.

Thomas Edison is a learner-centered institution for the adult student. More than 11,000 graduates have discovered the many opportunities for earning college credits and degrees at Thomas Edison. The College encourages learning and access to learning opportunity in all forms, acts to translate the outcomes of learning into well-defined college course equivalents and enables students to make maximum use of educational resources to achieve their goals.



Dr. George A. Pruitt
President

Table of Contents

Statement of Mission and Purpose 4
Thomas Edison State College at a Glance 5
Thomas Alva Edison 7
College Calendar 8

ADMISSIONS INFORMATION

Admissions Services 11
Application to the College 12
Tuition and Fee Definitions 13
Financial Aid 15
Evaluation and Records 16
International Students 21

DEGREE PROGRAMS

General Information 23
Bachelor of Arts 24
Bachelor of Science in Business Administration 33
Bachelor of Science in Applied Science and Technology 38
Bachelor of Science in Human Services 44
Bachelor of Science in Nursing 49
Associate in Arts 52
Associate in Science in Management 53
Associate in Science in Applied Science and Technology 58
Associate in Science in Natural Science and Mathematics 63
Associate in Science in Public and Social Services 65
Associate in Applied Science in Radiologic Technology 68
Master of Science in Management 69
Certificates 71

NEW JERSEY BACCALAUREATE DEGREE COMPLETION PROGRAM 72
ACADEMIC POLICIES 73
ACADEMIC ADVISEMENT 78
COMPUTER ACCESS 79
METHODS OF EARNING CREDIT

General Information 82
Portfolio Assessment 83
Distance & Independent Adult Learning 86
Guided Study 86
On-line Computer Courses 91
Contract Learning 92
Licenses and Certificates 93
Testing:
Thomas Edison College Examination Program (TECEP) 95
College Course by Video 100
American College Testing Proficiency Examination Program (ACTPEP) 101
Advanced Placement Program (APP) 102
United States Armed Forces Institute (USAFI) 102
College Level Examination Program (CLEP) 103
DANTES Subject Standardized Tests (DANTES) 104
Defense Language Institute 105
Foreign Service Institute 105
Ohio University Examinations 106
New York University Proficiency Testing in Foreign Language 108
Corporate and Business Training Programs 109
Military Training Programs and Schools 113
Transfer Credit 114
Servicemembers Opportunity College 116
Correspondence Programs 117

OTHER STUDENT SERVICES

Statewide Testing and Assessment Center 128
Alumni Association 128
GOVERNANCE 130
ACADEMIC COUNCIL 133
DEGREE COMMITTEES 134
FACULTY CONSULTANTS 136
GLOSSARY 142
ABBREVIATIONS 143
DIRECTIONS TO THE COLLEGE 144
MAP (Thomas Edison State College Office Location) 145
INDEX 146
APPLICATION TO THE COLLEGE 150

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, advisement), the College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap, ancestry, place of birth, marital status or liability for military service. This is in accord with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 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 Gerri Collins, Affirmative Action officer and designated employee for Section 504 Handicap Regulations Compliance and Section 506 The Americans with Disabilities Act, Thomas Edison State College, 101 West State St., Trenton, N.J. 08608-1176.

Thomas Edison State College At A Glance

The College

Thomas Edison State College is a worldwide community of learners. Students from Trenton, to Texas, to Thailand can earn associate and baccalaureate degrees, and, beginning in 1996, a Master of Science in Management degree, through Thomas Edison State College.

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, human services, applied science and technology, and nursing. They advance through their degree programs by earning credits through evaluated corporate or military educational experiences, college equivalency examinations or portfolio assessment. Students may also complete their degrees through the Distance & Independent Adult Learning (DIAL) programs of Guided Study courses, On-Line Computer Classroom courses and Contract Learning; or, through courses at other accredited colleges and universities.

The Thomas Edison State College consulting faculty is selected because of their academic and experiential preparation, as well as their commitment to serving adult students. Nearly 54 percent of the more than 350 faculty have earned the highest degree in their field, and all participate in regularly scheduled workshops to remain current on trends in serving adult students.

History

Thomas Edison State College was founded for the purpose of expanding the educational opportunities of adult learners. Some 23 years later, Thomas Edison State College continues to extend opportunities to adult students 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.

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 at the annual meeting in September.

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.

Tuitions and Fees

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

Calendar

Students may enroll at any time during the year and graduate as degree requirements are completed. Students proceed at their own pace, but all students are encouraged to plan their activities in advance of semester registration deadlines for Distance & Independent Adult Learning (DIAL) courses, or for courses to be taken at other accredited institutions.

Students are encouraged to apply, submit transcripts for evaluation of credit requirements and complete a program plan as soon as possible.

Degree Programs

Bachelor of Arts
Bachelor of Science in Business Administration
Bachelor of Science in Applied Science and Technology
Bachelor of Science in Human Services
Bachelor of Science in Nursing

Associate in Arts
Associate in Applied Science in Radiologic Technology
Associate in Science in Management
Associate in Science in Natural Sciences and Mathematics
Associate in Science in Public and Social Services
Associate in Science in Applied Science and Technology

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

A Master of Science in Management will also be offered.

Certificates

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

Degree Requirements

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

Advising Services to Enrolled Students

Enrolled students may communicate with the College's academic advising staff in the way that is most convenient for them. Telephone or in-person appointments are available. Students may also contact the advising staff by letter, FAX or electronic mail.

Specialized advisors are available to assist with portfolio development. In addition, the College offers workshops in portfolio development and test-taking skills.

Computer Access (CALL Network)

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

Special Services to all New Jersey Residents

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

In addition, the New Jersey Baccalaureate Degree Completion Program (NJBDCP) links community college associate graduates in New Jersey with Thomas Edison State College. Associate graduates can make arrangements through the community college to transfer to a Thomas Edison baccalaureate degree program upon completion of the associate degree. This allows students to complete a baccalaureate degree from their home counties, thanks to on-site services such as computer access, proctored testing and assistance from Thomas Edison staff.

Services to Organizations

The College evaluates formal training programs to determine their college credit equivalency, in partnership with the American Council on Education's Program on Noncollegiate Sponsored Instruction (PONSI).

The College will bring information to the organizational sites on request. Contact the Office of Corporate-Higher Education Programs for more information.

Student Profile

Students: 8,600 currently enrolled
Average age of student: 39
Degrees awarded since 1972: over 11,000

Thomas Edison State College Offices

Main Office
Admissions Services
Thomas Edison State College
101 West State St.
Trenton, N.J. 08608-1176
(609) 984-1150
FAX: (609) 984-8447

North Jersey
Alumni Services only
Thomas Edison State College
153 Halsey St., 5th Floor
Newark, N.J. 07102-2898
(201) 877-1450
FAX: (201) 877-1466

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

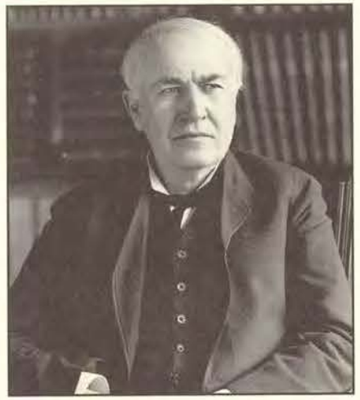
Consulting Faculty

Three hundred twenty-two part-time faculty act as consultants to the academic units of the College in test *and course* construction, portfolio assessment, Guided Study, Pre-Graduation Conference, Demonstration of Currency, practicums and program evaluation.

Information about the College

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

Different by Design



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

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

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

College Calendar

July 1995 - July 1997

JULY 1995

1	**Saturday**	Graduation
3 - AUG. 4		**Guided Study registration for FALL 1995**
4	**Tuesday**	Independence Day *College Closed*
12	**Wednesday**	CLEP Test Administration
15	**Saturday**	TECEP Test Administration
15	**Saturday**	Advisement Appointments for Program Planning *(by appointment only)*
15	**Saturday**	Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
20	**Thursday**	Basic Skills Test Administration *(Administrations in Trenton and Camden)*
31	**Monday**	TECEP Test Administration

AUGUST 1995

12	**Saturday**	TECEP Test Administration
15	**Tuesday**	Materials for September 1 Graduation due
19	**Saturday**	Basic Skills Test Administration *(Trenton only)*
19	**Saturday**	Advisement Appointments for Program Planning *(by appointment only)*
19	**Saturday**	Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
19	**Saturday**	Guided Study 16 week Summer semester ends
21	**Monday**	CLEP Test Administration
28	**Monday**	Guided Study Fall semester begins
29	**Tuesday**	TECEP Test Administration

SEPTEMBER 1995

1	**Friday**	Graduation
4	**Monday**	Labor Day *College Closed*
8	**Friday**	Basic Skills Test Administration *(Administrations in Trenton and Camden)*
16	**Saturday**	Advisement Appointments for Program Planning *(by appointment only)*
16	**Saturday**	Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
16	**Saturday**	TECEP Test Administration
23	**Saturday**	CLEP Test Administration
29	**Friday**	TECEP Test Administration

OCTOBER 1995

5	**Thursday**	ACTPEP Test Administration *(Trenton only)*
6	**Friday**	ACTPEP Test Administration *(Trenton only)*
9	**Monday**	Columbus Day *College Closed*
14	**Saturday**	Advisement Appointments for Program Planning *(by appointment only)*
14	**Saturday**	Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
14	**Saturday**	TECEP Test Administration
14	**Saturday**	Guided Study 24 week Summer semester ends
15	**Sunday**	Materials for November 1 Graduation due
17	**Tuesday**	Basic Skills Test Administration *(Administrations in Trenton and Camden)*
21	**Saturday**	CLEP Test Administration
22	**Sunday**	**COMMENCEMENT**
OCT. 30 - DEC. 1		**Guided Study registration for WINTER 1996**
31	**Tuesday**	TECEP Test Administration

NOVEMBER 1995

1	**Wednesday**	Graduation
4	**Saturday**	Basic Skills Test Administration *(Trenton only)*
7	**Tuesday**	Election Day *College Closed*
10	**Friday**	Veteran's Day *College Closed*
16	**Thursday**	CLEP Test Administration
18	**Saturday**	Advisement Appointments for Program Planning *(by appointment only)*
18	**Saturday**	Advisement Appointments fo. Portfolio Assessment *(call (609)984-1141 for an appointment)*
18	**Saturday**	TECEP Test Administration
23	**Thursday**	Thanksgiving *College Closed*
29	**Wednesday**	TECEP Test Administration

DECEMBER 1995

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

JANUARY 1996

1	**Monday**	New Year's Day *College Closed*
1	**Monday**	Graduation
1	**Monday**	Guided Study Winter semester begins
6	**Saturday**	TECEP Test Administration
10	**Wednesday**	CLEP Test Administration
15	**Monday**	Martin Luther King's B'day *College Closed*
20	**Saturday**	Advisement Appointments for Program Planning *(by appointment only)*

Testing dates are subject to change.

20 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
20 Saturday Basic Skills Test Administration *(Trenton only)*
22 Monday TECEP Test Administration

FEBRUARY 1996
3 Saturday TECEP Test Administration
10 Saturday Guided Study 24 week Fall semester ends
12 Monday Lincoln's Birthday *College Closed*
15 Thursday Materials for March 1 Graduation due
17 Saturday CLEP Test Administration
19 Monday Washington's Birthday *College Closed*
20 Tuesday TECEP Test Administration
24 Saturday Advisement Appointments for Program Planning *(by appointment only)*
24 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
FEB. 26 - MAR. 29 Guided Study registration for SUMMER 1996

MARCH 1996
1 Friday Graduation
12 Tuesday CLEP Test Administration
16 Saturday Advisement Appointments for Program Planning *(by appointment only)*
16 Saturday Advisement Appointments for Portfolio Assessment *(call 609/984-1141 for an appointment)*
16 Saturday TECEP Test Administration
21 Thursday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
29 Friday TECEP Test Administration

APRIL 1996
5 Friday Good Friday *College Closed*
13 Saturday TECEP Test Administration
13 Saturday Advisement Appointments for Program Planning *(by appointment only)*
13 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
15 Monday Materials for May 1 Graduation due
20 Saturday Guided Study 16 week Winter semester ends
20 Saturday CLEP Test Administration
22 Monday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
29 Monday Guided Study Summer semester begins
30 Tuesday TECEP Test Administration

MAY 1996
1 Wednesday Graduation
11 Saturday Advisement Appointments for Program Planning *(by appointment only)*
11 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
11 Saturday TECEP Test Administration
16 Thursday CLEP Test Administration
18 Saturday Basic Skills Test Administration *(Trenton only)*
27 Monday Memorial Day *College Closed*
29 Wednesday TECEP Test Administration

JUNE 1996
8 Saturday Advisement Appointments for Program Planning *(by appointment only)*
15 Saturday Guided Study 24 week Winter semester ends
15 Saturday TECEP Test Administration
15 Saturday Materials for July 1 Graduation due
19 Wednesday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
22 Saturday CLEP Test Administration
28 Friday TECEP Test Administration

JULY 1996
JUL. 1 - AUG. 2 Guided Study registration for FALL 1996
1 Monday Graduation
4 Thursday Independence Day *College Closed*
13 Saturday TECEP Test Administration
13 Saturday Advisement Appointments for Program Planning *(by appointment only)*
13 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
15 Monday CLEP Test Administration
18 Thursday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
26 Friday TECEP Test Administration

AUGUST 1996
10 Saturday TECEP Test Administration
10 Saturday Advisement Appointments for Program Planning *(by appointment only)*
10 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
13 Tuesday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
15 Thursday Materials for September 1 Graduation due
17 Saturday CLEP Test Administration
17 Saturday Guided Study 16 week Summer semester ends
26 Monday TECEP Test Administration
26 Monday Guided Study Fall semester begins

SEPTEMBER 1996
1 Sunday Graduation
2 Monday Labor Day *College Closed*
7 Saturday TECEP Test Administration
12 Thursday CLEP Test Administration
14 Saturday Advisement Appointments for Program Planning *(by appointment only)*
14 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
19 Thursday TECEP Test Administration
21 Saturday Basic Skills Test Administration *(Trenton only)*

OCTOBER 1996
3 Thursday ACTPEP Test Administration *(Trenton only)*
4 Friday ACTPEP Test Administration *(Trenton only)*
5 Saturday TECEP Test Administration
12 Saturday Guided Study 24 week Summer semester ends
14 Monday Columbus Day *College Closed*
15 Tuesday Materials for November 1 Graduation due
19 Saturday CLEP Test Administration
COMMENCEMENT *(To be announced)*
19 Saturday Advisement Appointments for Program Planning *(by appointment only)*
19 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
21 Monday TECEP Test Administration
23 Wednesday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
OCT. 28 - NOV. 29 Guided Study registration for WINTER 1996

NOVEMBER 1996
1 Friday Graduation
5 Tuesday Election Day *College Closed*
7 Thursday TECEP Test Administration
11 Monday Veteran's Day *College Closed*
14 Thursday CLEP Test Administration
16 Saturday Advisement Appointments for Program Planning *(by appointment only)*
16 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
16 Saturday Basic Skills Test Administration *(Trenton only)*

Testing dates are subject to change.

23 Saturday TECEP Test Administration
28 Thursday Thanksgiving Day *College Closed*

DECEMBER 1996
6 Friday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
10 Tuesday CLEP Test Administration
11 Wednesday TECEP Test Administration
14 Saturday Guided Study 16 week Fall semester ends
14 Saturday Advisement Appointments for Program Planning *(by appointment only)*
14 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
15 Sunday Materials for January 1 Graduation due
25 Wednesday Christmas Day *College Closed*

JANUARY 1997
1 Wednesday New Year's Day *College Closed*
1 Wednesday Graduation
6 Monday Guided Study Winter semester begins
11 Saturday Advisement Appointments for Program Planning *(by appointment only)*
11 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
11 Saturday TECEP Test Administration
14 Tuesday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
20 Monday Martin Luther King's B'day *College Closed*
25 Saturday CLEP Test Administration
29 Wednesday TECEP Test Administration

FEBRUARY 1997
8 Saturday Guided Study 24 week Fall semester ends
8 Saturday Advisement Appointments for Program Planning *(by appointment only)*
8 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
12 Wednesday Lincoln's Birthday *College Closed*
15 Saturday Materials for March 1 Graduation due
15 Saturday TECEP Test Administration
17 Monday Washington's Birthday *College Closed*
18 Tuesday CLEP Test Administration
28 Friday TECEP Test Administration
FEB. 24 - MAR. 28 Guided Study registration for SUMMER 1997

MARCH 1997
1 Saturday Graduation
15 Saturday TECEP Test Administration
15 Saturday Advisement Appointments for Program Planning *(by appointment only)*
15 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
19 Wednesday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
22 Saturday CLEP Test Administration
28 Friday Good Friday *College Closed*
31 Monday TECEP Test Administration

APRIL 1997
3 Thursday ACTPEP Test Administration *(Trenton only)*
4 Friday ACTPEP Test Administration *(Trenton only)*
12 Saturday TECEP Test Administration
15 Tuesday Materials for May 1 Graduation due
16 Wednesday CLEP Test Administration
19 Saturday Advisement Appointments for Program Planning *(by appointment only)*
19 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
19 Saturday Basic Skills Test Administration (Trenton only)
26 Saturday Guided Study 16 week Winter semester ends
29 Tuesday TECEP Test Administration

MAY 1997
1 Thursday Graduation
5 Monday Guided Study Summer semester begins
10 Saturday CLEP Test Administration
12 Monday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
17 Saturday Advisement Appointment for Program Planning *(by appointment only)*
17 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
17 Saturday TECEP Test Administration
26 Monday Memorial Day *College Closed*
29 Thursday TECEP Test Administration

JUNE 1997
14 Saturday TECEP Test Administration
14 Saturday Advisement Appointments for Program Planning *(by appointment only)*
15 Sunday Materials for July 1 Graduation due
16 Monday CLEP Test Administration
20 Friday Basic Skills Test Administration *(Administrations in Trenton and Camden)*
21 Saturday Guided Study 24 week Winter semester ends
27 Friday TECEP Test Administration
JUNE 30 - AUG. 1 Guided Study registration for FALL 1997

JULY 1997
1 Tuesday Graduation
4 Friday Independence Day *College Closed*
12 Saturday TECEP Test Administration
12 Saturday Advisement Appointments for Program Planning *(by appointment only)*
12 Saturday Advisement Appointments for Portfolio Assessment *(call (609)984-1141 for an appointment)*
19 Saturday CLEP Test Administration
24 Thursday TECEP Test Administration
26 Saturday Basic Skills Test Administration *(Trenton only)*

Testing dates are subject to change.

Admissions Services

Thomas Edison State College is an open admissions institution committed to serving adult students. The Office of Admissions Services 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 to qualified persons to earn college degrees and credit.

Those students best served by this institution are strongly self-motivated adult learners who have generally, though not exclusively, acquired or are acquiring college-level learning in noncollegiate settings and/or in previous college courses.

The majority of our students are able to earn credit through various assessment methods for prior learning. These prior learning experiences include: competencies developed through jobs, professions or careers; through previous noncollegiate post-secondary education; through formal learning experiences acquired in business, labor, military and/or leisure activities; and through special credentials. Thomas Edison students are expected to enter the institution with sufficient preparation to benefit from and successfully participate in college-level learning opportunities and college courses. They are expected to be at least 21 years of age and to possess a high school diploma or its equivalent.

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

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

Information About Thomas Edison State College

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

Pre-Enrollment Sessions

Pre-enrollment sessions are free of charge and are open to the general public. They are offered on a regular basis at the College. At these sessions, potential students learn how Thomas Edison State College's methods of earning credits and comprehensive degree offerings meet their individual higher education needs. Information on the sessions can be obtained by calling (609) 984-1150.

Application to the College

HOW TO APPLY

Applying to Thomas Edison is a simple convenient process. Follow these steps to apply for admission to the program of your choice.

1. Complete the application form at the back of the Catalog.
2. Enclose the appropriate fees and payments. You may pay by check money order or indicate credit card information (and signature) on the application form. *The application fee is nonrefundable.*
3. Mail the application and payment to: Office of Admissions Services Thomas Edison State College 101 W. State St., Trenton, N.J. 08608-1176.
4. Provide official documentation. *Notarized* or *certified* copies of foreign credentials, and approved licenses and certificates, should be sent directly to the Office of the Registrar.

Request that official transcripts be sent directly from college, training, licensing/certification, from AARTS and/or testing programs (such as CLEP) in which you have participated to:

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

AFTER YOU APPLY

This College Catalog is sent once the application and fees are received at Thomas Edison.

The Office of the Registrar will match your transcripts and other credentials with your file as they are received. If your file is still incomplete after 30 days, you will receive notification from the Office of the Registrar. After 60 days, the College will send you a letter if your file is still incomplete. After 90 days, the College will automatically evaluate your file using whatever credentials that have been received.

THE EVALUATION OF PRIOR CREDITS

As soon as all of your transcripts and other credentials have been received, the College will begin the evaluation process. The Evaluation and Progress Report will be mailed to you upon completion.
The report you receive will include:

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

Your evaluation will serve as a guide as you plan your degree program. If you need further information before you can make your enrollment decision, contact the Office of Admissions Services.

AFTER YOU ENROLL

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

NONDEGREE STUDENT SERVICES

Thomas Edison State College provides the following services for individuals not seeking a degree at Thomas Edison:

1. **Credit Banking.**
   For details refer to Credit Banking in the Catalog index.
2. **Review of foreign credentials.**
   For details refer to Foreign Credentials in the Catalog index.
3. **Thomas Edison State College Testing Program.**
   For details refer to TECEP in the Catalog index.
4. **Assessment of Prior Learning (Portfolio).**
   For details refer to Portfolio in the Catalog index.
5. **Guided Study Courses.**
   For details refer to Guided Study in the Catalog index.
6. **On-Line Computer courses.**
   For details refer to On-Line courses in the Catalog index.
7. **Please request a copy of the Fee Brochure for details on fees for these services.**

Tuitions 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 with the College's Prospectus and Tuition and Fee brochures.

Tuitions and fees are subject to change without prior notice.

Fee Refund Policy

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

Guided Study Courses: During the first week of the course, 75 percent of the tuition may be refunded if a student wishes to drop a course. During the second week of the course, 50 percent of the tuition will be refunded. During the third week of the course, 25 percent of the tuition will be refunded. During the fourth week and thereafter, no tuition will be refunded. *The registration fee is nonrefundable.* All requests for refunds must be submitted in writing to the Office of the Registrar.

Nonrefundable Tuitions and Fees

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

Tuitions and Fees Definitions

Application Fee: This fee establishes the applicant's file. It includes the initial review or evaluation of academic credentials presented by the applicant. This evaluation will be the basis for program planning and student advisement, which begins upon payment of the Annual Enrollment and Technology Services fees. The Application Fee extends for one year from the date of application. If an applicant does not enroll during this year, the file and its entire contents are *not* retained.

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

- American College Testing Proficiency Examination Program (ACTPEP);
- Advanced Placement Program (APP);
- College Level Examination Program (CLEP);
- New York University Foreign Language Proficiency Examinations;
- certain licenses/registries/ certificates;
- military training reviewed by the American Council on Education (ACE);
- courses reviewed by the Program on Noncollegiate Sponsored Instruction (PONSI);
- courses taught at a regionally accredited college;
- special Thomas Edison State College assessments;
- Pre-Graduation conference;
- Demonstration of Currency.

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

Comprehensive Fee Alternative

This all inclusive fee, payable each year, entitles students to unlimited Guided Study and On-Line Computer Classroom courses, transfer of credit, TECEP examinations and attempted Portfolio credits as well as complete technology services. Depending on circumstances, this fee may be refundable within 30 days of payment. However, no appeals for refund will be considered after the 30-day period has elapsed.

Late Fee (enrollment)

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

Credit Transfer Evaluation Fee

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

Graduation Fee

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

TECEP/DANTES Examination Fee

This fee is charged in addition to the annual enrollment fee to cover the cost of administering each examination and generating a score report.

Portfolio Per Credit Fee

This fee is charged in addition to the annual enrollment fee to cover the assessment of each credit submitted by the student for a portfolio.

Practicum Per Credit Fee

This fee is charged in addition to the annual enrollment fee to cover the assessment of each credit submitted by the student for a Practicum. It is paid only by students in the Human Services degree program.

Guided Study Tuition On-Line Computer Classroom Courses Contract Learning

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

Guided Study Registration Fee

This fee is paid once a semester when a student submits a registration for Guided Study, On-Line Computer Classroom or Contract Learning courses.

Change of Degree Program

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

Credit Banking Fee

All services listed under the annual enrollment fee 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.

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 transcripts.

Review of Foreign Credentials

This fee is charged to individuals who wish to have their foreign credentials evaluated for U.S. equivalencies and credit distributions. (Enrolled students do not pay this fee.)

Returned Check Charge

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

Fees For Reactivation

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

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

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

Nursing Component Fees

A separate fee schedule for requirements in the nursing component is provided to BSN students.

Financial Aid

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

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

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

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

Other Financial Aid Sources

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

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

Veterans' Benefits

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

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

Evaluations and Records

Procedure for Having Official Documentation Sent

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

1. Transcripts from all regionally accredited colleges that were attended must be *sent by the college attended directly to*: Office of the Registrar, Thomas Edison State College. When requesting a transcript, students should provide their former college with: maiden name or former name, student ID number at that institution, social security number, date of birth, years in attendance and the address of Thomas Edison State College.

2. Active duty military students (Army personnel) who entered service on or after October 1, 1981, or remained on active duty on or after January 1, 1984, should provide an Army ACE Registry transcript. Transcripts may be ordered by writing to AARTS Operations Center, Ft. Levenworth, KS 66027-5073. Other personnel should provide photocopies of documents, certified by a notary public to be true copies, and mail to the Office of the Registrar. For details, refer to *Military Training Program and Schools* section of the Catalog.

3. Training programs reviewed and recommended for credit by the American Council on Education's Program on Noncollegiate Sponsored Instruction (PONSI) must be shown on an ACE Registry transcript or on an official company transcript and mailed to the Office of the Registrar by the organization, business or corporation that did the training.

4. Official transcripts for any completed college-level examinations must be mailed to the Office of the Registrar by the organization responsible for the tests.

5. Foreign credentials must be translated into English by an official translator and certified to be a true copy by a notary public. A certified true copy of the original transcript/credential must accompany the translation and be mailed by the student to the Office of the Registrar. Refer to the *Academic Policy, Foreign Degrees* section of the Catalog.

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.

Evaluation of Transcripts and Credentials

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

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

A review for acceptance of credits will be made each time students send new credentials from other colleges and programs to the Office of the Registrar, and when students complete Thomas Edison State College credits through portfolio assessment, testing or Guided Study. Credits accepted will be added to the Evaluation and Progress Report form. A copy of the form will again be mailed with an appropriate bill for fees to the student.

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

Duplication of Credit

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

Residency Requirement

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

College Basic Skills Placement Program

All New Jersey students who have fewer than 24 semester hours of credit at the time of application for admission to Thomas Edison State College must take the New Jersey College Basic Skills Placement Test after being admitted. The student is required to take the test within two months after being admitted. The College Office of the Registrar will notify those students required to take the test. However, students who transfer in 3 s.h. credits in college-level mathematics *and* in English composition are exempt from taking the test.

The test serves to identify potential difficulties students may have with college courses using English composition and mathematics. It will also assist the staff in providing students with appropriate advisement and course selection.

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

The College will provide students information and advice on remediation options. Students will be expected to demonstrate successful remediation within 12 months of admission by passing a post-test on the portion failed or by satisfactorily completing a college remediation course(s) on the portion(s) failed.

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

Thomas Edison will not accept Basic Skills scores older than three years unless the student completed all remedial courses needed prior to applying to Thomas Edison. Students with scores older than three years will be expected to retake the New Jersey College Basic Skills Placement Test.

All out-of-state students who enter Thomas Edison with fewer than 24 college credits must complete a college level course and/or exam in English composition and mathematics within twelve (12) months after their admittance date to the College.

Unit of Credit

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

Transfer Credits

Credits accepted through transfer by Thomas Edison State College may come only from regionally accredited colleges and universities. The following information includes the college-level educational experiences that Thomas Edison State College may accept for credit through transfer.

Regionally Accredited Colleges and Universities

Credits earned at a college or university that is regionally accredited or a candidate for accreditation by a regional institutional accrediting body may be transferred to Thomas Edison State College regardless of the number of institutions attended. The College does not transfer courses with "W" or "F" grades.

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

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

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

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

College/University Foreign Credentials and Professional Qualifications

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

Colleges and Proprietary Schools not Accredited by a Regional Association

Thomas Edison State College will not accept in direct transfer credits earned at institutions accredited by other associations, such as the Association of Independent Colleges and Schools, American Association of Bible Colleges, National Association of Trade and Technical Schools, National Home Study Council, and Commission on Recognition of Post-Secondary Accreditation-approved professional schools, which are outside regionally accredited colleges.

Students requesting the acceptance of credit from these institutions will be advised to apply for credit through portfolio assessment.

Acceptance of Credits from Graduate Programs

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

Enrollment

Students are considered "enrolled" when they pay the annual enrollment fee. A student's enrollment date is defined as the date the Bursar receives the annual enrollment fee. This fee covers a period of one year of service. At the end of the year, students will receive a bill for the subsequent year's enrollment fee. Full-time active duty military students are considered New Jersey state residents for administrative purposes.

When students have received the

"Evaluation and Progress Report" form showing how credits will apply to their degree program, and the appropriate fees have been paid, they are urged to proceed with program planning and contact the Academic Advisement Center, 1-800-882-8372. The services of this Center are explained in full in the section, *Academic Advisement Services.*

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

Keeping Records Current

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

Change of Program/ Degree Status

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

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

Change of Records

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

Grading Policies

Guided Study

The outcome of active, current learning experiences assessed by the College will be graded based upon a standard grading scale of A, B, C, D and F. This policy will only apply to credits earned through the Guided Study program.

Credit Without a Grade

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

Grade Reports

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

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

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 written expression requirement, and also in the concentration, specialization or professional requirements (depending on the degree).

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

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

Credits which do not carry a grade are recorded as credit (CR) and do not affect the grade point average.

Grades from Transfer Credit

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

Foreign Degrees

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

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

Graduation

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

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

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

Commencement Ceremony

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

Thomas Edison State College Transcripts

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

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

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

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

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

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

Examples of such assessments include portfolio assessment, American Council on Education's Program on Noncollegiate Sponsored Instruction and military training programs.

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

Withdrawals and Readmission

Withdrawal from the College

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

Official Withdrawal

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

Readmission

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

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

Readmission of Thomas Edison State College Graduates

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

Degree Requirements for Returning Students

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

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

Appeals and Waivers

Appeals

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

Waivers

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

Registration

Guided Study

To register for Guided Study, On-Line Computer and Contract Learning courses, refer to the Guided Study Course Registration Bulletin mailed annually to all students, or call (609) 292-6317 for a bulletin.

TECEP

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

Portfolio Assessment

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

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

Refer to Program Planning Handbook.

CLEP, New York University Language Examination, ACTPEP, Advance Placement

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

Credit Banking

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

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

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

Certifications

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

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

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

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

Family Educational Rights and Privacy Act of 1974

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

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

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

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

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

International Student Policy

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

Eligibility

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

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

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

Box 2877, Princeton, NJ
08541-2877 USA

Degree Requirements

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

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

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

Bachelor of Science in Human Services (BSHS)

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

Bachelor of Arts (B.A.)

The Pre-Graduation Conference (PGC) required in the Bachelor of Arts degree may be completed by a student through a telephone conference at his or her own expense. Application for the conference can be made through the Advisement Center.

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

If professional credits are more than 10 years old, a demonstration of currency (DOC) is required for business and technology degrees. The DOC can only be completed in the USA.

Bachelor of Science in Nursing (BSN)

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

Methods of Earning Credit

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

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

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

Testing and Portfolio Assessment

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

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

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

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

Application Procedures

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

Once an international student applies to Thomas Edison, the student's foreign credentials will be evaluated by the College. Students seeking evaluations of foreign credentials must provide notarized copies of English translations (where necessary), mark sheets and syllabi (course descriptions). Unless course descriptions are provided, it becomes very difficult to ascertain the breadth and depth of knowledge gained in a particular subject.

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

After the evaluation of the student's credentials has been completed, the student will be advised of the remaining degree requirements. It is the responsibility of the student to arrange for the completion of remaining degree requirements.

Visas

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

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

Fees

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

Degree Programs

Through its baccalaureate and associate degree programs, Thomas Edison State College offers students the opportunity to earn degrees through traditional and nontraditional methods which conform to students' needs and interests while ensuring both breadth and depth of knowledge in a quality degree program.

Each degree requires work in (1) general liberal arts, (2) major field of study (a concentration, specialization or option) and (3) elective subjects.

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

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

2. Through the major field of study, students will:

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

3. Through elective subjects, students will:

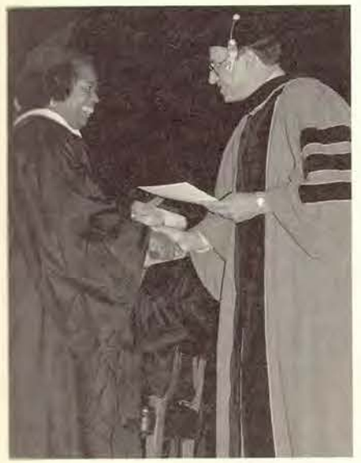
   - have an opportunity to satisfy personal interests in any college-level field of learning;
   - satisfy intellectual and cultural interests in any college-level field of learning.

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

A Thomas Edison State College graduate should be able to:

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

Bachelor of Arts



Credit Distribution Requirements

SUBJECT CATEGORY			Semester Hour Credits
I.	**Liberal Arts Requirements**		**60**
	A.	Written Expression	(6)
	B.	Humanities No more than 6 semester hours may be taken from one subject area	(12)
	C.	Social Sciences No more than 6 semester hours may be taken from one subject area	(12)
	D.	Natural Sciences and Mathematics One college-level mathematics 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	(12)
	E.	Liberal Arts Electives Credits from any liberal arts subjects	(18)
II.	**Area Concentration or Specialization**		**33**
	Student may choose A or B.		
	A.	Area Concentration The area concentration will include 33 semester hours and must be chosen from humanities, or social sciences/history, or natural sciences/mathematics. The concentration will include at least three subject areas, with 12 semester hours being earned in one subject area. A maximum of 18 semester hours can be earned in any one subject area in order to have a balanced interdisciplinary concentration.	
		OR	
	B.	Specialization Single Subject Specialization. The specialization will include 33 semester hours in one subject area.	
		AND	
	C.	The Pre-Graduation Conference All students must complete the Pre-Graduation Conference which will cover one subject area in the concentration (A) or the specialization (B).	
III.	**Free Electives**		**27**
			Total 120

The following is a list of approved Specializations:

Humanities
Art
Communications
Dance
Foreign Language
Journalism
Literature
Music
Philosophy
Photography
Religion
Theater Arts

Social Sciences/History
Anthropology
Archaeology
Economics
Geography
History
Labor Studies
Political Science
Psychology
Sociology

Natural Sciences/Mathematics
Biology
Chemistry
Computer Science
Geology
Mathematics
Physics

Interdisciplinary
African-American Studies
American Studies
Asian Studies
Environmental Studies
Urban Studies
Women's Studies

Bachelor of Arts

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

Degree Requirements

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

Liberal Arts Requirements

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

Concentration

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

Specializations

An individual subject specialization is an in-depth emphasis in a particular liberal arts discipline. Specializations include 33 semester hours of credits in one subject. A minimum of 27 credits must be upper-level representing intensive study in the specialization. Some specializations also require additional credits outside of the specialization subject. These additional credits are known as corollary requirements. Please refer to the *Bachelor of Arts Degree Subject Area Descriptions* section.

Free Electives

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

Additional Degree Requirements

Upper-Level Courses

All B.A. degree candidates must complete a minimum of 36 semester hour credits of advanced study in the liberal arts. This advanced study is designated as upper-level credit. From the 36 upper level credits required, students selecting a *concentration* will complete a minimum of 27 upper-level credits as part of their concentration. Students selecting a *specialization* will also complete a minimum of 27 upper-level credits. The remaining upper-level requirements are completed in the general liberal arts requirement.

For the purpose of this requirement, the College classifies courses, examinations and portfolio assessment credits according to two levels: lower-level and upper-level. The following criteria define the two levels.

Lower-Level: Courses and/or competency in a given discipline considered to be the foundation for further study in the discipline. The first two lower-level courses (normally 6 semester hours) in a particular subject are usually considered lower-level credit for that subject.

Upper-Level: Courses and/or competency beyond the foundation or introductory level of a field of study. Credits earned beyond the first two lower level in content courses (normally 6 semester hours) of a particular subject will usually be considered upper-level credit. Upper-level courses emphasize more advanced skills, more complex knowledge or concepts other than the introductory level course.

Some courses or examinations can be automatically considered upper-level because of the nature of the subject (e.g., calculus, statistics, Shakespeare). Courses classified as upper-level based on content can not serve as a base to make other courses upper level. Students should work closely with the Academic Advisement Center to select the appropriate amount of upper-level credit.

Pre-Graduation Conference

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

The conference itself is a professional, one-to-one discussion between the student and a faculty assessor. The student has the opportunity to select three topics (from a list provided) for discussion that relate to only one subject area in the *concentration* or that relate to the area of *specialization.* The three topics should be varied enough so that discussion will demonstrate sufficient breadth as well as depth of knowledge. The student's application and topic selection will be reviewed by the associate dean of liberal arts degrees. The application contains a section stating that students may attach a letter of explanation to the application only if special accommodations and/or considerations need to be requested. Once approved, a faculty member who has expertise in the subject area of the topics selected will be identified to conduct the conference.

The PGC will occur after the student completes a minimum of 100 credits (including the 6 s.h. Written Expression requirement and the majority of credits completed in the area concentration or specialization). The conference lasts approximately one hour and is conducted for New Jersey residents at Thomas Edison State College in Trenton, N.J. For out-of-state students, a telephone conference option is available. Students may request the PGC application form, a list of topics and the student information handout by contacting the Academic Advisement Center. The Pre-Graduation Conference application should be mailed to the College at least six weeks in advance of the requested conference date for scheduling purposes. Additional details on the conference will be provided at that time.

Limitation of Credits in One Subject Area

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

Bachelor of Arts Concentrations

Humanities*

This concentration is for those who wish to combine coursework in three or more subjects within Humanities. Subject areas applicable toward the Humanities concentration include the following: Art, Communications [Oral (speech) and Mass Media (film, journalism, radio and television)], Dance, Foreign Language, Literature (includes advanced writing courses taught out of a Literature/English department), Music, Philosophy, Photography, Religion, Theater.

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

Required Courses:

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

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

Natural Sciences/ Mathematics*

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

Required Courses:

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

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

Social Sciences/History*

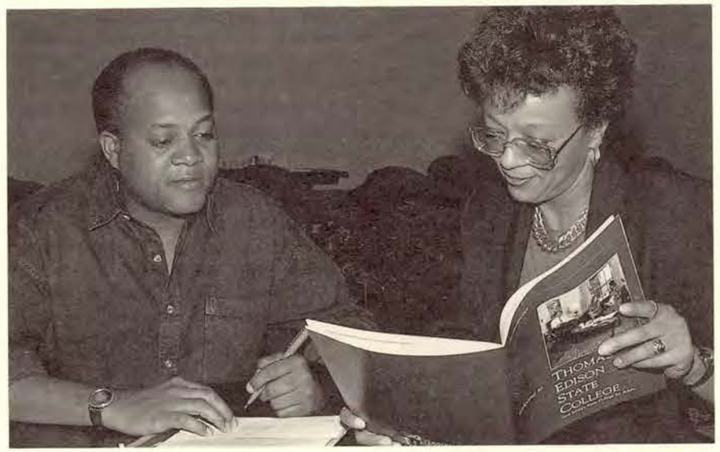
This concentration is for those who wish to combine coursework in three or more subjects within Social Sciences. Subject areas applicable toward the Social Sciences concentration include the following: Anthropology, Archaeology, Economics, Geography, History, Labor Studies, Political Science, Psychology, Sociology.

Required Courses

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

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

Bachelor of Arts Specializations



African-American Studies*

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

Required Courses:

Six semester hours from at least two of the following: Art, Dance, Literature, Music, Philosophy, Religion, Theater; 6 semester hours of African-American History related courses; 6 semester hours from at least two of the following: Anthropology, Economics, Political Science, Psychology, Sociology; 15 semester hours of specialization electives.

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

American Studies*

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

Required Courses:

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

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

Anthropology*

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

Required Courses:

Cultural Anthropology and Physical , or Physical Anthropology I, II, or Cultural Anthropology I, II; Introduction to Archeology, Social Organization (kinship), New World Anthropology (north, middle, south America) **or** Old World Anthropology (Africa and Euro-Asia); 6 semester hours of specialization electives.

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

Archaeology*

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

Required Courses:

Introduction to Archaeology, Methods and Materials in Archaeology, Theory and Development of Archaeological Methods and Techniques, Introduction to Cultural Anthropology, Old World Archaeology, New World Archaeology, specialization electives which include nine semester hours from either Old World or New World Archaeology courses and 6 semester hours from "other areas" of archaeology courses (e.g., analysis of Archaeological Data; Maps and Mapreading; World Cultural Regions).

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

Art*

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

Required Courses:

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

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

Asian Studies*

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

Required Courses:

Six semester hours minimum of the Asian language specialty at the **intermediate level only** (beginning-level language may be used in other liberal arts sections); three semester hours minimum in Asian History: either History of the Asian Specialty **or** General History of the Asian Specialty (additional Asian history is strongly recommended); 15 semester hours from at least three of the following not to include Language: Anthropology, Art, Economics, History, Literature, Political Science, Religion **or** Philosophy, Sociology; 9 semester hours of specialization electives (may include language).

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

Biology*

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

Required Courses:

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

Corollary Requirements:

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

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

Chemistry*

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

Required Courses:

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

Corollary Requirements:

Calculus I, II.

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

Communications*

This specialization explores the various aspects of creating, transmitting and analyzing messages which flow among individuals, groups, organizations and societies. Within the specialization, students may focus on communications courses relating to oral communications (speech) and/or mass media communications (film, journalism, radio and television). A maximum of two courses/6 semester hours relating to Journalism and/or Mass Media Writing are allowed in the specialization (e.g., Introduction to Journalism; Newswriting).

Required Courses:

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

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

Computer Science*

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

Required Courses:

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

Corollary Requirements:

Calculus I, II.

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

Dance*

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

Required Courses:

Twelve semester hours in dancing (6 semester hours from each of two areas): Ballet, Modern, American Folk, Jazz Dance, Ethnic Dance; 12 semester hours in theory selected from: Dance History, Music, Acting, Movement Techniques, Dance Notation; 9 semester hours in laboratory selected from: Choreography, Dance Production, Dance Staging/Lighting, Workshop.

Corollary Requirements:

Human Anatomy **or** Kinesiology **or** Exercise Physiology.

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

Economics*

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

Required Courses:

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

Corollary Requirements:

Computer Science, Statistics (from math department or economics department).

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

Environmental Studies*

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

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 specialization electives in subjects related to the environment and chosen from fields such as geography, sociology, biology, ecology, geology, etc.

Corollary Requirements:

General Biology with lab, General Chemistry with lab.

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

Foreign Language*

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

Required Courses:

Twelve semester hours of language skills through the advance level (that is, 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 specialization electives.

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

Geography*

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

Required Courses:

World Cultures, Physical Geography, Population; 9 semester hours from the following: Population, World Resources, Regional Geography, Geographic Techniques; 15 semester hours of specialization electives.

Corollary Requirements:

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

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

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

Geology*

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

Required Courses:

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

Corollary Requirements:

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

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

History*

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

Required Courses:
Western civilization I, II, American History I, II, Non-Western/Non-U.S. History (e.g., Africa, Latin America, etc.); 15 semester hours of specialization electives.

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

Journalism*

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

Required Courses:
Law and Ethics or Communication Law; 12 semester hours of four theory courses/ exam such as: Basic Issues in the News, Communication Theory, Introduction to Mass Communication, Mass Media and Society, Media History, Public Relations Theory, Theories of Persuasion; 12 semester hours of four skills courses/exams such as Broadcast News Writing, Copy Editing, Feature Writing, Graphic Design for Print, Investigative Reporting, Magazine Article Writing, News Reporting I, II, Public Affairs Writing; 6 semester hours of specialization electives.
Note: *Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first transcript Evaluation and Progress Report.*

Labor Studies*

Labor studies examines work, workers, the organizations workers create to defend their interests and 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 specialization electives.

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

Literature*

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

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

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

Mathematics*

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

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

Corollary Requirements:
General Physics I (calculus-based), II (calculus-based).

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

Music*

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

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

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

Philosophy*

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

Required Courses:
Introduction to Philosophy, Logic, Ethics: credit from each of the following three areas with 6 semester hours in one area: Major Field of Philosophy, Major Philosophers, History of Philosophy; 15 semester hours of specialization electives.

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

Photography*

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

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

Corollary Requirements:
Survey Art History I, II.

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

Physics*

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

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

Corollary Requirements:
Calculus I, II, III, IV.

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

Political Science*

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

Required Courses:
American National Government, Political Theory **or** Political Process, Comparative Governments, International Relations, Research Methods **or** Statistics (from math department or political science department); 18 semester hours of specialization electives.

Corollary Requirements:
Macroeconomics.

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

Psychology*

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

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

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

Religion*

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

Required Courses:
Religions of the World **or** Comparative Religions, Philosophy of Religion; 27 semester hours of specialization electives

Corollary Requirements:
Introduction to Philosophy.

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

Sociology*

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

Required Courses:
Introduction to Sociology, Social Theory, Methods of Sociological Research **or** Statistics (from math department or sociology department); 24 semester hours of specialization electives.

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

Theater Arts*

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

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

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

Urban Studies*

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

Required Courses:
Introduction to Urban Studies, Statistics (from math department or appropriate social sciences department, i.e., sociology) **or** Research Methods (from appropriate social sciences department, i.e., geography); 6 semester hours from at least two of the following: Art **or** Film, Literature, Music, Religion, Theater; 9 semester hours from at least three of the following: Anthropology, Economics, Geography, History, Political Science, Sociology; 12 semester hours of specialization electives.

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

Women's Studies*

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

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

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

**Each specialization requires 33 semester hours.*

Bachelor of Science in Business Administration

Credit Distribution Requirements

SUBJECT CATEGORY			Semester Hour Credits
I.	**Liberal Arts Requirements**		**48**
	A. Written Expression		6
	B. Humanities		12
	No more than six semester hours may be taken from one subject area.		
	C. Social Sciences		12
	Introduction to Macro and Micro Economics	(6)	
	Electives	(6)	
	No more than six semester hours may be taken from one subject area.		
	D. Natural Sciences and Mathematics		9
	Precalculus Mathematics	(3)	
	(College Algebra and Trigonometry) or above		
	Other Natural Sciences/Mathematics	(6)	
	No more than six semester hours may be taken from one subject area.		
	E. Liberal Arts Electives		9
II.	**Professional Business Requirements**		**60**
	A. Business Core		33
	Information Systems **or** Introduction to Computer App.	(3)	
	Introductory Business Law	(3)	
	Introductory Accounting	(6)	
	Introductory Marketing	(3)	
	Statistics	(3)	
	Introduction to Operations Management	(3)	
	Business Finance/Financial Management	(3)	
	Business in Society **or** Int'l. Business Management	(3)	
	Business Policy/Strategic Management	(3)	
	Principles of Management	(3)	
	B. Specializations		18
	Choose from 1, 2 or 3:		
	1. Standard Specialization: Accounting, Finance, Human Resources Management, Marketing, Operations Management,		
	2. General Management Specialization: The 18 credits must be distributed among at least four of the five standard areas listed above.		
	3. Nonstandard Specializations: Administrative Office Management, Advertising Management, Banking, Data Processing, Hospital Health Care Administration, Hotel/Motel/Restaurant Management, Insurance, International Business, Logistics, Management Information Systems, Procurement, Public Administration, Purchasing and Materials Management, Real Estate, Retailing Management, School Business Administration, Transportation Management		
	C. Business Electives		9
	Managerial/Business Communications	(3)	
	Other Business Electives	(6)	
III.	**Free Electives**		**12**
			Total 120

Bachelor of Science in Business Administration

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

Thomas Edison State College offers the BSBA degree with an emphasis or specialization in 23 different areas. Although the majority of Thomas Edison's business students elect to do specializations in the more traditional functional areas of business, a substantial portion of students choose other, more specific areas of business to emphasize in their specializations. Thomas Edison's commitment to serving the adult student enables the College to add new specializations to the business offerings after carefully analyzing business trends, business curricula and student needs. Students wishing a specialization in an area not listed will need to work closely with the Academic Advisement Center to determine the appropriateness of a new area.

Degree Requirements

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

Liberal Arts Requirements

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

Professional Business Component

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

Business Core

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

Specialization*

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

Business Electives

Managerial or business communications (3 s.h.) is required. The other business electives can include subjects related to the student's specialization or can be any business related subjects.

Free Electives

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

Currency Requirements

Up to 15 semester hours of business credits that are older than 10 years from the date of application will be accepted and applied toward the business component of the degree. Before any other older business credits can be applied toward the business component of the degree, these credits will have to be validated for currency through one of the validation procedures established by the College (e.g., current business credits that will validate older credits or the Demonstration of Currency conference).

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

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

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

Each specialization requires 18 semester hours.

Bachelor of Science in Business Administration Specializations

Accounting*

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

Required Subjects

Intermediate Accounting I, Intermediate Accounting II

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

Administrative Office Management*

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

Required Subject

Office Management

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

Advertising Management*

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

Required Subjects

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

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

Banking*

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

Required Subjects

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

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

Data Processing*

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

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

Finance*

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

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

Each specialization requires 18 semester hours.

General Management*

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

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

Hospital Health Care Administration*

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

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

Hotel/Motel/Restaurant Management*

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

Required Subject

Introduction to Hotel/Motel/Restaurant Institution Management

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

Human Resources Management*

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

Required Subject

Personnel/Human Resources Management

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

Insurance*

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

Required Subject

Principles and Practices of Insurance

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

International Business*

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

Required Subjects

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

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

Logistics*

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

Required Subjects

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

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

Management Information Systems*

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

Required Subjects

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

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

Marketing*

Marketing is defined as the activities involved in marketing products, services and/or ideas. This involves the management of all essential activities from planning the organization's product/service offerings to pricing, promoting and communicating about them, and distributing them to customers — including consumers, businesses and governments. Students either already working in the field of

Each specialization requires 18 semester hours.

marketing or those aspiring toward careers in product/brand management, marketing research, channel management, selling and sales management, wholesaling, marketing planning and analysis, public relations, and new product development should seriously consider this specialization.

Required Subject
Marketing Research

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

Operations Management*

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

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

Procurement*

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

Required Subject
Purchasing Management

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

Public Administration*

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

Required Subject
Introduction to Public Administration

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

Purchasing and Materials Management*

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

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

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

Real Estate*

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

Required Subject
Real Estate Principles and Practices

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

Retailing Management*

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

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

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

School Business Administration*

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

Required Subject
Introduction to School Business Administration

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

Transportation Management*

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

Required Subject
Introduction to Transportation

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

Each specialization requires 18 semester hours.

Bachelor of Science in Applied Science and Technology

Credit Distribution Requirements

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

***Specific courses required vary with specialization.**

The following individual specializations have been approved.

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

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

Bachelor of Science in Applied Science and Technology

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

Degree Requirements

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

Liberal Arts Requirements

The 48 semester hour requirement in general liberal arts provides students with a broad background in humanities, social sciences, and natural sciences/mathematics, and provides students with a foundation for the Applied Science and Technology specialization. Emphasis is placed on the natural science/mathematics area.

A minimum of 6 semester hours of mathematics at the level of precalculus algebra and above is required of all students in the degree program. Some specializations require the completion of 3 or 6 semester hours of calculus. A year of general physics, a year of general chemistry, or a year of general biology, depending on the specialization, is required of all students in the Applied Science and Technology degree. When a classroom course is used to fulfill this requirement, it must include a laboratory. If these courses have already been completed as nonlaboratory courses, another laboratory science course must be completed elsewhere in the degree program. At least 3 semester hours of an additional science is also required. Some specializations require more than one additional science course. See the corollary requirements for your specialization for the requirements you need to complete.

Professional Applied Science and Technology Component

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

Core

The core includes 12 semester hours of theoretical knowledge and 9 semester hours in three specific areas. The theoretical knowledge area is specific to the student's specialization and covers advanced mathematics and science courses as well as more theoretical aspects of the specialization. The other three core requirements are important subjects for all students within the degree program. The statistics course must include inferential statistics (hypothesis testing). For some specializations, 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. Technical Report Writing must be an advanced level course that follows the completion of a two semester composition sequence.

Specialization

The specialization requires 33 semester hours in an Applied Science and Technology area. The credits used in the specialization must exhibit depth and breadth and cover both theoretical and applied aspects of the field. These credits will include required courses, selections from within groups and professional electives. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by portfolio assessment, if he or she has not completed appropriate coursework in that area.

Free Electives

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

Additional Degree Requirements

Professional certification: Certain health-related and other specializations are available only to professionally certified individuals. In order to be eligible for these specializations, students are required to submit evidence of professional registry or licensure.

Demonstration of Currency: Because of the rapid changes occuring in technical fields today, it is important for today's college graduates to maintain up-to-date knowledge in their field. If more than 8 semester hours in a student's specialization 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 used toward the specialization until currency has been demonstrated. Students required to demonstrate currency will be so informed when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

Bachelor of Science in Applied Science and Technology Specializations

Air Traffic Control*

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

Required Courses:
FAA License as an Air Traffic Control Specialist

Corollary Requirements:
Precalculus I and II, Physics I and II, Meteorology, Data Processing

Architectural Design*

This specialization is designed for architectural drafting and design personnel.

Required Courses:
Statics, Strength of Materials, Architectural Drafting and Design, Computer Aided Design, Building Construction

Corollary Requirements:
Precalculus and Calculus I, Physics I and II, Computer Programming

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

Aviation Flight Technology*

This specialization is designed for FAA-licensed Commercial and Airline Transport Pilots.

Required Courses:
FAA license as a Commercial Pilot with Instrument rating (Airline Transport Pilot preferred)

Corollary Requirements:
Precalculus I and II, Physics I and II, Meteorology, Principles of Management, Public Speaking, Data Processing

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:
Precalculus I and II, Physics I and II, Chemistry I, Principles of Management, Data Processing

Each specialization requires 33 semester hours.

Biomedical Electronics*

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

Required Courses:
DC Circuits, AC Circuits, Physiology, Biomedical Equipment, Electronic Devices, Biophysics or Biomechanics

Corollary Requirements:
Calculus I and II, Physics I and II, Biology I, Computer Programming

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

Civil Engineering Technology*

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

Required Courses:
Statics, Strength of Materials, Soil Mechanics, Fluid Mechanics, Structural Analysis, Structural Steel Design, Reinforced Concrete Design, Construction Methods, Transportation and Environment, Engineering Graphics, Surveying

Corollary Requirements:
Calculus I and II, Physics I and II, Computer Programming

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

Clinical Laboratory Science*

This specialization is limited to certified Medical Laboratory Technologists.

Required Courses:
Anatomy and Physiology, Organic or Biochemistry, Microbiology, Clinical Microbiology, Hematology, Immunohematology, Serology, Clinical Chemistry, Urinalysis

Corollary Requirements:
Precalculus I and II, Biology I and II, Chemistry I and II, Data Processing

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

Computer Science Technology*

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

Required Courses:
Assembly Language Programming, Computer Architecture, Data Structures, High-Level Languages (limit 9 s.h.), Compiler Construction or Operating Systems, Systems Analysis or Data Base Design

Corollary Requirements:
Calculus I and II, Discrete Math, Physics I and II

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

Construction*

This specialization is designed for persons in the construction industry.

Required Courses:
Statics, Strength of Materials, Soil Mechanics, Construction Techniques, Structural Mechanics, Construction Management, Engineering Graphics, Surveying

Corollary Requirements:
Precalculus and Calculus I, Physics I and II, Data Processing

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

Dental Hygiene*

This specialization is limited to licensed Dental Hygienists.

Required Courses:
Anatomy and Physiology, Dental Anatomy, Microbiology, Dental Hygiene, Dental Materials, Periodontics, Pharmacology, Clinical Practice

Corollary Requirements:
Precalculus I and II, Chemistry I and II, Biology I, Data Processing

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

Diagnostic Imaging*

This specialization is limited to certified/licensed Radiographers.

Required Courses:
Radiation Physics, Anatomy and Physiology, Radiologic Exposure, Radiographic Positioning, Contrasts and Media, Clinical Practice

Corollary Requirements:
Precalculus I and II, Physics I and II, Biology I and II, Data Processing

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

Electrical Technology*

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

Required Courses:
DC Circuits, AC Circuits, Digital Electronics, AC and DC Machinery, Motor Controls, Power Systems, Electronic Devices, Electric Construction, Engineering Graphics

Corollary Requirements:
Precalculus I and II, Physics I and II, Data Processing

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

Electronics Engineering Technology*

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

Required Courses:
DC Circuits, AC Circuits, Digital Electronics, Microprocessors, Electronic Devices, Control Systems, Communications Electronics, Engineering Graphics

Each specialization requires 33 semester hours.

Corollary Requirements:
Calculus I and II, Physics I and II, Computer Programming

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

Engineering Graphics*

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

Required Courses:
Descriptive Geometry, Mechanical or Electrical Drafting, Technical Illustration, Computer-aided Design I and II

Corollary Requirements:
Precalculus and Calculus I, Physics I and II, Computer Programming

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

Environmental Sciences*

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

Required Courses:
Ecology, Organic, Analytical or Environmental Chemistry, Environmental Protection, Environmental Techniques

Corollary Requirements:
Calculus I and II, Chemistry I and II, Biology I and II, Physics I and II, Data Processing

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

Fire Protection Science*

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

Required Courses:
Fluid Mechanics, Structural Design, Chemistry of Hazardous Materials, Fire Protection, Arson Investigation, Hazardous Materials, Water and Fire Extinguishers, Building Construction Codes

Corollary Requirements:
Precalculus I and II, Chemistry I and II and Physics I, Data Processing

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

Forestry*

This specialization is designed for forestry personnel.

Required Courses:
Plant Science, Soil Science, Dendrology, Silvaculture, Forest Protection, Forest Resource Management, Forest Policy and Administration

Corollary Requirements:
Precalculus I and II, Chemistry I and II, Biology I, Botany, Data Processing

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

Horticulture*

This specialization is designed for floriculture and nursery management personnel.

Required Courses:
Soil Science, Plant Physiology, Entomology, Plant Pathology, Plant Propagation, Ornamental Horticulture, Landscape Design, Nursery Management, Nonfloral Materials

Corollary Requirements:
Precalculus I and II, Chemistry I and II, Biology I, Botany, Data Processing

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

Laboratory Animal Science*

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

Required Courses:
Anatomy and Physiology, Organic or Biochemistry, Microbiology, Laboratory Animal Management, Clinical and Hospital Procedures, Animal Procedures, Animal Biology

Corollary Requirements:
Precalculus I and II, Biology I and II, Chemistry I and II, Data Processing

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

Manufacturing Engineering Technology*

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

Required Courses:
Statics, Strength of Materials, Materials Science, Quality Control, Automated Manufacturing, Time and Motion Study, Plant Layout and Design, Manufacturing Processes, Computer Aided Design

Corollary Requirements:
Calculus I and II, Physics I and II, Chemistry I, Computer Programming

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

Marine Engineering Technology*

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

Required Courses:
Statics, Fluid Mechanics, Thermodynamics, Naval Engineering Systems, Naval Electronics, Diesel and Steam Propulsion, Engineering Graphics

Corollary Requirements:
Calculus I and II, Physics I and II, Chemistry I, Computer Programming

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

Mechanical Engineering Technology*

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

Each specialization requires 33 semester hours.

Required Courses:
Statics, Dynamics, Strength of Materials, Materials Science, Fluid Mechanics, Thermodynamics, Machine Design I and II, Manufacturing Processes, Electronics, Control Systems, Computer Aided Design

Corollary Requirements:
Calculus I and II, Physics I and II, Chemistry I, Computer Programming

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

Nondestructive Testing Technology*

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

Required Courses:
Statics, Strength of Materials, Materials Science, Metallurgy, Nondestructive Testing Methods, Codes and Specifications

Corollary Requirements:
Precalculus I and II, Physics I and II, Chemistry I, Data Processing

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

Nuclear Engineering Technology*

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

Required Courses:
Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors, Nuclear Power Plant Instrumentation, Radiation Effects, Radiation Safety, Reactor Systems

Corollary Requirements:
Calculus I and II, Physics I and II, Chemistry I and II, Computer Programming

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

Nuclear Medicine Technology*

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

Required Courses:
Anatomy and Physiology, Organic or Biochemistry, Nuclear Physics, Radiochemistry and Radiopharmacy, Radiation Science, Nuclear Medicine Instrumentation, Nuclear Medicine Techniques, Clinical Practice

Corollary Requirements:
Precalculus I and II, Chemistry I and II, Biology I and II, Physics I and II, Data Processing

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

Perfusion Technology*

This specialization is limited to certified Clinical Perfusionists.

Required Courses:
Anatomy and Physiology, Perfusion Technology, Perfusion Hematology, Extracorporeal Biochemistry, Pharmacology, Clinical Practice

Corollary Requirements:
Precalculus I and II, Chemistry I and II, Biology I and II, Physics I, Data Processing

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

Radiation Protection*

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

Required Courses:
Nuclear Physics, Radiation Biology, Radiation Protection, Radiation Measurements, Radiation Effects, Radiation Shielding

Corollary Requirements:
Calculus I and II, Physics I and II, Chemistry I and II, Biology I and II, Computer Programming

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

Radiation Therapy*

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

Required Courses:
Nuclear Physics, Anatomy and Physiology, Pathology, Radiation Oncology, Radiation Therapy Rationale and Treatment, Radiation Safety, Clinical Practice

Corollary Requirements:
Precalculus I and II, Biology I and II, Physics I and II, Data Processing

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

Respiratory Care*

This specialization is limited to registered Respiratory Therapists.

Required Courses:
Anatomy and Physiology, Microbiology, Cardiopulmonary Anatomy and Physiology, Cardiopulmonary Diseases, Pulmonary Function Testing, Cardiopulmonary Techniques, Clinical Practice

Corollary Requirements:
Precalculus I and II, Chemistry I and II, Physics I, Biology I, Data Processing

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

Surveying*

This specialization is designed for land surveyors.

Required Courses:
Surveying Computations, Fluid Mechanics, Land Surveying, Route Surveying, Surveying Law, Photogrametry, Engineering Graphics

Corollary Requirements:
Calculus I and II, Physics I and II, Data Processing, Business Law

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

Each specialization requires 33 semester hours.

Bachelor of Science in Human Services

Credit Distribution Requirements

SUBJECT CATEGORY			Semester Hour Credits
I.	**Liberal Arts Requirements**		**48**
A.	Written Expression		6
B.	Humanities		9
	No more than six semester hours may be taken from one subject area		
C.	Social Sciences		18
	Sociology, Introductory	(3)	
	Psychology, Introductory	(3)	
	Economics, Political Science, History or Geography	(3)	
	Additional Social Science	(9)	
D.	Natural Sciences and Mathematics		9
	College-level Mathematics required	(3)	
	Additional Natural Science or Mathematics	(6)	
E.	Liberal Arts Electives		6
	Intercultural Communications	(3)	
	Other credits from any liberal arts subject	(3)	
II.	**Concentration in Human Services**		**57**
A.	Core Requirements		24
	Dynamics of Social Setting	(6)	
	Race and Ethnic Relations	(3)	
	Additional Social Setting	(3)	
	Upper level subjects in sociology, urban politics, social history and the like		
	Dynamics of the Individual	(6)	
	Upper level psychology subjects		
	Dynamics of Intervention	(3)	
	Covering such areas as counseling, interviewing, social work methods		
	Social Planning	(3)	
	Covering such areas as social policy, planning, administration		
	Statistics or research methodology	(3)	
	Computer science or data processing	(3)	
B.	Individualized Specialization		33
	Introduction to Human Services	(3)	
	Theory	(12)	
	Applied Areas	(12)	
	Advanced Level Practicum	(6)	
III.	**Free Electives**		**15**
			Total 120

The following is a list of approved specializations:

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

Bachelor of Science in Human Services

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

Students who are not American citizens and who live outside the continental United States cannot enroll in this degree program. Students who live in United States Territories, and American citizens living abroad, can enroll but must be physically in the United States to complete the Practicum conference.

Degree Requirements

The Bachelor of Science degree requires 120 semester hours of credit: 48 credits in liberal arts distribution, 57 credits in the concentration in human services and 15 credits in free electives.

Liberal Arts Requirements

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

Professional Human Services Component

The concentration contains a 24 semester hour core and a 33 semester hour specialization.

Core

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

Specialization

The specialization requires 33 semester hours in a human services area. The credits used in the specialization must exhibit depth and breadth, and cover both theoretical and applied aspects of the field. The 33 semester hour specialization must include an Introduction to Human Services (or similar course), credits in the particular field of the specialization (12 s.h. of theoretical courses and 12 s.h. of applied courses), and the Advanced Level Practicum (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 intercultural communication and one 3 semester hour course in race and ethnic relations are required. These courses may be used to fulfill humanities, social sciences, liberal arts electives, core or free electives, depending on the nature of the course.

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

Bachelor of Science in Human Services Specializations

Administration of Justice*

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

Required Courses:

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

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

Child Development Services*

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

Required Courses:

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

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

Community Services*

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

Required Courses:

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

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

Emergency Disaster Management*

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

Required Courses:

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

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

Each specialization requires 33 semester hours.

Gerontology*

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

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

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

Health and Nutrition Counseling*

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

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

Corollary Requirements:
General biology, anatomy and physiology

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

Health Services*

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

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

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

Health Services Administration*

This specialization is designed for administrators of health programs.

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

Corollary Requirements:
Economics, Finance or Accounting

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

Health Services Education*

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

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

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

Legal Services*

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

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

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

Mental Health and Rehabilitative Services*

This specialization is designed for providers of services such as alcohol and substance abuse counseling, hot line services, services to mentally ill persons in a variety of settings, vocational rehabilitative services and services for mental rehabilitation.

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

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

Recreation Services*

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

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

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

Social Services*

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

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

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

****Each specialization requires 33 semester hours.***

Social Services Administration*

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

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

Corollary Requirements:
Economics, Accounting or Finance

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

Social Services for Special Populations*

This specialization is designed for providers of social services to special populations in a variety of settings.

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

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

****Each specialization requires 33 semester hours.***

Bachelor of Science in Nursing

Credit Distribution Requirements

SUBJECT CATEGORY			Semester Hour Credits
I.	**Liberal Arts Requirements**		**60**
	A. Written Expression		6
	B. Humanities No more than six semester hours may be taken from one subject area		12
	C. Social Sciences No more than six semester hours may be taken from one subject area		15
	D. Natural Sciences and Mathematics		15
	College-level Mathematics	(3)	
	Anatomy and Physiology	(3)	
	Microbiology	(3)	
	Other natural sciences/mathematics	(6)	
	E. Liberal Arts Electives		12
II.	**Professional Nursing Component1**		**48**
	A. Written Examinations[2]		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:[3]		28
	Health Assessment Performance	(6)	
	Teaching Performance	(2)	
	Clinical Performance in Nursing	(8)**	
	Professional Performance	12)	
III.	**Free Electives**		**12**
			Total 120

1 Developed by the Regents College Nursing Faculty
2 Administered through American College Testing Proficiency Examination Program (ACTPEP)
3 Administered in New Jersey at the Thomas Edison State College Mid-Atlantic Performance Assessment Center (MAPAC)
** By examination or transfer credit*
*** By examination, Professional Nursing Case Study or transfer credit.*

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. R.N.s who wish to apply to the BSN program must submit the following documents.

1. Admissions Services application with current fee, which is nonrefundable.
2. Official transcripts and test reports of all credits to be evaluated.
3. Verification of current registered nurse licensure.

Degree Requirements

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

Liberal Arts

The 60 semester hour credit requirement in liberal arts provides students with a broad background in humanities, social sciences, natural sciences/mathematics, 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.

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 ACTPEP 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 NLN accredited 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 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 NLN accredited Associate Degree in Nursing Program within five years of application to the Thomas Edison BSN Program may satisfy this requirement by transfer credit. All other R.N.s may choose to complete a Professional Nursing Case Study rather than taking 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 liberal arts or non-liberal arts subjects. A maximum of 6 credits of associate degree level clinical nursing and eight credits of physical education activity is accepted.

Study Groups and Other Student Resources

An academic support service provided for BSN students is the opportunity to join a study group. 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 developed for each nursing examination, videos for the performance examinations, and a directory of students and graduates.

Associate in Arts

Credit Distribution Requirements

SUBJECT CATEGORY			Semester Hour Credits
I.	**Liberal Arts Requirements**		**48**
	A. Written Expression		6
	B. Humanities No more than six semester hours may be taken from one subject area		12
	C. Social Sciences No more than six semester hours may be taken from one subject area		12
	D. Natural Sciences and Mathematics One College-level Mathematics course required Strongly recommend one Computer Science course Other Natural Sciences/Mathematics No more than six semester hours may be taken from one subject area	(3) (3) (3)	9
	E. Liberal Arts Electives		9
II.	**Free Electives**		**12**
			Total 60

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

Degree Requirements

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

Liberal Arts Requirements

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

Free Electives

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

Associate in Science in Management

Credit Distribution Requirements

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

Associate in Science in Management

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 data processing, banking, retailing management, etc.

The ASM is designed so that it can be used as a foundation for the BSBA degree.

Degree Requirements

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

Liberal Arts Requirements

The 30 semester hour requirement in general liberal arts provides students with a background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are written expression (6 s.h.), principles of economics (3 s.h.) and pre-calculus 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

Up to 7 semester hours of business credits that are older than 10 years from the date of application will be accepted and applied toward the business component of the degree. Before any other older business credits can be applied toward the business component of the degree, these credits will have to be validated for currency through one of the validation procedures established by the College (i.e., current business credits that will validate older credits or the Demonstration of Currency Conference). Refer to the BSBA page for a further explanation of Demonstration of Currency.

Associate in Science in Management Options

Accounting*

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

Required Subjects
Intermediate Accounting I, Intermediate Accounting II

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

Administrative Office Management*

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

Required Subject
Office Management

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

Banking*

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

Required Subjects
Economics of Financial Institutions, Money and Banking

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

Data Processing*

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

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

Finance*

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

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

General Management*

General Management is an option that allows students to exercise significant freedom in deciding what subjects will constitute this option. Six to 12 semester hours can be selected from two or more of the five traditional areas of business—accounting, finance, human resources management, marketing and operations management. 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.

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

Each option requires 12 semester hours.

Hospital Health Care Administration*

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

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

Hotel/Motel/Restaurant Management*

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

Required Subjects
Introduction to Hotel/Motel/Restaurant/Institution Management

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

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

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

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, re-insurance and administration. In insurance agencies, opportunities include agency underwriting, sales, claims coordination, risk management and administration.

Required Subject
Principles and Practices of Insurance

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

International Business*

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

Required Subjects
Introduction to International Business, International Marketing

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

Marketing*

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

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

Operations Management*

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

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

Procurement*

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

Required Subject
Purchasing Management

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

Public Administration*

This 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.

Each option requires 12 semester hours.

Required Subject
Introduction to Public Administration

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

Purchasing and Materials Management*

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

Required Subject
Purchasing Management

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

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

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

Retailing Management*

This option is designed to meet the needs of students who have interests in the challenging opportunities of retailing. Growth areas of the retailing industry include fashion merchandising, sales promotion, retail advertising and supportive retail services. Students considering these work activities should seriously look at this option.

Required Subjects
Introduction to Retailing Management, Buying and Merchandising

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

School Business Administration*

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

Required Subject
Introduction to School Business Administration

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

Transportation Management*

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

Required Subject
Introduction to Transportation

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

Each option requires 12 semester hours.

Associate in Science in Applied Science and Technology

Credit Distribution Requirements

SUBJECT CATEGORY			Semester Hour Credits
I.	**Liberal Arts Requirements**		**30**
	A. Written Expression		6
	B. Humanities		6
	C. Social Sciences		6
	D. Natural Sciences and Mathematics		12
	Intermediate & Precalculus Algebra or above*	(6)	
	General Physics or General Chemistry, depending on option	(6)	
II.	**Individualized Option**		**21**
III.	**Free Electives**		**9**
	A. Computer Requirement		3
	B. Free Electives		6
			Total 60

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

Air Traffic Control
Architectural Design
Aviation Flight Technology
Aviation Maintenance Technology
Civil and Construction Engineering Technology
Computer Science Technology
Electrical Technology
Electronics Engineering Technology
Engineering Graphics
Environmental Sciences
Fire Protection Science
Forestry
Horticulture
Manufacturing Engineering Technology
Marine Engineering Technology
Mechanical Engineering Technology
Nondestructive Testing Technology
Nuclear Engineering Technology
Surveying

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 liberal arts distribution, 21 credits in the option in Applied Science and Technology and 9 credits in free electives.

Liberal Arts Requirements

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

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: 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. 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

Architectural Design*

This option is designed for architectural drafting and design personnel.

Required Courses:
Statics, Architectural Drafting and Design, Computer Aided Design

Corollary Requirements:
Precalculus I and II, Physics I and II, Computer Programming

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

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

Aviation Maintenance Technology*

This option is designed for FAA licensed Airframe and Powerplant Mechanics.

Required Courses:
FAA license as an Airframe and/or Powerplant Mechanic.

Corollary Requirements:
Intermediate and Precalculus Algebra, Physics I and II, Data Processing

Civil and Construction Engineering Technology*

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

Required Courses:
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

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

Each option requires 21 semester hours.

Computer Science Technology*

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

Required Courses:
Data Structures, High-Level Languages (limit 9 s.h.)

Corollary Requirements:
Precalculus Algebra and Calculus I, Physics I and II

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

Electrical Technology*

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

Required Courses:
DC Circuits, AC Circuits, Digital Circuits, Electronic Devices, AC and DC Machines, Industrial Motor Controls

Corollary Requirements:
Precalculus I and II, Physics I and II, Computer Programming

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

Electronics Engineering Technology*

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

Required Courses:
DC Circuits, AC Circuits, Digital Electronics, Electronic Devices, Communications Electronics, Microprocessors

Corollary Requirements:
Precalculus Algebra and Calculus I, Physics I and II, Computer Programming

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

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

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

Environmental Sciences*

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

Required Courses:
Advanced Sciences, Environmental Law/Regulations, Environmental Sampling

Corollary Requirements:
Precalculus I and II, Chemistry I and II, Data Processing

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

Fire Protection Science*

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

Required Courses:
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

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

Forestry*

This option is designed for forestry personnel.

Required Courses:
Soil Science, Plant Science, Dendrology, Silvaculture

Corollary Requirements:
Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing

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

Horticulture*

This option is designed for floriculture and nursery management personnel.

Required Courses:
Soil Science, Plant Propagation, Floriculture, Landscape Design

Corollary Requirement:
Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing

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

Each option requires 21 semester hours.

Manufacturing Engineering Technology*

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

Required Courses:
Statics, Materials Science, Automated Manufacturing, Engineering Graphics

Corollary Requirements:
Precalculus I and II, Physics I and II, Computer Programming

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

Marine Engineering Technology*

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

Required Courses:
Statics, Fluid Mechanics or Thermodynamics, Naval Engineering Systems, Steam or Diesel Propulsion, Electronics

Corollary Requirements:
Precalculus I and II, Physics I and II, Computer Programming

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

Mechanical Engineering Technology*

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

Required Courses:
Statics, Strength of Materials, Manufacturing Processes, Machine Design, Electronics

Corollary Requirements:
Precalculus Algebra and Calculus I, Physics I and II, Computer Programming, Computer Aided Design

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

Nondestructive Testing Technology*

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

Required Courses:
Materials Science, Codes and Specifications, Nondestructive Testing Methods

Corollary Requirements:
Intermediate and Precalculus Algebra, Physics I and II, Data Processing

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

Nuclear Engineering Technology*

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

Required Courses:
Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors, Radiation Safety

Corollary Requirements:
Precalculus I and II, Physics I and II, Computer Programming

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

Surveying*

This option is designed for surveyors.

Required Courses:
Surveying Computations, Route Surveying

Corollary Requirements:
Precalculus I and II, Physics I and II, Data Processing

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

Associate in Science in Natural Sciences and Mathematics

Credit Distribution Requirements

SUBJECT CATEGORY			Semester Hour Credits
I.	**Liberal Arts Requirements**		**30**
	A. Written Expression		6
	B. Humanities		6
	C. Social Sciences		6
	D. Natural Sciences and Mathematics		6
	One College-level Mathematics course required	(3)	
	Strongly recommend one Computer Science course	(3)	
	Or		
	Other Natural Sciences/Mathematics	(3)	
	E. Liberal Arts Electives		6
II.	**Individualized Option**		**21**
	Introduction to the option	(3)	
	Required basic theory area	(9)	
	Individualized selection appropriate to the option	(9)	

The following options will emphasize areas appropriate to the degree and will articulate with specializations in the Bachelor of Arts degree:
Biology, chemistry, computer science, mathematics, physics

III.	**Free Electives**	**9**
	Total	**60**

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

Degree Requirements

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

Liberal Arts Requirements

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

Option

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

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and 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 **and** Zoology with lab. Select nine semester hours from the following for the theory and concepts area: anatomy and physiology, cell biology, biochemistry, ecology, evolution, genetics, microbiology, molecular biology, physiology; six semester hours of option electives.

Chemistry*

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

Required Courses:
General Chemistry I with lab, II with lab. Select 9 semester hours from the following for the theory and concepts area: organic chemistry, physical chemistry, analytical chemistry, biochemistry; four semester hours of option electives.

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

Computer Science*

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

Required Courses:
Introduction to Computer Science. Select 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 automation; nine 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

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

Mathematics*

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

Required Courses:
Calculus I (differential). Select nine semester hours from the following for the theory and concepts area: calculus II (integral), calculus III (multivariate), linear algebra (calculus-based; prerequisite of calculus in description), probability **or** statistics, matrix algebra, number theory; 9 semester hours of option electives.

Corollary Requirements:
General Physics I (calculus-based).

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

Physics*

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

Required Courses:
Physics I with lab (calculus-based), II with lab (calculus-based). Select 9 semester hours from the following for the theory and concepts area: modern physics, electricity and magnetism, mechanics, mathematical physics, heat and thermo- dynamics; 4 semester hours of option electives.

Corollary Requirements:
Calculus I, II

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

Each option requires 21 semester hours.

Associate in Science in Public and Social Services

Credit Distribution Requirements

SUBJECT CATEGORY			Semester Hour Credits
I.	**Liberal Arts Requirements**		**30**
	A. Written Expression		6
	B. Humanities		6
	C. Social Sciences		6
	Introduction to Sociology	(3)	
	Introduction to Psychology	(3)	
	D. Natural Sciences and Mathematics		6
	College-level Mathematics required	(3)	
	Other Natural Sciences/Mathematics	(3)	
	E. Liberal Arts Electives		6
	Intercultural Communications or Race and Ethnic Relations	(3)	
	Other Liberal Arts 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)	
			Total 60

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

Administration of Justice
Child Development Services
Community Services
Emergency Disaster Management
Legal Services
Recreation Services
Social Services
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 public and social services fields. The student selects the option that matches his or her expertise. For most students this reflects their occupation.

Students who are not American citizens and who live outside the continental United States cannot enroll in this degree program. Students who live in United States Territories, and American citizens living abroad, can enroll but must be physically in the United States to complete the Practicum conference.

Degree Requirements

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

Liberal Arts Requirements

The 30 semester hour requirement in general liberal arts provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and enables students to have a foundation for the Public and Social Services option.

Professional, Public and Social Services Component

The option includes 21 semester hours of courses within the option area selected. These credits will include 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, liberal arts 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, liberal arts electives or free electives, depending on the nature of the course.

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

Associate in Science in Public and Social Services Options

Administration of Justice*

This option is designed for police, probation, corrections 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.

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

Child Development Services*

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

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

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

Community Services*

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

Required Courses:
Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 3 semester hours of Practicum in the area of the option.

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

Emergency Disaster Management*

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

Required Courses:
Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 3 semester hours of Practicum in the area of option.

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

Legal Services*

This option is designed for legal assistants and providers of legal services to the community.

Required Courses:
Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 3 semester hours of Practicum in the area of option.

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

Recreation Services*

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

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

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

Social Services*

This option is designed for providers of social services to clients in a variety of settings.

Required Courses:
Introduction to human services or an introductory course to the option. Nine semester hours of credit in basic theory and 3 semester hours of Practicum in the area of the option.

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

Social Services for Special Populations*

This option is designed for providers of social services to special populations in a variety of settings.

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

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

***Each option requires 21 semester hours.**

Associate in Applied Science in Radiologic Technology

Credit Distribution Requirements

SUBJECT CATEGORY			Semester Hour Credits
I.	**Liberal Arts Requirements**		**26**
	A. Written Expression		6
	B. Humanities		3
	C. Social Science		3
	D. Natural Sciences/Mathematics		9
	Anatomy and Physiology	(6)	
	Mathematics	(3)	
	E. Liberal Arts Electives		5
	Computer Science	(3)	
II.	**Professional Component**		**34**
	ARRT (R) certification or 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 either:		
	Professional registration in Radiation Therapy or Nuclear Medicine or Equivalent Coursework in any radiologic field		14

*Hospital-based program completed 1976-1980 may fit either of these categories.

Total 60

The Associate in Applied Science degree is intended to provide radiologic technologists with the opportunity to continue their education and to help widen career horizons. The degree is not meant to prepare new technologists for entry into the field, but is viewed as a means of facilitating the professional development of practicing technologists. This degree is an appropriate foundation for the Bachelor of Science degree with a specialization in Diagnostic Imaging, Nuclear Medicine or Radiation Therapy.

Degree Requirements

The Associate in Applied Science degree requires 60 semester hours of credit: 26 credits in liberal arts distribution and 34 credits in radiologic technology.

Liberal Arts Requirements

The 26 semester-hour requirement in general liberal arts provides students with a broad background in humanities, social sciences and natural sciences/mathematics and enables students to have a foundation for the professional component. Specific requirements under the natural sciences/mathematics include anatomy, physiology and mathematics. A course in computer science is required under liberal arts electives.

Professional Radiologic Technology Component

The basic assumption underlying the AASRT degree is the belief that the specialized education and experience of the licensed technologist are at least equivalent to the knowledge and competence expected of current graduates holding the AASRT degree. Therefore the professional radiologic technology component of the degree is completed by submission of a New Jersey license or ARRT radiography certification earned after the 1980 curriculum change or partially completed by earlier certification. Students who completed their radiographic education before the 1980 curriculum change earn the remaining credits in the professional component by an additional certification in a second area, portfolio assessment or coursework.

Additional Degree Requirements

In order to be eligible for the degree, a student must be certified by either the New Jersey Licensing Board (Certified X-Ray Technologist) or the American Registry of Radiologic Technologists (Radiographer).

MASTER OF SCIENCE IN MANAGEMENT

Credit Distribution Requirements

SUBJECT CATEGORY		Semester Hour Credits
Phase I		**27**
Weekend Orientation Residency		no credit
Organizational Theory		3
Organizational Behavior		3
Organizational Environment		3
Human Resources Management		3
Economic Issues in Organizations		3
Accounting and Finance for Managers		3
Organizational Research		3
Electives:		6
Marketing Management	(3)	
Production and Operations Management	(3)	
Information Systems	(3)	
International Marketing Management	(3)	
Managing the Cross-Cultural Environment	(3)	
International Business Policy & Strategy	(3)	
International Financial Management	(3)	
Phase II		**15**
One Week Residency		
Professional Leadership Development I		3
Organizational Management & Leadership		6
Master's Thesis		6
Phase III		
One Week Residency		
Professional Leadership Development II		no credit
		Total 42

Course Completion Requirements

The Master of Science in Management degree is planned to serve employed adults who have had professional experience in the management field. The degree is designed to have broad appeal for those not served by conventional programs. The program will integrate the theory and practice of management as it applies to diverse organizations, educational institutions and other nonprofit agencies. The emphasis is on theory and practice in the management of organizations. The development of analytical, problem-solving and decision-making abilities, and the application of those abilities to actual and simulated management situations make the program unique.

Students may transfer in no more than 6 semester hours of graduate credits completed elsewhere. Thirty-six of the 42 credits required must be completed through Thomas Edison's independent computer-based graduate course offerings as listed in the credit distribution requirements. Students will have a faculty mentor for each course.

Requirements for Admission

Admission is based on the following criteria:

- A qualitative evaluation of the applicant's undergraduate educational work (baccalaureate degree) from an accredited college or university.
- Relevance of work experience and career objectives. It is recommended that applicants have at least five years of supervisory experience. Experience at the managerial level is also recommended.
- Prerequisites required for all candidates include:
  - Fluency in Written and Presentation Skills
  - Computer User Proficiency
  - Principles of Management
  - Ethics and Business Policy
  - Accounting or Financial Accounting for Managers
  - Economics
  - Finance
  - Marketing
  - Organizational Behavior
  - Quantitative Methods: MIS/Statistics

Applicants who have not achieved these undergraduate requirements may demonstrate their abilities through independent study courses provided by Thomas Edison's Guided Study program, or by other college services; through testing; training programs, licenses and certificates reviewed and recommended for credit by the American Council on Education; or through Thomas Edison's Portfolio Assessment program. All of these methods are explained in other sections of this Catalog.

Computer User Proficiency

Each applicant will be required to demonstrate their proficiency with the computer. Students will need to have the following basic skills:

- Basic familiarity with dial-up telecommunications
- Familiarity with navigation of menu driven software
- Knowledge and use of text editors
- Experience with/knowledge about the Internet

Thomas Edison has developed a computer system that facilitates electronic access to the College. Students accepted into the Masters program will be given the software to access the College's Computer Assisted Lifelong Learning (CALL) Network.

Corporate/Organizational Sponsorship

Each student will be required to have a corporate/organizational mentor. In most cases this mentor will be a person associated with the employment work site. The work site mentor serves on the student's Thesis Committee and provides valuable assistance in identifying the work site issues, projects, and future directions for both the student and the College during the second Phase of the program.

Residency

Students will be required to attend a Weekend Orientation Residency at the beginning of the program, a one-week residency at the end of the first year and a one-week residency at the end of the second year. The location of each Residency may be in New Jersey or in a city/state central to the students admitted into the program. Students will be responsible for travel and lodging expenses.

To request an application and additional information write to:

Associate Dean
Master of Science in Management
Thomas Edison State College
101 W. State St.
Trenton, N.J. 08608-1176

Certificates

The Thomas Edison State College certificate is composed of 18 semester hours in one professional area, 12 of which are required credits. Twelve semester hours of liberal arts credit are also required, including 3 semester hours of English composition.

The professional areas are:

- Accounting
- Administrative Office Management
- Computer Aided Design
- Computer Science
- Data Processing
- 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. Thirty semester hours are required for the completion of each certificate. Credits can be earned through portfolio assessment, examination, correspondence courses, Guided Study, television or classroom courses. The overall minimum grade point average for the certificate is "C" or 2.0; the professional component of the certificate must also maintain the same minimum grade point average of "C" or 2.0.

Each certificate requires four designated subjects for inclusion in the professional component of the certificate. The remaining electives needed to fulfill the 18 semester hours of the professional component can be selected from a list of appropriate choices provided by the College or alternate possibilities can be submitted to the College by the student for approval.

More specific information concerning certificates can be obtained by contacting the Academic Advisement Center or the Office of the Registrar.

When to Apply for a Certificate

Students enrolled in associate degrees at Thomas Edison may apply for certificates before or after the associate degree is earned. However, students pursuing baccalaureate degrees must apply prior to submitting their applications for graduation.

For those students who have completed a baccalaureate degree, a minimum of 12 additional semester hours which were not used in the baccalaureate degree must be completed for the certificate. In addition, these 12 semester hours must be part of the professional component of the certificate. The remaining 18 semester hours may come from the previously awarded baccalaureate degree as long as they are appropriate to the certificate.

How to Apply for a Certificate

Students enrolled at the College who wish to receive certificates in one or more of the specified areas must fill out the certificate application form for each requested certificate and submit these completed forms to the Office of the Registrar.

Students not interested in pursuing degrees but only interested in one or more certificates must: 1) apply to the College by filing the *Application* (with application fee), 2) submit the annual enrollment, and technology service fees, 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.

New Jersey Baccalaureate Degree Completion Program

Thomas Edison State College has developed new partnerships with the 19 county colleges of New Jersey to offer four-year degrees to associate degree graduates and to the residents of those counties. As part of the New Jersey Baccalaureate Degree Completion Program (NJBDCP), county college graduates are able to *transfer immediately to a baccalaureate program at Thomas Edison* where they can continue their education without leaving their county. This program provides a great service to associate degree graduates, who might not otherwise have access to the full range of services available at a four-year college such as Thomas Edison.

The new program includes exciting new "distance technologies," such as Thomas Edison's Computer Assisted Life Long Learning (CALL) Network, recently referred to as "one of the brighter stars in higher education" by *The New York Times.*

Students transferring to Thomas Edison under NJBDCP will be able to earn one of the five baccalaureate degrees, specializing in one of the 118 areas of specialization listed in this Catalog. Courses are delivered through the various methods of earning credit, including the Guided Study courses; the On-Line Computer Classroom, which is offered over personal computer via the CALL Network; and Contract Learning.

Students will also have access to the Academic Advisement Center at Thomas Edison via the CALL Network, telephone, letter, FAX and personal Program Planning appointments.

The College will provide testing services on the county college campus for the Thomas Edison College Examination Program (TECEP), and for the exams for Guided Study, On-Line and Contract Learning courses. The College also will offer on-site Portfolio Workshops for students interested in submitting a portfolio for the request of credit for knowledge gained outside the traditional classroom.

Thomas Edison has signed agreements for NJBDCP with all 19 New Jersey county colleges. Students enrolled in a New Jersey county college may contact their transfer counselor's office for an "Intent To Transfer" form, which they can submit prior to completing their associate degree. County residents, who have not previously attended their county college, may work through the county college or contact the Thomas Edison Office of Admissions Services for information.

County Colleges Signing Collaborative Agreements Include:

Atlantic Community College
Bergen Community College
Brookdale Community College
Burlington County College
Camden County College
Cumberland County College
Essex County College
Gloucester County College
Hudson County Community College
Mercer County Community College
Middlesex County College
County College of Morris
Ocean County College
Passaic County Community College
Raritan Valley Community College
Salem Community College (in progress)
Sussex County Community College (in progress)
Union County College
Warren County Community College

Academic Policies

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

Academic Integrity and Honesty

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

Arnold Fletcher Award

The Arnold Fletcher Award will recognize Thomas Edison State College baccalaureate graduates for achieving excellence in nontraditional learning. Students will be selected from among those graduating during the period October through September. The awards will be announced and made once a year at the October Commencement. The following areas have been identified as appropriate nontraditional learning modes to be considered:

Assessment of Prior Learning through Portfolio
Testing
Guided Study
On-Line Computer Courses
Contract Learning
Correspondence Courses
Pre-Graduation Conference
Demonstration of Currency
Advanced Level Practicum
Nursing Performance Exams

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

Scores on exams, grades on Guided Study, comments by Faculty Consultants on PGC, DOC, Practicum and portfolio will be considered.

Award of Degrees

First Associate Degree

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

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

Second Associate Degree

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

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

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

Third Associate Degree

Ordinarily a student will not complete a third associate degree from Thomas Edison State College or another college or university.

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

A student who wishes to request an associate degree beyond the second associate degree earned must submit a request in writing to the Appeals Committee: Academic Degrees. The student must demonstrate the need to earn a third associate degree, and provide the reasons for earning an additional degree based on vocational, personal and other requirements. The request should be mailed to the Appeals Committee: Academic Degrees, in care of the Office of the Registrar.

In order to maintain the academic integrity of degree programs, a student given permission to complete a third associate degree will be required to complete for the option a minimum of 15 semester hours beyond those credits completed on the date ALL prior degrees were awarded. In addition, all additional credits must be defined as current for the third associate degree, (i.e., earned within 10 years prior to the date of application). No more than 6 semester hours of credit can be used for the option in the third associate degree that were used in the option for the first or second associate degree. Students must also complete all requirements specific to the third associate degree.

First Baccalaureate Degree

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

There are rare instances when students may have completed a professional, master's or doctorate degree without completing a baccalaureate. Thomas Edison State college equates a professional degree with a baccalaureate for purposes of academic policy interpretations. Therefore, if a first baccalaureate follows a professional degree, a student will be required to complete, for the concentration/specialization, a minimum of 30 semester hours beyond those credits completed on the date ALL prior degrees were awarded. In addition, all additional credits must be defined as current for the baccalaureate degree. No more than 9 semester hours of credit can be used for the concentration/specialization (major) in the baccalaureate degree that were used in a professional degree. Students must also complete all requirements specific to the baccalaureate degree.

Second Baccalaureate Degree

A student who has received one baccalaureate from Thomas Edison State College, or associate, professional, baccalaureate, master's or doctorate degree(s) from another regionally accredited college or university who wishes to earn a second baccalaureate degree, must complete a minimum of 30 additional credits beyond those credits completed on the date ALL prior degree(s) were awarded. The student must also meet all the requirements specific to the second degree.

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

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

Third Baccalaureate Degree

Ordinarily a student does not complete a third baccalaureate degree from Thomas Edison State College.

It is the position of the College that students should be advised to devote their academic endeavors to completing an advanced degree rather than an addition baccalaureate degree. Students contemplating a third baccalaureate degree will be advised to consider pursuing a master's or doctorate degree instead.

A student who wishes to request a baccalaureate degree beyond the second degree earned must submit a request in writing to the Appeals Committee: Academic Degrees. The student must demonstrate the need to earn a third baccalaureate degree, and provide the reason for earning an additional degree based on vocational, personal and other requirements. The request should be mailed to the Appeals Committee: Academic Degrees, in care of the Office of the Registrar.

In order to maintain the academic integrity of degree programs, a student given permission to complete a third baccalaureate degree will be required to complete for the concentration/specialization, a minimum of 30 semester hours beyond those credits completed on the date ALL prior degrees were awarded. In addition, all additional credits must be defined as current for the third baccalaureate degree, (i.e., earned

within 10 years prior to the date of application). No more than 9 semester hours of credit can be used for the concentration/specialization (major) in the third baccalaureate degree that were used in the concentration/specialization (major) in the first or second baccalaureate, professional, master's or doctorate degree in the same area (major). Students must also complete all requirements specific to the third baccalaureate degree.

Catalog Which Applies to Student

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

Continuing Education Units

Continuing Education Units (CEUs) are measures of time spent in an organized continuing education experience and are not unit of credit. One CEU signifies that the student has "10 contact hours of participation or its equivalent" in a learning experience; however, CEUs do not verify that college-level learning has resulted from the experience. Any learning suggested by CEUs requires full evaluation through portfolio assessment before credit can be assessed.

Students must officially request such an evaluation by submitting an application for portfolio assessment and paying the credit hour fees. The Portfolio Assessment Handbook will be mailed to students who inquire about credit for CEUs.

Credit for Courses Taught at Other Colleges

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

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

Credits from American Council on Education Evaluations

Thomas Edison State College will accept the recommendations of the American Council on Education, Office on Educational Credit for courses completed through industry, government and special organizations. These recommendations can be found in *The National Guide to Educational Credit for Training Programs,* January 1976 edition and subsequent editions. For military credit recommendations refer to *Military Training Programs and Schools.*

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

Duplication of Credit

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

English Composition

The College will accept for credit a maximum of two one-semester courses, or equivalent, in freshman English. This includes courses or examinations in English Composition or freshman English. Thus, if a student presents 6 semester hours in coursework or examinations in these areas she or he will not receive credit for the CLEP general examination in English Composition. Students cannot receive credit for more than one of the following CLEP examinations: the general examination in English composition, the subject examination in college composition and the subject examination in freshman English. These policies on duplication are in effect regardless of the order in which the examination and/or courses were completed.

Mathematics

The College will accept for credit a maximum of two one-semester courses, or equivalent, in college mathematics. This includes such courses and examinations as introductory college mathematics or college algebra. Thus, 6 semester hours of coursework or examinations in these areas will duplicate the CLEP general examination in mathematics. If students present 3 semester hours in college mathematics s/he will receive partial credit of 3 semester hours for the CLEP general examination in mathematics. These policies are in effect regardless of the order in which the examinations and/or courses were completed. *Please note:* courses or examinations in trigonometry, college algebra and trigonometry, calculus or statistics may be counted in addition to credits earned in college mathematics.

CLEP General Exams

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

CLEP Natural Science (General Exam)

If students have completed six semester hours or more in two or more of the following areas: (1) physics, (2) chemistry, (3) astronomy, geology or meteorology, no credit will be granted for the physical science portion (3 s.h.) of the examination. If students have completed six s.h. in biology, no credit will be granted for the biological sciences portion (3 s.h.) of the examination.

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

CLEP Humanities (General Exam)

If students have completed 6 s.h. of basic literature courses, e.g., world literature, or 6 s.h. in two or more areas of literature, (e.g., American literature, English literature, the novel, etc.,) no credit will be granted for the literature portion (three s.h.) of the examination. If students have completed 6 s.h. in basic fine arts courses, e.g., foundations of art, foundations of music, no credit will be granted for the fine arts portion (3 s.h.) of the examination.

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

CLEP Social Science History (General Exam)

If students have completed 6 s.h. in two or more areas of the social sciences, (e.g., government, economics, geography, anthropology, sociology or psychology,) no credit will be granted for the social sciences portion (6 s.h.) of the examination. If students have completed 6 s.h. in world history, history of western civilization, etc., or 6 s.h. in two or more areas of history, no credit will be granted for the history portion of the examination.

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

Limit on Freshman Level English Composition and Mathematics Credit

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

Limit on Freshman Level Biology, Chemistry and/or Physics

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

Limit on Physical Education Activity Credits

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

Limit on Transfer Credits from Two Year Colleges and Other Programs

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

Math/Computer Science Requirement

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

1. Three semester hours of college coursework in mathematics beyond developmental courses (elementary algebra cannot be used.)
2. Earning 3 credits of college mathematics through portfolio assessment, examination, independent or Guided Study.

Some degrees also require computer science. This proficiency can be met by:

1. Three semester hours of college coursework in computer science;
2. Earning 3 credits of college computer science through portfolio assessment, examination, independent or Guided Study.

Students must meet the math and computer science required for their specific degree and option or specialization. Students are advised to complete this requirement as soon as possible.

Student's Role in Institutional Outcomes Assessment

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

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

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

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. Upon acceptance to the College, students who wish to discuss reasonable accommodation for verifiable disabilities are responsible for identifying themselves to the assistant dean.

Transfer and Acceptance of Students to New Jersey State Colleges (Full Faith And Credit)

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

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

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

The policy includes the following:

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

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

C. Graduates and non-graduates of Associate in Applied Science programs
   - State college may admit graduates or non-graduates of Applied Science programs and decide on the transferability of credits at their discretion.

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

Two Options or Specializations Within One Degree

Associate Degree

Students may complete two options within one associate degree. Students will earn only one degree and will receive only one diploma. All credits for the second option must be completed prior to the award of the degree. Only the name of the option(s) completed at the time the degree is awarded will appear on the official transcript. Option names do not appear on the diploma.

No more than 6 semester hours of credit can be used for the second option that were used in the first option. All related credits for each option, as well as all other degree requirements, must be met. The College will not identify the credits for the second option on the official Evaluation and Report form. It is the student's responsibility to keep track of and to complete the required credits. The credits for the second option will appear on the transcript. Students will receive a list of the credits and subject requirements for the second option at the time of the first official evaluation.

Students cannot complete a third option within one associate degree.

Baccalaureate Degree

Students may complete two specializations within one baccalaureate degree. Students will earn only one degree and will receive only one diploma. All credits for the second specialization must be completed prior to the award of the degree. Only the name of the specialization(s) completed at the time the degree is awarded will appear on the official transcript. Specialization names do not appear on the diploma.

No more than 9 semester hours of credit can be used for the second specialization that were used in the first specialization. All related credits for each specialization, as well as all other degree requirements, must be met. The College will not identify the credits for the second specialization on the official Evaluation and Report form. It is the student's responsibility to keep track of and to complete the required credits. The credits for the second specialization will appear on the transcript. Students will receive a list of the credits and subject requirements for the second specialization at the time of the first official evaluation.

Students cannot complete a third specialization within one baccalaureate degree.

Written Expression Requirement

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

1. Satisfactory completion of the TECEP Examinations in Written Expression for 6 semester hour credits;
2. Six semester hours of college coursework in English Composition with an average grade of C;
3. The satisfactory completion of one of the CLEP examinations (including the essay) in English: English Composition (general), Freshman College Composition.

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

Academic Advisement

Thomas Edison State College offers academic advisement services through its Advisement Center in order to assist enrolled students in developing a plan for degree completion.

Applicants to the College (those who have paid only the admissions services fee) who have questions regarding the Evaluation and Progress Report, College fees and general academic policies may call the College's Office of Admissions Services for assistance. Applicants must pay the enrollment fee in order to access academic advisement services and receive assistance in developing a plan for degree completion.

Program Planning Handbook

Students enrolled with Thomas Edison are strongly encouraged to submit a degree program plan which outlines how they will complete all or part of the remaining requirements of their degree program. Students receive the Program Planning Handbook, which provides them with information on developing a program plan. The handbook includes detailed advice on methods of earning credit, academic policies and the structure and credit requirements of degree programs. The handbook is sent to all students after they enroll.

Advisement Phone Center

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

When students call, the advisor will have access to the students' records for discussion. The outcome of each call is recorded on the computer and the advisor will mail students a copy of the action taken. It is suggested that students keep a record of calls to the Advisement Phone Center, including the name of the academic advisor to whom they have spoken.

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

Student Appointments

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

Further information regarding scheduling an advisement appointment can be found in the Program Planning Handbook.

Written Correspondence with the Center

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

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

Computer Access

COMPUTER ASSISTED LIFELONG LEARNING NETWORK (CALL)

What is the CALL Network?

The Computer Assisted Lifelong Learning (CALL) Network is Thomas Edison State College's computer facility for providing electronic access to many of the College's programs, services and information resources. The CALL Network is similar to popular computer networks such as Prodigy and Compuserve, but is designed specifically and exclusively for the benefit of Thomas Edison State College students. Using the CALL Network is easy since it is user-friendly and completely menu driven.

CALL offers ease of use, an uncomplicated design, and the convenience of being available 24 hours a day. CALL serves anyone who is interested in learning more about the College in addition to serving enrolled students. Although access to some options is limited to enrolled students, other options can be accessed by all users of the network.

Through CALL, users can:

Enrolled Students
- request copies of their program plans and billing records
- search for independent study courses and/or college equivalency tests through on-line information packages
- use electronic mail (e-mail) to send and receive messages and assignments for on-line 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 data base searches

Other users
- browse through general information about the College and its various methods of earning credit
- use an on-line College Application for Admission
- read news items and bulletins
- use e-mail to correspond with the Office of Admissions Services
- participate in on-line discussions for all users

Some Services Available Through CALL

On-Line Computer Classroom Courses

Through the CALL Network, students are able to interact electronically with faculty mentors and fellow students, regardless of their geographic locations. They participate in open class discussions and regularly scheduled class discussions posted and guided by the faculty mentor. By using this electronic class discussion, students can communicate their thoughts and comments to the discussion at hand, read the comments of other class members and get feedback on the discussion from the mentor. All courses use textbooks and study guides, require regular written assignments and proctored examinations.

Masters of Science in Management Degree

Thomas Edison State College is developing an MSM degree that will use the CALL Network as an integral communication medium throughout the degree completion process. Students who are accepted into the program will be using the CALL Network extensively for assignment exchange, e-mail and on-line discussions.

Academic Advising

Enrolled students can use CALL to communicate with their academic advisor using electronic mail to send and receive messages. In addition, students can view their academic record on-line by requesting their program plan, and can view a summary of their financial statement. Both the program plan and billing record can be downloaded to a student's PC and then printed if the student's PC is equipped with a printer.

Computer PreTests for Thomas Edison College Examination Program (TECEP)

The College's Office of Test Development and Research is in the process of implementing Computer PreTests (CPTs) through the CALL Network. CPTs are short tests that sample a user's knowledge of selected TECEP subject area and are designed to familiarize the test taker with the general nature and level of difficulty of the TECEP examination.

Internet

The Internet is an international network linking hundreds of smaller networks and computer systems in a vast collaboration involving public, private, government and industry networks. This interconnection of computers provides tremendous resource and information sharing in higher education through the three main Internet facilities of e-mail, file transfer and remote login to other systems.

CALL-PC Computer Lending Program

The College has instituted the CALL-PC Lending Program to assist enrolled students in gaining access to a PC. A limited number of PCs are lent to eligible students for whom the availability of a computer and use of the CALL Network will reduce barriers of access to aid in the completion of a degree program.

Who Can Use These Services?

Enrolled students of the College can request the CALL Network Auto Access Package which provides specially tailored, automated, toll-free access to CALL. Students interested in taking an On-line Computer Classroom Course should inquire about course availability through the DIAL Office (609) 292-6317.

Anyone can use CALL to find out more about the College. Dial in to the Data Line: (609) 292-7200 (D-8, P-N, S-1, VT100).

What Do You Need To Use CALL?

CALL's basic minimum requirements are a personal computer, a modem and a telephone line. There are three access methods to CALL:

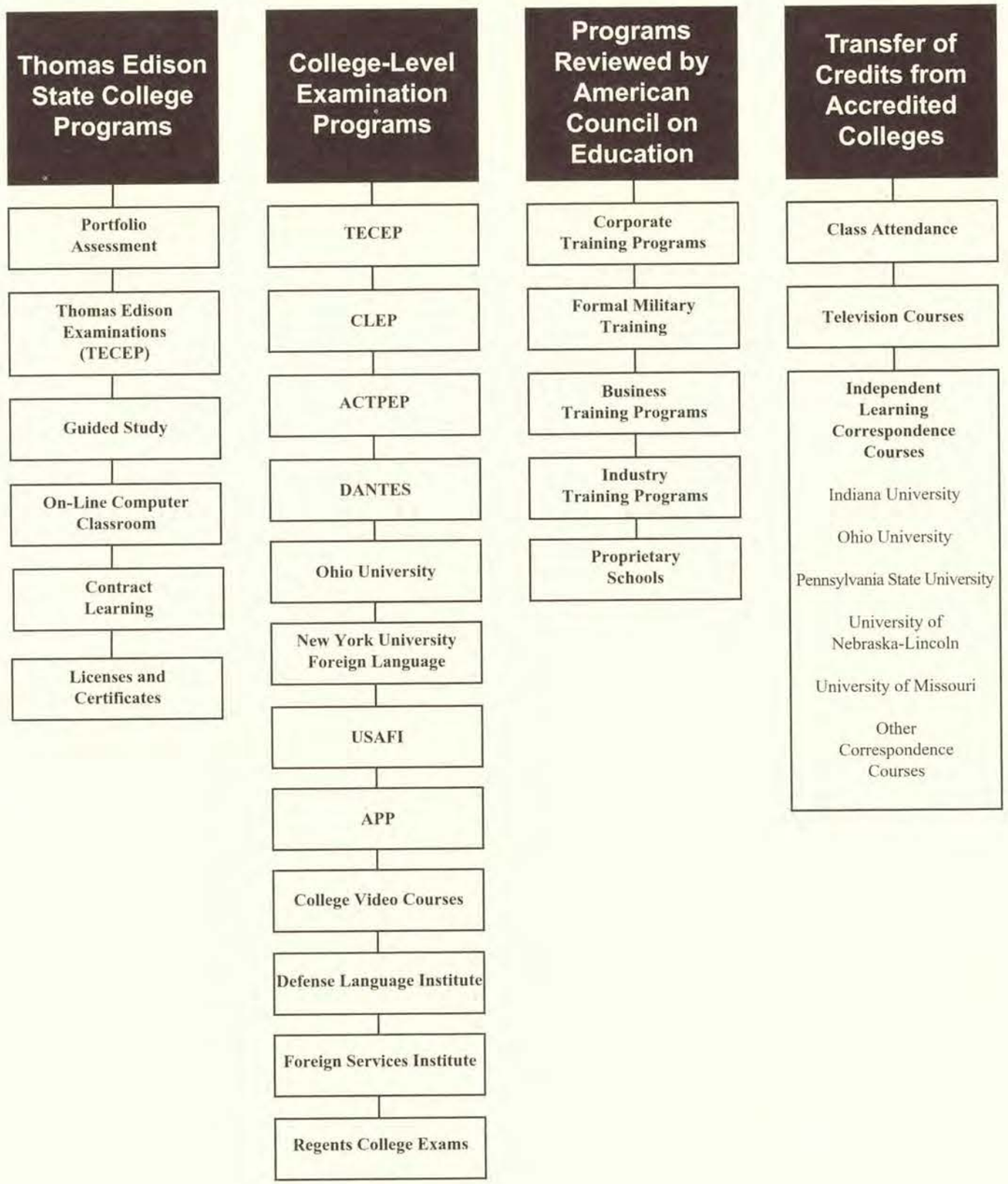
- CALL Network Auto Access *(automated access software for enrolled students)*
- General Telecommunication *(commercial telecommunication packages)*
- Internet *(TELNET availability to CALL)*

For technical assistance or more information, please contact the CALL Network Technical Center (609) 777-4140.

How Students Move Through College Procedures

The Student	Facilitating Office	Office Responsibilities
Makes initial request for information.	Office of Admissions Services	Provides pre-admission information Mails Prospectus
Files application for admission to the College.	Office of the Bursar Office of Admissions Services Office of the Registrar	Processes admissions services fee Processes Application. Notifies student of admission. Sends student College Catalog and billing form for annual enrollment and technology fees.
Submits transcripts and credentials.	Office of the Registrar	Evaluates transcripts and credentials and sends student summary of acceptable credits on the Evaluation and Progress Report.
Enrolls by paying fees. als.	Office of the Bursar Office of the Registrar Office of Academic Programs	Office of the Bursar changes applicant's status to "enrolled." Student is sent the Program Planning Handbook and other College materi- Upon student request, provides academic advisement information and program planning assistance. Answers question regarding progress and evaluation forms.
Plans how to complete the degree by developing a program plan.	Office of Academic Programs and Advisement Center	Reviews educational needs: basic skills, written expression and math requirement. Assists students with program planning. Answers questions through the Advisement Phone Center, student appointments and written correspondence. Program plan approved by advisor. Student receives a copy of the Program Plan.
Implements program plan for degree completion.	Office of Testing and Assessment Office of Academic Programs Office of the Registrar	Assists student in registering for exams, developing portfolios and registering for Guided Study and on-line computer courses. Administers TECEP, CLEP, ACTPEP, DANTES, NYU and other examinations. Provides information regarding Guided Study and on-line computer courses, television courses, correspondence courses, computer facilitated learning and portfolio assessment. Assists students in registering for Guided Study and on-line computer courses.
May take exams. May develop a portfolio.	Office of Testing and Assessment	Portfolio advisement and portfolio assessment.
Submits further credentials documenting credit completion.	Office of the Registrar	Evaluates credentials and adds credits to student file. Sends student a copy of the Evaluation and Progress Report.
May request additional approvals for courses, exams, etc.	Academic Advisement Center	Staff provides approvals and sends student a current Program Plan. Monitors students progress toward completing planned credits.
Completes special degree requirements.	Office of Academic Programs	Staff advises concerning requirements unique to degree program: Pre-Graduation Conference, Demonstration of Currency, Advanced Level Practicum and Nursing Performance Exams.
Files request for graduation.	Office of the Registrar Office of Academic Programs	Reviews student files for degree completion. Reviews student file and certifies all degree requirements have been met.
Graduation. Commencement.	Thomas Edison State College	Graduation occurs six times each year. Commencement ceremony occurs once a year, in October.

Methods of Earning Credit*



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

Methods of Earning Credit

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

ASSESSMENT OF PREVIOUSLY ACQUIRED KNOWLEDGE

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

Students are encouraged to find the best method, or combination of methods, to earn credit towards their Thomas Edison degree programs. A more detailed explanation of the methods of earning credit can be found in the Program Planning Handbook. You will receive the handbook after application to the College.

Portfolio Assessment

Portfolio assessment is a flexible, efficient way of earning college credits 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 accredited colleges across the United States. Students then provide evidence in the form of written documents or products to demonstrate that the learning they already possess is equal to what is taught in those courses.

Testing

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

The College offers its own college-equivalency or credit-by-examination program, the Thomas Edison College Examination Program (TECEP), and serves as a test center for the College-Level Examination Program (CLEP); the American College Testing Proficiency Examination Program (ACTPEP); DANTES, (previously a military program now available to civilians); the Ohio University Examination Program; and the New York University Proficiency Testing in Foreign Languages Program. For details about each of these programs and test titles refer to the *Testing Programs* section of this Catalog. Under appropriate circumstances, credit will be recognized for attainment by examinations in programs no longer currently offered [for example, the United States Armed Forces Institute (USAFI)].

Other Credit-Bearing Opportunities

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

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

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

The College also offers opportunities for gaining new knowledge. Students may enroll in the College's Guided Study Program, which offers courses that are completed independently. Courses may include an audio/video component in addition to extensive reading and resource material. Faculty mentors provide guidance and support to students enrolled in the Guided Study courses.

OPPORTUNITIES TO OBTAIN NEW KNOWLEDGE

The On-Line Computer Classroom

Students may take courses on-line using Thomas Edison State College's Computer Assisted Lifelong Learning (CALL) Network students. Earn college credit using a computer and modem to "call" into class, eliminating worries about bad weather or scheduling conflicts. You will participate in course discussions (required) with faculty mentors and fellow students at a time which is convenient for you. *You set your own schedule.*

The privacy of e-mail is used to send assignments to faculty mentors and to receive corrected assignments back. Students will interact with other students, form study groups and undertake collaborative learning projects.

Students may join in the *electronic student union* for informal discussions. All this and more is available through Thomas Edison's On-Line Computer Classroom.

Correspondence Courses

Thomas Edison encourages students to make use of a number of accredited correspondence programs that are offered by colleges and universities throughout the United States. These programs provide great flexibility and varied learning opportunities. Thomas Edison has agreements with five such programs to facilitate the distribution of their bulletins directly. Students may make arrangements with the College's testing office to have their correspondence course exams proctored by Thomas Edison. The section on *Correspondence Courses* contains additional information about these programs.

Television Courses

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

Classroom Study

Students may also attend regionally accredited colleges in their own communities, transferring credits they earn to their Thomas Edison degree program. Since there is no limit on the number of colleges students may attend, students often find a greater variety of courses available to them. Many students find a classroom experience extremely satisfying as a complement to the other methods of earning credit.

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, independent reading and special accomplishments can very often be translated into college credit.

The portfolio is the vehicle for demonstrating to an expert in the field what knowledge a student possesses in a particular course area. It is a compilation of data assembled in an approved format to demonstrate college-level knowledge for an award of credit. Often compiled like a notebook, each portfolio generally represents one course.

Portfolio credits can be applied to a Thomas Edison degree, a degree at another institution, a certificate program or to meet licensing or job promotion requirements.

Portfolio Assessment Handbook

To learn more about the portfolio assessment process, students should request the Portfolio Assessment Handbook. The Handbook fully describes the portfolio assessment process, and contains the necessary forms for the submission of portfolios. To request the *Handbook*, students may write or call the Office of Testing and Assessment, (609) 984-1141.

Portfolio Development Process

The assessment of prior learning can help students expedite the achievement of their educational goals. Students begin the portfolio process by identifying their areas of knowledge and skill. The Portfolio Assessment Handbook suggests several ways of doing this, and many students find this first step extremely rewarding. Busy adults often do not have an opportunity to consider all they have learned and can do. This early step in the portfolio assessment process often provides new insight into the richness and diversity of one's life.

Next, the student chooses the areas for which he or she wants to seek college credit. Students evaluate each area of their prior learning to determine which ones to select for portfolio assessment. The decision about each subject area should be based on two factors: whether the student can prove that this knowledge is equivalent to a college-level course and whether the student needs college credits in that subject.

If a student has partial knowledge of a subject and wishes to acquire more, the Portfolio Study option may be appropriate. The Portfolio Study combines portfolio assessment and independent study, and is designed for the student who has partial knowledge of a subject. It is an option for the serious student who wishes to round out his or her knowledge in a course area, or add depth to merely a general knowledge of a subject. It also is an opportunity for students with a practical, "hands-on" knowledge of a subject seeking to learn its theoretical aspects, or those who possess knowledge of a subject but have no evidence to substantiate it.

The next step in portfolio assessment is the search for suitable course descriptions. For each subject chosen, students review the Thomas Edison State College Credit Description Book to locate descriptions

which best reflect their knowledge. If an appropriate course cannot be located in the College's Credit Description Book, students may search through catalogs from regionally accredited colleges.

Students then look for evidence of their knowledge and assemble a package of material that documents the knowledge. Documentation included in a portfolio can include anything that verifies a student's knowledge — computer programs, poems, artwork, clothing designs, articles about a student's accomplishments — the list is virtually limitless.

Following this, the student describes his or her knowledge and how it was acquired. This narrative also introduces the materials being provided as evidence. The narrative, which may be anywhere from three to ten pages in length depending on the type of course involved, is the student's opportunity to persuade the faculty consultant that enough knowledge has been accumulated to warrant credit for the subject. Portfolio advisors encourage students to submit a rough draft of the narrative, prior to final submission, so they can review it and provide useful advice.

Students are assigned to a portfolio advisor who will work with them throughout the portfolio process. Portfolio advisors serve as students' strongest advocates.

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

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

Time Frame

The length of time involved in the portfolio assessment process depends on the content areas and the number of credits that are to be assessed. On the average, once a portfolio has been accepted, the actual assessment takes approximately one to three months. Students may begin working on their portfolios at any time of year; there is no need to begin and finish on a semester basis. Students with special deadlines need to plan their portfolio work well in advance. While the College makes every effort to process students' portfolios in a timely fashion, delays sometimes occur. Students can assist in the process by giving themselves and the College adequate time to complete the work.

Number of Credits

At Thomas Edison, no limit is placed on the number of credits that may be earned through the portfolio assessment process. The actual number will depend largely on the depth and breadth of a student's knowledge as well as the extent to which this learning is appropriate to the student's degree program. Students working on portfolios in conjunction with degree programs at institutions other than Thomas Edison should check with their home institutions as to any credit limitations before pursuing portfolio assessment.

Policies and Procedures

Students are advised to be aware of the following policies and procedures before beginning the portfolio assessment process.

1. All students enrolled at Thomas Edison should complete a program plan before registering for portfolio assessment. Students enrolled at other institutions should make sure that credits earned through portfolio assessment will apply to their degree programs. They should discuss plans for portfolio assessment with an advisor at their home institution before registering with the Office of Testing and Assessment at Thomas Edison.

2. The topics of human knowledge are virtually limitless. It is important for students to remember, however, that the College can only assess courses that are taught at regionally accredited colleges and for which assessors can be located. Every effort is made to find faculty consultants in the student's area of expertise, but occasionally no such faculty member can be located in our region of the country, so portfolio assessment should not be pursued.

3. To protect students from needless expense and possible failure, the College reserves the right to refuse to process any portfolio that does not meet the standards set by the College. Students should work closely with their portfolio advisors to insure the best possible chance of earning credit through the portfolio assessment process.

4. Sometimes students have a great deal of knowledge in a particular field but no evidence or documentation to prove it. In these cases, it may be possible to request an examination as part of the portfolio assessment process. This method works extremely well for students who would otherwise be unable to demonstrate their knowledge and skills. Sometimes faculty consultants also choose to administer examinations when students have submitted evidence. This is the faculty consultant's prerogative and should be regarded by students as normal academic procedure.

5. Students using more than one college catalog to select their course descriptions should be on the alert for duplication of credit. It is not unusual for courses with different titles to cover the same content. In any academic setting students may not earn college credit for the same course. Again, portfolio assessment students need to work closely with their portfolio advisors to avoid this problem early on in the process.

6. Occasionally students are disappointed when they are denied credit for a course through portfolio assessment. This certainly is understandable. However, it is important for students to remember that the faculty consultants who make the recommendation are experts in the subject matter.

7. Students may attempt portfolio assessment only after they have fulfilled the requirement for English composition.

Testing and Assessment Policies for Overseas Students

International Citizens Not Enrolled In The College:

Portfolio Assessment: International citizens living abroad who are *not enrolled* in the College will not be allowed to apply for credit through Thomas Edison's portfolio assessment program.

Testing: International citizens living abroad who are *not enrolled* in the College may request approval to register for TECEP examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison (approved American universities abroad). Students requesting approval must also submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to registering for the exam if English is not the official language of their country of citizenship. Students are held responsible for any proctoring fees.

International Citizens Enrolled In The College

Portfolio Assessment: International citizens living abroad who are *enrolled* in the College will be given consideration for portfolio assessment. These students must submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to registering for portfolio assessment if English is not the official language of their country of citizenship; have completed 24 semester hours of college-level credit prior to the time of application; and have a genuine understanding of the difficulties, delays and higher costs associated with the process (postage, telephone calls, etc.).

Testing: International citizens living abroad who are *enrolled* in the College may request approval to register for TECEP examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison (approved American universities abroad). Students requesting approval must also submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to registering for the exam if English is not the official language of their country of citizenship. Students are held responsible for any proctoring fees.

United States Citizens Living Abroad

United States citizens living abroad will follow all the policies established for citizens living in the United States. U.S. citizens living abroad should have a genuine understanding of the difficulties, delays and higher costs associated with the portfolio process (postage, telephone calls, etc.) while living abroad.

U.S. military personnel are expected to take TECEP exams through the education officer at a military base. Other U.S. citizens may do so through a full-time faculty member or the academic dean of an approved American university abroad. Thomas Edison reserves the right to approve the proctoring arrangement. Students are responsible for any proctoring fees.

Distance & Independent Adult Learning (DIAL)

The Center for Distance & Independent Adult Learning (DIAL) offers courses in three different delivery formats: Guided Study courses (prefix GS), which are primarily print-based, with video or audio media support; On-Line Computer Courses (prefix OL), which utilize computer communications to link distance learners with each other and faculty; and Contract Learning courses (prefix CL), that allow students to work independently with faculty to earn credit for hard-to-find courses not readily available in established distance and independent learning formats.

Guided Study

Under Distance and Independent Adult Learning (DIAL), Guided Study courses are available to students on an independent, distant learning basis. The course work is completed independently by the students during the course of a 16 or 24 week semester. Because there is no classroom attendance required, students have greater flexibility in determining where and when to study. It is, however, important that independent learners establish a study schedule.

Each course is designed for independent distant learning and is structured around weekly readings, video and/or audio tapes, and written assignments. Additionally, each course requires students to submit a series of written assignments throughout the semester and to take a proctored mid-term and final examination. During the semester, students will receive written feedback from a faculty mentor, as well as the opportunity to telephone the mentor should assistance with the course material be needed. It should be stressed, however, that these courses are designed for independent learning with mentors providing tutorial assistance. Mentors do not "teach" in the traditional sense.

Three semesters are offered each year: Fall, September through December; Winter, January through April; and Summer, May through August. Additional information and a course Registration Bulletin are available by calling DIAL, (609) 292-6317. Guided Study courses are available to all adult learners; those students enrolled in colleges other than Thomas Edison should adhere to that institution's policies concerning the transfer of credits. Thomas Edison students must have courses approved by the Academic Advisement Center prior to registration.

HUMANITIES

GSLIT337 Twentieth Century African-American Novel (3)
While focusing on the contemporary novel, the course emphasizes the development, diversity and quantity of African-American literature. Works other than popular and current novels promote a wider acquaintanceship with some of the major African-American writers of the 20th century.

GSHUM406 Age of the Enlightenment (9)
GSLIT330
GSPHI310
Explores the culture of the "Age of Reason" at its height through the close study of a number of major texts and of certain leading figures, using historical, literary and philosophical approaches. Works of fiction and poetry, philosophy, history, science, music and art are studied.

GSLIT130 Analysis and Interpretation of Literature (3)
Incorporating both contemporary and traditional works, this course is organized around three major genres of literature—short fiction, poetry and drama—allowing students to examine the literary elements of character, plot and symbolism. Critics as well as noted authors share perspectives on various works and the craft of writing. The course also places a strong emphasis on writing about literature as a way to learn and use advanced compositional techniques.

GSPHI286 Contemporary Ethics (3)
Examines contemporary ethical conflicts and provides a grounding in the language, concepts and traditions of ethics. At the core of the course, experts from government, the press, medicine, law, business and the military grapple with moral concerns that arise in both personal and professional life. Following a case study approach, the course provides students with the intellectual tools to analyze moral dilemmas in the fields they choose to pursue and in the society in which all of us live.

GSSPA101 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 language and the culture 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.

GSSPA102 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.

GSSPA105 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.

GSLIT221 Introduction to Children's Literature (3)
Designed to inform students about the history and diversity of children's literature. The course covers a variety of recommended works and suggests criteria for selecting and evaluating alternative books.

GSLIT101 Introduction to Modern English and American Literature I: The Nineteenth Century (3)
Introduces students to English and American prose and poetry from the period between the publication of Blake's Songs of Innocence (1789) to the death of Queen Victoria (1901). Through reading and listening assignments, scholarly analyses and discussions, and professional readings of poetry and prose, students encounter the works of Wordsworth, Keats, Twain, Dickinson, Browning, Dickens and other writers of the 1800s. A specially developed poetry anthology complements the standard course components. **First course of a sequence, students not required to take both/ can take each separate from the other.**

GSLIT102 Introduction to Modern English and American Literature II: The Twentieth Century (3)
Introduction to English and American prose and poetry of the 20th century. It explores the ways in which 20th century writers have sought to go beyond the literature of earlier eras by experimenting with new ideas and new forms of expression. The first half of the course introduces some of the most influential figures of modernism, writers who sought ways to respond to the fragmentation and impersonality of modern life. The second half of the course examines postmodernist writers from the period after World War II to the present.

GSPHO101 Introduction to Photography (3)
Introduction to photography presents the technical principles of photography: the mechanics of the camera itself, the chemical and physical reactions which produce a permanent image, the uses of various kinds of photographic equipment, and techniques for producing better quality photographs. The possibilities for self-discovery and expression through photography are explored. The course also explores the historical tradition of photography and emphasizes the impact this medium has had upon our way of understanding and experiencing the world.

GSLIT347 Modern American Poetry (3)
Modern American Poetry chronicles the collective achievement of America's great poets and their contributions 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.

GSREL371 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. Through 14 hour-long video programs and a wide-ranging selection of readings on the world's mythologies, students will gain a deep 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.

GSLIT320 Shakespeare I (3)
The eight plays prescribed for this course were chosen to illustrate Shakespeare's remarkable range and variety. They show the development of his art from the relatively early "A Midsummer Night's Dream" to "The Tempest": one history, three comedies, three tragedies and a romance. Despite the broad range covered by these plays, they are linked by common concerns. All, for example, examine the use of power: the nature of kingship, and the responsibilities of those who judge others.

GSREL405 The Religious Quest (9)
GSREL406
GSREL407
Emphasis is on specific forms of religious expression and practice, rather than the more abstract or theological aspects. Religions covered are those of the majority of humankind and living traditions in today's world: Hinduism, Buddhism, religions of China and Japan, Judaism, Christianity, Islam and several African religions. A section deals with alternatives to religion, such as Marxism and scientific humanism.

GSART163 Western Art History I (3)
Examines the works of art that have come to define the Western visual tradition from ancient Greece through the Renaissance. An appreciation of the formal qualities, iconography and technical achievements of significant works of art is emphasized. The course will also show how these works of art closely reflect the prevailing attitudes of the society in which they were created, as well as the goals of the artists.

GSART164 Western Art History II (3)
A continuation of ART163 from the Baroque Period to the present.

WRITTEN EXPRESSION

GSENG105 College Composition I (3)
Focuses on teaching the English Composition and rhetoric from a process perspective. With an emphasis on audience awareness and purpose for writing, this course presents deliberate strategies for prewriting and revision. As the first course on college level writing, there is emphasis on the skills needed for academic and business writing.

GSENG106 College Composition II (3)
A continuation of College Composition I. Essay writing, writing a research paper, writing across the curriculum, writing for business and writing about literature are the essential components of this course. The course objectives are developed through applications to real life situations. Some library research is required.

SOCIAL SCIENCE

GSPSY350 Abnormal Psychology (3)
Explores the complex causes, manifestations and treatment of common behavior disorders. Abnormal behavior is introduced in the context of psychological well-being to show that these behaviors range along a continuum from functional to dysfunctional.

GSSOC320 The Adult Years: (6)
GSSOC321 Continuity and Change
An interdisciplinary social science course that explores the inner lives of adults and the relationships of those inner lives to family, work, education and the community. The course focuses on the adult years as composed of variability and change rather than of predictable, sequential developmental stages. Addresses myths about adult life and incorporates current research on adults.

GSHIS301 African History and Culture (3)
An examination of the history and contemporary life of Africa through its triple heritage; indigenous, Islamic and Western. The aim of the course is to offer a new perspective on Africa. This course will examine the Africa that existed before the outsiders came, the influence of Islam and Christianity, and will show how both East and West, as well as Africa itself, exploited the slave trade. Finally, the series will look at African economic and social systems, examining inherent conflicts and exploring Africa's relationship with the rest of the world.

GSHIS210 American Civil Rights Movement (3)
A comprehensive history of the people, the stories, the events and the issues of the 20th century struggle for social justice in America. Examines the period of the Civil Rights Movement as one of the most significant in our history. It made America a more democratic society, gave rise to a host of other movements which transformed the face of American culture, changed those who participated in it and influenced and created a new generation of American leadership.

GSHIS235 American Civil War (3)
A detailed analysis of the Civil War based upon documentary evidence as well as the interpretation of leading scholars. It covers the entire sweep of the war, from the battlefields to the homefronts, from the politicians and generals to the enlisted men and their families, from the causes of the war and the opening guns at Fort Sumter to Appomattox and Lincoln's assassination. Original archival materials are presented as part of the course.

GSPOS110 American Government (3)
This American government survey explores the development and nature of American political culture, constitutional and structural arrangements, policy-making processes and sources of conflict and consensus. Provides opportunities for students to learn how to access their government.

GSHIS113 American History I (3)
Focuses on the origin and growth of the United States from 1492 - 1865. Examines the social, economic and political development of the country with special emphasis on the major events from the English settlement at Jamestown to the Civil War.

GSHIS114 American History II (3)
Focuses on the transformation of the United States from 1865 to the present. Emphasis is on the transformation from an agrarian nation and minor member of the international community to an industrial world power. Beginning with the Reconstruction of the South after the Civil War, the course traces the social, economic and political development of the country through the 1980s.

GSANT101 Introduction to Anthropology (3)
Presentation of the philosophy that culture as the expression of human values, behavior and social organization exists in unique and varied forms throughout the world, in past and present times. It attempts to document that diversity and demonstrate the inherent logic of each culture in light of the problems people need to solve and environments to which they must adapt.

GSARC101 Introduction to Western Archaeology (3)
New scientific tools and sophisticated research designs are revolutionizing our ideas about what ancient societies were like, how they developed and how their civilizations collapsed. Research at the spectacular Classic Maya center is the basis for the broadly comparative perspective of the course. Students will also learn how archaeology helps us understand ancient people by reconstructing their past.

GSASS301 Asian Studies I (3)
This course offers a survey of the modern history economics, politics and cultures of the Pacific Basin region. This interdisciplinary Asian-studies course explores how the Pacific Basin has evolved to emerge as a principal political and economic center of the upcoming century. Throughout the course, four major themes emerge: Modernity versus Tradition; The Conflict between East and West; Democracy, Political Authority and Economic Growth; and the role of the United States in the Pacific.

GSPOL310 Constitutional Issues (3)
Basic knowledge of constitutional government as it exists in the U.S. in the late 20th century with substantial emphasis on historical events and processes that have made the Constitution what it is today. Drawing on related disciplines of political science and history, the course seeks to encourage a critical understanding and appreciation of the principles and institutions of American constitutionalism. Students required to employ critical powers of analysis to draw inferences from materials of constitutional history,

politics, and law, and to form generalizations about constitutional developments in the U.S.

GSSOC322 Dealing With Diversity (3)
Failure to deal with diversity in society clearly has led to increasing polarization among groups of people, and increasing tension, frustration and anger. Based on the premise that the more we understand, the less we fear, this course will introduce 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.

GSPSY111 Developmental Psychology (3)
The course is designed to introduce the theory, methods and research findings of life span psychology by encouraging students to think about the life cycle as a whole - to see that it has a history going back to the dawn of the species. This is accomplished through an innovative series of interactive exercises.

GSSOS301 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 affect the delivery of drug abuse services.

GSSOC401 Future Studies (9)
GSNAS402
GSSOS403
Examines the major issues and philosophies of future studies along with the methodologies and techniques used in futures research. Topics include food and population, natural resources, science and technology, economics and political systems, telecommunications, cultural values and others. The course analyzes systematically the effects of social and technological change from a global, local and personal perspective.

GSSOC315 Social Gerontology (3)
This course in gerontology is designed to provide students with an understanding of old age as a stage of life. It examines the impact of society on aging and of aging on society, provides a foundation for understanding the processes 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 will play in their eight, ninth and tenth decades, and how institutions may evolve to address their needs.

GSHIS219 Introduction to the History of Women and the Family in America (3)
The history of women and the family in the United States from English settlement to the Civil War is covered in this one-semester course. The audio programs include discussions with leading scholars of women's history that introduce students to the most recent research and to the process of historical inquiry, as well as readings from primary sources, including diaries, letters and court documents.

GSSOC210 Marriage and the Family (3)
Few topics are more popular in conversation and in the mass media than the American family. This course looks sociologically at definitions and varieties of families, explores the family life cycle, and considers some of the problems facing the contemporary family including stress, divorce and the role of the elderly.

GSECO111 Macroeconomics (3)
The evolution of economic theory, investigation of the circular flow of the GNP, establishment of the Federal Reserve and the emergence of a monetary policy.

GSECO112 Microeconomics (3)
The forces of supply and demand, the efficiencies of a free market system as well as its failure to resolve problems of poverty and pollution.

GSHIS310 The Middle East (3)
This course is not a traditional history course, but a multidisciplinary perspective on a region of the world which affects the world. The course will focus on the complex interrelationships of history, religion, economics, diplomacy, politics, geography and military strategy in the Middle East. Study will be focused on four areas; Physical and Cultural Setting, The Middle East and the West, The Twentieth Century and Problem Areas.

GSHIS333 Modern Latin America and the Caribbean (3)
This course represents a 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.

GSPSY360 People and Organizations (9)
GSSOC361
GSSOC362
Concerned with the processes at work in complex organizations, with special emphasis upon the mechanisms of formal and informal organization control. Control of the external environment by organizations as well as control within the organization will be considered. Topics include power, the classifications of organizations, roles, decision making, and the relationship between the individual work group and the organization. Major theories of organizations will also be studied.

GSPSY101 Introduction to Psychology (3)
The fundamental principles and major concepts of psychology. Topics include: the brain and behavior, sensation and perception, conditioning and learning, motivation and emotion, life-span development, the self, stress and health issues and the methodology of psychology.

GSHIS302 The Renaissance (3)
This course brings to life one of the most brilliant and creative periods in history, a time when the modern Western world was born. 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 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 social types of leading Renaissance figures such as rulers, religious leaders, soldiers and students of nature.

GSPSY322 Research in Experimental Psychology (3)
An introduction to the research methods used by the experimental psychologists as they attempt to understand the behavior of humans and lower animals. Examples of research studies, chosen from a variety of areas of experimental psychology, demonstrate these methods and provide an understanding of the type of knowledge these studies have produced.

GSPSY370 Social Psychology (6)
GSPSY371
Enables students to gain an understanding of and perspective on the study if individuals as they influence and are influenced by the groups to which they belong. Topics include attribution and heuristics; bargaining, negotiation and persuasion; friendships; prejudice; conformity; group decision making and leadership; aggression and altruism.

GSSOC101 Introduction to Sociology (3)
Examines a broad range of human social relationships and social structures, and the many forces—historical, cultural and environmental—that shape them. The audio programs define the discipline of sociology and take an in-depth look at such topics as the socialization of violence, the consequences of divorce, the influence of media on social values and support systems for the elderly.

GSHIS350 War and American Society (6)
GSSOC370
Focuses on the various ways in which America has dealt with war and on the changes that have taken place in American society as a result of war. Covers the Revolutionary War, the Civil War, World War I, World War II, the Cold War and Vietnam. Major emphasis is placed on the humanities approach, in which students view war and American society from historical, literary, artistic and philosophical

perspectives.

GSHIS101 Western Civilization I (3)
Explores the cultural and philosophical movements that have influenced the Western world from ancient times to the present. The course covers the influential pre-Western civilizations through the classic period of the High Middle Ages. Material is integrated from a variety of academic areas and stimulates critical thinking.

GSHIS102 Western Civilization II (3)
Explores the cultural and philosophical movements that have influenced the Western world from ancient times to the present. The course commences with the end of the Middle Ages and continues through industrial modernization to the present. Material is integrated from a variety of academic areas and stimulates critical thinking.

GSSOC376 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.

GSPSY317 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 teaching how children grow in the many diverse and pluralistic worlds of childhood.

BUSINESS, MANAGEMENT AND PROFESSIONAL

GSLAW201 Business Law (3)
This introductory business law course emphasizes the contracts and the legal system. Topics include: the law of sales, commercial paper, agency and property. Also covered are government regulation, employment practices and consumer and environmental protection.

GSBUS101 Introduction to Business (3)
This is a one semester course for students who want to expand their understanding about 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.

GSBUS161 Business Mathematics (3)
This course will not satisfy the Liberal Arts mathematics requirement.
A practical approach to the use of mathematics in business. Topics include mathematical applications in retailing, finance, business accounting concepts and communicating by numbers. While the course does not assume previous coursework in mathematics, it does assume that students are mathematically literate.

GSDAP107 Computer Literacy (3)
The course is designed to: provide a comprehensive overview of the computer, what it is, what it can and cannot do, how it operates and how it may be instructed to solve problems; familiarize learners with the terminology of data processing; examine the application of the computer to a broad range of organizational settings and social environments; prepare learners to understand and utilize computers in both their personal and professional lives.

GSMAN301 Principles of Management (3)
Designed for the managerial candidate or one who has worked but not had formal training in business management. It is intended to provide essential skills in planning and organizing, staffing and directing, controlling, decision making, motivation, communication and the application of management principles to the business organization.

GSMAN348 Complexity, Management
GSMAN349 and Change (9)
GSMAN350
The aim of this course is to able one to recognize, pinpoint, analyze and make decisions regarding the kinds of complex real world situations confronted in any organization, identifying and choosing between goals and strategies, resolving operational and structural difficulties, making decisions in light of various options. The methods and techniques used in the analysis of systems will be applied to case studies.

GSMAN351 Managing in Organizations (9)
GSMAN352
GSMAN353
Managing in Organizations will introduce you to the field of management in complex organizations, addressing the subject from three related viewpoints; the systems view, an approach to understanding and managing organizations, stressing the interdependence of people and functions and focusing on the organization as a whole; the behavioral viewpoint, emphasizing the interactions of individuals and groups and how their behavior affects organizational performance; and the management practice approach, addressing the actual functions and activities of managers in organizations.

GSMAN432 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.

GSMAR301 Introduction to Marketing (3)
Introduction to Marketing as it relates to contemporary living and society's changing needs. Students learn how a marketing manager interacts with diverse areas of business as well as basic marketing principles, including product, promotion, pricing and distribution.

GSMAR310 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 salesperson 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 in the global marketplace.

GSACC101 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.

GSACC102 Introduction to Managerial Accounting (3)
Managerial Accounting emphasizes the information managers need to make decisions and the types 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.

GSEDU387 Gifted and Talented Students (3)
Some students are blessed with extraordinary talents—intellectual, academic, artistic, leadership or creative gifts set the students apart. Their difference from their peers often causes gifted students pain. Yet in a "gifted friendly" classroom, it's all right to be bright. Teachers—as well as administrators and parents—play a key role in nurturing able learners to help them reach their extraordinary potential. For them to do so, however, requires an understanding of the needs of gifted students, their characteristics and the ideal types of learning environments a class or school can offer. This course describes and models how teachers can enhance the potential of gifted students in the regular classroom, in pull-out settings and in individualized development programs.

COMPUTER SCIENCE, NATURAL SCIENCE AND MATHEMATICS

GSBIO106 Introductory Biology (nonlab) (3)
This course is designed as an introductory biology course for nonmajors 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.

GSCHE101 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.

GSCHE310 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.

GSMAT121 College Algebra (3)
An introductory algebra course which provides an understanding of algebraic processes and practical applications. Topics include quadratics, systems of linear equations, inequalities, complex numbers and logarithms.

GSBIO354 Radiation Biophysics (3)
This 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 non-stochastic 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.

GSCOS161 Computers and Society (6)
GSSOC160
To develop a working vocabulary, know how a computer works, compare the functions of various devices, use problem-solving approaches, describe specific capabilities and limitations of BASIC/QBASIC and Logo, describe systems analysis and design, use application programs successfully, discuss ethical and social concerns raised by computer applications, evaluate appropriateness and probable effectiveness of using computers for given applications.

GSENS200 Environmental Science (3)
This course covers fundamentals of the science of ecology, major revolutions that have changed how human societies use resources, new understanding of how human activities are altering the earth's atmosphere, profiles pollution problems, looks at the environmental price tag of conventional industrial development, examines population growth, considers ecosystems, looks at world food production, examines waste disposal, and examines how humanity will make the adjustments required to bring human needs and wants into balance with environmental limits.

GSEAS101 General Earth Science (3)
Introduces basic concepts of science in general geosciences 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.

GSGEO100 Geological Science (3)
Introduction to Geology provides an international field trip in physical geology. From the top of the Alps to the bottom of Death Valley, the course examines the forces which have shaped—and continue to shape—our earth. The course begins with an historical look through the eyes of one of the pioneers of modern geological thought, Sir James Hutton, and concludes with an examination of specific natural resources. Throughout the course, noted experts on physical geology and aerial and animation photography provide new insights into the Earth's physical processes.

GSPHY101 Physics I (nonlab) (3)
An introduction to physics which uses advanced computer animation, scientific experiments and other techniques to convey an understanding of classical mechanics, heat and thermodynamics. The course includes the instruction in calculus required to work with the concepts presented.

GSPHY102 Physics II (nonlab) (3)
Electricity and magnetism, relativity, waves and optics, heat and thermodynamics, and modern physics. It continues the instruction in calculus required to work with the concepts presented in the course.

GSMAT340 Principles of Statistics (3)
Intended to introduce students with limited mathematical background to the basic ideas and techniques of analyzing data for the purpose of making decisions. Graphmaking as a first step gives students a chance to see the results of experiments come to life. Calculation is then used to confirm or refute first impressions. The audio programs explain some of the controversial applications of statistics in science, medicine and business.

On-Line Computer Courses

The On-Line Computer Courses (OL) use computer communications to link distance learners with each other and their faculty members. This is more than just an electronic form of mail delivery; it is a more interactive way to learn at a distance. OL courses put students in contact with fellow students and faculty, and provides for participation in course discussions.

Students can connect to the OL using their own telecommunications package, the Internet or by requesting communications software which has been developed by the College. This software, available only to enrolled students, automates the dial in process and facilitates the sending and receiving of assignments via e-mail.

During a semester, students participate in seminar discussions using their computer to log onto the OL. Class interaction is carried out using the class discussion option which allows students to read and respond to their classmates at a convenient time. There is no specific time when one must be logged on for the class discussion; thus, students can maintain the flexibility of distance learning. (Faculty present topics and respond to discussions providing guidance and focus for the class). These discussions allow students the opportunity to share ideas with other students, regardless of where they live, making available the opportunity for a unique regional sharing of ideas not normally available in the classroom.

Additionally, students are able to have informal discussions among their classmates. This provides a real opportunity to exchange ideas and increase the informal aspects of learning. The specific courses which are available vary from semester to semester. For information about On-Line Computer Courses, contact DIAL, (609) 292-6317.

BUSINESS AND MANAGEMENT

OLMAR301 - Introduction to Marketing (3)
This course presents an introduction to marketing as it relates to contemporary living and society's changing needs. The course examines how a marketing manager interacts with diverse areas of business, as well as basic marketing principles, including product promotion, pricing, distribution and their inter-relationships. Course topics include consumer markets, planning and forecasting, product adoption, wholesaling, retailing, advertising and publicity, pricing strategies, selling and international marketing.

OLMAN351 - Managing in Organizations (9)
OLMAN352
OLMAN353
Managing in organizations will introduce you to the field of management in complex organizations, addressing the subject from three related viewpoints: the systems view, an approach to understanding and managing organizations, stressing the interdependence of people and functions, and focusing on the organization as a whole; the behavioral viewpoint, emphasizing the interactions of individuals and groups, and how their behavior affects organizational performance; and the management approach, addressing the actual functions and activities of managers in organizations.

OLMAN301 - 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.

COMPUTER SCIENCE AND NATURAL SCIENCE

OLCOS161 Computers and Society (6)
OLCOS160
This course aims to help students develop a working vocabulary associated with computers, understand at a general level how a computer works and use problem solving approaches that lend themselves to computer solutions. Different types of languages are described, with attention to the capabilities of BASIC/QBASIC and Logo. The student is expected to use four fundamental software packages provided with the course including word processing, database management, a graphics program and a spreadsheet package. Students must have an IBM-compatible computer with MS DOS 2.0 or greater, a minimum of 192K RAM, and two floppy disk drives (or one floppy drive and one hard disk) to take this course. Software tutorials are included.

OLENS311 - Global Environmental Change (6)
OLENS312
This course examines a number of the environmental changes that may result from human activities and possible effects of and responses to those changes. Two central themes are considered: the need for a variety of resources; and the exponentially increasing global human population.

Humanities

OLFIL110 - 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.

OLPHI286 - 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.

OLPHI376 - Major Philosophers: Socrates -Sartre (3)
Major Philosophers: From Socrates to Sartre is an introductory course in philosophy. The course examines six major philosophers of Western Civilization: Plato, Descartes, Hume, Hegel, Marx and Sartre. Each will be shown developing his own position as a response to the real problems which define his particular time, and raised new problems which became the subject matter for future thought and investigation.

OLREL405 - The Religious Quest (9)
OLREL406
OLREL407
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 by the course are those of the majority of humankind and living traditions in today's world including Hinduism, Buddhism, religions of China and Japan, Judaism, Christianity, Islam and several African religions.

SOCIAL SCIENCE

OLECO490 - International Economics (3)
Inside the Global Economy 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.

OLSOC210 - Marriage and the Family (3)
Marriage and the Family provides students with an understanding of the various approaches to studying the family and the varieties of U.S. family forms. It explores the family life cycle - mate selection, parenting and the major processes of family interaction. Lastly, it looks at some of the problematic aspects of the U.S. family.

OLPSY370 - Social Psychology (6)
OLPSY371
This course surveys the field of social psychology and explores major topics, including communication, friendship, prejudice, conformity, leadership, aggression and altruism. The course strives to provide students with a framework to evaluate interpersonal communication and media presentations of current issues.

Contract Learning

New to DIAL beginning in the fall of 1995, 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 faculty to complete course objectives.

All contract learning courses are developed under curriculum guidelines established and approved by 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 who wish to participate in a contract learning course (CL) should identify the course of their choice, then complete and submit a CL application along with a nonrefundable application fee. Once the contract is accepted, students may formally register for the course and begin their program of study.

The 18 courses listed in this Catalog are in the planning stages, targeted to be available beginning in the fall of 1995. As course offerings are expanded, announcements will be made in Thomas Edison State College publications. The College reserves the right to withdraw or add courses without prior notice.

COMPUTER SCIENCE AND MATHEMATICS

CLCOS311 Assembly Language (3)
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.

CLCOS322 Data Structures (3)
Investigation of various data structures including stacks, queues, lists and trees; searching and sorting techniques.

CLCOS332 Computer Architecture (3)
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.

CLCOS379 Operating Systems (3)
The 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.

CLMAT380 Discrete Mathematics (3)
An introduction to sets, alphabets, formal languages and elementary logic and the study of recursively defined functions, algebraic structures and relations with emphasis on applications to computer science.

BUSINESS, FINANCE AND MANAGEMENT

CLBUS421 Business Policy (3)
Capstone review of senior management decision areas using concepts covered in an undergraduate course in business policy or corporate planning. Topics include: corporate goals and resources, financial analysis, long-range plans, policy models and management strategy. Case problems are used to integrate theories and apply concepts to simulate situations.

CLFIN301 Business Finance (3)
Managerial finance and the environment within which the financial decision maker functions is the focus of this subject. Topics include: the role of the financial manager; elements, concepts and tools of financial analysis; and management and financing of short-term and long-term assets. Familiarity with basic accounting is essential.

CLMAN372 International Management (3)
This subject places an emphasis on business behavior and organization including comparative management in various cultures. Management practices in Europe, Asia, Latin and South Americas, and Africa are contrasted with the strategies and operating principles of American firms. Consideration is given to analysis and comparison of the 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.

CLMAN373 Managerial Communications (3)
The application of oral and written communication principles to managerial situations; 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.

CLOPM301 Introduction to Operations Management (3)
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.

APPLIED SCIENCE AND TECHNOLOGY

CLELT246 Electronic Instrumentation and Control (3)
Automatic testing of electronic devices; electronic instrumentation and control: physical properties and their measurement. Industrial electronic circuit applications: interfacing process variables; motor control and servo systems; numeric control systems; programmable controllers; industrial robots.

CLIET350 Computer Aided Manufacturing (3)
Synthesis of computer utilization in manufacturing systems, automation, robotics, CAD/CAM and computer simulation.

CLEGR318 Fluid Mechanics (3)
Fundamental fluid statics: 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 including effects of area change, converging and diverging nozzles, choking phenomena, normal shock waves.

CLMET311 Machine Design I (3)
The applications 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.

CLMET312 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.

SOCIAL SCIENCE

CLECO311 Advanced Economic Theory (3)
Economic dynamics; variational methods with applications; economics under uncertainty; imperfect information and market structure; social choice; design of incentive-compatible systems; general equilibrium.

CLCOM335 Elements of Intercultural Communication (3)
Basic concepts, principles and skills for improving communication between persons from different minority, racial, ethnic and cultural backgrounds.

CLPSY331 Introduction to Counseling (3)
Discussion of the theories and techniques of counseling with emphasis on developing listening, attending and observational skills.

Licenses and Certificates Honored

Thomas Edison State College will grant credit for current professional licenses or certificates that have been evaluated and approved for credit by the College's Academic Council.

Students who have earned one of the licenses or certificates listed below must submit notarized copies of the license or certificate and current renewal card, if appropriate, in order to receive credit. In addition an official transcript of the course completed must be sent to the Office of the Registrar from the hospital or agency through which they were completed.

The following United States licenses and certificates have been approved for credit:

Semester Hour Credits

Health-related Professional Certifications and Licenses

Cardiovascular Registry — Invasive (CCI/NBCVT)	7
Cardiovascular Registry — Noninvasive (CCI/NBCVT)	12
Certified Cardiographic Technician (CCI-CCT)	6
N.J. Emergency Medical Technology — Ambulance (EMT-A)	4
N.J. Emergency Medical Technology — Paramedic (MICP)	16
Histotechnology (ASCP-HT)	4
Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT)	30
Nursing (RN) (For programs other than BSN)	up to 48
Radiation Therapy Technology (ARRT-RT[T] or NJ-LRT[T])	32
Radiologic Technology (ARRT-RT[R] or NJ-LRT[R])	
Hospital-based programs 1980 and subsequent	34
Hospital-based programs 1976-1980	20 or 34
Hospital-based programs prior to 1976	20
Respiratory Therapy Technician (NBRC-CRTT)	23
Respiratory Therapist (NBRC-RRT)	44

No credit is granted in transfer toward BSN degree requirements for coursework taught in a hospital diploma nursing program.

Aviation Licenses and Certificates

FAA Private Pilot Airplane License	6
FAA Private Pilot Rotocraft License	6
FAA Commercial Pilot Airplane License	12
FAA Commercial Pilot Rotocraft License	12
FAA Instrument Pilot Airplane License	6
FAA Instrument Pilot Rotocraft License	6

(If a student holds both private pilot licenses the maximum credit award is nine semester hours; for both commercial pilot licenses, 18 semester hours; and for both instrument pilot licenses, nine semester hours)

FAA Flight Engineer	6
FAA Flight Dispatcher	7
FAA Flight Instructor 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 11
Awarded by the American Payroll Association.	
Certified Professional Secretary (CPS) #	up to 33
Awarded by Institute for Certifying Secretaries.	
Certified Public Accountant (CPA)*	up to 33
Awarded by state boards of accountancy	
Chartered Life Underwriter (CLU)*	up to 30
Awarded by the Certification Board of The American College.	
Chartered Financial Consultant (ChFC)*	up to 30
Awarded by the Certification Board of The American College.	
Chartered Property Casualty Underwriter (CPCU)* #	up to 30
Awarded by the American Institute for Property and Liability Underwriters.	
Certified Financial Planner (CFP) #	up to 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, 8 exams	up to 19
Auto Body, 2 exams	up to 12
Heavy-Duty Truck, 6 exams	up to 27
New Jersey State Land Surveyor License	7
Evelyn Wood Reading Dynamics Course	1
National Court Reporters Association #	
Registered Professional Reporter	21
Certificate of Merit	3
Navy Basic Nuclear Power School (after 1961)**	41
Nuclear Regulatory Commission Reactor Operator or Senior Reactor Operator License**	27
National Registry of Radiation Protection Technologists (NRRPT*) #	30

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

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

**** There is significant overlap of credit recommendations since as of May 1990 the ACP, CCP, CDP and CSP have a common CORE of 17 sh.*

 # Credit recommendations made by the American Council on Education.

Thomas Edison College Examination Program (TECEP)

The Thomas Edison College Examination Program (TECEP) gives students an opportunity to earn college credit for knowledge gained through work, hobbies, independent reading or other activities. Approximately 55 different examinations, covering a wide range of liberal arts, business and professional areas, are offered through this program.

Most of the examinations contain multiple-choice questions and some include short-answer or essay questions. Testing times for the examinations range from 1-1/2 to 4 hours.

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

Students enrolled at Thomas Edison State College may earn credit by passing any TECEP examination, but should call the Advisement 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 Testing and Assessment, (609) 633-2844. The form contains full information regarding available tests, fees, test dates and all other information necessary to register.

Test Administration

The College administers the examinations twice a month at Thomas Edison in Trenton. Students who are unable to test at Thomas Edison may make arrangements to take their tests with a proctor at any accredited American college, American college abroad or U.S. military base, pending College approval of the proposed arrangements. Complete instructions are listed on the test registration form.

Score Reports

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

Retaking a TECEP Examination

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

Test Description Book

A *Test Description Book* containing descriptions of all TECEP examinations may be ordered from the Office of the Bursar or by requesting a test registration form, which contains an order blank. Each individual test description includes an outline of topics covered, suggested readings, sample questions, as well as a description of the test format. This book is revised annually, at the beginning of the academic year. It is recommended that a current book be obtained prior to testing, in order to ensure up-to-date information. Books listed as suggested readings may be purchased directly from the publisher, through bookstores, or from Specialty Books, P.O. Box 781, Athens, Ohio 45701, (800) 466-1365, or from MBS Textbook Exchange, P.O. Box 637, Columbia, Mo. 65203, (800) 325-3252.

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

Test Cancellation

The College reserves the right to cancel a test administration or withdraw an examination from use at any time, with full refund of fees. No refunds will be issued for student cancellations.

TECEP Examinations: Descriptions*

The following information was accurate as of January 1995:

Liberal Arts Examinations

Humanities

TEART101 Art History and Appreciation I (3)

Survey of the Art of Antiquity, Medieval Art and Non-Western Art. Topics include: painting, sculpture and architecture. *Passing score: 60%.*

TEART102 Art History and Appreciation II (3)

Survey of Renaissance Art, Baroque Art and Nineteenth and Twentieth Century Art. Topics include: painting, sculpture and architecture. *Passing score: 60%.*

TETHA101 Introduction to the Art of Theater (3)

Topics include dramatic literature; types of drama and theatrical events; theater design and play productions; and criticism. *Passing score: 60%.*

TEPHO160 Introduction to the History of Film (3)

Background and development of the motion picture from its earliest stages to the present. Topics include: important trends, movements, techniques, genres and influential figures of the feature film industry, both in the United States and abroad. *Passing score: 65%.*

TEJOU110 Introduction to News Reporting (3)

Emphasis on writing the story, reporting terminology and procedures and legal and ethical issues. *Passing score: 70%*

TELIT320 Introduction to Shakespeare (3)

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

TECOM210 Public Relations Thought and Practice (3)

Overview of the public relations field. Topics include: fundamental concepts of public relations practice; studies of public opinion formation, influence and measurement; techniques of communication and journalism which effectively reach large audiences; and management skills required to plan and execute a successful public relations program. *Passing score: 70%.*

TEENG101 Written Expression I (3)

Demonstration of basic writing ability in English, requiring the writing of several short compositions and a longer formal essay. Evaluated on the basis of organization, grammatical correctness, clarity of expression and appropriateness of style to the audience addressed. This examination contributes to satisfying the College's Written Expression requirement. *Passing score: 70%.*

TEENG102 Written Expression II (3)

Demonstration of basic writing ability in English, requiring the writing of a short research paper, using materials provided. Evaluated on the basis of organization, grammatical correctness, clarity of expression and appropriateness of style. This examination contributes to satisfying the College's Written Expression requirement. *Passing score: 70%.*

Social Sciences

TESOS301 Alcohol Abuse: Fundamental Facts (3)

Covers the pharmacology, anatomy, culture and sociology of alcohol; the definition of alcoholism; the phases and symptoms of alcoholism; and therapy for the alcoholic. *Passing score: 70%.*

TEANT101 Cultures of the World (3)

Geographic investigation of the basic cultural systems of the world: the nations of the modern world and the nations of the world of tradition. The cultural worlds are compared and contrasted in terms of their physical environment, population and especially their culture. *Passing score: 67%.*

TEPSY360 Industrial Psychology (3)

Survey of industrial and organizational psychology; emphasis on application of psychological theories and research to the organizational structure. *Passing score: 60%.*

TEPOS101 Introduction to Political Science (3)

The nature of political science, with emphasis on political and governmental structures, functions and processes; political behavior; public law and public policy; and political values or philosophies. *Passing score: 60%.*

TEPSY370 Introduction to Social Psychology (3)

Introduction to the field of social psychology and its research methods. Topics include: socialization and its consequences; interpersonal behavior; attitudes and attitude change; influencing and helping others; groups and organization; aggression and collective behavior; and environmental influences. *Passing score: 60%.*

TEPSY203 Introduction to Transactional Analysis (3)

Basic concepts of transactional analysis, including the major issues involved in structural analysis, games analysis and script analysis. *Passing score: 65%.*

TEPSY352 Psychology of Personality (3)

Covers the development and organization of personality, with evaluation of major theoretical viewpoints; research on personality structure, dynamics and change. *Passing score: 65%.*

TESOS302 Substance Abuse: Fundamental Facts (4)

Introduction to drug abuse with four major content areas: treatment and rehabilitation; legal; pharmacological; and psychosocial. *Passing score: 60%.*

Natural Sciences/ Mathematics

TEBIO330/331 Anatomy and Physiology (6)

Survey of the structure and function of the human body. Topics include: cells and tissues; integumentary, muscular, nervous, circulatory, respiratory, digestive, urogenital and endocrine systems. *Passing score: 60%.*

TECOS210 BASIC (3)

Knowledge of the BASIC programming language. Topics include: commands and syntax; reading code; recognition of errors and debugging; coding of a verbal problem. *Passing score: 60%.*

TECHE111/112 General Chemistry (6)

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

TEPHY111 General Physics I (3)

Basic concepts in physics. Topics include: mechanics, electricity and magnetism; elementary electrical circuits; and elementary atomic theory. *Passing score: 50%.*

TEPHY112 General Physics II (3)

Basic concepts in physics. Topics include: general wave properties; sound, light as a wave, interference and diffraction; optics and optical devices; properties of ideal gases; and thermodynamics. *Passing score: 50%.*

Business Administration Examinations Accounting

TEACC302 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%.*

TEACC421 Tax Accounting (3)

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

Business Environment and Strategy

TEBUS311 Business in Society (3)

Analysis of the social and governmental aspects of business operations. Topics include: laws and government regulations; social responsibilities of concerned corporate executives; activities of consumer advocates; problems of monopolistic competition; multinational corporations; administrative commissions; corporate ethics; public relations; and consumer protection. *Passing score: 60%.*

TEBUS421 Business Policy (3)

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

Finance

TEFIN331 Financial Institutions and Markets (3)

The functions of financial institutions and markets in the allocation of funds process; various factors which influence the allocation and pricing of funds; forces affecting the supply of funds to and the demand of funds from the market, including regulations, innovation and changes in institutional relationships; the international financial system. *Passing score: 65%*

TEFIN332 International Finance and Trade (3)

Introduction to international financial management. Topics include: international monetary and economic environment such as the foreign exchange market, the

balance of payments, and the financing of multinational business activities; institutions and instruments of international finance, such as international banking, the International Bank for Reconstruction and Development and the Export-Import Bank of the U.S.; special aspects and problems of international financial management including legal factors, taxation of nternationally-derived income and exchange risks. *Passing score: 60%.*

TEFIN301 Principles of Finance (3)

Managerial finance and the environment within which the financial decision-maker functions. Topics include: concepts and tools of financial analysis; working capital management; capital budgeting; the cost of capital; long-term financial management; international financial management. Familiarity with basic accounting is essential. *Passing score: 60%.*

TEFIN321 Security Analysis and Portfolio Management (3)

Introduction to investment alternatives, security analysis and portfolio construction. Topics include: the environment in which investment decisions are made, i.e., the markets for purchase and sales of securities, risk and return — their measurement and use in the construction of the individual's portfolio, taxation and the efficiency of financial markets; as well as specific investments, i.e., debt instruments — corporate bonds, federal government securities, municipal bonds, equity investments, put and call options, investment companies and nonfinancial assets such as real estate, gold and collectibles. *Passing score: 60%.*

Management of Human Resources

TEMAN322 Advanced Labor Relations and Collective Bargaining (3)

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

TEMAN321 Labor Relations and Collective Bargaining (3)

Survey of the principles and practices of modern industrial relations. Topics include: the history of labor unions and labor law in the United States; the political and social aspects of unionism; modern union organizational structures; the practice of collective bargaining; and the major labor legislation in the United States. *Passing score: 50%.*

TEMAN301 Management Process (3)

Introduction to the principles and practices of human resource management. Topics include: the development of management thought; the functions of management; individual and group behavior at work; and the dynamics of organizational behavior. *Passing score: 60%.*

TEMAN411 Organization Theory and Organizational Analysis (3)

Analysis of the historical and theoretical development of systems of organization and the emerging concepts in organization theory. Topics include: classical and modern models; measures of organizational effectiveness; the impact of database management information systems on the structure of and relationships within organizations; and the impact of modern technology and complex organization structure on management problem-solving and decision-making. *Passing score: 50%.*

TEMAN311 Organizational Behavior (3)

Individual behavior within an organizational setting. Topics include: historical roots of organizational behavior; individual differences; motivation and reinforcement; work stress; job design; group dynamics; leadership; power and politics; careers; performance appraisal; structure and design; technology; culture; communication; and organizational change and development. *Passing score: 50%.*

Marketing

TEMAR323 Advertising (3)

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

TEMAR331 Channels of Distribution (3)

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

TEMAR321 Marketing Communications (3)

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

TEMAR421 Marketing Management Strategy I (3)

Capstone review of the theory and practice of marketing policy and strategy formulation for the business student who specializes in marketing. *Passing score: 50%.*

TEMAR422 Marketing Management Strategy II (6)

Capstone review of the theory and practice of marketing policy and strategy formulation for the business student who specializes in marketing. *Passing score: 50%.*

TEMAR411 Marketing Research (3)

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

TEMAR322 Sales Management (3)

The role of sales management in marketing. Principles and practices in planning, organizing and controlling the sales force. Selection, training, compensating, supervising and motivating salespeople. *Passing score: 60%.*

Operations Management

TEDAP101 Introduction to Data Processing (3)

Survey of the basic concepts, principles and procedures in electronic information processing. Topics include: computer concepts, components and functions; computer applications; systems analysis and design; forms of input and output; elements of operating systems; networking; personal computers and their uses; MIS; computers in the workplace; security, privacy and ethical issues. *Passing score: 60%.*

TEOPM301 Introduction to Operations Management (3)

Survey of operations management using system concepts to stress coordination, optimization and control of materials, equipment and people to the management of all types of organizations. Topics include: logistics; production; purchasing; inventory control; and queuing. *Passing score: 60%.*

TEOPM441 Quantitative Managerial Decision Making (3)

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

Occupational Area Examinations

TECOU321 Behavior Modification Techniques in Counseling (3)

Basic concepts and techniques of behavior modification. Topics include: relaxation; sensitization and desensitization; self-image improvement; rational thinking and assertiveness training. *Passing score: 64%.*

TEHEA301 Community Health (3)

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

TECOU322 Counselor Training: Short-Term Client Systems (3)

Skills in the areas of empathy, values and attitudes, exploration and problem-solving that may be applied to establishing and maintaining more effective helping relationships with clients. *Passing score: 75%.*

TEMIS311 Database Management (3)

Basic concepts of database implementation, manipulation, modification or maintenance and management. This examination assumes a knowledge of SQL and dBase and a basic knowledge of computerized data processing. *Passing score: 70%.*

TEHUS101 Introduction to Human Services (3)

Overview of the human services field. Topics include: the helping relationship; the helping skills; counseling theories; social systems; current social issues; intervention strategies; organization and delivery of services; and the history of human services as they apply to various fields of practice. *Passing score: 60%.*

TEPUA101 Public Administration I (3)

Survey of the basic administrative structures and functions of government agencies. Topics include: the principal theories underlying the study of these structures and functions and the major political and philosophical issues related to the study of public administrative agencies. *Passing score: 60%.*

TEENG201 Technical Writing (3)

Technical writing for industry, business and research. Emphasis on the special requirements and techniques for the professional report. *Passing score: 60%.*

TECOU341 Women in Treatment (3)

Issues and approaches in the treatment and rehabilitation of the female drug addict. Topics include: climate setting; characteristics of the female drug addict; attitudes toward women; the counselor-client interaction; treatment planning; and action planning. *Passing score: 65%.*

TESES131 Word Processing Fundamentals (3)

The fundamentals of word processing systems and their use in creating, editing, printing, storing and retrieving documents. Knowledge of a particular word processing system or program is not required, but familiarity with at least one major word processing package, such as Word Perfect, Wordstar, Microsoft Word or MultiMate, is recommended. Other full-featured packages are also suitable. *Passing score: 65%.*

** Numbers in parentheses indicate semester hour credits.*

College Courses by Video—Credit by Examination

Thomas Edison State College, in cooperation with a number of colleges and universities throughout the nation, offers students an opportunity to earn credit by examination for home video courses. The video courses presently available are produced by colleges as a source of college credit and distributed by a private sector company called The College Video Corporation.

Students rent course tapes and purchase the accompanying texts and study guides from The College Video Corporation. When they have completed studying the course material, they register for an examination administered by Thomas Edison State College. The exam is based entirely on the course material. Credit will be awarded by Thomas Edison State College if the student receives a passing score on the examination. College Video is not affiliated with Thomas Edison State College and cannot offer credit.

Costs for a video course include tape rental, the examination and a transcript indicating the credit award upon successful completion of the examination. Texts and a small shipping charge are additional. The exam can be taken at Thomas Edison State College in Trenton or at an accredited college convenient to the student anywhere in the United States.

Enrolled students should have the course approved for their degree program by a Thomas Edison advisor before calling College Video at (800) 852-5277 to register.

All examinations are worth 3 semester hours of credit. The following examinations were available as of January 1995:

ISHIS114	America: The Second Century
ISHIS115	The American Adventure
ISBUS101	The Business File
ISENG104	Communicating Through Literature
ISHOE371	Designing Home Interiors
ISANT101	Faces of Culture
ISPOS113	Government by Consent
ISPSY210	The Growing Years
ISHEA103	Here's to Your Health
ISHUM100	Humanities Through the Arts
ISHUM101	In Our Own Image
ISEDU301	Interaction: Human Concerns in the Schools
ISBIO110	Introducing Biology
ISMAT100	Introduction to Mathematics
ISHIS341	Japan: The Changing Tradition
ISHIS342	Japan: The Living Tradition
ISMAR301	Marketing
ISNUT201	A Matter of Taste
ISPHO101	The Photographic Vision: All About Photography
ISAST101	Project Universe: Astronomy
ISPSY103	Psychology: The Study of Human Behavior
ISSOS391	Quest for Peace
ISSOC103	The Sociological Imagination
ISENG103	Writing for a Reason

American College Testing Proficiency Examination Program (ACTPEP)

The American College Testing Proficiency Examination Program (ACTPEP) offers a series of college-level examinations at test centers throughout the country, including twice a year at Thomas Edison State College in Trenton. Study guides are available for each ACTPEP exam. Each study guide contains an outline, sample questions and a list of recommended readings. To order guides and registration materials, write or call: American College Testing, ACTPEP Study Guides (85), P.O. Box 4014, Iowa City, Iowa, 52243-4014, (319) 337-1363.

The dates ACTPEP exams are administered at Thomas Edison State College are listed in the College Calendar in this Catalog. Score reports are sent directly to students (two to three months for exams with essay, two to four weeks for multiple-choice exams). An ACTPEP score report will be sent automatically to Thomas Edison if students list the official Thomas Edison code, 2612, on their answer sheet at the time of testing.

The following information was accurate as of January 1995:

Examination Title*		Passing Score
Arts and Sciences		
AEPSY350	Abnormal Psychology (3)	45
AESOS304	The American Dream (Part 1) (6)	C#
AEBIO330/331	Anatomy and Physiology (6)	45
AEGER101	Foundations of Gerontology (3)	45
AEHIS327	The History of Nazi Germany (3)	C#
AESOS303	International Conflicts in the 20th Century (3)	C#
AEBIO230	Microbiology (3)	45
AEPHI332	The New Rule of Reason: Philosophy and Society in the Seventeenth Century (3)	C#
AEREL405	Religions of the World (3)	C#
AEMAT340	Statistics (3)	45
AEHIS351	War in Vietnam (1945-1975): A Global Perspective (3)	C#
Business		
AEBUS423	Business Policy and Strategy (3)	P+
AEFIN313	Corporation Finance (3)	45
AEMAN331	Human Resource Management (3)	P+
AEACC105/106	Introductory Accounting (6)	45
AEMAN324	Labor Relations (3)	P+
AEMAN311	Organizational Behavior (3)	C#
AEMAN306	Principles of Management (3)	45
AEMAN302	Principles of Marketing (3)	45
AEOPM303	Production/Operations Management (3)	45
Education		
AEEDU121	Reading Instruction in the Elementary School (6)	45
Nursing (Proficiency Examinations)		
AENUR236	Fundamentals of Nursing, A.A. Level (8)	45
AENUR246	Maternal and Child Nursing, A.A. Level (6)	45
AENUR301	Maternal and Child Nursing, B.A. Level (8)	45
AENUR244	Maternity Nursing, A.A. Level (3)	45
AENUR321	Adult Nursing, B.A. Level (8)	45
AENUR331	Psychiatric/Mental Health Nursing, B.A. Level (8)	45
Nursing (Associate Degree)		
AENUR231	Commonalities in Nursing Care: Area A (5)	45
AENUR232	Commonalities in Nursing Care: Area B (5)	45
AENUR241	Differences in Nursing Care, Area A (5)	45
AENUR242	Differences in Nursing Care, Area B (5)	45
AENUR243	Differences in Nursing Care, Area C (5)	45
AENUR251	Occupational Strategies in Nursing (3)	45
Nursing (Baccalaureate Degree)**		
AENUR401	Health Restoration: Area I (4)	45
AENUR402	Health Restoration: Area II (4)	45
AENUR403	Health Support: Area I (4)	45
AENUR404	Health Support: Area II (4)	45
AENUR405	Professional Strategies in Nursing (4)	45

* *Numbers in parentheses indicate semester hour credits.*
\# *Letter grade awarded. "C" is minimum acceptable grade.*
\+ *Pass/fail grade awarded. "Pass" is acceptable grade. Passing scores are subject to change.*
** *These exams are required for the Bachelor of Science in Nursing degree.*

Advanced Placement Program (APP)

The College Entrance Examination Board administers the Advanced Placement Program (APP), a series of college-level examinations, to high school seniors. Thomas Edison State College will grant 6 semester hours credit for APP examinations for which a score of "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 (APP), P.O. Box 6671, Princeton, N.J. 08541-6671. The cost of official score reports, when requested in writing to Advanced Placement Program (APP), is $8. Or, students can request official score reports by calling (609) 771-7300. The cost of official score reports, when requested by calling Advanced Placement Program (APP), is $13.

The examinations are offered in the following areas:

Art	
APART181	History of Art
APART160	Studio Art Drawing Portfolio
APART161	Studio Art General Portfolio
Biology	
APBIO113	Biology
Chemistry	
APCHE116	Chemistry
Computer Science	
APCOS118	Computer Science A
APCOS119	Computer Science AB
Economics	
APECO111	Macroeconomics
APECO112	Microeconomics
English	
APENG111	English Language and Composition
APENG130	English Literature and Composition
French	
APFRE100	French Language
APFRE140	French Literature
German	
APGRM220	German Language
Government and Politics	
APPOS112	United States
APPOS180	Comparative
History	
APHIS110	United States
APHIS220	European
Latin	
APLAT180	Vergil
APLAT191	Latin Literature
Mathematics	
APMAT331	Calculus AB
APMAT332	Calculus BC
Music	
APMUS170	Music Theory
Physics	
APPHY100	Physics B
APPHY101	Physics C (Mechanics)
APPHY108	Physics C (Electricity and Magnetism)
Psychology	
APPSY100	Introduction to Psychology
Spanish	
APSPA100	Spanish Language
APSPA160	Spanish Literature

United States Armed Forces Institute (USAFI)

Until mid-1974 the Department of Defense, through the United States Armed Forces Institute (USAFI), offered a series of examinations for military service personnel on active duty. The College will continue to accept transcripts for USAFI Subject Standardized Tests and End-of Course Tests as well as the college-level GED examinations. The College will use the minimum passing scores and credit recommendations set by the American Council on Education, Transcripts for USAFI examinations can be obtained by writing to Educational Testing Service, DANTES, Box 6605, Princeton, N.J., 08541-6605.

College Level Examination Program (CLEP)

The College Board offers a series of college equivalency examinations through its College Level Examination Program (CLEP). There are five general examinations which cover what is usually taught during the first year of college. These examinations test general knowledge in the areas of *mathematics, humanities, natural sciences, social sciences and history* and *English composition.* The CLEP general exams 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. Specific test dates are listed in the College Calendar. A CLEP score report will be sent automatically to Thomas Edison if students list the official Thomas Edison code, 2748, on their answer sheet at the time of testing.

More detailed information about the CLEP examinations and the locations of test centers around the country can be obtained by writing to CLEP, P.O. Box 6600, Princeton, N.J., 08541-6600. Registration materials, which include information on test dates and fees, may be obtained by calling the Office of Testing and Assessment at (609) 633-2844.

The following information was accurate as of January 1995:

	Examination Title*	Passing Score
Business		
CECOS104	Information Systems and Computer Applications (3)	52
CEACC101/102	Introductory Accounting (6)	47
CELAW201	Introductory Business Law (3)	51
CEMAN301	Principles of Management (3)	46
CEMAR301	Principles of Marketing (3)	50
Humanities		
CELIT111/112	American Literature (6)	46
CELIT101/102	Analysis and Interpretation of Literature (6)	49
CEFRE101/102	College French-Level 1 (6)	39
CEFRE101/102 201/202	College French-Level 2 (12)	45
CEGRM101/102	College German-Level 1 (6)	40
CEGRM101/102 201/202	College German-Level 2 (12)	48
CESPA101/102	College Spanish-Level 1 (6)	41
CESPA 101/102 201/202	College Spanish-Level 2 (12)	50
CEENG101/102	English Composition with Essay (General) (6)	420
CELIT121/122	English Literature (6)	46
CEENG108/109	Freshman College Composition with Essay (6)	44
CEHUM101/102	Hunanities (General) (6)	420
Natural Sciences/Mathematics		
CEMAT331/332	Calculus with Elementary Functions (6)	47
CEMAT121	College Algebra (3)	46
CEMAT120	College Algebra-Trigonometry (3)	45
CEBIO111/112	General Biology (6)	46
CECHE111/112	General Chemistry (6)	47
CEMAT101/102	Mathematics (General) (6)	420
CENAS101/102	Natural Sciences (General) (6)	420
CEMAT122	Trigonometry (3)	50
Social Sciences		
CEPOS110	American Government (3)	47
CEHIS113	American History I: Early Colonization to 1877 (3)	45
CEHIS114	American History II: 1865 to the Present (3)	45
CEPSY210	Human Growth and Development (3)	45
CEPSY230	Introduction to Educational Psychology (3)	47
CEPSY101	Introductory Psychology (3)	47
CESOC101	Introductory Sociology (3)	47
CEECO111	Principles of Macroeconomics (3)	44
CEECO112	Principles of Microeconomics (3)	41
CESOS101/102	Social Sciences and History (General) (6)	420
CEHIS101	Western Civilization I: Ancient Near East to 1648 (3)	46
CEHIS102	Western Civilization II: 1648 to Present (3)	47

**Numbers in parentheses indicate semester hour credits.*

DANTES Subject Standardized Tests (DSST)

The following college-level examinations in the DANTES Subject Standardized Tests program are currently available for Thomas Edison State College students to take at regular TECEP administrations.

To facilitate preparation, a comprehensive package is offered by Thomas Edison, containing information on test preparation as well as a complete set of the specific study guides provided by the DANTES program for each of its examinations. The test preparation information is appropriately focused for the DANTES examinations. The study material includes information on the topics to be tested, sample questions and recommended readings. The package may be ordered by contacting the Office of the Bursar, or by requesting a test registration form, which contains an order blank.

Students may order test registration forms from the Office of Testing and Assessment, (609) 633-2844.

The following information was accurate as of January 1995:

	Examination Title*	Passing Score
Humanities		
DEART163	Art of the Western World (3)	48
DEPHI286	Ethics in America (3)	67
DEREL405	Introduction to World Religions (3)	49
Social Sciences		
DEHIS222	Contemporary Western Europe: 1946-1990 (3)	48
DEANT101	General Anthropology (3)	47
DEGOG120	Human/Cultural Geography (3)	48
DEHIS351	A History of the Vietnam War (3)	49
DEHIS310	An Introduction to the Modern Middle East (3)	44
DEPSY211	Lifespan Developmental Psychology (3)	46
Natural Sciences/Mathematics		
DEAST110	Astronomy (3)	48
DEENS311	Environment and Humanity: The Race to Save the Planet (3)	46
DECOS210	Introduction to Computers with BASIC Programming (3)	47
DEMAT121	Introductory College Algebra (3)	46
DEGEO101	Physical Geology (3)	46
DENAS111	Principles of Physical Science I (3)	47
DEMAT340	Principles of Statistics (3)	48
Business		
DEACC411	Auditing I (3)	47
DELAW202	Business Law II (3)	52
DEBUS161	Business Mathematics (3)	45
DEBUS101	Introduction to Business (3)	46
DEACC303	Introductory Cost Accounting (3)	46
DEFIN332	Money and Banking (3)	48
DEMAN311	Organizational Behavior (3)	46
DEMAN331	Personnel/Human Resource Management (3)	48
DEFIN301	Principles of Finance (3)	47
DEACC101	Principles of Financial Accounting (3)	49
DEMAN201	Principles of Supervision (3)	46
Occupational Areas		
DEAUM102	Basic Automotive Service (3)	46
DECRJ102	Criminal Justice (3)	49
DEELE102	Electric Circuits (6)	46
DEEDU102	Foundations of Education (3)	46
DECOU262	Fundamentals of Counseling (3)	47
DEELT104	Fundamentals of Electronics (3)	45
DEHEA103	Here's to Your Health (3)	48
DETEC101	Introduction to Carpentry (3)	49
DECRJ101	Introduction to Law Enforcement (3)	48
DEMET164	Principles of Refrigeration Technology (3)	45
DEENG200	Technical Writing (3)	46

The following DANTES examinations have special requirements and are not administered through the TECEP program. However, Thomas Edison will accept them for credit if they have been taken elsewhere.

DEGRA106	Basic Technical Drafting (3)	48
DEGRM101	Beginning German I (3)	45
DEGRM102	Beginning German II (3)	45
DEITA101	Beginning Italian I (3)	46
DESPA101	Beginning Spanish I (3)	48
DESPA102	Beginning Spanish II (3)	46
DECOM201	Principles of Public Speaking (3)	47

**Numbers in parentheses indicate semester hour credits.*

Defense Language Institute (DLI)

The Defense Language Institute (DLI) administers a series of Defense Language Proficiency Tests (DLPT) which support its extensive foreign language instruction programs for active duty military personnel. Persons who served in the military often can present records of language proficiency as assessed by DLI. The examinations, which test listening, reading and speaking skills, are scored on the basis of the level of proficiency achieved in each of the three areas. A variable range of credits may be earned, depending on the combination of scores received. A student may earn as few as one or two credits. The maximum number of semester hours which may be earned for each language is listed after the test title. The following DLPT examinations have been evaluated for college credit.

Examination Title	Semester Hours	Examination Title	Semester Hours
Arabic	(36)	Persian	(30)
Chinese	(36)	Polish	(30)
Czech	(30)	Portuguese	(24)
French	(24)	Romanian	(27)
German	(27)	Russian	(30)
Hebrew	(30)	Spanish	(24)
Italian	(24)	Tagalog	(30)
Japanese	(36)	Turkish	(30)
Korean	(36)	Vietnamese	(30)

Foreign Service Institute (FSI)

The Foreign Service Institute (FSI) administers a series of oral proficiency language assessment examinations to test the oral language proficiency of prospective U.S. Department of State employees who will be stationed abroad. Persons who have been employed by the U.S. government and have served in the foreign service often can present records of language proficiency as assessed by FSI. Although many languages are assessed by the FSI, only the French and Spanish examinations have been evaluated in terms of college credit recommendations.

Examination Title	Semester Hours	Passing Score
French or Spanish	6	S-2
French or Spanish	9	S-2+
French or Spanish	12	S-3 or better

Ohio University Examinations*

Thomas Edison State College students may take the Ohio University Examinations listed for college credit. To register/enroll contact: **Ohio University, Lifelong Learning Programs, 302 Tupper Hall, Athens, Ohio 45701-2979; telephone: (614) 593-2910, (800) 444-2910 (nationwide); or 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:*

3 quarter hours = 1.3 semester hours;
4 quarter hours = 2.6 semester hours;
5 quarter hours = 3.3 semester hours;
6 quarter hours = 4 semester hours

COURSE NUMBER and COURSE TITLE*

Accounting
201 Financial Accounting (4)
202 Managerial Accounting (4)

Afro-American Studies
101 Afro-American History I, 1526-1865 (4)
225 History of the Black Worker (4)

Astronomy — See Physical Science

Aviation
Note: *Students who do not have a current private pilot's certificate should not enroll in any of the following aviation courses.*
110 Private Pilot Ground Instruction (4)
310 Advanced Aeronautics for Commercial Pilot Ground Instruction (4)
350 Instrument Ground Instruction and Air Traffic Control (4)
435 Flight Engineer (4)
440 Flight Instructor Ground Instruction (4)
450 Instrument Instructor Ground Instruction (3)
460 ATP Ground Instruction (4)

Biological Sciences (Formerly Zoology)
103 Human Biology (5)
345 Human Physiology (4)
384 Bioethical Problems in Biology and Medicine (5)
390H Biology and the Future of Man (5)

Business Administration
101 Business and Its Environment (4)

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

Economics
301 Introduction to Economic Analysis (4)
302 Introduction to Economic Analysis (4)
304 Macroeconomics (4)

Electronics Technology
Note: *These courses are intended for students who have already had some training or experience in electronics technology and need formal credit.*
110 Basic Electronics (4)
120 Digital Electronics (4)
134 Direct Current Circuit Analysis (5)
135 Alternating Current Circuit Analysis (5)
220 Electrical Motors, Control Circuits and Computers (4)
236A Microprocessor and Computer Basics (4)
236B Microprocessor and Computer Basics (4)
289 Electronic Trouble Shooting and Repair (4)

English Language and Literature
201 Critical Approaches to Fiction (4)
203 Critical Approaches to Drama (4)
301 Shakespeare, The Histories (4)
302 Shakespeare, The Comedies (4)
303 Shakespeare, The Tragedies (4)
312 English Literature: 1500-1660 (4)
313 English Literature: 1660-1800 (4)
321 American Lit. to the Civil War (4)

English, Humanities
107 Humanities — Great Books (4)
108 Humanities — Great Books (4)
307 Humanities — Great Books (4)
308 Humanities — Great Books (4)

Finance
325 Managerial Finance (4)

Foreign Languages and Literatures

French

111	Elementary French	(4)
112	Elementary French	(4)
113	Elementary French	(4)
211	Intermediate French	(4)
212	Intermediate French	(4)
213	Intermediate French	(4)
355	Introduction to French Lit.	(4)
356	Introduction to French Lit.	(4)

German

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

Spanish

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

Geography

101	Elements of Physical Geography	(5)
121	Human Geography	(4)

Health and Support Sciences

202	Health Science and Lifestyle Choices	(4)

History

101	Western Civ. in Modern Times	(4)
102	Western Civ. in Modern Times	(4)
103	Western Civ. in Modern Times	(4)
211	American History to 1828	(4)
212	History of the U.S., 1828-1900	(4)
213	History of the U.S. Since 1900	(4)
317A	Ohio History to 1851	(4)
317B	Ohio History Since 1851	(4)
329A	Ancient Egypt and Mesopotamia	(4)
329B	Ancient Greece	(4)
329C	Ancient Rome	(4)

Humanities — See English, Hum.

Human Resource Management

420	Human Resource Management	(4)

Interpersonal Communication

342	Communication and Persuasion	(4)

Journalism

105	Introduction to Mass Communication	(4)
311	History of American Journalism	(4)
411	Newspaper and Communications Law	(3)

Marketing

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

Mathematics

101	Basic Mathematics (non credit at Thomas Edison)	(4)
113	Algebra	(5)
120	Elementary Topics in Math.	(4)
121	Elementary Topics in Math.	(3)
122	Elementary Topics in Math.	(3)
130	Plane Analytic Geometry	(3)
163A	Introduction to Calculus	(4)
163B	Introduction to Calculus	(3)
211	Elementary Linear Algebra	(4)
263A	Analytic Geometry and Calculus	(4)
263B	Analytic Geometry and Calculus	(4)
263C	Analytic Geometry and Calculus	(4)
263D	Analytic Geometry and Calculus	(4)
340	Differential Equations	(4)
410	Matrix Theory	(4)

Music

160	Music Fundamentals	(3)

Office Administration Technology

121	Introductory Typing	(3)
122	Intermediate Typing	(3)
123	Advanced Typing	(3)
131	Office Communication	(3)
231	Machine Computation	(3)
262	Report and Letter Writing	(4)

Operations

310	Principles of Operations	(4)

Philosophy

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

Physical Education and Sport Sciences

406	Organization and Administration of Physical Education	(4)

Physical Science

100	Survey of Astronomy	(4)
101	Physical World	(4)
121	Physical World	(3)

Physics

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

Political Science

304	State Politics	(5)

Psychology

101	General Psychology	(5)
121	Elementary Statistics for the Behavioral Sciences	(5)
273	Child and Adolescent Psychology	(4)
275	Educational Psychology	(4)
310	Motivation	(4)
315	Behavior Genetics and Individual Differences	(5)
332	Abnormal Psychology	(4)
335	Environmental Psychology	(5)
337	Social Psychology of Justice	(4)
376	Psychological Disorders of Childhood	(4)

Sociology

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

Zoology-See Biological Sciences

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

New York University Proficiency Testing in Foreign Language

Thomas Edison State College offers a series of language examinations prepared by faculty at New York University. Up to 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 once a month. A registration form, containing information on test dates and fees, is available from the Office of Testing and Assessment, (609) 633-2844. Score reports are sent by New York University within one month of the examination.

Students may also take these examinations at New York University in New York City. Students choosing this option should contact NYU directly by calling the Foreign Language Office at (212) 998-7030 or by writing to:

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 1995:

Afrikaans
Albanian
Arabic
Armenian
Bengali
Catalan
Chinese (Cantonese)
Chinese (Mandarin)
Czech
Danish
Dutch
Finnish
French
Gaelic (Irish)
German
Greek (Classical)
Greek (Modern)
Haitian Creole
Hebrew
Hindi
Hungarian
Icelandic
Indonesian
Italian
Japanese
Korean
Latin
Malay
Norwegian
Persian
Polish
Portuguese (Brazilian)
Romanian
Russian
Serbo-Croatian (Croatian)
Serbo-Croatian (Serbian)
Spanish
Swahili
Swedish
Tagalog
Thai
Turkish
Ukrainian
Urdu
Vietnamese
Yiddish
Zulu

Corporate and Business Training Programs

How to Earn College Credit for Your Training Courses

Students may be able to earn credit for courses taken at their workplace or through union or professional associations. Students should first check whether the courses completed have been evaluated by the American Council on Education (ACE) through the Program on Noncollegiate Sponsored Instruction (PONSI).

PONSI is a program under which company and other noncollegiate courses are evaluated by faculty experts who determine whether courses are college-level and who recommend academic credit for each course. College credit recommendations resulting from these evaluations are published along with course descriptions in *The National Guide to Educational Credit for Training Programs.* Similar evaluations are conducted by the Board of Regents of the State of New York. Credit recommendations and descriptions of Regents PONSI courses are published in *College Credit Recommendations.*

Students can use PONSI credit recommendations toward their degrees at Thomas Edison State College. Courses are accepted as long as they meet degree requirements. Students are eligible to receive credit recommendations *if* they completed course(s) while the sponsoring organization was an active PONSI sponsor.

To see if courses taken have been recommended for credit:

1. *Review the List of Sponsoring Organizations.* The list that follows gives the names and locations of current ACE sponsors that have PONSI evaluated courses. If students are or have been affiliated with any of the organizations listed, then check further.

2. *Check the Two Guides.* These guides list the specific companies and courses evaluated by the respective programs. Libraries or training or personnel office may have these guides.

3. *Check with Personnel or Training Officers.* The list of PONSI sponsors is growing and changing so students should check with their personnel or training officers to see whether specific company courses have been evaluated.

How to Get a PONSI Transcript

To be awarded credit for PONSI evaluated courses, students must request that appropriate transcripts be forwarded directly to the College. Consult with personnel or training directors to see how to have PONSI course transcripts sent to colleges. Sponsors may issue their own transcripts, or they may have transcripts issued through the ACE Registry, a permanent, computerized record that tracks all the PONSI courses an individual has taken. Both kinds of transcripts should be issued directly to Thomas Edison State College. You can contact the ACE Registry directly at (202) 939-9434.

If Courses Have Not Been Evaluated, Consider Doing a Portfolio

If the courses completed have not been evaluated by PONSI but students want to capitalize on the learning, they should consider portfolio assessment. Portfolio assessment helps students define and demonstrate both their formal and informal learning in terms of college courses. *(See Portfolio Assessment section of this Catalog).*

If Students Need Information or Assistance with PONSI Courses

Colleges vary in the ways they accept PONSI courses. If students have questions or concerns about using PONSI credits at a college, call the PONSI staff at Thomas Edison State College's Office of Corporate-Higher Education Programs. Although courses listed through the ACE Registry are often accepted more easily than sponsor-specific transcripts, staff will assist any student presenting PONSI recommendations to a college.

For assistance, call the office at (609) 633-6271.

If Students Want to Know Other Ways Thomas Edison State College Can Help Their Organizations

The Office of Corporate-Higher Education Programs can bring the resources of Thomas Edison State College and other colleges to the workplace. Through this office:

1. Formal courses can be evaluated through PONSI.

2. College services can be offered at employer sites.

3. Organizations can get help developing or evaluating their own educational programs.

4. Employers can get information about tuition aid policies that reimburse costs students may incur at Thomas Edison State College.

To get more information about PONSI, the Office of Corporate-Higher Education Programs or tuition aid policies, write or call: Office of Corporate-Higher Education Programs, Thomas Edison State College, (609) 984-1168.

Current List of PONSI Sponsors*

American Academy of Nutrition
Corona del Mar, Calif.

American Association of Direct Human Service Personnel
Parma, Mich.

American Bankers Association
Education Policy & Development
Washington, D.C.

American Conference of Audioprosthology
El Paso, Texas

American Educational Institute, Inc.
Basking Ridge, N.J.

American Health Information Management Association, Chicago, Ill.

American Institute for Chartered Property Underwriters (formerly American Institute for Property & Liability Underwriter/Insurance Institute of America)
Malvern, Pa.

American Institute for Paralegal Studies, Inc., Carnegie, Pa.

American Institute of Banking/
Garden State Chapter
Clifton, N.J.

American Institute of Banking
Washington, D.C. Chapter

Armenian National Education Committee, New York, N.Y.

Army Family Team Building
Alexandria, Va.

Art Instruction Schools
Minneapolis, Minn.

AT&T Executive Education
Morristown, N.J.

AT&T Learning Services Division
Performance Support & Education Technologies
(formerly Corporate Training Support Group)
Somerset, N.J.

AT&T National Product Training
Center, Dublin, Ohio

AT&T Network Education & Training
Denver, Colo.

AT&T Network Education & Training-(NET)
Network Services Division
Bedminster, N.J.

AT&T Network Operations & Engineering Training-(NOET)
Int'l. Network Services Division
Bedminster, N.J.

AT&T Network Operations & Engineering Training, Diversified Technologies & Disciplines Curriculum, Network Services Division
Atlanta, Ga.

AT&T Network Operations & Engineering Training, Kansas City Technical Education Center
Kansas City, Mo.

AT&T School of Business
(formerly Corporate Education & Training-Management Education Training Division)
Somerset, N.J.

AT&T Technical Education Center
(formerly AT&T Corporate Education & Training, Technical Education)
Piscataway, N.J.

Automatic Sprinkler Apprenticeship Program, Joint Apprenticeship & Training Committee, Local 669, University Park, Pa.

Baltimore Gas & Electric Company
Lusby, Md.

Bell Atlantic Corporation
Silver Spring, Md.

Bell Communications Research Training & Education Center, Lisle, Ill.

Bergen County Police & Fire Academy
Mahwah, N.J.

Berlitz International, Inc.
Chicago, Ill.

Brick Computer Science Institute
Brick, N.J.

Building Owners & Managers Institute
Arnold, Md.

Bureau of Information Technology Studies (BITS), Bombay, India

California College for Health Sciences, National City, Calif.

Carolina Power & Light Company
Raleigh, N.C.

Catholic Home Study Institute
Paeonian Springs, Va.

Central Intelligence Agency
Washington, D.C.

Central States Health & Life Company
Omaha, Neb.

Central Training Academy, USDOE
Albuquerque, N.M.

Certified Employee Benefits Specialist Program, Brookfield, Wis.

Certified Medical Representatives Institute, Inc., Roanoke, Va.

The Christopher Academy
Westfield, N.J.

Chrysler Corporation Advanced Technical Training; Detroit, Mich.

The Chubb Institute
Parsippany, N.J.

College for Financial Planning
Denver, Colo.

Commonwealth Edison Company
Wilmington, Ill.

*The listings that are in **bold** print are sponsors evaluated by Thomas Edison State College.

Computer Learning Center
Paramus, N.J.

Computer Learning Center of Washington
Alexandria, Va.

Control Data Corporation
Minneapolis, Minn.

CoreStates New Jersey National Bank
Pennington, N.J.

Corporate Educational Services
Oakbrook Terrace, Ill.

Credit Union National Assoc.(CUNA)
Certified Credit Union Executive
Program, Madison, Wis.

Dale Carnegie & Assoc., Inc.
Garden City, N.Y.

Dana Corporation
Toledo, Ohio

Data Processing Training, Inc.
Peru, Ind.

Datapro Information Technology
Bombay, India

Disabled American Veterans
Washington, D.C.

Dow Jones & Company, Inc.
Princeton, N.J.

Duquesne Light Company
Shippingport, Pa.

Educational Information and
Resource Center; Sewell, N.J.

Educational Services Institute
Arlington, Va.

EG&G Mound Applied Technology
Miamisburg, Ohio

English Language Institute of
America, Inc., Chicago, Ill.

Entergy Operations, Inc.
Kilona, La.

Evelyn Wood Reading Dynamics
Shawnee Mission, Kan.

ExecuTrain Corporation
Omaha, Neb.

Fairlaine Tranining & Development
Center, Dearborn, Mich.

Federal Aviation Administration
Oklahoma City, Okla.

First Data Resources, Inc.
Omaha, Neb.

Florida Power and Light
-St. Lucie Nuclear Plant
-Turkey Point Nuclear Plant

General Electric Company
Lynn Production Operation Training
Lynn, Mass.

General Physics Corporation
Columbia, Md.
Graduate School of Banking at
Colorado, University of Colorado,
Boulder, Colo.

Health Insurance Association
of America, Washington, D.C.

HoHoKus School of Secretarial &
Medical Sciences, Ramsey, N.J.

Hudson Institute for Teacher Education
(formerly Hudson County Montessori School)
New Rochelle, N.Y.

ICI University,
Irving, Texas

ICS Learning Systems
Scranton, Pa.

Illinois Fire Service Institute
University of Illinois, Champaign, Ill.

Independent School of Management
Wilmington, Del.

Indian Health Service
Rapid City, S.D.

Institute for Nuclear Medical
Education, Boulder, Colo.

Institute of Certified Professional Managers
James Madison University, Harrisonburg, Va.

Institute of Certified Travel
Agents, Wellesley, Mass.

Institute of Financial Education
Chicago, Ill.

Institute of Logistical Management
(formerly National Center for Logistics
Management), Cinnaminson, N.J.

Institute of Management & Production
Kingston, Jamaica, W.I.

Insurance Data Management Association
New York, N.Y.

Insurance Educational Association
San Francisco, Calif.

Interagency Training Center
Fort Washington, Md.

Internal Revenue Service
New York, N.Y.

International Correspondence Schools
Scranton, Pa.

International Union of Operating Engineers
Washington, D.C.

IRI Group
Palatine, Ill.

Jamaican Institute of Management
Kingston, Jamaica, W.I.

Joint Apprenticeship Training
Committee, I.B.E.W. Local Union 269
and the National Electrical Contractors
Association of So. New Jersey
Trenton, N.J.

Kepner-Tregoe, Inc.
Princeton, N.J.

Knight-Ridder, Inc.
Miami, Fla.

Laborers-AGC
Pomfret Center, Conn.

Learning Tree International
Los Angeles, Calif.

Maryland Fire & Rescue Institute
University of Maryland
College Park, Md.

Massachusetts Bankers Assoc., Inc.
Boston, Mass.

McDonald's Corporation
Oak Brook, Ill.

Mercantile Stores, Inc.
Fairfield, Ohio

Metropolitan Technical Institute
Fairfield, N.J.

National Academy for Paralegal
Studies, Inc., Middletown, N.Y.

National Association of Independent
Fee Appraisers, St. Louis, Mo.

National Association of Securities
Dealers, Inc., Rockville, Md.

National Baptist Publishing Board
Nashville, Tenn.

National Cryptologic School
Fort Meade, Md.

National Emergency Training Center
Emmitsburg, Md.
-Emergency Management Institute
-National Fire Academy

National Institute of Information
Technology, New Delhi, India

National Joint Apprenticeship & Training
Committee for the Electrical Industry
Upper Marlboro, Md.

National Management Association
Dayton, Ohio

National Mine, Health and Safety
Academy, Beckley, W.Va.

National Registry of Radiation
Protection Technologists
Swedesboro, N.J.

National Sheriffs Association
Alexandria, Va.

National Weather Service Training
Center, Kansas City, Mo.

Naval Facilities Contracts Training
Center, Port Hueneme, Calif.
New England Telephone Company
Marlboro, Mass.

New Jersey Association of Realtors
Edison, N.J.

New Mexico State Fire Academy
Socorro, N.M.

Northern Telecom, Inc.,
Digital Switching Systems-Technical
Training Center, Raleigh, N.C.

NYNEX Corporate Training & Development
White Plains, N.Y.

Offshore Sailing School, Ltd.
Fort Myers, Fla.

Ohio Bell Telephone Company
Cleveland, Ohio

Omaha Public Power District
Omaha, Neb.

Omega Institute
Cinnaminson, N.J.

Pacific Bell
San Ramon, Calif.

PADI International, Inc.
Santa Ana, Calif.

Philadelphia Electric Company
Wayne, Pa.

PJA School
Upper Darby, Pa.

Police Training Institute
University of Illinois
Champaign, Ill.

Professional Secretaries International
Kansas City, Mo.

Public Education Institute
(formerly Institute for Citizen
Involvement in Education)
New Brunswick, N.J.

Public Service Electric & Gas Company
Newark, N.J.

Qualpro
Knoxville, Tenn.

Qualtec Institute for Competitive
Advantage, North Palm Beach, Fla.

Savings and Community Bankers of America
Fairfield, Conn.

Seafarers Harry Lundeberg School of
Seamanship, Piney Point, Md.

Seminary Extension
(formerly Seminary Extension, Southern
Baptist Seminaries), Nashville, Tenn.

Showboat Casino-Hotel
Atlantic City, N.J.

Snelling & Snelling, Inc.
Dallas, Texas

Southwestern Bell Corporation-
Administrative Services, Inc.
St. Louis, Mo.

Southwestern Bell Telephone Co.
Irving, Texas

Stonier Graduate School of Banking
Washington, D.C.

Sun Company, Inc.
(formerly Sun Refining & Marketing Co.)
Marcus Hook, Pa.

Swiss Bank Corporation
New York, N.Y.

Technical Training Project, Inc.
Newark, N.J.

TEDCo.
(formerly Technical Education Development
Corporation TEDCO), Kokomo, Ind.

Texas Utilities Electric Corporation
Athens, Texas

Travelers Corporation
(formerly The Travelers Companies)
Atlanta, Ga.

Tritone Music
Niagara Falls, N.Y.

UAW-Ford
Employee Development & Training
Program, Dearborn, Mich.

UAW-GM National Human Resource Center
Auburn Hills, Mich.

Ultrasound Diagnostic School
Clark, N.J.

Union Pacific Railroad Company
Omaha, Neb.

United Training Institute, Inc.
Albuquerque, N.M.

University Affiliated Program of N.J., UMDNJ
Piscataway, N.J.

U.S. Army Center for Civilian Human Resource
Management, Lancaster, Pa.

U.S. Army Management Engineering College
Rock Island, Ill.

U.S. Army Management Staff College
Fort Belvoir, Va.

U.S. Army Materiel Command
Texarkana, Texas

U.S. Dept. of Agriculture
Washington, D.C.

U.S. Dept. of the Army
Anniston Army Depot
Anniston, Ala.

U.S. Dept. of Commerce
Operations Training Branch
Norman, Okla.

U.S. Dept. of Defense, Defense Security
Institute, General Supply Center
Richmond, Va.

U.S. Dept. of Justice, Immigration
and Naturalization Service, Federal
Law Enforcement Training Center
Glynco, Ga.

U.S. Dept. of Justice, U.S. Marshalls
Service, Federal Law Enforcement
Training Center, Glynco, Ga.

U.S. Dept. of Labor
Washington, D.C.

U.S. Dept. of the Treasury, Federal
Law Enforcement Training Center
Glynco, Ga.

U.S. Drug Enforcement Administration
Quantico, Va.

U.S. Environmental Protection Agency
Cincinnati, Ohio

U.S. Food and Drug Administration
Rockville, Md.

U.S. Navy Acquisition Management
Training Office, Norfolk, Va.

U.S. Office of Personnel Management
Aurora, Colo.

U.S. Postal Service
Potomac, Md.

U.S. Postal Service
Washington, D.C.

U.S. West Learning Systems
Lakewood, Colo.

Washington Gas Light Company
Springfield, Va.

Washington Level Review Center
Fort Belvoir, Va.

Western CUNA Management School
(formerly Western Regional CUNA School
for Credit Union Personnel), Pomona, Calif.

Westinghouse Electric Corporation
Nuclear Services Division, Madison, Pa.

Wisconsin Public Service Corporation
Green Bay, Wis.

Xerox Corporation
Fairport, N.Y.

Zaidner Institute
Jerusalem, Israel

Zenger-Miller, Inc.
San Jose, Calif.

*The listings that are 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 Services. Veterans should submit a notarized copy of their separation report.

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

Army personnel who entered active duty on or after October 1, 1981, or remained on active duty on or after January 1, 1984, are eligible for the Army/ACE Registry Transcript System (AARTS). AARTS will provide a transcript for any service school, MOS or CLEP/DSSTs/ACTPEP Exam that has been passed and carries American Council on Education credit recommendations. Transcripts may be ordered through the base Education Office or by writing to: AARTS Operations Center, 415 McPherson Ave., Fort Levenworth, Kan. 66027-1373.

Army MOS

The College will award credit for enlisted Military Occupational Specialty classification (MOS) on the basis of the composite MOS evaluation score of 70 or higher in accordance with the recommendations of the American Council on Education. *(Please note that the earliest date for enlisted MOS recommendations is October, 1973.)* One factor in the composite score was a written MOS test which was discontinued in December, 1976. Since January, 1977, the Army has been phasing in a new system of evaluating MOS proficiency, the Skill Qualifications Tests (SQTs). A score of 60 or above is required for granting credit. The appropriate document to verify the attaining of a composite score is USAEEC Form 10A Enlisted Evaluation Data Report. The alternative to the SQT test for the period after December, 1976, is the Enlisted Evaluation Report (EER) with a score of 120 or above. Since 1988, the Army has been instituting a new Enlisted Evaluation Report (EER) that does not carry a score. Thomas Edison will accept a Satisfactory Rating on such EERs. Army personnel on Active Duty should request that their training office send a certified copy of the USAEEC Form 10A or EER to the College. Veterans should write to the National Personnel Records Center at 9700 Page Boulevard, St. Louis, Mo. 63132 for a copy of USAEEC Form 10A.

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

Navy Rating

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

Marine MOS

The American Council on Education has recently begun to review a limited number of Marine Corps MOS for credit. To receive credit, all three levels of the MOS must have been completed. Students should submit the Individual Duty Area Qualification Summary Sheet (ITSS).

Air Force

Students who served in the Air Force prior to 1972 should submit a notarized copy of the DD 214 or other appropriate service records showing training completed. Students who served after 1972 should request an Official Transcript from the Community College of the Air Force, Building 836, Maxwell Air Force Base, Ala. 36112-6655.

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

Transfer Credit

Letters of Understanding

Letters of Understanding have been signed with the following colleges:

American Conference of Audioprosthology
El Paso, Texas
Aviation Career Academy
Medford, New Jersey
Berkeley College
Waldwick, New Jersey
Catholic Home Study Institute
Leesburg, Virginia
Dick Hill Flight School, Inc.
Ozark, Missouri
Hampton University
Hampton, Virginia
Indiana Vocational Technical College
Terre Haute, Indiana
Lackawana Junior College
Scranton, Pennsylvania
Morris County Vocational School District
Denville, New Jersey
Peirce Junior College
Philadelphia, Pennsylvania
Southern Baptist Theological Seminary
Louisville, Kentucky
Seattle Central Community College
Seattle, Washington
Texas Tech University
Lubbock, Texas
Thomas Jefferson University
College of Allied Health Sciences
Philadelphia, Pennsylvania
University of Southern Colorado at McGuire Air Force Base
MAFB, New Jersey
Utah Valley State College
Orem, Utah
Westmoreland County Community College
Youngwood, Pennsylvania

Thomas Edison State College accepts credit in transfer from other regionally accredited colleges. The accreditation status of a college can be found in its academic catalog or by contacting its registrar's office. Most colleges and universities have received (or are candidates for) regional accreditation. Thomas Edison places no limit on the number of regionally accredited colleges or universities students can attend. Students should read the *Evaluation and Records* section of this Catalog for a full understanding of how transfer credits will be evaluated.

Regional Accrediting Associations

Credits earned at U.S. colleges and universities accredited by the following regional association will transfer, if they satisfy degree requirements and meet other academic policies:

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

Policies covering credits from foreign universities are in the *International Student Policy* section of the Catalog.

Articulation Agreements

Thomas Edison State College welcomes and encourages students to transfer to the College upon completion of an associate degree from a community, county or junior college. Students are encouraged to read the policy on Transfer and Acceptance of Students (Full Faith and Credit) policy. In order to also facilitate the transfer of credits for students who have completed Associate of Science in Applied Science degrees, the College has developed Articulation Agreements with most of the two-year colleges in New Jersey. The programs included in the Agreements are examples of the ease of transfer for programs not covered by the Full Faith and Credit policy. Credit from all Applied Science programs will transfer if the credits satisfy baccalaureate degree requirements and meet other academic policies.

The College currently has agreements with the following colleges and programs; additional agreements are being developed.

Atlantic Community College
Accounting & Finance
Business Administration
Computer Information Systems
Electronics Technology
Hospitality Management
Law Enforcement

Bergen Community College
Aviation Maintenance Technology
(with Teterboro School of Aeronautics)
Banking, Credit and Finance
Humanities
Dental Hygiene
Medical Laboratory Technology

Berkeley College
Fashion Marketing and Management
Customer Relations
Management
Accounting
Professional Secretarial
Automated Office Technology

Brookdale Community College
Criminal Justice
Music and Dance
Theatre
Ecquador Program

Bucks County Community College
Accounting
Office Administration
Business Administration
Small Business Management
Business Management
Banking/Banking Management
Hotel/Restaurant/Institutional Management
Real Estate
Retail Management

Burlington County College
Accounting Technology
Business Administration
Criminal Justice
Psychology

Camden County College
Business Administration
Engineering Technology
Human Services/Gerontology
Music
Computer Science
Data Processing

County College of Morris
Automotive Technology Certificate

Cumberland County College
Aviation Maintenance Technology

Delaware Army National Guard

Delaware Technical & Community College
- Accounting
- Business Administration
- Data Processing
- Industrial Engineering Technology
- Mechanical Engineering Technology

DeVry Technical Institute
- Electronic Technician
- Electronic Engineering Technology

Dundalk Community College, Pennsylvania
- Mechanical Engineering Technology
- Electrical Technology

Essex County College
- Accounting
- Criminal Justice

Geneva College, Center for Urban Theological Studies

Hudson County College
- Electronic Technology
- Human Services
- Gerontology
- Real Estate and Insurance

Indiana University
- Independent Study

International Brotherhood of Electrical Workers/Local l64
- Electronic Technology

Lincoln University, Pennsylvania
- Human Services Program

Mercer County Community College
- Corrections
- Education Assistant
- Aerospace Operations Management
- Flight Attendant
- Flight Technology
- Humanities and Social Science
- Public Administration
- Community Service Assistant
- Law Enforcement
- Fire Science Technology
- Data Processing/Information Systems
- Business Administration
- General Business

Middlesex County College
- Accounting
- Criminal Justice
- Computer Science
- Dental Hygiene
- Hotel/Motel/Restaurant Management
- Management of Human Resources
- Marketing
- Material Management
- Transportation and Distribution
- Retail Management and Merchandising
- Office Systems Technology
- Marketing, Art and Design
- Professional Commercial Photography
- Legal Assistant Option
- Business Administration Option
- Financial Management
- Early Childhood Assistant
- Special Education Assistant
- Psychology

Morris County Vocational Technical School
- Automotive Service Excellence Examinations (recommended by the American Council on Education)

Ocean County College
- Business Administration
- Criminal Justice
- Electronics Engineering Technology

Ohio State University
- Independent Study

Passaic County Community College
- Business Administration
- Data Processing
- Early Child Education
- Electrical Apprentice Program

Pennsylvania State University
- Independent Study

Raritan Valley Community College
- Biology
- Chemistry
- Engineering Science
- Math
- Business Transfer
- Law Enforcement
- Art
- Accounting
- Data Processing
- Early Childhood Education
- Marketing
- Nursing
- Secretarial Science
- Air Conditioning, Refrigeration and Heating
- Automotive Technology
- Chemical Lab Technology
- Construction Technology
- Diesel Technology
- Electronic Technology
- Mechanical Design Technology
- Hotel/Motel/Restaurant Management
- Computer Information Systems
- Operator Option
- Business Administration
- Legal Assisting

Salem Community College
- Nuclear Engineering Technology

School of Visual Arts
- Health and Nutrition

Sussex County Community College
- Business Administration
- English
- Liberal Arts
- Psychology

Teterboro School of Aeronautics
- FAA Mechanic Certificate/Airframe and Powerplant Rating License

Union County College
- Associate in Arts Honors
- Business
- Liberal Studies
- Interpreters for the Deaf

University of Missouri
- Independent Study Program

University of Nebraska-Lincoln
- Independent Study Program

Warren County Community College
- Accounting
- Business
- Data Processing
- English
- Secretarial
- Social Science

Westinghouse Electric Corporation
- Water Reaction Divisions
- Education Center Department
- Defense and Electronics Center

Westmoreland County Community College, Pennsylvania
- Nuclear Industrial Operations
- Nuclear Service Technology

Zaidner Institute

Servicemembers Opportunity College

Thomas Edison State College is a member of the Servicemembers Opportunity College (SOC). The Army and the Navy has contracted with the American Association of State Colleges and Universities for the Servicemembers Opportunity College. Though the 900 colleges and universities that are members of SOC, servicemembers are assured that programs at the colleges will articulate with programs at other member colleges for the completion of associate and baccalaureate degrees. Even though servicemembers may be stationed in several locations during their military career they are assured their credits will transfer to other SOC colleges. Therefore, soldiers and sailors are able to earn degrees from accredited colleges and universities, including Thomas Edison State College.

When servicemembers from the Army, Navy or National Guard apply to Thomas Edison, the College provides to both the servicemember and to SOC an agreement form and a copy of the Evaluation and Progress Report which shows the credits applied toward the degree and the credits needed to complete the degree. All enrolled servicemembers have access to the Academic Advisement staff through telephone, letters and individual appointments. Applicants may receive answers to questions by calling the Office of Admissions Services.

All Army- and Navy-based Services Education Offices have the SOC publications which list the 900 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 (CCAF), which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State College. The American Council on Education has recently recommended for credit many Marine training programs.

Correspondence Courses

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

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

A national publication list is available that contains all of the colleges and universities in the United States which provide courses by correspondence. Students may use courses from any correspondence school listed in the national publication, as long as the courses satisfy Thomas Edison degree requirements. To secure the publication, students should check with their local bookstore or write to:

NUCEA Book Order Department, Peterson's Guide,
P.O. Box 2123, Princeton, N.J. 08543-2123.
For telephone orders contact: Non-New Jersey residents:
(800) 225-0261; New Jersey residents: (609) 243-9111.

Indiana University

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

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements.

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

Indiana University
Division of Extended Studies
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).

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

COURSE NUMBER
and COURSE TITLE

African Studies
E310 Introduction to the Cultures of Africa (3)
A250 Introduction to African Art (3)
A364 History of Black Americans (3)
E432 History of Africa II (3)

American Studies
A201 Representative Americans-Special *Topic:* People with Disabilities (3)

Anthropology
A105 Human Origins and Prehistory (3)
B200 Bioanthropology (3)
E105 Culture and Society (3)
E310 Introduction to the Cultures of Africa (3)

Apparel, Merchandising and Interior Design
H203 Textiles (3)

Astronomy
A100 The Solar System (3)
A105 Stellar Astronomy (3)
A110 Introduction to Astronomy (3)

Biology
N100 Contemporary Biology (3)
N200 Biology of Women (3)

Business
A201 Introduction to Accounting I (3)
A202 Introduction to Accounting II (3)
A203 Principles of Hospital Accounting (3)
A233 Intermediate Hospital Accounting (3)
A311 Intermediate Accounting Theory and Problems I (3)
A312 Intermediate Accounting Theory and Problems II (3)
A325 Cost Accounting (3)
A328 Introduction to Taxation (3)
A333 Hospital Budgeting and Cost Analysis (3)
A335 Fund Accounting (3)
A339 Advanced Income Tax (3)
A422 Advanced Financial Accounting (3)
A424 Auditing (3)
A434 The Professional Aspects of Accounting (3)
D301 The International Business Environment (3)
D302 International Business: Operations of International Enterprises (3)
F260 Personal Finance (3)
F301 Financial Management (3)
G300 Introduction to Managerial Economics (3)
G330 Principles of Urban Economics (3)
L201 Legal Environment of Business (3)
L303 Commercial Law II (3)
M300 Introduction to Marketing (3)
M411 Transportation Carrier Management (3)
M419 Retail Management (3)
N300 Principles of Risk of Insurance (3)

R300 Principles of Real Estate (3)
X100 Business Administration: Introduction (3)
X204 Business Communications (3)
X425 Job Search Techniques (1)
Z300 Organizational Behavior and Leadership (3)
Z300H Organizational Behavior and Leadership (Hospital Version) (3)

Classical Studies
C101 Ancient Greek Culture (3)
C102 Roman Culture (3)
C205 Classical Mythology (3)
C209 Medical Terms from Greek and Latin (2)
L100 Elementary Latin I (4)
L150 Elementary Latin II (4)

College of Arts and Sciences
Q294 Basic Career Development (1)

Comparative Literature
C190 An Introduction to Film (3)
C255 Modern Literature and the Other Arts: An Introduction (3)

Computer Science
A106a Introduction to Microcomputers and Computing (3)
A106b Introduction to Microcomputers and Computing (3)
A201a Introduction to Programming I (4)
A201b Introduction to Programming I (4)
C203a COBOL and File Processing (3)
C203b COBOL and File Processing (3)
C211a Introduction to Computer Science (4)
C211b Introduction to Computer Science (4)
C251 Foundations of Digital Computing (3)
C303a COBOL Programming (1)
C303b COBOL Programming (1)

Criminal Justice
P100 Introduction to Criminal Justice (3)
P200 Theories of Crime and Deviance (3)
P303 Corrections and Criminal Justice (3)
P320 Foundations of Criminal Investigation (3)
P462 Child Abuse and Neglect (3)
P475 American Juvenile Justice System (3)

Economics
E201 Introduction to Microeconomics (3)
E202 Introduction to Macroeconomics (3)
E270 Introduction to Statistical Theory in Economics and Business (3)
E308 Survey of Public Finance (3)

Education
E343 Mathematics in the Elementary Schools (3)
F400 Development of the Self-Acquired Competency Portfolio (1)
K205 Introduction to Exceptional Children (3)
M135 Self-Instruction in Art (1 to 5)
U205 Human Development Opportunities for College Students (3)
X150 Managing Resources for Learning (1)

English
G205 Introduction to the English Language (3)
L141 Introduction to Writing and the Study of Literature I (4)
L142 Introduction to Writing and the Study of Literature II (4)
L202 Literacy Interpretation (3)
L202a Literary Interpretation (3)
L203 Introduction to Drama (3)
L204 Introduction to Fiction (3)
L205 Introduction to Poetry (3)
L207 Women and Literature (3)
L211 English Literature to 1700 (3)
L212 English Literature since 1700 (3)
L213 Literary Masterpieces I (3)
L220 Introduction to Shakespeare (3)
L230 Science Fiction (3)
L298 English Literature from 1600 to 1800 (3)
L299 English Literature since 1800 (3)
L314 Last Plays of Shakespeare (3)
L348 19th-Century British Fiction (3)
L354 American Literature since 1914 (3)
L355 American Fiction to 1900 (3)
L358 20th-Century American Fiction (3)
L363 American Drama (3)
L390 Children's Literature (3)
W103 Introductory Creative Writing (3)
W119 Critical Review Writing (1)
W131 Elementary Composition (3)
W202 English Grammar Review (1)
W203a Creative Writing (3)
W203b Creative Writing (3)
W203c Creative Writing (3)
W205 Vocabulary Acquisition (1)
W231 Professional Writing Skills (3)
W350 Advanced Expository Writing (3)
W350a Advanced Expository Writing (3)

Fine Arts
A101 Ancient and Medieval Art (4)
A250 Introduction to African Art (3)

Folklore
F101 Introduction to Folklore (3)
F131 Introduction to American Folklore (3)
F404 Topics in Folklore: An Interdisciplinary Perspective (3)

French
F100 Elementary French I (4)
F150 Elementary French II: Language and Culture (4)

Geography
G107 Physical Systems of the Environment (3)
G109 Weather and Climate (3)
G110 Introduction to Human Geography (3)
G120 World Regional Geography (3)
G304 Meteorology and Climatology (3)
G315 Environmental Conservation (3)
G326 Geography of North America (3)

Geologic Science
G103 Earth Sciences: Materials and Processes (3)

German
G131 Beginning German I (5)
G132 Beginning German II (5)

Health, Physical Education and Recreation
C366 Health Problems in the Community (3)
F258 Marriage and Family Interaction (3)
H363 Personal Health (3)
N220 Basic Nutrition (3)
R160 Recreation and Leisure (3)
R270 Special Recreation Services (3)
R271 Dynamics of Outdoor Recreation (3)
R272 Recreation Activities and Leadership Methods (3)
R324 Recreational Sports Programming (3)
R381 Introduction to Armed Forces Recreation (3)
R490 Research and Evaluation (3)

History
A301 American Colonial History I (3)
A304 United States 1829-1865 II (3)
A317 Modern American Social and Intellectual History (3)
A318 The American West (3)
A333 History of Indiana I (2)
A363 Survey of Indiana History (3)
A364 History of Black Americans (3)
B356 French Revolution and Napoleon (3)
B361 Europe in the 20th Century I (3)
B362 Europe in the 20th Century II (3)
E432 History of Africa II (3)
H101 The World in the Twentieth Century I (3)
H103 Europe: Renaissance to Napoleon (3)
H104 Europe: Napoleon to the Present (3)
H105 American History I (3)
H106 American History II (3)
H200 The Comparative History of Religions (3)
H207 Modern East Asian Civilization (3)
H211 Latin American Culture and Civilization I (3)
H220 American Military History (3)
H233 Sports in History (3)
T226 Topics in History: Women in United States History (3)

History and Philosophy of Science
X200 Scientific Reasoning (3)
X207 The Occult in Western Civilization (3)

Italian
M100 Elementary Italian I (4)
M150 Elementary Italian II (4)

Journalism
C300 The Citizen and the News (3)
C327 Writing for Publication (3)

Labor Studies
L100 Survey of Unions and Collective Bargaining (3)
L101 American Labor History (3)
L105 Contemporary Labor Problems (3)
L201 Labor Law (3)
L203 Labor and the Political System (3)
L220 Grievance Representation (3)
L230 Labor and the Economy (3)
L240 Occupational Health and Safety (3)
L250 Collective Bargaining (3)
L255 Unions in State and Local Government (3)
L270 Union Government and Organization (3)
L280 Union Organizing (3)
L290 Topics: Labor and the Media (3)
L290 Topics: Unions in the Construction Trades (3)
L320 Grievance Arbitration (3)
L375 Comparative Labor Movements (3)
L380 Theories of the Labor Movement (3)
L390 Topics in Labor Studies: Philosophy of Work (3)
L420 Labor Studies Internship (1-6)
L495 Directed Labor Study (1-6)

Linguistics
L100 English Language Improvement (3)
L103 Introduction to the Study of Language (3)

Mathematics
GIBM 1 Arithmetic for Algebra I (noncredit)
GIBM 2 Arithmetic for Algebra II (noncredit)
GIBM 3 Overcoming Math Anxiety (noncredit)
M014 Basic Algebra (4)
(non-credit at Thomas Edison)
M110 Excursions into Mathematics (3)
M118 Finite Mathematics (3)
M119 Brief Survey of Calculus I (3)
M215 Calculus I (5)
M216 Calculus II (5)
T101 Mathematics for Elementary Teachers I (3)
T102 Mathematics for Elementary Teachers II (3)
T103 Mathematics for Elementary Teachers III (3)

Music
Z101 Music for the Listener I (3)

Nursing
B215 Nutrition for Health Professionals (3)
B219 Pharmacology (3)

Philosophy
P100 Introduction of Philosophy (3)
P140 Elementary Ethics (3)
P150 Elementary Logic (3)
P201 Ancient Greek Philosophy (3)
P282 Women in Philosophical Thought (3)
P337 Philosophy of Work (3)

Physics
P101 Physics in the Modern World (4)
P110 Energy (2)
P120 Energy and Technology (3)

Political Science
Y103 Introduction to American Politics (3)
Y105 Introduction to Political Theory (3)
Y109 Introduction to World Politics (3)
Y200a Contemporary Political Problems: Sex Discrimination and the Law (3)
Y200b Contemporary Political Problems: Political Terrorism (3)
Y301 Political Parties and Interest Groups (3)
Y304 American Constitutional Law I (3)
Y306 State Politics in the United States (3)
Y308 Urban Politics (3)
Y373 American Politics through Film and Fiction (3)

Psychology
K300 Statistical Techniques (3)
P101 Introductory Psychology I (3)
P102 Introductory Psychology II (3)
P316 Psychology of Childhood and Adolescence (3)
P319 The Psychology of Personality (3)
P320 Social Psychology (3)
P324 Abnormal Psychology (3)

Religious Studies
R152 Introduction to Religion in the West (3)
R180 Introduction to Christianity (3)
R220 The Christian Church in New Testament Times (3)
R336 Religion in America II (3)
H200 The Comparative History of Religions (3)
S313 Sociology of Religion (3)

School of Public and Environmental Affairs
J320 Criminal Investigation (3)
V373 Personnel Management in the Public Sector (3)

Sociology
R121 Social Problems (3)
S100 Introduction to Sociology (3)
S210 Social Organization (3)
S215 Social Change (3)
S230 Society and the Individual (3)
S305 Population and Human Ecology (3)
S309 The Community (3)
S313 Sociology of Religion (3)
S315 Sociology of Work (3)
S316 Sociology of the Family (3)
S320 Deviant Behavior and Social Control (3)
S326 Sociology of Law (3)
S338 Sociology of Gender Roles (3)
S340 Social Theory (3)

Spanish
S100 Elementary Spanish I (4)
S150 Elementary Spanish II (4)
S216 Second-Year Spanish Reading I (3)
S266 Second-Year Spanish Reading II (3)

Speech Communication
S121 Public Speaking (3)
S122 Interpersonal Communication (3)
S223 Business and Professional Communication (3)
S339 Freedom of Speech (3)

Telecommunications
C200 Introduction to Mass Communications (3)

Women's Studies
W200 Women in Society: Introduction to Women's Studies (3)
N200 Biology of Women (3)
L207 Women and Literature (3)
T226 Women in United States History (3)
P282 Women in Philosophical Thought (3)
Y200a Contemporary Political Problems: Sex Discrimination and the Law (3)
S316 Sociology of the Family (3)
S338 Sociology of Gender Roles (3)

Ohio University

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

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements.

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

Ohio University
Lifelong Learning Programs
302 Tupper Hall
Athens, Ohio 45701-2979;
(614) 593-2910;
(800) 444-2910 (nationwide);
(614) 593-2901 (FAX).

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

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

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

COURSE NUMBER
and TITLE

Accounting
201 Financial Accounting (4)
202 Managerial Accounting (4)

Accounting Technology
103 Financial Accounting Procedures (4)
104 Financial Accounting Procedures (4)

Anthropology
101 Introduction to Cultural Anthropology (5)

Astronomy — See Physical Science

Aviation
110 Private Pilot Ground Instruction (4)
310 Advanced Aeronautics for Commercial Pilot Ground Instruction (4)
350 Instrument Ground Instruction and Air Traffic Control (4)

Biological Sciences (Formerly Zoology)
103 Human Biology (5)
345 Human Physiology (4)
384 Bioethical Problems in Biology and Medicine (5)
390H Biology and the Future of Man (5)

Botany — See Environmental and Plant Biology

Business Administration
101 Business and Its Environment (4)
445 Small Business Administration (4)

Business Law
255 Law and Society (4)
356 Law of the Management Process (4)
357 Law of Commercial Transactions (4)
360 Law of Health Care (4)
370 Environmental Law (4)
442 Law of Property and Real Estate (4)

Business Management Technology
110 Introduction to Management (4)
120 Mathematics in Business (4)
140 Concepts of Marketing (4)
150 Elements of Supervision (4)
170 Small Business Operations (4)
200 Introduction to Business Computing (4)
210 Managing Finance in Business (4)
230 Concepts of Sales (4)
250 Practical Personnel Procedures (4)
260 Business Report Writing (4)
270 Advertising Concepts (4)
275 Managerial Planning (4)
280 Concepts of Labor and Management Relations (4)
285 Government and Business (4)
288 Computer Applications for Management (4)

Chemistry
121 Principles of Chemistry I (3)
122 Principles of Chemistry II (3)

Economics
103 Principles of Microeconomics (4)
104 Principles of Macroeconomics (4)
303 Microeconomics (4)
304 Macroeconomics (4)
320 Labor Economics (4)
340 International Trade (4)
360 Money and Banking (4)

Education-Counselor Education
102 Life and Career Experiences Analysis (4)

English Language and Literature
150 Developmental Writing Skills (4)
(noncredit at Thomas Edison)
151 Freshman Composition: Writing and Rhetoric (5)
152 Freshman Composition: Writing and Rhetoric (5)
153A Freshman Composition: Women and Men in Literature (5)
200 Introduction to Literature (4)
201 Critical Approaches to Fiction (4)
202 Critical Approaches to Poetry (4)
203 Critical Approaches to Drama (4)
206 Introduction to International Literature III: The Modern Tradition (5)
303 Shakespeare, The Tragedies (4)
308J Advanced Composition (4)
312 English Literature: 1500-1660 (4)
313 English Literature: 1660-1800 (4)
314 English Literature: 1800-1900 (4)
321 American Literature to the Civil War (4)
322 American Literature Since the Civil War (4)
323 American Literature: 1918 to Present (4)
341 American Literature (4)
361 Creative Writing: Fiction (4)
362 Creative Writing: Poetry (4)

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

Environmental and Plant Biology — (Formerly Botany)
100 The World of Plants (4)
102 Plant Biology (5)

Finance
325 Managerial Finance (4)

Foreign Languages and Literatures
Classical Languages
Greek
111 Beginning Greek (4)
112 Beginning Greek (4)
113 Beginning Greek (4)
Latin
113 Beginning Latin (4)

Foreign Literature In English
Spanish
336 Spanish Literature in English (4)
336B Spanish Literature in English (4)

Geography
101 Elements of Physical Geography (5)
121 Human Geography (4)

Government — See Political Science

Health Sciences
217 Introduction to Health Care Organizations (4)

History
101 Western Civilization in Modern Times (4)
102 Western Civilization in Modern Times (4)
103 Western Civilization in Modern Times (4)
211 American History to 1828 (4)
212 History of the United States, 1828-1900 (4)
213 History of the United States Since 1900 (4)
315B History of Blacks in America Since 1865 (4)
317A Ohio History to 1851 (4)
317B Ohio History Since 1851 (4)
354 Early Christianity: East and West (4)

Human Consumer Sciences
160 Introduction to Child Development (4)
128 Introduction to Nutrition (4)
180 Introduction to Residential Design (3)

Humanities — See English

Human Resource Management
420 Human Resource Management (4)

Human Services Technology
290C Deaf Language and Culture (3)
290Z Intermediate Deaf Language and Culture (3)

Interpersonal Communication
101 Fundamentals of Human Communication (4)
103 Fundamentals of Public Speaking (4)
234 Introduction to Communication Theory (4)

Journalism
105 Introduction to Mass Communication (4)

Law Enforcement Technology
100 Introduction to Law Enforcement Technology (3)
120 Constitutional, Criminal and Civil Law (3)
130 Interviewing and Report Writing (3)
260 Criminal Investigation (3)
290F Law Enforcement and the Deaf (4)

Library Media Technology
104 Basic Acquisitions of Media (4)

Management
200 Introduction to Management (4)
300 Management (4)
325J Business Communications (4)
340 Organizational Behavior-Micro Perspective (4)
345 Organizational Behavior-Macro Perspective (4)

Marketing
301 Marketing Principles (4)

Mathematics
101 Basic Mathematics (noncredit)
113 Algebra (5)
120 Elementary Topics in Mathematics (4)
121 Elementary Topics in Mathematics (3)
122 Elementary Topics in Mathematics (3)
130 Plane Analytic Geometry (3)
163A Introduction to Calculus (4)
163B Introduction to Calculus (3)
211 Elementary Linear Algebra (4)
250B Finite Mathematics (4)
263B Analytic Geometry and Calculus (4)

Music
321 History and Literature of Music (3)
428 Jazz History (3)

Operations
310 Principles of Operations (4)

Philosophy
120 Principles of Reasoning (4)
130 Introduction to Ethics (4)
232 Philosophy of Art (3)
260 Philosophy of Religion (4)
301 Introduction to Philosophy (3)
350 Philosophy of Culture (5)
370 Hinduism (4)
372 Islam (4)

Physical Education and Sport Sciences
404 History and Principles of Physical Education (4)
406 Organiztion and Administration of Physical Education (4)

Physical Science
100 Survey of Astronomy (4)
101 Physical World (4)
105 Color, Light and Sound (4)
111 The Metric System (1)
121 Physical World (3)

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

Political Science
101 American National Government (4)
304 State Politics (4)

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

Quantitative Business Analysis
201 Introduction to Business Statistics (4)

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

Sociology
101 Introduction to Sociology (5)
351 Elementary Research Techniques (4)
362 Criminology (4)
363 Juvenile Delinquency (4)

Speech — See Interpersonal Communication

Theater
270 Theater History I (4)
271 Theater History II (4)
272 Theater History III (4)

University College
110 Effective Study Skills (2)
112 College Reading Skills (2)

Women's Studies
100 Introduction to Women's Studies (4)
400 The New Scholarship on Women: The Question of Difference (4)

Zoology — See Biological Sciences

Pennsylvania State University

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

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements.

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

The Pennsylvania State University
Dept. of Independent Learning
207 Mitchell Building,
University Park, Pa. 16802-3601;
(800) 458-3617 (nationwide),
(800) 252-3592 (Pennsylvania),
(814) 865-5403 (State College area).

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

COURSE NUMBER and TITLE

Agriculture
AG100 Job Placement Skills and Strategies (1)

Horticulture
HORT202 Plant Propagation (3)
HORT352 Commercial Floral Design (2)

Visual Arts
ART001(GA) The Visual Arts and the Studio: An Introduction (3)
ART020(DA) An Introduction to Drawing (3)

Art History
ARTH111(GA) Survey of Western Art (3)
ARTH112(GA) Survey of Western Art II (3)
ARTH297B Special Topics: African Art (3)

The Arts
ARTS001(GA) The Arts (3)

Music
MUSIC005(GA) An Introduction to Western Music (3)
MUSIC007(DA) Evolution of Jazz (3)
MUSIC008(GA) Rudiments of Music (3)

Theater Arts
THEA440 Principles of Playwriting (3)

Accounting
ACCTG200 Introductory Financial Accounting (3)
ACCTG204 Introductory Managerial Accounting (3)

Business Administration
BA355 Business and Society (3)

Business Law
BLAW243 Legal Environment of Business (3)

Business Logistics
BLOG301 Business Logistics Management (3)
BLOG304 Transport Systems (3)
BLOG305 Traffic Management (3)

Finance
FIN100 Introduction to Finance (3)
FIN108 Personal Finance (3)
FIN204 Security Markets (3)
FIN301 Corporation Finance (3)

Management
MGMT100 Survey of Management (3)
MGMT321 Organizational Behavior (3)
MGMT331 Organizational Design and Development (3)
MGMT341 Human Resource Management (3)
MGMT401 Contemporary Issues in Management (3)

Management Information Systems
MSIS200 Introduction to Statistics for Business (3)
MSIS201 Quantitative Methods for Business Decisions (3)

Quantitative Business Analysis
MIS200 Introduction to Statistics for Business (3)
MIS201 Quantitative Methods for Business Decisions (3)

Marketing
MKTG221W Contemporary American Marketing (3)

Earth and Mineral Sciences
EMSC150(GN) Out of the Fiery Furnace (3)

Geography
GEOG020(GS) Human Geography: An Introduction (3)

Geosciences
GEOSC020(GN) Planet Earth (2)

Meteorology
METEO002 Weather and Society (2)
METEO003 Introductory Meteorology (1-3)
METEO452 Tropical Meteorology (3)
METEO474 Applications of Statistics to Meteorology (3)

Educational Psychology
EDPSY020 Educational Psychology for Professional Effectiveness (3)
EDPSY400 Introduction to Statistics in Educational Research (3)

Educational Theory and Policy
EDTHP416 Sociology of Education (3)
EDTHP430(DE) History of Education in the United States (3)
EDTHP440(DE) Introduction to Philosophy of Education (3)

Industrial Education
IED106 Safety Education for Vocational Teachers and Industrial Trainers (3)

Computer Engineering

CMPEN271	Introduction to Digital Systems	(3)
CMPEN331	Computer Organization and Design	(3)
CMPEN431	Introduction to Computer Architecture	(3)

Electrical Engineering

EE251	Signals and Circuits I	(3)
EE352	Signals and Circuits II	(3)

Electrical Engineering Technology

EET101	Fundamentals of Electrical Circuits	(3)
EET109	Electrical Circuits Laboratory	(1)
EET114	Electrical Circuits	(3)
EET204	AC Circuits	(2)

Engineering Graphics

EG010	Introductory Engineering Graphics	(1)
EG011	Engineering Design Graphics	(1)

Engineering Mechanics

EMCH011	Statics	(3)
EMCH012	Dynamics	(3)
EMCH013	Strength of Materials	(3)

Mechanical Engineering Technology

MET105	Kinematics	(3)
MET210	Product Design	(3)

Mechanical Technology

MCHT111	Mechanics for Technology: Statics	(3)
MCHT213	Strength and Properties of Materials	(3)

Nuclear Engineering

NUCE297C	Understanding Health Effects of Ionizing Radiation	(3)
NUCE497C	Understanding Health Effects of Ionizing Radiation	(4)

Science, Technology and Society

STS150(GN)	Out of the Fiery Furnace	(3)
STS200(GS)	Critical Issues in Science, Technology and Society	(3)

Dietetic Food Systems Management

DSM100	The Profession of Dietetics	(1)
DSM101	Sanitation Practices in Food Service Operations	(3)
DSM103	Food Service Management: Theory and Practice	(3)
DSM195	Field Experience in Community Dietetics	(2)
DSM205	Human Resource Management in Food Service Operations	(3)
DSM250	Quality Food Production Management	(4)
DSM260	Management of Food Service Operating Systems	(4)
DSM270	Quality Assurance for Dietetic Management	(3)
DSM295	Professional Staff Field Experience	(4)
DSM295A	Field Experience in Dietetic Management	(1-4)
DSM304	Marketing of Food Services in Health Care Facilities	(3)

Exercise and Sport Medicine

EXSCI140	History, Orientation and Principles of Health and Physical Education	(3)
EXSCI400	Adapted Physical Education	(3)
EXSCI443	The Modern Olympic Games	(3)
EXSCI489	Intramural Athletics	(3)
EXSCI491	Organization and Administration of Health and Physical Education in Schools	(2)
EXSCI493	Principles, Ethics and Issues of Athletic Coaching	(3)

Health Education

HLED005(GHS)	Health Aspects of Sport	(1)
HLED019(GHS)	Health Disease	(1)
HLED043(GHS)	Drugs in Society	(1)
HLED046(GHS)	Introduction to Health Aspects of Human Sexuality	(1)
HLED057(GHS)	Consumer Health	(1)
HLED060(GHS)	Principles and Practices of Healthful Living	(3)
HLED297	Special Topics: Issues in Sports Medicine	(3)
HLED420	Development of Stress Management Programs for Health Education	(3)
HLED495A	Health Education Practicum	(3-13)

Health Policy and Administration

HPA101	Introduction to Health Services Organization	(3)

Human Development

HDEV395	Field Projects	(1-6)

Human Development and Family Studies

HDFS129(GS)	Introduction to Individual and Family Development	(3)
HDFS216	Personal and Interpersonal Skills	(3)
HDFS229(DS)	Infant and Child Development	(3)
HDFS249(DS)	Adult Development and Aging	(3)
HDFS297E	Special Topics: Child Maltreatment	(1)
HDFS315(DF)	Family Development	(3)

Nutrition

NUTR100(GHS)	Contemporary Nutrition Concerns	(1)
NUTR151	Nutrition Component of the Food Service System	(3)
NUTR251(GHS)	Introductory Principles of Nutrition	(3)
NUTR252	Diet Therapy and Nutrition Care in Disease	(4)
NUT253	Nutrition Care of Elderly	(3)
NUTR296	Independent Studies: Nutrition in Action	(3)

Administration of Justice

ADMJ111	Introduction to the American Criminal Justice System	(3)
ADMJ200	Introduction to Security and Loss Control	(3)
ADMJ401	Probation, Parole and Pardons	(3)
ADMJ421	Violent Crime in the United States	(3)
ADMJ430	Correctional Institutions and Services	(3)
ADMJ482	Seminar, Criminal Justice Agency Administration	(3)
ADMJ485	Policing in America	(3)
ADMJ497H	Supervision of Law Enforcement Personnel	(3)

American Studies

AMST100(GH)	Introduction to American Studies	(3)

Anthropology

ANTH001(GS)	Introductory Anthropology	(3)
ANTH002(GS)	Introduction to Archaeology	(3)
ANTH045(GS)	Cultural Anthropology	(3)

Classics

CLASS001(GH)	Greek and Roman Literature	(3)
CLASS050	English Vocabulary from Latin and Greek	(3)

Comparative Literature

CMLIT001(GH)	Masterpieces of Western Literature through the Renaissance	(3)
CMLIT002(GH)	Masterpieces of Western Literature since the Renaissance	(3)
CMLIT108(DH)	Myths and Mythologies	(3)

Economics

ECON002(GS)	Introductory Microeconomic Analysis and Policy	(3)
ECON004(GS)	Introductory Macroeconomic Analysis and Policy	(3)
ECON014(GS)	Principles of Economics	(3)
ECON302(DS)	Intermediate Microeconomic Analysis	(3)
ECON304(DS)	Intermediate Macroeconomic Analysis	(3)
ECON315(DS)	Labor Economics	(3)
ECON428	Environmental Economics	(3)

English

ENGL001(GH)	Understanding Literature	(3)
ENGL015(GWS)	Rhetoric and Composition	(3)
ENG050(DA)	Introduction to Creative Writing	(3)
ENGL100	English Language Analysis	(3)
ENGL202A(GWS)	Effective Writing: Writing in the Social Sciences	(3)
ENGL202D(GWS)	Effective Writing: Business Writing	(3)
ENGL215	Introduction to Article Writing	(3)
ENGL232W	American Literature from 1865	(3)
ENGL263(DH)	Reading Poetry	(3)

French

FR001	Elementary French I	(4)
FR002	Elementary French II	(4)
FR003	Intermediate French	(4)
FR139	France and the French-Speaking World	(3)

German

GER001	Elementary German I	(4)
GER002	Elementary German II	(4)
GER003	Intermediate German	(4)

History

HIST001(GH)	The Western Heritage I	(3)
HIST002(GH)	The Western Heritage II	(3)
HIST020(DH)	American Civilization to 1877	(3)
HIST021(DH)	American Civilization since 1877	(3)
HIST142(DS)	History of Communism	(3)
HIST143(DH)	History of Fascism and Nazism	(3)
HIST156	History of the American Worker	(3)
HIST173(DS)	Vietnam at War	(3)
HIST181(DH)	Introduction to the Middle East	(3)

Labor and Industrial Relations

LIR100(DS)	Industrial Relations	(3)
LIR156	History of the American Worker	(3)

Linguistics

LING001(GS)	The Study of Language	(3)
LING010	Introduction to Language	(3)

Philosophy

PHIL001(GH)	Basic Problems of Philosophy	(3)
PHIL004(GH)	Major Figures in Philosophy	(3)
PHIL010(GH)	Critical Thinking and Argument	(3)
PHIL012(GQ)	Elements of Symbolic Logic	(3)
PHIL102(DH)	Existentialism	(3)
PHIL103(DH)	Ethics and Social Issues	(3)

Polish

POL001	Beginning Polish	(4)
POL002	Beginning Polish	(4)
POL100(DF)	Polish Culture and Civilization	(3)

Political Science

PLSC001(GS)	Introduction to American National Government	(3)
PLSC002	American Public Policy	(3)
PLSC003(GS)	Introduction to Comparative Politics	(3)
PLSC014(GS)	International Relations	(3)
PLSC417	American Local Government and Administration	(3)
PLSC495	Political Science Internship	(1-6)

Psychology

PSY002(GS)	Psychology	(3)

Religious Studies

RLST001(GH)	Introduction to World Religions	(3)
RLST003(GH)	Introduction to the Religions of the East	(3)
RLST004(GH)	Jewish and Christian Foundations	(3)

Sociology

SOC001(GS)	Introductory Sociology	(3)
SOC003(GS)	Introductory Social Psychology	(3)
SOC005(GS)	Social Problems	(3)
SOC007	Introduction to Social Research	(3)
SOC015(DS)	Urban Sociology	(3)
SOC030(GS)	Sociology of the Family	(3)
SOC416	Sociology of Education	(3)
SOC446	Political Sociology	(3)

Spanish

SPAN003	Intermediate Spanish	(4)
SPAN231(DH)	Masterpieces of Spanish American Literature in English Translation	(3)

Speech Communication

SPCOM100C	Effective Speech	(3)

Astronomy and Astrophysics

ASTRO001(GN)	Astronomical Universe	(3)

Biological Science

BISC002(GN)	Genetics, Ecology and Evolution	(3)
BISC003(GN)	Environmental Science	(3)
BISC004(GN)	Human Body: Form and Function	(3)

Biology

BIOL020	Plants, Places and People	(3)
BIOL041(DN)	Physiology	(3)
BIOL055(DN)	Introduction to the Biology of Aging	(3)

Chemistry

CHEM012(DN)	Chemical Principles	(3)
CHEM013(DN)	Chemical Principles	(3)
CHEM034	Organic Chemistry	(3)

Mathematics

MATH017(GQ)	Finite Mathematics	(3)
MATH018(GQ)	Elementary Linear Algebra	(3)
MATH021(GQ)	College Algebra I	(3)
MATH022(GQ)	College Algebra II and Analytic Geometry	(3)
MATH026(GQ)	Plane Trigonometry	(3)
MATH035(GQ)	General View of Mathematics	(3)
MATH036(GQ)	Insights into Mathematics	(3)
MATH087(GQ)	Technical Mathematics	(5)
MATH088(GQ)	Technical Mathematics and Calculus	(5)
MATH110(GQ)	Techniques of Calculus I	(4)
MATH111(GQ)	Techniques of Calculus II	(2)
MATH140(GQ)	Calculus with Analytic Geometry I	(4)
MATH141(GQ)	Calculus with Analytic Geometry II	(4)
MATH200(GQ)	Number Systems	(3)
MATH220	Matrices	(2)
MATH231	Calculus of Several Variables	(2)
MATH232	Integral Vector Calculus	(2)
MATH250	Ordinary Differential Equations	(3)
MATH251	Ordinary and Partial Differential Equations	(4)

Physical Science

PHSC007	Physical Science	(3)

Physics

PHYS001(GN)	The Science of Physics	(3)
PHYS201(DN)	General Physics	(4)
PHYS202(DN)	General Physics (without lab)	(4)
PHYS203(DN)	General Physics	(3)
PHYS237	Introduction to Quantum Physics	(3)

Statistics

STAT200(GQ)	Elementary Statistics	(4)

University of Missouri

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

Students are advised to secure approval before registering for the course to ensure that credit will satisfy Thomas Edison degree requirements.

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

University of Missouri
Center for Independent Study,
136 Clark Hall
Columbia, Mo. 65211;
(314) 882-2491
(314) 882-6808 (FAX)
independ@ext.missouri.edu (e-mail)

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

COURSE NUMBER and TITLE		
Accounting		
36	Accounting I	(3)
37	Accounting II	(3)
Agricultural Engineering		
201	Surface Water Management	(3)
Animal Sciences		
212	Applied Nutrition	(3)
325	Horse Production	(3)
Anthropology		
1	General Anthropology	(3)
184	Introduction to Folklore	(3)
Astronomy		
1	Cosmic Evolution/Introductory Astronomy	(4)
Atmospheric Science		
50	Introductory Meteorology	(3)
Biological Sciences		
1	General Biology	(3)
202	General Genetics	(3)
224	Genetics	(3)
Classical Studies		
60	Classical Mythology	(3)
1	Elementary Latin I	(5)
207	Intensive Beginning Latin I	(3)
Communication		
50	Introduction to Mass Media	(3)
Computer Science		
71	Introduction to BASIC	(3)
72	Software Applications on the PC	(3)
Criminology and Criminal Justice		
010	Introduction to Criminology and Criminal Justice	(3)
260	Corrections	(3)
345	Rights of the Offender	(3)
Economics		
1	Fundamentals of Macroeconomics	(3)
40	Introduction to the American Economy	(3)
202	Introduction to Economics II	(3)
229	Money and Banking	(3)
320	Money and Banking	(3)
220	Money, Banking and Monetary Theory	(3)
Education		
F345	Business Software Applications	(3)
T230	Art Activities in the Elementary School	(2)
T315	Teaching of Reading	(3)
T316	Teaching Reading in the Content Areas	(3)
T373	Photography for Teachers	(3)
T410	Seminar in Curriculum and Instruction (Teaching of Reading Comprehension)	(3)
T420	Issues and Trends in Reading Instruction	(3)
T445	The Secondary School Curriculum	(3)
C360	Topics in Educational Administration I (The Role of the Mentor Teacher)	(3)
A170	Career Visions: A Career Planning Course for Adults	(3)
A205	Learning and Instruction	(2)
A207	Child Development	(2)
A208	Adolescent Development	(2)
A280	Educational Measurement	(2)
A380	Foundations of Educational and Psychological Measurement	(3)
489V	Special Topics (Introduction to Educating the Gifted)	(3)
489X	Special Topics (A Changing World-A Changing Classroom: Dealing with Critical Situations in the School)	(3)
489Y	Special Topics (Developing a Personal System of Discipline)	(3)
489W	Special Topics (Coping With Student Problems in the Classroom: Dealing in Discipline)	(3)
489Z	Special Topics (Working with Students at Risk)	(3)
H65	Elements of Health Education	(2)
B351	Historical Foundations of American Education	(3)
K420	Organization and Administration of Adult Education	(3)
R370	Educational Statistics I	(3)
L311	Introduction to Special Education	(3)
L312	Introduction to Special Education	(3)
313	The Psychology and Education of Exceptional Individuals	(3)
L341	Students with Mental Retardation and Severe Developmental Disabilities	(3)
330	Introduction to Mental Retardation and Severe Handicaps	(3)
Engineering		
50	Engineering Mechanics-Statics	(3)
150	Engineering Mechanics-Dynamics	(2)
130	Accounting I	(3)
314	Management for Engineers	(3)
English		
10	Fundamentals of Composition	(3)
20	Exposition and Argumentation	(3)
70	Creative Writing: Poetry	(3)
161	Technical Writing	(3)
Literature		
12	Literary Types	(3)

101	Topics (American Poetry: A Survey)	(3)
101	Topics (Experiencing American Cultures in the Contemporary Novel)	(3)
101	Topics (Gothic Fiction)	(3)
101	Topics (Women's Experiences in Modern Fiction)	(3)
104	African-American Literature	(3)
124	Literature of the New Testament	(3)
125	Literature of the Old Testament	(3)
135	Introduction to Shakespeare	(3)
175	American Literature	(3)
185	Introduction to Folklore	(3)
215	Survey of British Literature: Beginnings to 1784	(3)
211	Introduction to British Literature I	(3)
75	Introduction to British Masterpieces	(3)
131	English Literature I	(3)
301	Topics (Shakespeare)	(3)
450	Special Readings (Shakespeare)	(3)
301	Special Topics (Shakespeare)	(3)
225	Themes and Forms in Literature (Shakespeare)	(3)
Entomology		
110	Insects in the Environment	(3)
Extension Education		
403	Program Development and Evaluation	(3)
405	Extension Organization and Administration	(3)
406	Fundamentals of Extension Teaching of Adults	(3)
Finance		
123	Principles of Finance	(3)
Geography		
1	Regions and Nations of the World I	(3)
2	Regions and Nations of the World II	(3)
50	Introductory Meteorology	(3)
111	Physical Geography	(3)
225	Geography of Missouri	(3)
Geological Sciences		
2	Physical Geology	(4)
51	Physical Geology	(4)
56	Earth Science	(3)
German, Russian and Asian Studies		
1	Elementary German I	(5)
2	Elementary German II	(5)
3	Elementary German III	(3)
1	Elementary Russian I	(5)
Health Services Management		
201	Topics in Health Services Management (Principles of Economics for Health Care Executives)	(3)
210HM	The American Health Care System	(3)
History		
1	Foundations of Western Civilization	(3)
3	Survey of American History to 1865	(3)
101	American History to 1877	(3)
175	American History to 1877	(3)
3	American Civilization	(3)
4	Survey of American History Since 1865	(3)
176	American History Since 1877	(3)
4	American Civilization Since 1865	(3)
101	Undergraduate Topics in History (The War in Vietnam and the U.S.)	(3)
106	Britain, 1688 to the Present	(3)
433R	Modern England, 1714-Present	(3)
220	Making of Modern Britain	(3)
202	Western Civilization Since 1600	(3)
112	Modern Western Civilization	(3)
32	Topics in European Civilization: 1715 to the Present	(3)
210	History of Missouri	(3)
259	History of Missouri	(3)
107	History of Missouri	(3)
275	History of Science	(3)
308B	America, 1945-Present	(3)
342	Revolutionary America, 1754-1789	(3)
359	History of the Old South	(3)
358R	History of the American South I	(3)
254	History of the Old South	(3)
361	American Foreign Relations	(3)
Human Development and Family Studies		
358	Administration of Programs for Children and Families	(3)
Journalism		
309	History of American Journalism	(3)
380	High School Journalism	(2)
Library Science		
321	Library Materials for Children and Youth	(3)
Management		
202	Fundamentals of Management	(3)
254	Introduction to Business Law	(3)
310	Human Resource Management	(3)
330	Organizational Theory	(3)
Marketing		
204	Principles of Marketing	(3)
Mathematics		
9	Trigonometry	(2)
10	College Algebra	(3)
61	Elements of Calculus	(3)
80	Analytic Geometry and Calculus I	(5)
210	Calculus I	(5)
8	Calculus with Analytic Geometry I	(5)
175	Calculus II	(5)
220	Calculus II	(5)
21	Calculus with Analytic Geometry II	(5)
175	Analytic Geometry with Calculus II	(5)
201	Calculus III	(5)
250	Calculus III	(5)
22	Calculus with Analytic Geometry III	(5)
180	Analytic Geometry with Calculus III	(5)
Military Science		
161	Topics (The War in Vietnam & the U.S.)	(3)
Music		
120	Music Appreciation	(3)
Parks, Recreation and Tourism		
10	Introduction to Leisure Studies	(3)
227	Delivery Models in Therapeutic Recreation	(3)
300	Problems	(1-3)
327	Operation of Therapeutic Recreation: Procedures and Principles	(3)
Philosophy		
1	General Introduction to Philosophy	(3)
210	Foundations of Philosophy	(3)
5	Introduction to Philosophy	(3)
50	Major Questions in Philosophy	(3)
52	Introduction to Logic	(3)
222	Foundations of Logic and Scientific Method	(3)
15	Introduction to Logic	(3)
60	Logic and Language	(3)
135	Ethics and the Professions	(3)
Physics and Astronomy		
275	The Mechanical Universe	(3)
Political Science		
1	American Government	(3)
11	Introduction to Political Science	(3)
55	International Relations	(3)
102	State Government	(3)
310	Introduction to Public Administration	(3)
316	Congress and Legislative Policy	(3)
407	Congressional Politics	(3)
231	Congressional Politics	(3)
320	The American Constitution	(3)
325	Science, Technology and Politics	(3)
335	U.S. Defense Policy Making	(3)
350	The Politics of the Third World	(3)
360	American Political Thought	(3)
342	American Political Thought	(3)
380F	The War in Vietnam and the U.S.	(3)
Psychology		
1	General Psychology	(3)
50	General Psychology I	(3)
3	General Psychology	(3)
170	Child Psychology	(3)
212	Human Learning	(3)
212	Industrial Psychology	(3)
245	Abnormal Psychology	(3)
260	Social Psychology	(3)
271	Adolescent Psychology	(3)
315	Environmental Psychology	(3)
330	Animal Behavior	(3)
393	Perception	(3)
220	Psychology of Sensation and Perception	(3)
494	Cognitive Psychology	(3)
305	Cognitive Psychology	(3)
356	Thinking and Cognition	(3)
Romance Languages		
1	Elementary French I	(5)
3	Elementary French III	(3)
1	Elementary Spanish I	(5)
2	Elementary Spanish II	(5)
3	Elementary Spanish III	(3)
110	Elementary Spanish I	(4)
Rural Sociology		
1	Introduction to Rural Sociology	(3)
216	Urban Sociology	(3)
431	Social Organization of the City	(3)
251	Urban and Rural Sociology	(3)
202	Urban Sociology	(3)
Social Work		
125	Social Welfare and Social Work	(3)
303	Social Justice and Social Policy	(3)
403	Policy and Service Delivery in Social Welfare	(3)
Sociology		
1	Introduction to Sociology	(3)
211	Criminology	(3)
216	Urban Sociology	(3)
431	Social Organization of the City	(3)
251	Urban and Rural Sociology	(3)
202	Urban Sociology	(3)
260	Social Psychology	(3)
410R	Aging in Contemporary Society	(3)
Statistics		
31	Elementary Statistics	(3)
Theatre		
6	The Theatre in Society	(2)
Women's Studies		
101	Topics (Women's Experiences in Modern Fiction)	(3)
201	Topics (Women in Popular Culture)	(3)

University of Nebraska-Lincoln

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

Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements.

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

University of Nebraska-Lincoln
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).

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

COURSE NUMBER and TITLE

Accounting
ACCT201x Introductory Accounting (3)
ACCT202x Introductory Accounting (3)
ACCT308x Managerial Accounting (3)

Agricultural, Leadership, Education and Communications
AGLEC200x Technical Communications I (3)

Art and Art History
ARTHIS167x Introduction to Art History and Criticism (3)

Biological Sciences
BIOSCI320x Principles of Ecology (3)

Broadcasting
BRDCT370x Broadcast Writing (3)
BRDCT474x Advanced Broadcast Writing (3)

Classics
CLASSICS 116x Scientific Greek and Latin (2)

Curriculum and Instruction
CUR/INS307x Teaching Social Studies in the Elementary School (3)

Economics
ECON211a Principles of Macroeconomics (3)
ECON212x Principles of Microeconomics (3)
ECON215x Statistics (3)
ECON245x Elementary Quantitative Methods (3)
ECON307x Principles of Insurance (3)
ECON321x Introduction to International Economics (3)

Educational Psychology
EDPSYC261x Fundamentals of Psychology for Education (3)
EDPSYC362x Learning in the Classroom (3)

English
ENG150x Composition I (3)
ENG205Bx Twentieth-Century Fiction (3)
ENG230Ax Shakespeare (3)
ENG254x Composition (3)
ENG255x Business Writing (3)
ENG258x Special Topics in Writing (2)

Family and Consumer Health
FMCSC160x Human Development and the Family (3)

Finance
FIN307x Principles of Insurance (3)
FIN361x Finance (3)
FIN382x Real Estate Principles and Practice (3)
FIN482x Real Estate Finance (3)

Geography
GEOG120x Introductory Economic Geography (3)
GEOG140x Introduction to Human Geography (3)
GEOG150x Physical Geography (3)
GEOG271x Geography of the United States (3)

Health and Human Performance
HHP201x Elements of Health (3)

History
HIST100x Western Civilization to 1715 (3)
HIST101x Western Civilization Since 1715 (3)
HIST171x Latin American Culture and Civilization (3)
HIST181x Introduction to East Asian Civilization (3)
HIST201x American History to 1877 (3)
HIST202x American History After 1877 (3)
HIST211x History of the Middle Ages (3)
HIST212x History of Early Modern Europe: Renaissance to the French Revolution (3)
HIST359x Nebraska History (3)

Industrial and Management Systems Engineering
INDENGR 206x Engineering Economy I (3)

Management
MGT245x Elementary Quantitative Methods (3)
MGT331x Operations and Resources Management (3)
MGT361x Personnel Administration (3)
MGT435x Administrative Policy (3)
MGT439 International Management (3)

Marketing
MKT341x Marketing (3)

Mathematics and Statistics
MATH100Ax Intermediate Algebra (3)
MATH101x College Algebra (3)
MATH102x Trigonometry (2)
MATH104x Calculus for Managerial and Social Sciences (3)
MATH106x Analytic Geometry and Calculus I (5)
MATH107x Analytic Geometry and Calculus II (5)

Nutritional Sciences and Dietetics
NUTRSCI151x Introduction to Nutrition (3)

Philosophy
PHILOS110x Introduction to Logic and Critical Thinking (3)
PHILOS211x Introduction to Modern Logic (3)
PHILOS265x Philosophy of Religion (3)

Physics and Astronomy
PHYS& AY141x Elementary General Physics (4-5)
PHYS& AY142x Elementary General Physics (4-5)
PHYS& AY211x General Physics (4)
PHYS& AY212x General Physics (4)

Political Science
POLSCI100x American Government (3)
POLSCI104x Contemporary Foreign Governments and Their Problems (3)
POLSCI210x Introduction to Public Administration (3)
POLSCI230x Political Parties and Election Campaigns (3)

Psychology
PSYCH181x Introduction to Psychology (4)
PSYCH222x Psychosocial Aspects of Alcoholism (3)

Real Estate
RE345x Real Estate Management (3)
FIN382x Real Estate Principles and Practice (3)
RE439x Real Estate Investments (3)
RE441x Fundamentals of Real Estate Appraisal (3)
FIN482x Real Estate Finance (3)

Sociology
SOC101x Introduction to Sociology (3)
SOC201x Social Problems (3)
SOC209x Sociology of Crime (3)
SOC225x Marriage and the Family (3)

Statewide Testing and Assessment Center

Most testing and assessment services are available to students not enrolled at Thomas Edison State College who wish to meet degree or certifying requirements at other colleges or agencies. The Statewide Testing and Assessment Center (STAC) allows students to demonstrate their college-level knowledge by taking college-equivalency examinations or by preparing a portfolio for assessment. STAC also offers students the opportunity to earn credit through Guided Study, independent study and correspondence programs. Credits earned by these means are sent on a Thomas Edison transcript to the institution or agency designated by the student.

All of the colleges affiliated with the Center believe that people should receive credit for what they know regardless of how, when or where that knowledge was acquired. Each of the participating colleges have policies for awarding credit and will accept Thomas Edison transcripts toward its degree programs.

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

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

THE FOLLOWING INSTITUTIONS ARE MEMBERS OF THE CENTER:

Atlantic Community College
Bergen Community College
Berkeley Colleges
Bloomfield College
Brookdale Community College
Bucks County Community College
Burlington County College
Caldwell College
Camden County College
Center for Urban Theological Studies
College of Saint Elizabeth
County College of Morris
Cumberland County College
Essex County College
Fairleigh Dickinson University
Felician College
Georgian Court College
Gloucester County College
Hudson County Community College
Jersey City State College
Kean College of New Jersey
Marywood College
Mercer County Community College
Middlesex County College
Montclair University
New Jersey Institute of Technology
Passaic County Community College
Ramapo College of New Jersey
Raritan Valley Community College
Richard Stockton College of New Jersey
Rider University
Rowan College of New Jersey
Rutgers, The State University of New Jersey
Salem Community College
Sussex County Community College
Thomas Edison State College
Trenton State College
Union County College
Upsala College
Warren County Community College
William Paterson College of New Jersey

Alumni Association

All Thomas Edison State College graduates, associate and baccalaureate recipients, are members of the Alumni Association. There are no dues.

The mission of the Alumni Association is to provide a vehicle for the College's graduates to promote and advance the well-being of the College in the achievement of its mission and purpose. Activities include: managing the Alumni Annual Fund, assisting the College with Commencement Day activities including the PHT Awards, Commencement Banquet, Awards Committee, community service projects and regional meetings. Alumni also serve on a variety of College committees.

Alumni interested in meeting with local Thomas Edison graduates, becoming active or becoming a member of the Alumni Board, are invited to contact the Office of Alumni Affairs, Thomas Edison State College, 153 Halsey Street, 5th Floor, Newark, N.J., 07102-2898; (201) 877-1450.

Drug Abuse Prevention

Policy On The Unlawful Possession, Use Or Distribution Of Illicit Drugs And Alcohol By Students

I. Thomas Edison State College students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug in the College.

A. A **drug** means a controlled dangerous substance, analog or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in schedules I through V of Section 202 of the Federal Controlled Substance Act of (21 U.S.C. 812). The term shall not include tobacco or tobacco products or distilled spirits, wine or malt beverages as they are defined or used in N.J.S.A. 33:1 et seq.

B. **"Student"** means all Thomas Edison students who are enrolled in degree seeking programs or certificate programs.

C. **"College"** means the physical area of operation of Thomas Edison State College including buildings, grounds and parking facilities controlled by the College. It includes any field location or site at which a student is engaged, or authorized to engage in academic work activity, and includes any travel between such sites.

II. Sanctions

A. Any student who is found to be involved in the unlawful manufacture, distribution or dispensation of a drug in the College may face disciplinary sanctions (consistent with local, state and federal law) up to and including termination of student status and referral to the appropriate legal authorities for prosecution.

B. Conviction (see definition below) of any student for the unlawful manufacture, distribution or dispensation of drugs in the College will result in the immediate implementation of dismissal or expulsion proceedings.

C. Any student who is convicted of a federal or state offense consisting of the unlawful possession or use of a drug in the College will be referred to an authorized agency for counseling, and shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to participate as outlined above may result in dismissal.

D. **"Conviction"** means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of *nolo contendere*. A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pre-trial intervention program, pursuant to N.J.S.A. 2C:43-12 et. seq., or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.

III. The New Jersey Drug Laws

- Six-month loss or delay of a driver's license for conviction of any drug offense.
- $500 to $3,000 cash penalty for conviction of any drug offense.
- Loss of property including your automobile or house if used in a drug offense.
- Doubled penalties for any adult convicted of giving or dealing drugs to someone under 18 years of age.
- Five years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

IV. Drug and Alcohol Counseling

Referrals may be made to agencies listed in the New Jersey Division of Alcoholism and Drug Abuse, "Directory of Drug Abuse Treatment and Rehabilitation Facilities," and the New Jersey Division of Alcoholism, "Treatment Directory."

Students who reside in New Jersey can be referred to treatment centers listed in the above directories.

Out-of-state students can be referred to agencies in their respective states that are listed in the U.S. Department of Health and Human Services directory, "Citizen's Alcohol and Other Prevention Directory."

V. Appeals

Any student accused of unlawful possession, use or distribution of illicit drugs and/or alcohol may request an internal hearing before the College hearing officer prior to disciplinary action or dismissal.

VI. Health Risks Associated With Alcohol and Drug Abuse

Taken in large quantities over long periods of time, alcohol can damage the liver, brain and heart. Repeated use of alcohol can cause damage to the lungs, brain, liver and kidneys. Death due to a drug overdose is always a possibility for the drug user.

In addition to physical damage caused by alcohol and drug abuse, there are mental effects such as changes in mood and behavior, lack of interest and drive.

The College will provide information concerning drug abuse to any student, officer or employee of the College. Information and referrals to agencies offering drug abuse counseling can be obtained from the Camden office, (609) 756-2430.

Governance

Board of Trustees Thomas Edison State College

Fred J. Abbate, Chairman
George L. Fricke, Vice Chairman
Richard W. Arndt
John K. Blossom
William R. Kelly
Wendy B. Logan
E. Harvey Myers
Carole A. Nerlino
Thomas M. O'Neill
Marilyn R. Pearson
Mae Slabicki
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)

Penelope Stohn Brouwer, Acting Director, Institutional Planning, Research , and Outcomes Assessment, B.A. (University of Virginia), MPA (Suffolk University)

Gerri Collins, Executive Assistant to the President, B.A., M.S. (Purdue University)

Linda Eckel, Confidential Assistant to the Board of Trustees

James (Jay) Leslie, Research Fellow, B.A. (Rutgers, The State University)

John Thurber, Executive Director of the Institute for Public Policy, B.A. (Hampshire College), J.D. (Rutgers Law School)

Secretarial: Anne C. Rue, Secretary to the President, Kathleen Dukes, and Denise A. Weber

Academic Affairs

Jerry T. Ice, Vice President and Provost, B.A. (Salem College) M.A. (Montclair State University), Ed.D. (Fordham University)

Barbara Aikins, Assistant Director of Course Administration, B.S. (Bennett College)

Irene Bentz, Senior Program Advisor, BSN (University of Pennsylvania), MSN (Villanova University)

L. Ann Bielawski, Senior Program Advisor, B.A. (Douglass College), M.S. (Hunter College)

Mitchell Bondi, Senior Evaluator, B.A. (Trenton State College)

Theresa Bowman, Senior Program Advisor, B.A., M.A. (Montclair State University)

Catharine Bunn, Evaluator, B.A. (Rider University)

Emily Carone, Assistant Director, Test Development and Research, A.B. (Douglass College)

Carla Colburn, Senior Program Advisor, B.A. (Niagara University), M.S. (State College University of Buffalo) M.A. (University of Delaware)

Debra A. Dagavarian, Director, Office of Testing and Assessment, B.A. (State University College of New York at New Paltz), M.A. (State University of New York at Albany), Ed.D. (Rutgers University)

Thomas Donlon, Director, Office of Test Development and Research, B.A. (Union College), M.A. (Fordham University), Ph.D. (Columbia University Teachers College), J.D. (Rutgers University School of Law-Newark)

Gregory Dye, Assistant Registrar, B.A., M.E. (Trenton State College)

Rosa Lee Eickhoff, Senior Program Advisor, B.S. (University of Missouri), M.S. (Ft. Hays State University)

Edward (Kelly) Foris, Program Assistant, A.A. (Mercer County Community College)

Susan O. Friedman, Associate Dean, Applied Science and Technology Degrees, B.S. (Cornell University), M.S. (Syracuse University), Ed.D (Pennsylvania State University)

Charlene M. Glascock, Associate Director of Instructional Services/Guided Study, B.A., M.A. (Rutgers, The State University)

Dolores Brown Hall, Director of Nursing Program, B.S. (Long Island University), MSN (Adelphi University), Ph.D. (New York University)

Robert D. Herbster, Senior Program Advisor, A.B. (Muhlenberg College), M.A. (Rider University)

Rebecca L. Hernandez, Evaluator, B.S., B.A. (Millersville University)

Rebecca Hull, Assistant Director, Testing & Assessment, B.A. (Elmira College), M.A. (University of New Haven)

Evette Jackson, Managing Administrative Assistant

Patricia Jackson, Senior Program Advisor, B.S. (Temple University), M.S. (University of Michigan)

Alma Johnson-Laster, Administrative Assistant

Samone L. Jolly, Associate Dean, Liberal Arts Degrees, B.S., M.S., Ph.D. (Kansas State University)

Mary-Jo Kamin, Evaluator, B.S. (Trenton State College)

Maureen Marcus, Assistant to the Dean of the College, A.A., B.A. (Thomas Edison State College)

Nicholas Muscente, Program Assistant, B.A. (Rider University)

Maureen O'Dowd, Testing Administrator, B.A. (Stockton State College)

Esther Paist, Assistant Dean, B.A. (Hood College), M.S. (University of Wisconsin)

Jack Phillips, Registrar, B.A. (Dungar College), M.Ed. (Howard University)

Eleanor Robertson, Evaluator, B.A. (Rutgers, The State University)

Dorothy Sconyers, Senior Program Advisor, B.A. (University of Mississippi), M.A. (Temple University)

William Seaton, Director of the Center for Distance and Independent Adult Learning, B.A., M.A. (Bowling Green University)

Nadine Shapiro, Evaluator, B.S. (University of Vermont)

Todd Siben, Senior Portfolio Advisor, B.A. (Ramapo College), M.A. (Teachers College, Columbia University)

Doris Simmons, Evaluator, B.S. (Southern Illinois University/Carbondale), M.A. (Central Michigan University)

Alicia Smith, Evaluator, B.S. (Rowan College of New Jersey)

Sharon Smith, Associate Registrar, B.A. (Rutgers, The State University)

Nancy Reed Spencer, Evaluator, B.A. (Rutgers, The State University, Douglass College)

Mona Spera, Program Assistant

J. Marian Stone, Senior Program Advisor, BSN, MSN (University of Pennsylvania)

Richard F. Strauss, Evaluator, B.S. (Temple University)

Ronald Sukovich, Associate Dean, Business Degrees, B.A. (Rutgers, The State University 0, M.A. (Temple University), MBA (Rutgers, The State University)

Esther Taitsman, Senior Program Advisor, B.A. (University of Rochester), M.A. (Rider University), M.A. (Columbia University)

Donald Trucksess, Assistant Director of Course Administration, B.S. (Seton Hall University), M.A. (Kean College)

Donna Watson, Senior Evaluator

Michael Wheeler, Evaluator, B.S. (Syracuse University)

M. Susan Williams, Senior Evaluator, B.S. (Pennsylvania State University)

Celestine Wynn, Senior Portfolio Advisor, B.A. (Temple University), M.S. (Cheyney University)

Secretarial: Debbie Lutz, Secretary to the Vice President, Cecelia Blasina, Margaret Bodnar, Mary Buzby, Rosemary Conte, Marietta Council, Cheryl Dienes, Rosie Dixon, Iris Figueroa, Mary Haggerty, Jamie Heulitt, Shirley James, Bonnie Kasa, Deborah Kidd, Edna Kucinski, Ann Marie Martini, Annie McKithen, Sandra Patterson, Charlotte Stevens, Francine Taylor, Mary Taylor, Shelia Taylor, Deborah Ware, A.S. (Harcum Junior College), A.A., B.A. (Thomas Edison State College)

Public Affairs

Natale S. Caliendo, Jr., Vice President, B.S., M.S. (Springfield College), Ph.D. (Syracuse University)

Nia Abuwi, Senior Admissions Representative, ASM, BSBA (Thomas Edison State College)

Margaret Allan, Program Assistant

Mercedes Diaz, Admissions Representative, Bi-Lingual, B.A. (Mount Holyoke College)

Sonja A. Eveslage, Associate Vice President for Public Service, B.S. (St. Cloud State University), M.A., Ph.D. (University of Minnesota)

Mark Gordon, Director of Special Studies, B.A. (Hobart College), M.A. (Rider University)

Linda Holt, Director of Communications and College Relations, B.A. (Rider University), M.A. (California State University)

Jules Kahn, Director of Financial Aid and Veterans Affairs, BFA (New York Institute of Technology), M.S. (Long Island University)

Nina Malone, Assistant Director of Communications & College Relations for Publications, B.A. (Rider University)

Louis Martini, Admissions Representative, ASM (Thomas Edison State College)

Daniel Negron, Program Manager, B.A. (Northeastern Illinois University)

Anita O'Malley, Desktop Publishing Specialist, B.S. (Boston University)

James A. Ratigan, Director, Program on Noncollegiate Sponsored Instruction, B.S. (St. Joseph's University), M.A., Ph.L. (Fordham University)

Iris M. Saltiel, Director of Corporate Programs, B.S. (Trenton State College), M.Ed. (Rutgers, The State University), Ed.D (Fordham University)

Annette Singer, Director of Alumni Affairs, B.S. (City College of New York), M.A. (Montclair University)

Linda Soltis, College Relations Specialist, A.A. (Bucks County Community College), B.A. (Temple University)

Janice Toliver, Director of Admissions, B.A. (Hampton Institute), M.A. (Montclair University)

Secretarial: Jayne Ulmer, Secretary to the Vice President, Danita Bell, Rose M. Breining, Martine Christophe, A.A. (Thomas Edison State College), Donna Higgins, A.A. (Rider University), Nadine Hoston, B.A. (Marshall University), Anna Krum, Shirley Nichols, Bettye Smith, A.A., B.A. (Thomas Edison State College), Cynthia Warrick, A.A. (Columbia Bible College), B.A. (Thomas Edison State College), Karen Watson and Mary Wyszynski

Administration and Finance

Michael J. Scheiring, Vice President and Treasurer, B.A., MPA (Kent State University)

Carron M. Albert, Director of Human Resources, B.A. (Wheaton College)

Sedell Bailey, Assistant to the Director of Administrative Services, BGS (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), MBA (Rider University)

James T. Brossoie, Assistant Director of Management Information Systems, A.A.S. (Rochester Institute of Technology)

Jonathan (Jack) Davis, Systems Coordinator, BSE (Princeton University)

Gloria Y. Dienes, Assistant Director of Human Resources

Janet Lee Eickhoff, Administrative Assistant, B.A. (Ohio University), MPA (Rutgers, The State University)

Edward George, Director of Shipping and Receiving

Frank Haggerty, Director of Administrative Services, B.S. (Rider University)

Farouk A. Hassieb, Controller, B.S. (Alexandria University), MBA (Long Island University)

William Hobson, Jr., Procedural Design Specialist, AAS (Mercer County Community College), BSBA (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)

Carol Kuykendall, Assistant Director, Accounts Payable

Eunice Lewis, Assistant Administrator, Student Fees and Revenues, B.A. (Livingston College, Rutgers, The State University), J.D. (Seton Hall University School of Law)

Deborah McCloud, Systems Coordinator, B.S. (Rider University)

Philip Sanders, Administrator, Student Fees and Revenues, B.A. (Trenton State College)

Mindi Shalita, Financial Assistant, B.S. (Rider University)

Hope Smith, Educational Technology Specialist, AAS (Mercer County Community College)

Evelyn Spradley, Assistant Director, Educational Technology, B.A. (Rutgers, The State University)

William Thompkins, Imaging Specialist

Mark (Jay) Williams, Director of Budget and Analysis, MBA, M.S. (Aurora University), M.E. (Temple University)

Betty Wright, Financial Assistant, A.A. (Community College of Philadelphia)

Nettie D. Youngblood, Accountant, B.S. (Troy State University)

Secretarial: Sue Marren, Secretary to the Vice President, Brenda Baylor, June Fillmyer, Judith Lucas, James Miller, Kim Rinz, James Roberts, Suphrana Sargeant, ASM (Thomas Edison State College), Lucille Schnoering, Frances Smith, Terry Thornton, Tracey Upright, AAS (Mercer County Community College) and Byron Wright

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 liberal arts, business, professional disciplines, testing and measurement, and learning resources.

The Council receives advisory input from an executive committee and five advisory committees in the following professional fields: applied science and technology, business, human services, liberal arts and nursing. In addition, special ad hoc committees are formed as needed to deal with issues affecting particular academic programs and policies.

Jerry Ice, Vice President and Provost (Council Chair)

William J. Seaton, Director, Center for Distance and Independent Adult Learning (DIAL) (Council Secretary)

Joseph Blasenstein
Chief Instructor/Coordinator
Aviation Programs
Mercer County Community College

Gloria Boseman, Asst. Prof.
Nursing Department
Jersey City State College

William Brant, Assoc. Prof.
Graduate Dept., Humanities
Rider University

Lorraine Cavaliere, Dean of Adult and Continuing Education
Cabrini College

Lawrence Chatman, Jr., Asst. Prof.
Engineering Technology Department
Camden County College

James Cline, Adjunct Professor
Fire Science
Jersey City State College

Daniel B. Cokewood, Dept. Chairperson
Technology
Kean College of New Jersey

Deborah Cutchin, Director
Urban Education Consortium
Rutgers, The State University

Philbert G. Davenport, Coordinator
Legal Assistance Program
Atlantic Community College

Doris DeFelice, Student Representative

Beverly Dunston, Assoc. Prof.
Urban Planning
Rutgers, The State University

J. Wade Farrior,
Natural Science/Mathematics
Gwynedd-Mercy College

David Hulteen, Director
State Approving Agency for College Programs
Department of Military and Veterans Affairs

Mel Moyer, Assoc. Prof.
Psychology Department
Rowan College

Charles Nanry, Prof.
Human Resources
Rutgers, The State University

Esther Paist, Assistant Dean
Thomas Edison State College

Thomas M. Patrick, Assoc. Prof.
Business Department
Trenton State College

Theresa Rosania, Assoc. Prof.
Management Science
Kean College of New Jersey

Meyer S. Schreiber, Professor Emeritus
Kean College of New Jersey

Howard Schwartz, Prof.
Communications Department
Rider University

Reza Shahrokh, Assoc. Prof.
Health Professions
Montclair State College

Todd Siben, Portfolio Advisor
Thomas Edison State College

Wayne Smeltz, Assoc. Prof.
Business Policy Department
Rider University

Sharon Smith, Assoc. Registrar
Thomas Edison State College

William J. Younie, Prof.
Special Education and Counseling
William Paterson College of New Jersey

Applied Science and Technology Degree Committee

James Cline, (Chair) Adjunct Professor, Fire Science, Jersey City State College

Susan O. Friedman, (Executive Secretary), Associate Dean, Applied Science and Technology Degree Programs, Thomas Edison State College

Michael Arsics, Student, Retired Airframe and Powerplant Mechanic

Robert English, Professor and Chairperson, Engineering Technology, New Jersey Institute of Technology

John C. Flynn, Associate Professor and Director, Medical Laboratory Technology, Montgomery County College

Francis J. Haughey, Professor of Radiation Science, Rutgers, The State University

Hsin-Neng Hsieh, Associate Professor, Civil and Environmental Engineering, New Jersey Institute of Technology

Parthasarathy Iyengar, Professor, Mechanical Engineering Technology, County College of Morris

Joan B. Jones, Assistant Professor, Aviation Technology, Mercer County Community College

Carl Kiesewetter, Assistant Professor, Civil and Construction Technology, Middlesex County College

Paul J. Krasucki, Assistant Professor, Computer Science, Rutgers, the State University

John J. Molner, Graduate, Public Service Electric and Gas

MaryLou W. Phillips, Associate Professor and Director, Medical Imaging, Holy Family College

George A. Randall, Professor, Math/Science/Technology, Gloucester County College

Lee Rosenthal, Professor, Engineering Techbology, Fairleigh Dickinson University

Jack Waintraub, Professor and Chair, Physics and Electrical Engineering Technology, Middlesex County College

Business and Management Degree Committee

Thomas M. Patrick, (Chair) Professor of Finance, Trenton State College

Ronald Sukovich, (Executive Secretary), Associate Dean, Business Degree Programs, Thomas Edison State College

William M. Brant, Associate Professor, Graduate School of Education, Rider University

Jack A. Gottschalk, Businessman, Writer, Attorney, Adjunct Professor at Fairleigh Dickinson University

Sallyann Z. Hanson, Professor, Data Processing/Computer Science, Mercer County Community College

Ernest Kovacs, Jr., Research Scientist, N.J. Department of Transportation

Urban A. LeJeune, Associate Professor of Information and Computer Sciences, Richard Stockton College of New Jersey (retired)

Martin Markowitz, Associated Dean of Instruction, School of Business, Rutgers, The State University

Marion K. Pinsdorf, Associate Professor of Communications and Media Management, Fordam University, Graduate School of Business Administration

Frances Polk, Assistant Dean of Instruction for Business and Computer Studies, Ocean County College

Theresa Rosania, Associate Professor of Marketing, Kean College of New Jersey

John TenBrook, Dean of Business Administration and High Technology, Camden County College

Robert Quade, Chair, Business Division, Centenary College

James P. West, Chair, Economics and Business Department, Moravian College

Human Services Degree Committee

Harry Hoitsma, (Chair), Professor, Department of Health Professions, Montclair University

(vacant, Executive Secretary), Associate Dean of Human Services Degree Programs, Thomas Edison State College

John Cosgrove, Assistant Dean for Special Services, Graduate School of Social Services, Fordham University

William Fassbender, Professor, Counseling and Personnel, Trenton State College

Mary Fay, Director, Legal Assistant Program, Cumberland County College

Howard Freas, Retired Professor, Thomas Edison Faculty Consultant

Gloria Hancock, Central Regional Coordinator, Department of Human Services, State of New Jersey

Blythe Hinitz, Associate Professor, Early Childhood Education, Trenton State College

Linda Lengyel, Professor, Department of Law & Justice, Trenton State College

Jayne Rich, Associate Professor, Department of Criminal Justice, Atlantic Community College

Roberto Socas, Associate Professor, Department of Social Sciences, Essex County College

Carol Williams, Associate Professor, Department of Sociology/Anthropology/Social Work, Kean College of New Jersey

William J. Younie, Professor of Special Education, William Paterson College of New Jersey

Liberal Arts Degree Committee

Julian Wade Farrior, (Chair), Associate Professor, Natural Science/Mathematics Department, Gwynedd-Mercy College

Samone Jolly, (Executive Secretary), Associate Dean, Liberal Arts Degree Programs, Thomas Edison State College

Sylvia Baer, Associate Professor, Liberal Arts Department, Gloucester County College

Marvin Barsky, Instructor, Mathematics Department, Pennsylvania State University

Mervin Dissinger, Associate Professor, Psychology Department, Rider University

Frederic Goldstein, Professor, Physics Department, Trenton State College

Joseph Gowaskie, Professor, History Department, Rider University

Thomas Handler, Professor, Electrical Engineering Technology Department, Middlesex County College

Sallyann Hanson, Professor, Tech/ Computers/Math Department, Mercer County Community College

Audrey Johnson, Adjunct, Sociology Department, Raritan Valley Community College

Debra Kantor, Adjunct, Sociology and Anthropology Department, Rutgers, The State University

Sandra LeBeau, Adjunct, History Department, Trenton State College

Robert Lorenzi, Professor, English Department, Camden County College

June Tipton, Lecturer, Fine Arts Department, Rider University

Maryann Whittemore, Adjunct, Speech/ Theater, Burlington County College

Faculty Committtee For Nursing

Dolores Brown Hall, (Chair), Director of BSN Program, Thomas Edison State College

J. Marian Stone, (Recorder), Senior Program Advisor, Thomas Edison State College

Jean Arnold, Associate Professor, College of Nursing, Rutgers, The State University

Irene Bentz, Senior Program Advisor, Thomas Edison State College

Gloria Essoka, Associate Professor, Department of Nursing, Hunter College

Gloria Boseman, Assistant Professor, Department of Nursing, Jersey City State College

Rueben Fernandez, Vice President of Nursing, Beth Israel Hospital

Hella Hakerem, Consultant, Visiting Health Services of New Jersey

Marianne Hoy, Associate Professor, Department of Nursing, Cumberland County College

Dula Pacquiao, Assistant Professor, Department of Nursing, Kean College of New Jersey

Mary Patrick, Professor, Department of Nursing, William Paterson College of New Jersey

Gladys Word, Professor, School of Nursing, Trenton State College

Nursing Study Group Facilitators

Marianne Hoy, Associate Professor, Department of Nursing, Cumberland County College

Dorothy Kozlowski, Director of the Willets Health Center, Rutgers, The State University

Mary-Kate Heffern, Nurse Practitioner, University Health Services, Princeton University

Consultants

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

Carolyne Abdullah, Assistant Professor, Social and Behavioral Sciences, Cumberland County College

Mansur A. Alammar, Adjunct, Industrial Engineering, Fairleigh Dickinson University

Rita Alisauskas, Associate Professor, Natural Science, County College of Morris

Jamileh A. Amirzafari, Assistant Professor, Library Science, Bloomfield College

Robert C. Angelo, Adjunct, Continuing Education, Middlesex County College

Maria Z. Aria, Assistant Professor, Business, Camden County College

Jean M. Arnold, Associate Professor, College of Nursing, Rutgers, The State University

Gerard J. Arsenault, Associate Professor, Social/Behavioral Science, Cumberland County College

Nancy L. Ashton, Associate Professor, Social/ Behavioral Sciences, Richard Stockton College of New Jersey

Sylvia K. Baer, Full Professor, Liberal Arts, Gloucester County College

Dennis M. Bakewicz, Assistant Professor, Biological Sciences, New York City Technical College

Timothy C. Bakken, Assistant Professor, Law and Justice, Trenton State College

Marvin Barsky, Adjunct, Mathematics, Pennsylvania State University

Eileen J. Baty, Instructor, Computer Information Systems, County College of Morris

Hrach Bedrosian, Full Professor, Management/ Organizational Behavior, New York University

Arnie Berle, Assistant Professor, Music-Fine Arts, Mercy College

Charles R. Biondi, Associate Professor, Business, Cumberland County College

Robert Bittner, Full Professor, School of Technology, Trenton State College

Edward Blake, Emeritus, Management, Rutgers, The State University

Joseph Blasenstein, Assistant Professor, Aviation, Mercer County Community College

Richard Blonna, Associate Professor, Community Health, William Paterson College of New Jersey

Arthur Bloomberg, Emeritus, Industrial Technology, Middlesex County College

Ildiko V. Boer, Assistant Professor, Biology/ Chemistry, County College of Morris

Catherine A. Boos, Full Professor, Dental Dept., Camden County College

Naomi Boretz, Associate Professor, Fine Arts, Wilson College

Gloria Boseman, Assistant Professor, Nursing, Jersey City State College

Eileen D. Boyle, Instructor, Plant Science, Mercer County Community College

H. Wayne Brady, Emeritus, History & Social Behavior, Middlesex County College

William M. Brant, Associate Professor, Graduate School of Education, Rider University

Richard J. Brower, Assistant Professor, Education & Psychology, Wagner College

Julia A. Brown, Full Professor, Mathematics/ Electronics, Atlantic Dommunity College

Theresa J. Brown, Assistant Professor, Liberal Arts, Centenary College

Lana L. Browne, Instructor/Accelerated Programs, Counseling Center, Raritan Valley Community College

David G. Buchanan, Full Professor, Aviation, Mercer County Community College

Barbara Buchen, Consultant, Nursing, Thomas Edison State College

Georganne K. Buescher, Instructor, College of Graduate Studies, Thomas Jefferson University

Jerome G. Buescher, Instructor, Pathology, Thomas Jefferson University

S. Paul Bunea, Associate Professor, Science & Engineering, Fairleigh Dickinson University

John J. Burchill, Adjunct, Mathematics, William Paterson College of New Jersey

Edward C. Burns, Consultant, Computer Systems/Technology, Thomas Edison State College

Beverly J. Butcher, Adjunct, Folklore, University of Pennsylvania

Leon J. Buteau, Full Professor, Physics, New Jersey Institute of Technology

Roosevelt D. Butler, Associate Professor, Management and Marketing, Trenton State College

Andrew Butula, Full Professor, Accounting, Middlesex County College

Terrence B. Byrne, Assistant Professor, Communications/Theatre, Trenton State College

John P. Callahan, Consultant, Political Science, Thomas Edison State College

Allan K. Cameron Jr., Consultant, Engineering, Thomas Edison State College

Sister Maura Campbell, Emeritus, Religious Studies/Philosophy, Caldwell College

Philip S. Cantor, Assistant Professor, Continuing Studies, Rider University

Alfred L. Carter, Assistant Professor, Student Affairs, Manchester Community College

Raymond J. Castro, Adjunct, Intergovernmental Relations, Rutgers, The State University

Lorraine A. Cavaliere, Adjunct, Continuing Education Center, Cabrini College

Lawrence M. Chatman, Jr., Assistant Professor, Engineering, Camden County College

Aristomen A. Chilakos, Full Professor, Health & Physical Education, Trenton State College

Patrick J. Chmel, Associate Professor, Fine Arts Department, Rider University

Edward C. Clark, Associate Professor, Mathematics/Electronics, Atlantic Community College

James Cline, Adjunct, Fire Science, Jersey City State College

Jerome W. Clinton, Full Professor, Near Eastern Studies, Princeton University

Norman Cohen, Consultant, Environmental Medicine, Thomas Edison State College

Daniel B. Cokewood, Full Professor, Technology, Kean College of New Jersey

Deborah E. Compte, Assistant Professor, Modern Languages, Trenton State College

Adrienne Coons, Associate Professor, Science and Allied Health, Camden County College

Eugene N. Copeland, Emeritus, Music, Trenton State College

Claire C. Correale, Associate Professor, Mathematics, Science, Technology, Burlington County College

John G. Cosgrove, Associate Professor, Social Service, Fordham University

Alice L. Coughlin, Consultant, Dance, Thomas Edison State College

Stephen J. Crescenzi, Adjunct, Political Science, Trenton State College

Anthony Cupo, Associate Professor, Business, County College of Morris

Deborah A. Cutchin, Adjunct, Government Services, Rutgers, The State University

Frank J. Cutitta, Adjunct, Business, Burlington County College

Karen T. D'Alonzo, Assistant Professor, Nursing, College of Saint Elizabeth

John Damiano, Instructor, Liberal Arts, Burlington County College

Peter Daniledes, Adjunct, Mathematics, Brookdale Community College

Ellen M. Dauwer, Assistant Professor, Computer Information Systems, College of Saint Elizabeth

Michael Davidson, Assistant Professor, Health Professions, Montclair State University

Robert B. Davis, Instructor, Athletics and Recreation, Trenton State College

John A. DeBrizzi, Assistant Professor, Sociology, Jersey City State College

Frank P. DeCaro, Full Professor, Business, Georgian Court College

Louise F. DeLago, Adjunct, Education, Chestnut Hill College

William W. Derbyshire, Full Professor, Slavic, Rutgers, The State University

Mervin L. Dissinger, Associate Professor, Psychology, Rider University

Justin T. Doll, Full Professor, Computer Science, Brookdale Community College

Carole L. Donovan, Assistant Professor, Health Professions, Montclair State University

Harriet A. Doolittle, Assistant Professor, Animal Science Technology, Camden County College

Philip Dumas, Full Professor, Chemistry, Trenton State College

Joseph V. Dumbra, Assistant Professor, Modern Languages, Pace University

Noreen L. Duncan, Assistant Professor, Academic Skills, Mercer County Community College

Margaret A. Dunn, Full Professor, Communication/Theatre, Kean College of New Jersey

Beverly N. Dunston, Emeritus, Urban Planning, Rutgers, The State University

Robert Edwards, Full Professor, Business, County College of Morris

Joseph Vincent Ellis, Full Professor, History, Trenton State College

Robert English, Full Professor, Engineering Technology, New Jersey Institute of Technology

Frank J. Esposito, Full Professor, History, Kean College of New Jersey

Gloria C. Essoka, Associate Professor, Nursing, Hunter College

Raymond F. Fangboner, Associate Professor, Biology, Trenton State College

Richard P. Farrell, Consultant, Nuclear, Thomas Edison State College

Julian W. Farrior, Associate Professor, Natural Science-Mathematics, Gwynedd-Mercy College

William V. Fassbender, Full Professor, Counseling & Personnel, Trenton State College

Mary Fay, Assistant Professor, Legal Assistant Program, Cumberland County College

Kathy A. Fedorko, Full Professor, English, Middlesex County College

Solomon Feffer, Emeritus, Hebraic Studies, Rutgers, The State University

Ruben Fernandez, Consultant, Nursing Thomas Edison State College

Edmund J. Ferszt, Adjunct, Continuing Education, Rhode Island School of Design

Alvin J. Figueroa, Assistant Professor, Modern Language, Trenton State College

Arthur L. Finkle, Associate Professor, Education & Human Resources, Rider University

Robert M. Fishco, Full Professor, Dean of Business Technologies, Middlesex County College

John C. Flynn Jr., Associate Professor, Medical Laboratory/Science, Montgomery County Community College

John P. Ford, Full Professor, Behavioral Science, Bucks County Community College

Carolin S. Ford, Consultant, Nursing, Thomas Edison State College

Donato D. Fornuto, Full Professor, Music, William Paterson College of New Jersey

Howard J. Freas, Adjunct, Student Services, Bucks County Community College

Diane C. Freedman, Adjunct, Anthropology, Temple University

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 & Safety, Yale University

Neil A. Gaston, Full Professor, Business, Trenton State College

Douglas W. Gatton, Full Professor, Liberal Arts, Gloucester County College

Victor Gerdes, Full Professor, Finance & Insurance, Rider University

Biswa N. Ghosh, Full Professor, Science & Technology, Hudson County College

Dorothy S. Gleckner, Associate Professor, Business, Bergen Community College

Malcolm Goddard, Consultant, Criminal Justice, Thomas Edison State College

Martin Goldman, Instructor, Business, Mercer County Community College

Fredric R. Goldstein, Associate Professor, Physics, Trenton State College

Amina S. Gomaa, Assistant Professor, Foreign Language, New York University
Ladylease Goodridge-White, Full Professor, Business, Essex County College

Frederick E. Goos, Adjunct, Humanities, Cumberland County College

Jack A. Gottschalk, Full Professor, Management/ Marketing, William Paterson College of New Jersey

Joseph M. Gowaskie, Full Professor, History, Rider University

Blaine S. Greenfield, Full Professor, Business, Bucks County Community College

Thomas J. Grites, Full Professor, Academic Advising, Richard Stockton College of New Jersey

Louis S. Gross, Full Professor, Liberal Arts, Gloucester County College

Camille W. Haberle, Adjunct, Mathematics, Raritan Valley Community College

Hella Hakerem, Emeritus, Nursing, William Paterson College of New Jersey

Manfred Halpern, Full Professor, Politics, Princeton University

Thomas M. Handler, Full Professor, Electrical Engineering Technology, Middlesex County College

Sallyann Z. Hanson, Full Professor, Technology, Computer, Mathematics, Mercer County Community College

H. Denis Hanson Sr., Consultant, Physical Science, Thomas Edison State College

Marilyn M. Hart, Full Professor, Communication Sciences, Kean College of New Jersey

Carol P. Harvey, Assistant Professor, Business, Assumption College

Francis J. Haughey, Full Professor, Radiation Science, Rutgers, The State University

Robert E. Haynes, Full Professor, Art, Rowan College of New Jersey

Joseph C. Hecht, Full Professor, Business, Montclair State University

Mary-Kate Heffern, Consultant, Nursing, Thomas Edison State College

Michael G. Helliwell, Associate Professor, Management Science, Kean College of New Jersey

Ronald M. Henry, Full Professor, Military Science, Rider University

Blythe F. Hinitz, Associate Professor, Elementary & Early Child Education, Trenton State College

Joseph Hitchcock, Instructor, Business, Somerset County Technical Institute

Louis F. Hoelzle, Full Professor, Mathematics & Computer Science, Bucks County Community College

Laurel Hoffmann, Adjunct, Textiles, Philadelphia College of Textiles and Science

William J. Hogan, Full Professor, Chiropractic Practice, National College of Chiropractic

Harry H. Hoitsma, Full Professor, Health Professions, Montclair State University

Jerry C. Holt, Adjunct, Learning Resources, Burlington County College

Marianne J. Hoy, Associate Professor, Nursing, Cumberland County College

Hsin-Neng Hsieh, Associate Professor, Civil & Environmental Engineering, New Jersey Institute of Technology

William C. Hunter, Associate Professor, Biology/Chemistry, County College of Morris

George W. Ingenbrandt, Full Professor, Liberal Arts, Mercer County Community College

Dominick A. Iorio, Full Professor, Liberal Arts & Science, Rider University

Patricia D. Ireland, Associate Professor, Language & Literature, Neumann College

Dale T. Irvin, Full Professor, Theology, New York Theological Seminary,

Parthasarathy S. Iyengar, Full Professor, Mechanical Engineering, County College of Morris

Paul I. Jacobs, Consultant, Psychology, Thomas Edison State College

Muriel K. Jacoby, Associate Professor, Nursing, Atlantic Community College

Mary-ellen Javie, Instructor, Business, Atlantic Community College

Audrey Johnson, Assistant Professor, Sociology, Raritan Valley Community College

James D. Jones, Adjunct, Nuclear, Rutgers, The State University

Joan A. Jones, Instructor, Aviation, Nercer County Community College

Debra J. Kantor, Adjunct, Sociology & Anthropology, Rutgers, The State University

Irwin Kantor, Full Professor, History/Social Behavior, Middlesex County College
Mark S. Kassop, Full Professor, Social Sciences, Bergen Community College

Nancy Kassop, Associate Professor, Political Science, State University of New York

Marlene E. Kayne, Associate Professor, Biology, Trenton State College

Barbara E. Keck, Associate Professor, Health, Camden County College

Barbara G. Kern, Adjunct, English, Kean College of New Jersey

Carl Kiesewetter, Assistant Professor, Mechanical Civil Engineering Technology, Middlesex County College

Thomas F. Klinkowstein, Associate Professor, Graduate Communications Design, Pratt Institute

Paul Klucsarits, Adjunct, Program for the Deaf, Camden County College

Lawrence J. Knapp, Associate Professor, Humanities, Essex County College

Linda Knezevich, Consultant, Classics/Near Eastern Studies, Thomas Edison State College

Ronald E. Kostar, Adjunct, English, Rider University

Ernest Kovacs Jr., Adjunct, Management/ Public Admin., Rutgers, The State University

Dorothy M. Kozlowski, Consultant, Nursing, Thomas Edison State College

Paul J. Krasucki, Assistant Professor, Computer Science, Rutgers, The State University

John E. Kulpa, Full Professor, Music, Mercer County Community College

Arun Kumar, Assistant Professor, Finance, Montclair State University

Mariagnes E. Lattimer, Emeritus, School of Social Work, Rutgers, The State University

Martin E. LeBeau, Associate Professor, Music, Trenton State College

Sandra S. LeBeau, Assistant Professor, History, Trenton State College

Urban A. LeJeune, Associate Professor, Professional Studies, Richard Stockton College of New Jersey

Joseph A. LeMay, Full Professor, School of Business, Ramapo College of New Jersey

Norman Lederer, Dean, General & Developmental Education, Thaddeus Stevens State School of Technology

Yechiel M. Lehavy, Full Professor, Social Science, Atlantic Community College

Melvin Leipzig, Full Professor, Arts & Communications, Mercer County Community College

Linda B. Lengyel, Full Professor, Law and Justice, Trenton State College

Paul A. Leonardi, Adjunct, English, Salem Community College

David Lester, Full Professor, Psychology, Richard Stockton College of New Jersey

Marilyn M. Levitt, Emeritus, Fine Arts Department, Rider University

Peter Li, Associate Professor, East Asian Language & Culture, Rutgers, The State University

Jonathan M. Lincoln, Assistant Professor, Physics and Geoscience, Montclair State University

Michael D. Lindner, Full Professor, Liberal Arts, Gloucester County College

Yadong Liu, Assistant Professor, Political Science, Columbia University

Jack L. Lobb, Full Professor, Mathematics, Cumberland County College

Roger R. Locandro, Full Professor, Natural Resources, Rutgers, The State University

Robert J. Lorenzi, Full Professor, English/ Communication, Camden County College

Joseph H. Luisi, Instructor, Scientific Glassblowing Tech, Salem Community College

William E. Luithle, Consultant, Administration, Thomas Edison State College

Maggie A. Lund, Adjunct, Management & Labor Relation, Rutgers, The State University

Rudolph V. Magyar, Adjunct, Foreign Language, Union County College

Rosalie Maiorella, Adjunct, Humanities, Berkeley School

Seiichi Makino, Full Professor, East Asian Studies, Princeton University

Anita M. Manders, Full Professor, Business, Bucks County Community College

Martin Markowitz, Adjunct, Business, Rutgers, The State University

Jack Mars, Emeritus, Commerce Division, Mercer County Community College

Nabil M. Marshood, Full Professor, Public & Human Services, Hudson County College

Linda L. Mather, Consultant, Communications, Thomas Edison State College

Patricia A. Mayer, Associate Professor, Dance, Rutgers, The State University

Louise A. Mayo, Full Professor, History/ Political Science, County College of Morris

Herbert B. Mayo, Full Professor, School of Business, Trenton State College

Edward M. Mazze, Full Professor, School of Business, Temple University

William H. McCarroll, Emeritus, Chemistry, Rider University

Raymond J. McInnis Jr, Assistant Professor, Cardiovascular Perfusion, University of Texas Health Science Center/Houston

Joseph A. Mele, Associate Professor, Biology/ Chemistry, County College of Morris

James F. Merrigan, Full Professor, Drafting & Design Technology, Brookdale Community College

Michael Metzger, Associate Professor, Fine Arts, Kean College of New Jersey

Thomas L. Millard, Full Professor, Counseling, Montclair State University

Josephine M. Miller, Assistant Professor, Business, Mercer County Community College

Kathryn T. Mizuno, Adjunct, East Esian Studies, Camden County College

Takashi Mizuno, Instructor, East Asian Language & Cultures, Rutgers, The State University

James I. Monkowski, Adjunct, Biology, Saint Peter's College

Edward R. Mosley, Associate Professor, Humanities, Passaic County Community College

Mel Moyer, Associate Professor, Psychology, Rowan College of New Jersey

Sister Gerardine Mueller, Adjunct, Art, Caldwell College

Walter Mueller, Adjunct, Religion, Center for Urban Theological Studies

William J. Mulkeen, Adjunct, Law, Warrern County Community College

James R. Murphy, Full Professor, Communications/Theatre, Kean College of New Jersey

Charles Nanry, Full Professor, Human Resource Development, Rutgers, The State University

Joanne P. Narr, Instructor, Equine Studies, Centenary College

Anthony P. Natale, Adjunct, Business, Bucks County Community College

Prabhaker Nayak, Full Professor, Marketing & Management Science, William Paterson College of New Jersey

David M. Neal, Assistant Professor, Emergency Management, University of North Texas

Attila A. Nehez, Adjunct, Mathematics, Kean College of New Jersey

Raymond J. Nolan, Associate Professor, Civil/ Construction Engineering Technology, Middlesex County College

Kurt Novak, Consultant, Geodetic Science & Surveying, Thomas Edison State College

Michael P. Nunno, Consultant, Physics/Science/ Radiation, Thomas Edison State College

Emmett N. O'Hare, Consultant, Aviation, Thomas Edison State College

Godwin O. Ohiwerei, Assistant Professor, Sociology/Anthropology, Jersey City State College

Karl E. Oelke, Full Professor, English, Union County College

William M. Olivero, Associate Professor, Science, Cumberland County College

Dula F. Pacquiao, Assistant Professor, Nursing, Kean College of New Jersey

Thomas M. Patrick, Full Professor, Business, Trenton State College

Mary Patrick, Professor, Nursing, William Paterson State College

Garry A. Perryman, Assistant Professor, Architecture, Mercer County Community College

Mary F. Phelan, Assistant Professor, Book Arts/ Printmaking, University of the Arts

MaryLou W. Phillips, Associate Professor, Natural Science/Mathematics, Holy Family College

Marion K. Pinsdorf, Associate Professor, Media Management & Communications, Fordham University

Joseph J. Pizzillo, Full Professor, Education, Rowan College of New Jersey

Francis Polk, Adjunct, Business and Computer Science, Ocean County College

Jeanette J. Purdy, Full Professor, Business, Mercer County Community College

Robert T. Quade, Associate Professor, Business, Centenary College

Dorairaja Raghu, Full Professor, Civil Engineering, New Jersey Institute of Technology

Louise Ragin, Adjunct, Nursing, Jersey City State College

Hamideh P. Ramjerdi-Shirazi, Adjunct, Economics, Kean College of New Jersey

George A. Randall, Full Professor, Mathematics/Science/Technology, Gloucester County College

Barbara S. Reed, Assistant Professor, Journalism and Mass Media, Rutgers, The State University

Robert R. Reed, Instructor, Emergency Administration and Planning, University of North Texas

Linda B. Reilly, Assistant Professor, Home Economics, Montclair State University

John Reinard, Full Professor, Business/Social Sciences, Cumberland County College

Leslie Rice, Assistant Professor, Nursing, Trenton State College

Jayne T. Rich, Assistant Professor, Criminal Justice, Atlantic Community College

Richard R. Rider, Adjunct, Fire/Science, Hudson County College

William Rosa, Associate Professor, Language and Culture, William Paterson College of New Jersey

Theresa M. Rosania, Associate Professor, Management Science, Kean College of New Jersey

Sherry Rosen, Adjunct, Sociology, Rutgers, The State University

Lee Rosenthal, Full Professor, Engineering Technology, Fairleigh Dickinson University

Douglas B. Rosentrater, Associate Professor, Communication/Arts, Bucks County Community College

Ayman M. Rostoum, Adjunct, Computer Science, Mercer County Community College

Israel Rubin, Full Professor, Economics, Jersey City State College

Steven D. Ryan, Full Professor, Humanities, Bergen Community College

Francis A. Sakiey, Full Professor, Business Division, Mercer County Community College

Joseph B. Sanborn Jr., Associate Professor, Law/Justice Studies, Rowan College of New Jersey

Deborah A. Sanders, Associate Professor, African Afro American Studies, Jersey City State College

Richard L. Sandhusen, Emeritus, Business, Bloomfield College

Joseph C. Santora, Full Professor, Business, Essex County College

Rajib N. Sanyal, Associate Professor, Management, Trenton State College

Anthony M. Scannella, Adjunct, Business, Wagner College

Henriette W. Schneider, Consultant, Foreign Language, Thomas Edison State College

Penelope S. Schott, Consultant, English, Thomas Edison State College

Kieran Scott, Professor, Religious Studies, St. Bonaventure University

Meyer S. Schreiber, Emeritus, Sociology, Anthropology, Social Work, Kean College of New Jersey

Clifford F. Schumann, Instructor, Mathematics, Raritan Valley Community College

Howard Schwartz, Full Professor, Communication, Rider University

Barbara Seater, Associate Professor, Social Science and Human Services, Raritan Valley Community College

Karen L. Seaton, Consultant, English, Thomas Edison State College

Dori Seider, Full Professer, Humanities, Mercer County Community College

Margery A. Seltzer, Adjunct, Nursing, Holy Family College

Reza Shahrokh, Associate Professor, Health Professions, Montclair State University

Richard C. Shepherd, Emeritus, Reading/ Language Arts, Trenton State College

Thomas Simonet, Full Professor, Communication, Rider University

Frank B. Slezak, Full Professor, Science/Allied Health, Mercer County Community College

Wayne J. Smeltz, Associate Professor, Business Administration, Rider University

Myrna Smith, Full Professor, English, Raritan Valley Community College

Roberto E. Socas, Associate Professor, Social Science, Essex County College

Dawn B. Sova, Adjunct, English, Felician College

Daniel C. Spalding, Assistant Professor, Music, Trenton State College

Charles F. Speierl, Adjunct, Community Education, Raritan Valley Community College

Martin J. Stamm, Adjunct, Sociology/Psychology, Middlesex County College

Joseph R. Stencel, Instructor, Physics, Princeton University

Paul W. Stoecker, Instructor, Chemistry, Rutgers, The State University

Carin N. Storch-Freedel, Adjunct, Special Education, Kean College of New Jersey

Jo Frances Stow, Consultant, Nursing, Thomas Edison State College

Eszter Szalczer, Instructor, Foreign Language, New York University

Joseph F. Talarico, Full Professor, Economics, Rider University

Francis R. Taylor, Adjunct, Chemistry, County College of Morris

Ralph A. Tellone, Assistant Professor, Hotel and Restaurant Management, Middlesex County College

John H. TenBrook, Full Professor, Business and Engineering Technology, Camden County College

Michael S. Terpilak, Consultant, Science, Thomas Edison State College

Robert Thompson, Emitus, Osteopathic Sciences, University of Medicine and Dentistry

June F. Tipton, Adjunct, Fine Arts, Rider University

Stuart Topper, Associate Professor, Fine Arts, Kean College of New Jersey

Diane C. Trainor, Associate Professor, Chemistry, Middlesex County College

Joseph L. Tramutola Jr., Full Professor, Accounting, Taxation & Law, Fairleigh Dickinson University

Nicholas Trikouros, Adjunct, Radiation Science, Rutgers, The State University

Angelo Tritini, Associate Professor, Criminal Justice, Passaic County Community College

Harold D. Trulear, Full Professor, Masters Program, N.Y. Theological Seminary

Ching-I Tu, Full Professor, East Asian Languages & Culture, Rutgers, The State University

David K. Underwood, Assistant Professor, Art History, Rutgers, The State University

Wesley R. Van Pelt, Adjunct, Environmental Science, Rutgers, The State University

Barbara M. Vassallo, Assistant Professor, Nursing, Gwynedd-Mercy College

Charles Vevier, Full Professor, History, University of Medicine and Dentistry

John A. Visceglia, Adjunct, Psychology, Rowan College of New Jersey

U. Samuel Vukcevich, Adjunct, Sociology, Mercer County Community College

Jack L. Waintraub, Full Professor, Physics/ Electrical Engineering Technology, Middlesex County College

June Walker, Associate Professor, Athletic, Trenton State College

Stanley L. Walling, Instructor, Anthropology, Montclair State University

Jean Warner, Associate Professor, Business Education, Rider University

Robert Wear, Emeritus, Aviation, College of Aeronautics

Carol L. Weber, Assistant Professor, Business, Mercer County Community College

William H. Wegner, Associate Professor, Communication and Theatre, Trenton State College

Roza Weinerman, Consultant, Language, Thomas Edison State College

Bernard Weinstein, Full Professor, English, Kean College of New Jersey

Samuel S. Weinstein, Adjunct, Management, Richard Stockton College of New Jersey

James P. West, Associate Professor, Economics & Business, Moravian College

Walter R. Whalen, Adjunct, Computer Science, Brookdale Community College

Kermit Cyrus Whaley, Associate Professor, Diagnostic Imaging, Thomas Jefferson University

MaryAnn Whittemore, Adjunct, Humanities, Burlington County College

Carol J. Williams, Associate Professor, Sociology, Anthropology, Social Work, Kean College of New Jersey

Harry G. Wiltsee, Assistant Professor, Mathematics/Science/Technology, Gloucester County College

Karen H. Woodward, Associate Professor, Arts & Social Science, Burlington County College

Gladys Word, Full Professor, Nursing, Trenton State College

Bruce Worsham, Associate Professor, Insurance and Taxation, Bryn Mawr College/The American College

Max L. Yeater, Emeritus, Engineering School, Rensselaer Polytechnic Institute

William J. Younie, Full Professor, Special Education and Counseling, William Paterson College of New Jersey

Shoichi Yoshikawa, Full Professor, Physics, Princeton University

Wijnie de Groot, Adjunct, Foreign Language, New York University

Glossary

Advisement Center

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

Assessment

When students request credits through portfolio, evidence/documentation is reviewed *(assessed)* by a faculty consultant who recommends appropriate credit awards.

Demonstration of Currency

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

Evaluation

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

Evaluation and Progress Report

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

Faculty Consultant

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

Free Electives

Credits chosen from either the liberal arts or nonliberal arts areas which are used to complete unspecified degree requirements.

Liberal Arts

Disciplines within the humanities, social sciences and natural sciences/mathematics. A detailed listing of liberal arts disciplines is provided to enrolled students in the Program Planning Handbook.

NonLiberal Arts

Any discipline that is not designated *liberal arts* is considered nonliberal arts. This usually refers to disciplines that represent applied knowledge, such as business, technical fields, education and human service fields.

Option

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

Practicum

An end-of-degree requirement for students in the Bachelor of Science in Human Services and in the Associate in Science in Public and Social Service degrees. The Practicum is an oral conference with a faculty consultant during which the student identifies and applies the theory and principles of his/her specific field.

Pre-Graduation Conference

An end-of-degree requirement for students in the Bachelor of Arts degree. It is an oral conference with a faculty consultant during which the student identifies and applies major concepts and ideas within his/her concentration or specialization.

Portfolio

The process used by the College to assess experiential knowledge for credit. The process involves the collection of evidence and documentation to support a formal credit request for specific courses. Students are required to follow the guidelines in the Portfolio Assessment Handbook as they prepare their portfolios.

Portfolio Advisor

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

Program Advisor

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

Program Plan

A document which identifies specific courses/tests/Guided Study/portfolio assessment credit the student will attempt for degree completion. All students develop a program plan with the assistance of a program advisor and by referring to the Program Planning Handbook.

Specialization

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

Transcribe

Refers to the placing of credits on a transcript.

Transcript

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

Abbreviations

Baccalaureate Degrees

B.A.	Bachelor of Arts
BSAST	Bachelor of Science in Applied Science and Technology
BSBA	Bachelor of Science in Business Administration
BSHS	Bachelor of Science in Human Services
BSN	Bachelor of Science in Nursing

Associate Degrees

A.A.	Associate in Arts
AASRT	Associate in Applied Science in Radiologic Technology
ASAST	Associate in Science in Applied Science and Technology
ASM	Associate in Science in Management
ASNSM	Associate in Science in Natural Sciences and Mathematics
ASPSS	Associate in Science in Public and Social Services

Master's Degree

MSM	Master of Science in Management

Other Abbreviations

ACE	American Council on Education
ACTPEP	American College Testing Proficiency Examination Program
ALP	Advanced Level Practicum
APP	Advanced Placement Program
CLEP	College Level Examination Program
DANTES (DSST)	Defense Activity for Nontraditional Education Support
DOC	Demonstration of Currency
PGC	Pre-Graduation Conference
SOC	Servicemembers Opportunity College
PONSI	Program on Noncollegiate Sponsored Instruction
TECEP	Thomas Edison College Examination Program
USAFI	United States Armed Forces Institute

Directions to the College

Academic Center
167 W. Hanover St.
At the right are directions to the Academic Center of Thomas Edison State College at 167 W. Hanover St. Metered parking (25 cents/hour) is normally available on Hanover Street near the Academic Center. Handicapped parking is available in front of the building.

Administrative Offices
101 W. State St.
Visitors to the Administrative offices at 101 W. State St. may follow the same directions or may seek parking at the State House lot one half block behind the building. The entrance to the State House parking lot is a right turn off Barrack (Willow) Street as you enter the War Memorial Circle. If no parking is available at that lot, ask the guard for directions to private lots in the area. Handicapped parking for 101 W. State Street is available in the lot immediately behind the building.

Kuser Mansion
315 W. State St.
Visitors to the Kuser Mansion should follow the same basic directions except as noted. If you are using Calhoun Street, turn left at the first street, W. State Street Those using Willow Street should proceed past Hanover Street to W. State Street. Turn right on W. State and continue past the light at Calhoun Street. The Kuser Mansion is the second building on the left after Calhoun Street. The entrance to the parking lot is on the near side of the building.

From North

U.S. 1: Take U.S. 1 South to Trenton. About a mile after you pass the Interstate 295/95 exits, Route 1 will divide. Take Route 1 to the left (NOT ALT. RT. 1) to the Perry Street exit. After exiting Route 1, turn left onto Perry Street. Follow Perry Street (which becomes Bank Street) five traffic lights to Willow Street. Turn left onto Willow Street. Take Willow Street one traffic light to Hanover Street. Turn right onto Hanover Street. The Academic Center is 1/2 block ahead on the left.

NEW JERSEY TURNPIKE: Take the N.J. Turnpike South to Exit 7A (Trenton). Take 195 West to the end, which becomes 29/129 North. At the first traffic light, Lalor Street, turn left. Follow Lalor Street two blocks to the end and turn right. Follow the river for about a half mile and bear left onto Route 29. Take Route 29 to the Calhoun Street exit. Follow Calhoun Street to the second light, Hanover Street. Turn right onto Hanover Street. The Academic Center is in the middle of the block, on the right.

ROUTE 29: Take Route 29 South to the Calhoun Street exit. Follow Calhoun Street to the second light and turn right onto Hanover Street. The Academic Center is a 1/2 block ahead on the right.

ROUTE 31: Take Route 31 South into Trenton. After the light at Calhoun Street, continue one block to Willow Street. Turn right onto Willow Street and continue to the second light, Hanover Street. Turn right onto Hanover Street. The Academic Center is 1/2 block ahead on the left.

ROUTE 206: Take Route 206 South through Lawrenceville. Exit from 206 onto the ramp marked "95 North to 295 South." Follow 95 North about 2 miles to U.S. 1 South. Then follow the directions above for U.S. 1.

From South

U.S. 1: Take U.S. 1 North over the bridge into New Jersey. Take the Route 29 exit. As you exit Route 1, bear right and go straight across the intersection with the yield sign. Then make the first right onto Route 29 North. Take Route 29 North to the Calhoun Street exit. Follow Calhoun Street to the second light, Hanover Street. Turn right onto Hanover Street. The Academic Center is 1/2 block ahead on the right.

INTERSTATE 295: Take Interstate 295 North to exit 60. Follow the for signs Routes 129 and 29 North. While the interchange at exit 60 is under construction, be sure to carefully follow the detour signs to 129 and 29 North. Take 129/29 North to the first traffic light, Lalor Street. Turn left onto Lalor and proceed two blocks to the end. Turn right. Follow the river for about a half mile and bear left onto Route 29. Take Route 29 to the Calhoun Street exit. Follow Calhoun Street to the second light, Hanover Street. Turn right onto Hanover Street. The Academic Center is 1/2 block ahead on the right.

ROUTE 206: Take Route 206 North past Bordentown. Take 195 West, which becomes 29/129 North. Follow the highway to the first traffic light, Lalor Street. Turn left onto Lalor Street and proceed two blocks to the end. Turn right. Follow the river for about a half mile and bear left onto Route 29. Take Route 29 to the Calhoun Street exit. Follow Calhoun Street to the second light, Hanover Street. Turn right onto Hanover Street. The Academic Center is 1/2 block ahead on the right.

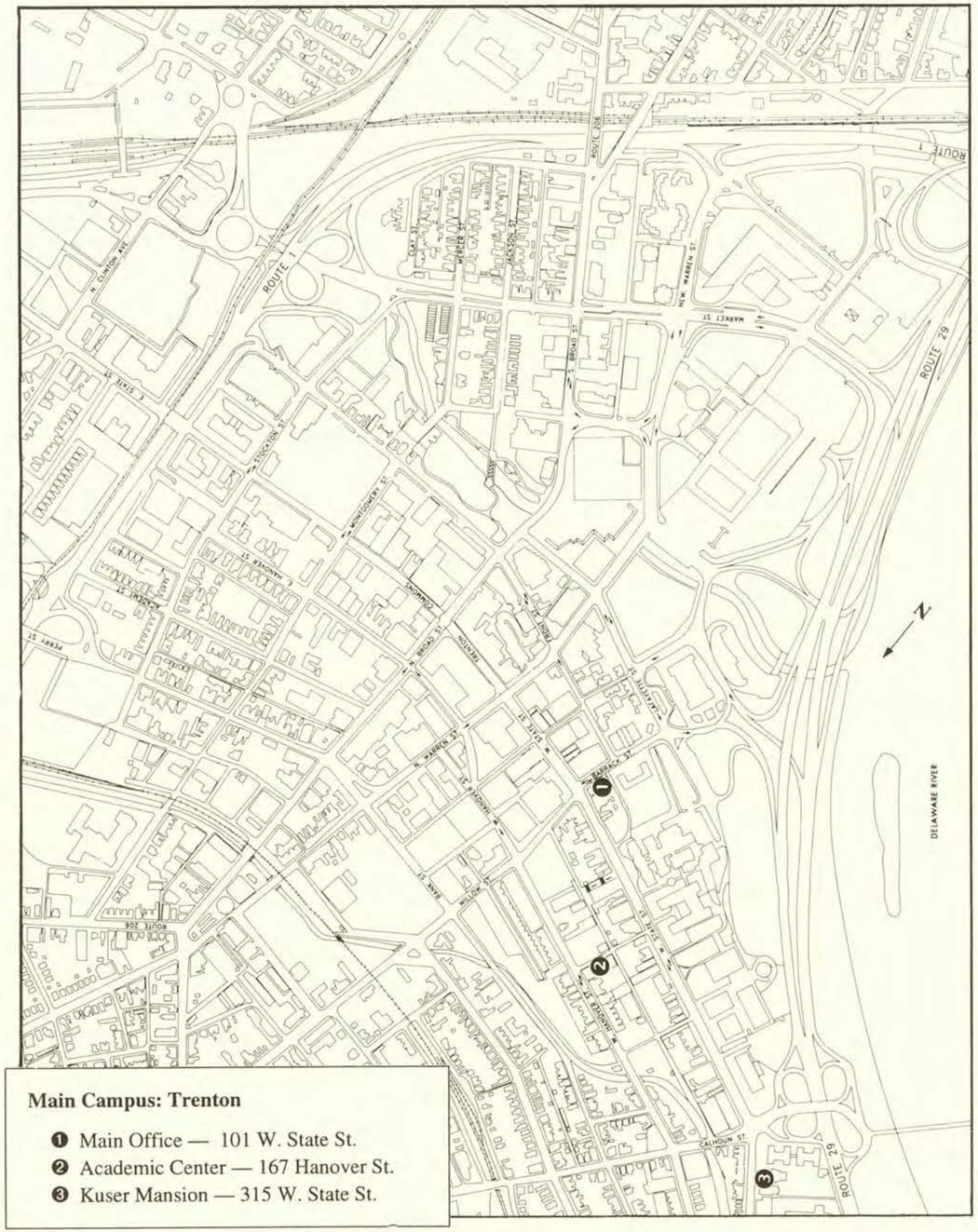
From East

Interstate 195: Take Interstate 195 West to the end, which becomes 29/129 North. Follow the highway to the first traffic light, Lalor Street. Turn left onto Lalor Street. Follow Lalor Street two blocks to the end. Turn right. Follow the river for about a half mile and bear left onto Route 29. Take Route 29 to the Calhoun Street exit. Follow Calhoun Street to the second light, Hanover Street. Turn right onto Hanover Street. The Academic Center is in the middle of the block, on the right.

From West

Pennsylvania Turnpike: Take the Pennsylvania Turnpike East to Exit 28 (Route 1 North). Take U.S. 1 North over the bridge into New Jersey. Follow direction above FROM SOUTH via U.S. 1.

Trenton Office



Main Campus: Trenton

❶ Main Office — 101 W. State St.
❷ Academic Center — 167 Hanover St.
❸ Kuser Mansion — 315 W. State St.

Map provided courtesy of the Trenton Downtown Association (TDA). The TDA is a not-for-profit corporation consisting of more than 250 property owners in Trenton's Capitol District. TDA is charged with the responsibility for programs such as maintenance, security and promotions.

Index

Page No.

Abbreviations 143
Academic Advisement 78
Academic Advisement Phone Center 78
Academic Calendar 8
Academic Council 133
Academic Integrity and Honesty 73
Academic Policies 73
Accounting 33, 35, 53, 55
Accreditation ..... Title Page
Accrediting Associations 17, 114
ACTPEP (American College Testing Proficiency Examination Program ... 101
Administration of Justice 44, 46, 65, 67
Administrative Office Management 33, 35, 53, 55
Admissions Services 11
Admissions Policy 11
Advanced Level Practicum 45
Advanced Placement Program (APP) ... 102
Advertising Management 33, 35
Advisement Center 142
Affirmative Action 4
African-American Studies 24, 28
Air Traffic Control 38, 40, 58, 60
Alumni Association 128
American Council on Education Credit Recommendations 75
American Studies 24, 28
Americans with Disabilities Act 77
Anthropology 24, 28
Appeals 19
Application to the College 12, 150
Applied Science and Technology Degree Committee 134
Applied Science and Technology Program 38, 58, 68
Appointments (student) 78
Archaeology 24, 29
Architectural Design 38, 40, 58, 60
Armed Services Program 116
Arnold Fletcher Award 73
Art 24, 29
Articulation Agreements 114
Asian Studies 24, 29
Assessment 142
Associate in Arts 52
Associates in Applied Science in Radiologic Technology 68
Associate in Science in Applied Science and Technology 58
Associate in Science in Management 53
Associate in Science in Natural Science and Mathematics 63
Associate in Science in Public and Social Services 65
Aviation Flight Technology .. 38, 40, 58, 60
Aviation Maintenance Technology 38, 40, 58, 60
Award of Degrees [Sequence of] 74
Bachelor of Arts 24
Bachelor of Science in Business Administration 33
Bachelor of Science in Applied Science and Technology 38
Bachelor of Science in Human Services 44
Bachelor of Science in Nursing 50
Banking 33, 35, 53, 55
Basic Academic Skills 17
Bilingual Services 11
Biology 24, 29, 63, 64
Biomedical Electronics 38, 41
Board of Trustee Members 130
Business Degree Committee 134
Business Program 33, 53
Business Training Programs 109
CALL Network 79
Catalog which Applies to Student's Degree 75
Certificates 71
Change of Program/Degree Status 18
Change of Records 18
Chemistry 24, 29, 63, 64
Child Development Services 45, 46, 65, 67
Civil and Construction Engineering Technology 58, 60
Civil Engineering Technology 38, 41, 59, 61
CLEP (College Level Examination Program) 103
Clinical Laboratory Technology 38, 41
College Calendar 8
College Courses by Video 100
Commencement 19
Communications 24, 29
Community Services 44, 46, 65, 67
Computer Access 79
Computer Assisted Lifelong Learning Network (CALL) 79
Computer Science 24, 29, 63, 64
Computer Science and Technology 38, 41, 58, 61
Computer Science/Mathematics Requirement 76
Construction 38, 41, 59, 62
Continuing Education Units 75
Contract Learning 92
Corporate Training Programs 109
Correspondence Courses 117
Indiana University 117
Ohio University 120
Pennsylvania State University 122
University of Missouri 125
University of Nebraska-Lincoln 127
Credit Banking 20
Credit, Definition of 17
Credit for Courses Taught at U.S. Regionally Accredited Colleges 75
Dance 24, 30
DANTES Examinations 104
Data Processing 33, 35, 53, 55
Defense Language Institute 105
Degree Committees 134
Degree Programs 23
Degree Progress Report 16
Demonstration of Currency 34, 39, 54, 59, 142
Dental Hygiene 38, 41
Diagnostic Imaging 38, 41
Disabilities (students with) 77
Distance and Independent Adult Learning 86
Drug Abuse Prevention 129
Duplication of Credit 75
Economics 24, 30
Electrical Technology 38, 41, 58, 61
Electronics Engineering Technology 38, 41, 58, 61

Emergency Disaster Management 44, 46, 65, 67
Engineering Graphics 38, 42, 58, 61
Enrollment in the College 17
Environmental Sciences 38, 42, 58, 61
Environmental Studies 24, 30
Equal Opportunity Statement 4
Evaluation and Records 16, 142
Evaluation and Progress Report 142
Examination Programs 95
Experiential Credit/Portfolio Assessment 83
Faculty Consultants/Assessors 136, 142
Family Education Rights and Privacy Act of 1974 20
Fees 13
Finance 33, 35, 53, 55
Financial Aid 15
Fire Protection Science 38, 42, 58, 61
Food Technology 38, 42, 59, 62
Foreign Degrees 18
Foreign Languages 24, 30
Foreign Service Institute 105
Forestry 38, 42, 58, 61
Free Electives 142
Full Faith and Credit 77
General Management 33, 36, 53, 55
Geography 24, 30
Geology 24, 31
Gerontology 44, 46
Glossary 142
Governance 5, 130
Grade Point Average 18
Grade Reports 18
Grades 18
Grading Policy 18
Graduate Credits 17
Graduation 18
Guided Study 86
Health and Nutrition Counseling 44, 47
Health Services 44, 47
Health Services Administration 44, 47
Health Services Education 44, 47
History 24, 31
Horticulture 38, 42, 58, 61
Hospital Health Care Administration 33, 36, 53, 56
Hotel/Motel/Restaurant Management 33, 36, 53, 56
Human Resources Management 33, 36, 53, 56
Human Services Degree Committee 134
Human Services Program 44, 65
Humanities Concentration 24, 27
Independent Study Program (Correspondence Courses) 117
Indiana University Independent Study/ Correspondence Courses 117
Insurance 33, 36, 53, 56
International Business 33, 36, 53, 56
International Student Admissions 21, 85
Journalism 24, 31
Labor Studies 24, 31
Laboratory Animal Science 38, 42
Leave of Absence (see Withdrawal from the College) 19
Legal Services 44, 47, 65, 67
Letters of Understanding 114
Liberal Arts 142
Liberal Arts Degree Committee 135
Licenses/Certificates, Credit for 93
Limitation of Credits 76
Literature 24, 31
Logistics 33, 36
Management Information Systems 33, 36
Manufacturing Engineering Technology 38, 42, 58, 62
Map 145
Marine Engineering Technology 38, 42, 58, 62
Marketing 33, 36, 53, 56
Master of Science in Management 69
Materials Science 38, 43, 59, 63
Mathematics 24, 31, 63, 64
Mathematics/Computer Science Requirement 76
Mechanical Engineering Technology 38, 42, 58, 62
Mental Health and Rehabilitative Services 44, 47
Methods of Earning Credit 81, 82
Military Training Programs and Schools 113
Mission Statement 4
Music 24, 31
Natural Sciences Concentration 24, 27
New Jersey Baccalaureate Degree Completion Program 72
New York University Foreign Language Examinations 108
Nondestructive Testing Technology 38, 43, 58, 62
Nuclear Engineering Technology 38, 43, 58, 62
Nuclear Medicine 38, 43
Nursing Faculty Committee 135
Nursing Program 50
Nursing Study Group Facilitators 135
Ohio University Independent Study/ Correspondence Courses 120
Ohio University Examinations 106
On-Line Computer Courses 91
Operations Management 33, 37, 53, 57
Option, Definition of 142
Outcomes Assessment [Students role in] 76
Pennsylvania State University Independent Study/ Correspondence Courses 122
Perfusion Technology 38, 43
Philosophy 24, 31
Phone Center (see Academic Advisement Phone Center) 78
Photography 24, 31
Physics 24, 32, 63, 64
Political Science 24, 32
PONSI Sponsors 110
Portfolio Advisor 142
Portfolio Assessment 83, 142
Practicum 66, 142
Pre-Graduation Conference 26, 142
Privacy Act 20
Procurement 33, 37, 53, 57
Program Advisor 142
Program on Noncollegiate Sponsored Instruction (PONSI) 110
Program Plan 78, 142
Psychology 24, 32
Public Administration 33, 37, 53, 57 66, 69
Public Safety Services 45, 49, 66, 69

Purchasing and Materials Management 33, 37, 54, 57
Radiation Protection 38, 43
Radiation Therapy 38, 43
Radiologic Technology Program 68
Readmission (Reactivation) 14
Real Estate 33, 37, 54, 57
Recreation Services 44, 47, 65, 67
Refund 13
Regional Accrediting Associations . 17, 114
Regionally Accredited Colleges and Universities 114
Registration 20
Religion 24, 32
Residency Requirement 17
Respiratory Care 38, 43
Retailing Management 33, 37, 54, 57
Scholarships 15
School Business Administration 33, 37, 54, 57
Second Associate or Baccalaureate Degrees 74
Servicemembers Opportunity College (SOC) 116
Social Services 44, 47, 65, 67
Social Services Administration 44, 48
Social Services for Special Populations 44, 48, 65, 67
Social Sciences Concentration 24, 27
Sociology 24, 32
Specialization, Definition of 142
Staff of Thomas Edison State College 130
Statewide Testing and Assessment Center (STAC) 128
Study Groups 52
Surveying 38, 43, 58, 62
TECEP (Thomas Edison College Examination Program) 95
Technology (see Applied Science and Technology)
Telephone Numbers ..... .Inside Front Cover
Testing Programs 95
Theater Arts 24, 32
Thomas A. Edison (the person) 7
Transcribe 142
Transcripts 142
Transfer (Earning Credit Through) 17, 114
Transfer and Acceptance Among State Colleges 77
Transfer Credit Limitation 76
Transportation Management 33, 37, 54, 57
Tuition 13
Two Options or Specializations Within One Degree 77
Unit of Credit 17
United States Armed Forces Institute (USAFI) 102
University of Missouri Independent Study/Correspondence Study 125
University of Nebraska-Lincoln Independent Study/Correspondence Courses 127
Upper-Level Credits 25
Urban Studies 24, 32
USAFI Examinations 102
Veterans' Benefits 15
Waivers 19
Withdrawal from the College 19
Women's Studies 24, 32
Written Expression Requirement 77

Directions for completing the application to Thomas Edison State College

SECTION 1: GENERAL INFORMATION

Complete all information in this section. If you are not a resident of the U.S., you must complete the section regarding U.S. citizenship.

SECTION 2: DEGREE INFORMATION

This section must be completed if you are applying to Thomas Edison State College for a degree and/or certificate.

List only one choice in each column. You may pursue a baccalaureate degree, associate degree and/or a certificate program simultaneously. Please note that certain degree programs and/or major areas of study have special requirements for admissions; the special requirements are outlined in the College's prospectus.

If you are enrolled for a degree from another college, you must fill in the information requested. Please note that you may not have two (2) degrees from two (2) different colleges in the same discipline or major area of study.

If you have completed fewer than 24 s.h. of college credits and are a NJ resident, complete the information on the Basic Skills Placement Test.

SECTION 3: DOCUMENTS

You are required to have *all* previous college or agency official transcripts or score reports sent directly to the Office of the Registrar by the college or agency where your work was completed. Student copies of transcripts will not be accepted. Do not send portfolio materials or resumes with this form. If you wish specific credits from a transcript omitted from the evaluation, it should be noted in the comment section of this form. If you have foreign credentials, refer to the "Note" under Nondegree Services.

College & Universities: List the complete information on *all* colleges and universities that you have attended. If you have already completed a degree(s), you must provide that information.

College-Level Examinations: If you have taken a college-level examination, list the name of the testing agency under 'Colleges & Universities.'

Certificates & Licenses: If you have earned a certificate(s) or license(s) that is listed in the College's Prospectus, it should be listed in this section. A notarized copy of the license or certificate and current renewal card, if appropriate, must be attached to this form or submitted to the Office of the Registrar from the issuing hospital or agency.

Courses Recommended for Credit (ACE/PONSI): It you have completed courses that have recommended for credit by the American Council on Education (ACE) through the Program on Noncollegiate Sponsored Instruction (PONSI), list the name of the organization offering the course and the specific course title(s). To be awarded credit for PONSI evaluated courses, you should consult with personnel or training directors to see how to have PONSI course records sent to the College from the (ACE) Registry of Credit Recommendations.

SECTION 4: NONDEGREE SERVICES

This section should be completed only if you are going to use the College's Credit Banking service or if you only need a Foreign Credential Evaluation. Selection of one of these services means that you are not applying to Thomas Edison State College for a degree or a certificate. List only those documents to be evaluated. Refer to the fee sheet for information on the appropriate NonDegree Services fee which must accompany the application form.

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 with this application.

SECTION 5: MILITARY SERVICE AND DOCUMENTS

Check one (1) category which best describes your military status. List the appropriate information regarding military documents. Enlisted soldiers and veterans whose basic, active service dates fall on or after October 1, 1981 should request that an AARTS (Army/American Council on Education Registry Transcripts System) be sent to the Office of the Registrar. Submit Form 5454 to request the transcript or write to AARTS Operations Center; 415 McPherson Avenue; Ft. Levenworth, Kansas 66027-1373. If the AARTS transcript is not applicable, the DD295 should be forwarded to the Office of the Registrar. The College also requires either a copy of the EER or SQT scores. Military veterans should submit a notarized copy of the DD214. Air Force personnel and veterans should request that their evaluation and transcript be sent directly from Community College of the Air Force, Maxwell Air Force Base 36112-6613.

SECTION 6: COMMENTS

Please provide any information you feel will assist the College staff. Do not attach additional pages, documents or resumes.

SECTION 7: CURRENT EMPLOYMENT

Provide information on your current employer.

SECTION 8: FEDERAL, STATE AND INSTITUTIONAL REPORTING DATA

As an affirmative action and equal opportunity institution, Thomas Edison State College prohibits discrimination in its policies, practices and procedures, but is required to submit statistical date on the composition of its student body. This information will not be used for admissions purposes.

SECTION 9: SIGNATURE AND DATE

This section must be completely filled out. The appropriate *nonrefundable* fee (Application Fee or Credit Banking Fee or Foreign Credential Evaluation Fee) must accompany the application form.

REMINDER:

Please review all sections of the application form for completeness. Make a copy for your files before mailing the form and the appropriate fee to the College. If you have any questions prior to applying, contact the Office of Admissions Services at (609) 292-6565.

APPLICATION TO THOMAS EDISON STATE COLLEGE

101 W. State St.•Trenton, N.J. 08608-1176 • (609) 984-1150 • Fax (609) 984-8447

PLEASE COMPLETE ALL INFORMATION. REFER TO THE DIRECTIONS FOR COMPLETING THE APPLICATION.

Source Code _____

SECTION 1 GENERAL INFORMATION

(Mr., Ms., Mrs.)_____ Name (Last)_____ First _____ M.I.____ Suffix (Jr., Sr.,)

Former Name_____ Date of Birth: Mo./Day/Yr._____ SS #_____-_____-_____

Mailing Address (Street, Apt.)_____ City_____ State_____ Zip_____

Are you US citizen? ❑ Yes ❑ No

If N.J. resident, check county:

❑ 01-Atlantic	❑ 05-Cape May	❑ 09-Hudson	❑ 13-Monmouth	❑ 16-Passaic	❑ 19-Sussex
❑ 02-Bergen	❑ 06-Cumberland	❑ 10-Hunterdon	❑ 14-Morris	❑ 17-Salem	❑ 20-Union
❑ 03-Burlington	❑ 07-Essex	❑ 11-Mercer	❑ 15-Ocean	❑ 18-Somerset	❑ 21-Warren
❑ 04-Camden	❑ 08-Gloucester	❑ 12-Middlesex			

Telephone: Home (Include Area Code)_____ Business (Include Area Code)_____

Citizenship

Are you a U.S. citizen? ❑ Yes ❑ No If no, answer the following:

Citizen of what country?_____ Type of Visa_____

How did you hear about Thomas Edison State College? _____

SECTION 2 DEGREE INFORMATION

Degree Seeking ❑ New Applicant ❑ Re-enrollment

Degree	Concentration/Specialization/Option
Baccalaureate	
Associate	
Certificate Program	

Are you a candidate for a degree from another institution?

❑ Yes ❑ No

If you are enrolled for a degree from another institution, you are required to provide the following information:

College/University_____ Degree/Major_____ Anticipated Graduation Date_____

If you have completed fewer than 24 semester hours of College credit and are a NJ resident, please answer:

Have you taken the College Basic Skills Placement Test? ❑ Yes ❑ No If yes, please have the Testing College forward a copy of your scores to the Office of Basic Skills, Thomas Edison State College.

SECTION 3 DOCUMENTS

College-University/Transcripts/Documents	Location	Dates Attended	Credit Hours	Degree Rec'd and Date

Please list Certificates/Licenses: _____

_____

Please list Courses Recommended for Credit (ACE/PONSI) (name of the organization offering the course and the specific course titles.):

_____

SECTION 4 NONDEGREE SERVICES

❑ Credit Banking ❑ Foreign Credential Evaluation

Please list the documents to be submitted for evaluation: _____

_____

SECTION 5 MILITARY SERVICE AND DOCUMENTS

A. Do you **currently** serve as a member of one of the Armed Forces of the United States? ❑ Yes ❑ No

B. If active duty, indicate permanent duty station: _____
Military Documents:
_____

C. Please check the **one** category which best describes your **current** military status.

	Air Force	Army	Marines	Navy	Coast Guard
Active Duty	❑	❑	❑	❑	❑
Reserves	❑	❑	❑	❑	❑
National Guard	❑	❑	❑	❑	❑
Veteran: Prior Service	❑	❑	❑	❑	❑

D. Are you a veteran of one of the Armed Forces of the United States? ❑ Yes ❑ No

SECTION 6 COMMENTS

SECTION 7 CURRENT EMPLOYMENT

Name of Employer _____

Will your employer be assisting you in the financial support of your educational program? ❑ Yes ❑ No

Street Address_____ City_____ State_____ Zip_____

Position_____ How long in present position?_____

SECTION 8 FEDERAL, STATE AND INSTITUTIONAL REPORTING DATA

As an affirmative action and equal opportunity institution, Thomas Edison State College prohibits discrimination in its policies, practices and procedures, but is required to submit statistical data on the composition of its student body. This information will not be used for admissions purposes.

Sex: ❑ Male ❑ Female

Ethnic Background (Check one):

❑ 01-African-American
❑ 02-Latino
❑ 03-Asian-American
❑ 04-Native American
❑ 05-Caucasian, not of Latino origin
❑ 06-Other_____

SECTION 9 SIGNATURE AND DATE

I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that submission of false information may result in dismissal from the College.

Mail to: Office of Admissions Services, Thomas Edison State College, 101 W. State St., Trenton, N.J. 08608-1176.

Signature _____ Date _____

Enclosed payment must be submitted in U.S. dollars. FEE IS NONREFUNDABLE.

Account _____ ❑ Check ❑ Money Order ❑ American Express ❑ VISA ❑ Mastercard ❑ Discover

Card Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expiration Date: Month/Day/Year _____

Signature _____

THOMAS EDISON STATE COLLEGE

101 W. STATE ST. ▮ TRENTON, N.J. ▮ 08608-1176