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# THOMAS

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# EDISON

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# STATE

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# COLLEGE

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New Jersey's State College for Adults

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1991–1993 CATALOG

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THOMAS

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EDISON

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STATE

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COLLEGE

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New Jersey's State College for Adults

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101 West State Street  
Trenton, NJ 08608-1176

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Thomas Edison State College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. As a state college of the New Jersey System of Higher Education, Thomas Edison's programs are approved by the State Board of Higher Education. In addition, approval has been given for: Bachelor of Science in Nursing, by the State Board of Nursing, and accredited by the National League for Nursing.



# WELCOME

Thomas Edison State College was designed for adults who wish to begin or complete a college education. Since its founding in 1972, Thomas Edison has helped adults at all stages of their college careers to earn college credits and degrees. More than 8,000 degrees have been awarded since 1972.

Adults return to college for a variety of reasons: for job advancement, a new career, to become eligible for graduate school, or for the personal satisfaction of lifelong learning. The National Center for Education Statistics has projected that adults aged 35 to 44 represent the fastest growing segment of the higher education population in the 1990s.

Thomas Edison developed under two guiding assumptions: 1) many adult learners through work, leisure activities, and formal or informal training activities acquire college-level knowledge for which they have not been awarded college credit; and 2) college credit should be granted for the demonstration of college-level knowledge regardless of the source of that knowledge.

To translate this philosophy into the most comprehensive set of services available for adults, the College takes the following flexible approach to quality higher education:

- Thomas Edison does not have a residency requirement. Therefore, students may transfer credits from many testing programs, military, American Council on Education sources, and other accredited colleges. This is an important policy for adults who have taken college courses in several locations.
- The College recognizes that many adults come to higher education with a wide range of backgrounds and experiences. In many cases these experiences are equivalent to college-level knowledge. Hence, the College specializes in the evaluation of knowledge, the ultimate criterion for credit in any college. Students who demonstrate through examinations or portfolio assessment that their learning is college level may be able to earn college credits without ever attending classes.
- The College provides students with new independent learning opportunities using technology such as the computer, television, and video cassette recorder.
- While each student plays an important role in mapping out his or her academic program, advisors are available to offer assistance.

This catalog has been prepared to provide adult students with information about degree programs, how to complete the credits for a degree, and how to gain assistance from the College staff.

## EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

As an Equal Opportunity/Affirmative Action institution Thomas Edison State 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 in the operation of its programs and activities (including admissions, counseling, advisement). This is in accord with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color, and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 as amended (which prohibits discrimination against otherwise qualified handicapped people), and other applicable laws and regulations. In general, it is the policy of the College to administer its services, and the rules and regulations that govern them, so as to accommodate the needs of all handicapped persons to the maximally reasonable extent.

Inquiries may be directed to Gerri Collins, Affirmative Action Officer and designated employee for Section 504 Handicap Regulations Compliance, Thomas Edison State College, 101 West State Street, Trenton, NJ 08608-1176, (609) 984-1105.

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## THOMAS EDISON STATE COLLEGE STATEMENT OF MISSION AND PURPOSES

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 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.

June 1989

## THOMAS EDISON STATE COLLEGE AT A GLANCE

### The College:

Thomas Edison State College is an undergraduate institution offering associate and baccalaureate level degrees. The College is unique in that it offers no classroom instruction and has no full-time teaching faculty of its own. Students meet degree requirements through passing college equivalency examinations, assessment of college-level learning, the transfer of credits earned at other colleges and universities, and/or completing a variety of independent learning courses (audio, video, computer-facilitated, etc.) Undergraduate degrees are available in liberal arts, business, human services, applied science and technology, and nursing. The College is accredited by the Commission on Higher Education, Middle States Association of Colleges and Schools.

### History:

Thomas Edison State College was founded in 1972 by the New Jersey Board of Higher Education and was charged with expanding the educational opportunities of adult learners.

### Government and Control:

Subject to the general policies set by the State Board of Higher Education, Thomas Edison's Board of Trustees consists of 10 lay persons appointed by the Board of Higher Education and approved by the Governor and the College President *ex-officio*. The Academic Council as well as the Advisory Committees of the Council review and recommend to the president of the College policy issues, program development, and academic standards. The Academic Council is composed of representation of New Jersey public and private two- and four-year colleges and educational organizations from the noncollegiate sector.

### Tuitions and Fees:

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

### Calendar:

The College provides the opportunity to enroll at any time

and to graduate as degree requirements are fulfilled. No traditional college calendar is used. Students are encouraged to apply and receive an evaluation of credit requirements as soon as possible if enrollment into traditional classroom courses at other colleges and universities is anticipated.

### Degree Programs:

Bachelor of Arts  
Bachelor of Science in Business Administration  
Bachelor of Science in Applied Science and Technology  
Bachelor of Science in Human Services  
Bachelor of Science in Nursing  
Associate in Arts  
Associate in Applied Science in Radiologic Technology  
Associate in Science in Management  
Associate in Science in Natural Sciences and Mathematics  
Associate in Science in Public and Social Services  
Associate in Science in Applied Science and Technology  
In addition over 119 specializations/options are available within the above degree programs.

### Degree Requirements:

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

### Services to enrolled students:

Program planning; advisement for students through an Academic Advisement Center, which provides assistance by telephone and letter; student appointments with an advisor; and workshops. Flexible and alternate methods of evaluating college-level knowledge. Portfolio development workshops. Information and registration for independent learning opportunities. Awarding of baccalaureate and associate degrees and certificates.

### Services to all New Jersey residents:

Free pre-enrollment information sessions at various locations throughout New Jersey. Interinstitutional cooperation between Statewide Testing and Assessment Center and other colleges provides adults with the opportunity to earn college credit for college-level knowledge. Portfolio development workshops. Study skills and career counseling workshops.

### Services to organizations:

Evaluation of training programs for college credit through the Program on Noncollegiate Sponsored Instruction ((PONSIS). On-site academic services through the Center for Corporate and Public Partnerships.

### Student profile:

Students: 8,000 currently enrolled  
Average Age of Student: 39  
Degrees Awarded: Since 1972, over 8,000

### Thomas Edison State College Offices:

Central Jersey (main office)  
Thomas Edison State College  
101 West State Street  
Trenton, NJ 08608-1176  
(609) 984-1150

North Jersey  
Thomas Edison State College  
153 Halsey Street, 5th Floor  
Newark, NJ 07102-2898  
(201) 648-4400

South Jersey  
Thomas Edison State College  
101 Haddon Avenue  
Camden, NJ 08103  
(609) 756-2430

### Consulting Faculty:

220 part-time faculty act as consultants to the academic units of the College in test construction, portfolio assessment, guided study, Pre-Graduation Conference, Demonstration of Currency, practicums, and program evaluation: 88 professors, 54 associate professors, 39 assistant professors, 24 instructors and 15 nonteaching professionals.



### Information about the College:

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



### THOMAS ALVA EDISON

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.

Edison, at his death in 1931, left behind more than 3.5 million pages of notebooks and letters — much 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. 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 1991 - JULY 1993

### JULY 1991

- 1 **Monday**  
Graduation
- 4 **Thursday**  
Independence Day — College Closed
- 12 **Friday**  
TECEP Test Administration

### July 15-Aug. 16

### Guided Study Registration For Fall Semester 1991

- 17 **Wednesday**  
Basic Skills Test Administration (Trenton Only)
- 20 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 20 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 20 **Saturday**  
CLEP Test Administration (Trenton Only)
- 20 **Saturday**  
Correspondence Testing (Trenton Only)
- 27 **Saturday**  
TECEP Test Administration (Trenton Only)

### AUGUST 1991

- 10 **Saturday**  
TECEP Test Administration
- 13 **Tuesday**  
CLEP Test Administration (Trenton Only)
- 13 **Tuesday**  
Correspondence Testing (Trenton Only)
- 15 **Thursday**  
Materials for September 1 Graduation due
- 16 **Friday**  
Basic Skills Test Administration (Trenton Only)
- 17 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 17 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 28 **Wednesday**  
TECEP Test Administration (Trenton Only)

### SEPTEMBER 1991

- 1 **Sunday**  
Graduation

- 2 **Monday**  
Labor Day — College Closed
- 2 **Monday**  
Guided Study Fall semester begins
- 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**  
Basic Skills Test Administration (Trenton Only)
- 16 **Monday**  
CLEP Test Administration (Trenton Only)
- 16 **Monday**  
Correspondence Testing (Trenton Only)
- 21 **Saturday**  
TECEP Test Administration

### OCTOBER 1991

- 2 **Wednesday**  
TECEP Test Administration (Trenton Only)
- 3 **Thursday**  
ACT/PEP Test Administration (Trenton Only)
- 4 **Friday**  
ACT/PEP Test Administration (Trenton Only)
- 5 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 5 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 12 **Saturday**  
CLEP Test Administration (Trenton Only)
- 12 **Saturday**  
Correspondence Testing
- 14 **Monday**  
Columbus Day — College Closed
- 15 **Tuesday**  
Materials for November 1 Graduation due
- 19 **Saturday**  
TECEP Test Administration
- 20 **Sunday**  
COMMENCEMENT
- 21 **Monday**  
Basic Skills Test Administration (Trenton Only)

### NOVEMBER 1991

- 1 **Friday**  
Graduation
- Nov. 4 - Dec. 6  
Guided Study Registration For Winter Semester 1992
- 5 **Tuesday**  
Election Day — College Closed
- 9 **Saturday**  
TECEP Test Administration (Trenton Only)
- 11 **Monday**  
Veteran's Day — College Closed
- 14 **Thursday**  
Basic Skills Test Administration
- 16 **Saturday**  
CLEP Test Administration (Trenton Only)
- 16 **Saturday**  
Correspondence Testing
- 23 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 23 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 26 **Tuesday**  
TECEP Test Administration
- 28 **Thursday**  
Thanksgiving — College Closed

### DECEMBER 1991

- 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
- 16 **Monday**  
Basic Skills Test Administration (Trenton Only)
- 16 **Monday**  
Materials for January 1 Graduation due
- 18 **Wednesday**  
CLEP Test Administration (Trenton Only)
- 18 **Wednesday**  
Correspondence Testing
- 20 **Friday**  
Guided Study Fall semester ends
- 25 **Wednesday**  
Christmas Day — College Closed



# 1992

## JANUARY 1992

- 1 **Wednesday**  
Graduation
- 1 **Wednesday**  
New Year's Day – College Closed
- 4 **Saturday**  
TECEP Test Administration (Trenton Only)
- 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**  
Basic Skills Test Administration (Trenton Only)
- 14 **Tuesday**  
CLEP Test Administration (Trenton Only)
- 14 **Tuesday**  
Correspondence Testing
- 16 **Thursday**  
TECEP Test Administration
- 20 **Monday**  
Martin Luther King's Birthday – College Closed

## FEBRUARY 1992

- 1 **Saturday**  
TECEP Test Administration (Trenton Only)
- 12 **Wednesday**  
Lincoln's Birthday – College Closed
- 15 **Saturday**  
Materials for March 1 Graduation due
- 17 **Monday**  
Washington's Birthday – College Closed
- 19 **Wednesday**  
TECEP Test Administration
- 20 **Thursday**  
Correspondence Testing

## MARCH 1992

- 1 **Sunday**  
Graduation
- 3 **Tuesday**  
TECEP Test Administration (Trenton Only)
- 5 **Thursday**  
ACT/PEP Test Administration (Trenton Only)

- 6 **Friday**  
ACT/PEP Test Administration (Trenton Only)
- 7 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 7 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 14 **Saturday**  
CLEP Test Administration (Trenton Only)
- 14 **Saturday**  
Correspondence Testing
- March 16 – April 17**  
*Guided Study Registration For Summer Semester 1992*
- 18 **Wednesday**  
Basic Skills Test Administration (Trenton Only)
- 21 **Saturday**  
TECEP Test Administration

## APRIL 1992

- 2 **Thursday**  
TECEP Test Administration (Trenton Only)
- 11 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 11 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 15 **Wednesday**  
Materials for May 1 Graduation due
- 16 **Thursday**  
Basic Skills Test Administration (Trenton Only)
- 17 **Friday**  
Good Friday – College Closed
- 18 **Saturday**  
TECEP Test Administration
- 24 **Friday**  
Guided Study Winter semester ends
- 25 **Saturday**  
CLEP Test Administration (Trenton Only)
- 25 **Saturday**  
Correspondence Testing

## MAY 1992

- 1 **Friday**  
Graduation
- 2 **Saturday**  
TECEP Test Administration (Trenton Only)

- 4 **Monday**  
Guided Study Summer semester begins
- 9 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 9 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 16 **Saturday**  
Basic Skills Test Administration (Trenton Only)
- 18 **Monday**  
TECEP Test Administration
- 21 **Thursday**  
CLEP Test Administration (Trenton Only)
- 21 **Thursday**  
Correspondence Testing
- 25 **Monday**  
Memorial Day – College Closed

## JUNE 1992

- 4 **Thursday**  
TECEP Test Administration (Trenton Only)
- 13 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 13 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 13 **Saturday**  
CLEP Test Administration (Trenton Only)
- 13 **Saturday**  
Correspondence Testing
- 15 **Monday**  
Materials for July 1 Graduation due
- 15 **Monday**  
Basic Skills Test Administration (Trenton Only)
- 20 **Saturday**  
TECEP Test Administration

## JULY 1992

- 1 **Wednesday**  
Graduation
- 2 **Thursday**  
TECEP Test Administration (Trenton Only)
- 3 **Friday**  
Independence Day Observed – College Closed
- July 13 – August 14**  
*Guided Study Registration For Fall Semester 1992*

- 16 **Thursday**  
Basic Skills Test Administration (Trenton Only)
- 18 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 18 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 18 **Saturday**  
TECEP Test Administration
- 21 **Tuesday**  
CLEP Test Administration (Trenton Only)
- 21 **Tuesday**  
Correspondence Testing (Trenton Only)

## AUGUST 1992

- 1 **Saturday**  
TECEP Test Administration (Trenton Only)
- 11 **Tuesday**  
Basic Skills Test Administration (Trenton Only)
- 15 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 15 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 15 **Saturday**  
CLEP Test Administration (Trenton Only)
- 15 **Saturday**  
Correspondence Testing (Trenton Only)
- 15 **Saturday**  
Materials for September 1 Graduation due
- 19 **Wednesday**  
TECEP Test Administration
- 21 **Friday**  
Guided Study Summer semester ends
- 31 **Monday**  
Guided Study Fall semester begins

## SEPTEMBER 1992

- 1 **Tuesday**  
Graduation
- 3 **Thursday**  
TECEP Test Administration (Trenton Only)
- 7 **Monday**  
Labor Day – College Closed
- 12 **Saturday**  
Basic Skills 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**  
TECEP Test Administration
- 21 **Monday**  
CLEP Test Administration (Trenton Only)
- 21 **Monday**  
Correspondence Testing (Trenton Only)

## OCTOBER 1992

- 1 **Thursday**  
ACT/PEP Test Administration (Trenton Only)
- 2 **Friday**  
ACT/PEP Test Administration (Trenton Only)
- 12 **Monday**  
Columbus Day – College Closed
- 14 **Wednesday**  
Basic Skills Test Administration (Trenton Only)
- 15 **Thursday**  
Materials due for November 1 Graduation
- 16 **Friday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 16 **Friday**  
CLEP Test Administration (Trenton Only)
- 17 **Saturday**  
TECEP Test Administration
- 17 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 17 **Saturday**  
Correspondence Testing (Trenton Only)
- 25 **Sunday**  
COMMENCEMENT
- 30 **Friday**  
TECEP Test Administration (Trenton Only)

## NOVEMBER 1992

- 1 **Saturday**  
Graduation
- November 2 – December 4**  
*Guided Study Registration For Winter Semester 1993*

- 3 **Tuesday**  
Election Day – College Closed
- 11 **Wednesday**  
Veteran's Day – College Closed
- 14 **Saturday**  
TECEP Test Administration
- 18 **Wednesday**  
CLEP Test Administration (Trenton Only)
- 18 **Wednesday**  
Correspondence Testing (Trenton Only)
- 21 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 21 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 21 **Saturday**  
Basic Skills Test Administration (Trenton Only)
- 26 **Thursday**  
Thanksgiving Day – College Closed
- 30 **Monday**  
TECEP Test Administration (Trenton Only)

## DECEMBER 1992

- 12 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 12 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 14 **Monday**  
Basic Skills Test Administration
- 15 **Tuesday**  
CLEP Test Administration (Trenton Only)
- 15 **Tuesday**  
Correspondence Testing
- 15 **Tuesday**  
Materials for January 1 Graduation due
- 16 **Wednesday**  
TECEP Test Administration
- 18 **Friday**  
Guided Study Fall semester ends
- 25 **Friday**  
Christmas Day – College Closed

# 1993

## JANUARY 1993

- 1 **Friday**  
Graduation



- 1 **Friday**  
New Year's Day – College Closed
- 4 **Monday**  
Guided Study Winter semester begins
- 5 **Tuesday**  
TECEP Test Administration (Trenton Only)
- 13 **Wednesday**  
Basic Skills Test Administration (Trenton Only)
- 18 **Monday**  
Martin Luther King's Birthday – College Closed
- 20 **Wednesday**  
CLEP Test Administration (Trenton Only)
- 23 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 23 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 23 **Saturday**  
TECEP Test Administration

#### FEBRUARY 1993

- 5 **Friday**  
TECEP Test Administration (Trenton Only)
- 12 **Friday**  
Lincoln's Birthday – College Closed
- 15 **Monday**  
Materials for March 1 Graduation due
- 15 **Monday**  
Washington's Birthday – College Closed
- 19 **Friday**  
Correspondence Testing
- 20 **Saturday**  
TECEP Test Administration

#### MARCH 1993

- 1 **Monday**  
Graduation
- 4 **Thursday**  
ACT/PEP Test Administration (Trenton Only)
- 5 **Friday**  
ACT/PEP Test Administration (Trenton Only)
- 10 **Wednesday**  
TECEP Test Administration
- March 15 – April 16  
Guided Study Registration For Summer Semester 1993
- 18 **Thursday**  
CLEP Test Administration (Trenton Only)
- 18 **Thursday**  
Correspondence Testing

- 20 **Saturday**  
Basic Skills Test Administration (Trenton Only)
- 20 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 20 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 27 **Saturday**  
TECEP Test Administration (Trenton Only)

#### APRIL 1993

- 8 **Thursday**  
TECEP Test Administration (Trenton Only)
- 9 **Friday**  
Good Friday – College Closed
- 15 **Thursday**  
Materials for June 1 Graduation due
- 17 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 17 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 17 **Saturday**  
CLEP Test Administration (Trenton Only)
- 22 **Thursday**  
Basic Skills Test Administration
- 23 **Friday**  
Guided Study Winter semester ends
- 24 **Saturday**  
TECEP Test Administration

#### MAY 1993

- 1 **Saturday**  
Graduation
- 3 **Monday**  
Guided Study Summer semester begins
- 15 **Saturday**  
Advisement Appointments for Program Planning (by appointment only)
- 15 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 15 **Saturday**  
TECEP Test Administration
- 17 **Monday**  
Basic Skills Test Administration (Trenton Only)

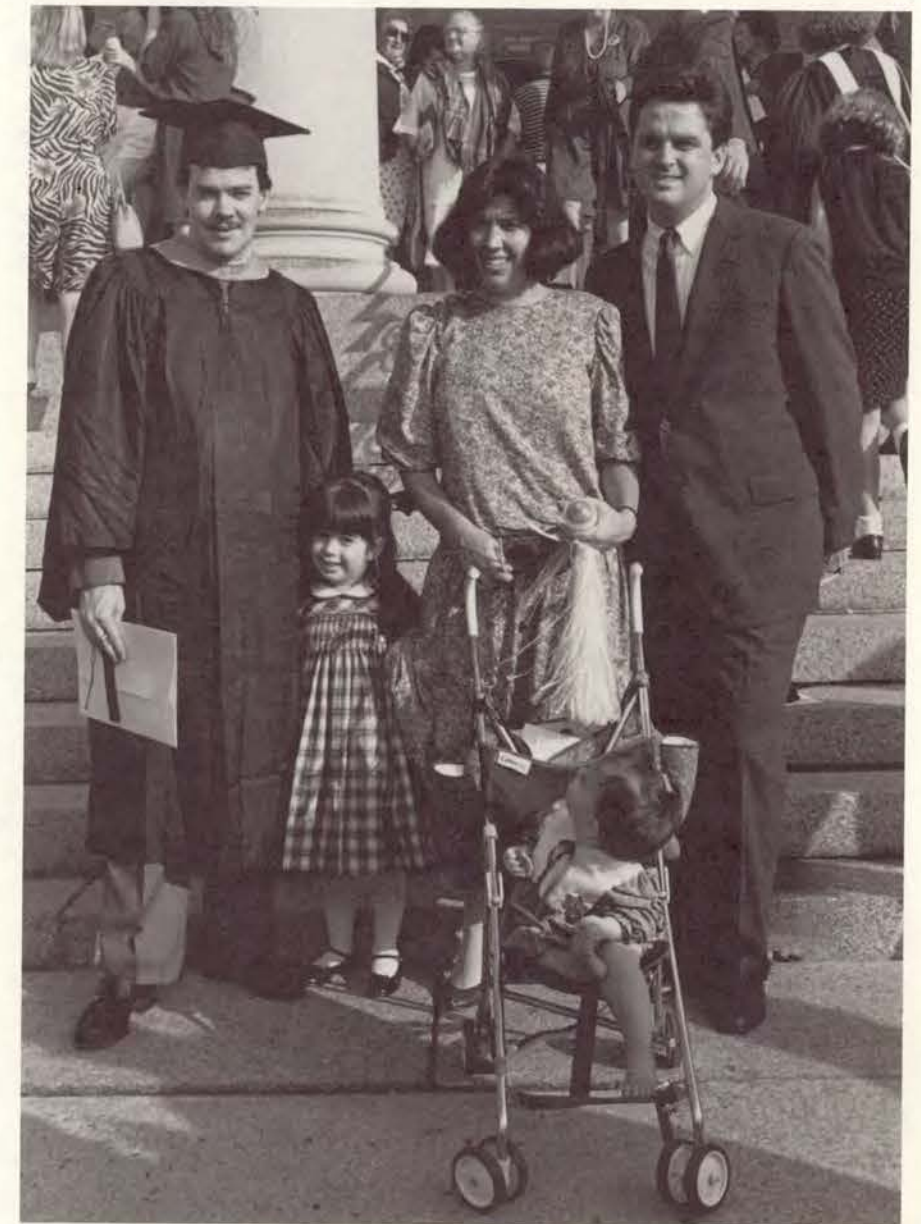
- 18 **Tuesday**  
CLEP Test Administration (Trenton Only)
- 18 **Tuesday**  
Correspondence Testing
- 26 **Wednesday**  
TECEP Test Administration (Trenton Only)
- 31 **Monday**  
Memorial Day – College Closed

#### JUNE 1993


- 12 **Saturday**  
TECEP Test Administration
- 15 **Tuesday**  
Materials for July 1 Graduation due
- 16 **Wednesday**  
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**  
CLEP Test Administration (Trenton Only)
- 19 **Saturday**  
Correspondence Testing
- 28 **Monday**  
TECEP Test Administration

#### JULY 1993

- 1 **Thursday**  
Graduation
- 5 **Monday**  
Independence Day Observed – College Closed
- 13 **Tuesday**  
TECEP Test Administration
- 15 **Thursday**  
Basic Skills Test Administration (Trenton Only)
- 17 **Saturday**  
Advisement Appointments for Program Training (by appointment only)
- 17 **Saturday**  
Advisement Appointments for Portfolio Assessment (call 609/984-1141 for an appointment)
- 19 **Monday**  
CLEP Test Administration (Trenton Only)
- 19 **Monday**  
Correspondence Testing
- 31 **Saturday**  
TECEP Test Administration (Trenton Only)





A woman with short, dark, curly hair and glasses is sitting at a desk in an office. She is wearing a dark sweater over a patterned blouse. She is holding a white telephone receiver to her ear with her left hand. Her right hand is holding a pen over a document on the desk. In the background, there is a bookshelf filled with binders and papers. A calendar is visible on the wall to the right. The overall tone of the image is professional and focused.

## ADMISSIONS SERVICES

Thomas Edison College is an open admissions institution committed to serving all adult students. Any individual may enroll in the College at any time regardless of previous educational achievement. 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 non-college settings and/or in previous college courses.

The Office of Admissions Services assists potential applicants to determine whether Thomas Edison State College suits their particular academic goals. Applicants learn about the College's unique approach to higher education and the processes for measuring and documenting prior learning.



## INFORMATION ABOUT THOMAS EDISON STATE COLLEGE

Adults may obtain information about College programs, policies, and the enrollment process by writing or calling the Office of Admissions Services at (609) 984-1150.

### PRE-ENROLLMENT SESSIONS

Pre-enrollment sessions are free of charge and open to the general public. They are regularly conducted by the College at locations across the state. At these sessions potential students learn how Thomas Edison State College's flexible methods of earning college credits and comprehensive degree offerings meet their individual higher education needs. The dates of registration for pre-enrollment sessions in Central or South New Jersey may be secured by calling (609) 984-1150. North New Jersey residents may call the Newark Office at (201) 648-4400.

Government agencies, corporations, and civic organizations may arrange pre-enrollment sessions at their sites by calling (609) 984-1150.

### BILINGUAL SERVICES

A bilingual counselor is available for Spanish-speaking adults. Pre-

enrollment sessions are conducted in Spanish at several New Jersey locations. For more information about these services call (201) 648-4400.

### SERVICES FOR THE HANDICAPPED

The College's offices in Trenton, Camden and Newark allow barrier-free access. Call (609) 984-1150 for more information.

The homebound and handicapped persons may also arrange pre-enrollment counseling by telephone.

### HOW TO APPLY

To apply, submit an application form with the Admissions Services fee, to:

Office of Admissions Service  
Thomas Edison State College  
101 West State Street  
Trenton, NJ 08608-1176

At the same time, request that official transcripts and documents be forwarded directly from the issuing college, university, or testing agency to:

Registrar  
Thomas Edison State College  
101 West State Street  
Trenton, NJ 08608-1176

Students may apply for one associate and one baccalaureate degree at the same time.

## PROCEDURE FOR HAVING OFFICIAL DOCUMENTATION SENT

1. Transcripts from all regionally accredited colleges that were attended must be sent by the college attended directly to: Registrar, Thomas Edison State College. When requesting a transcript students should provide their former college with: maiden name or former name, student ID number at that institution, social security number, date of birth, years in attendance, and address of Thomas Edison State College.
2. Military documents, licenses and/or certificates should be photocopied, certified by a notary public to be a true copy, and mailed by the student to the registrar's office.
3. Training programs reviewed and recommended for credit by the American Council on Education's Program on Noncollegiate Sponsored Instruction (PONSIS) must be shown on an official company transcript and mailed to the registrar's office by the organization, business, or corporation that did the training.
4. Official transcripts for any completed college-level examinations must be mailed to

the registrar's office by the organization responsible for the tests.

5. Foreign credentials must be translated into English by an official translator and certified to be a true copy by a notary public. A certified true copy of the original transcript/credential must accompany the translation and be mailed by the student to the registrar's office. Refer to the Academic Policy: Foreign Degrees.

## EVALUATION OF TRANSCRIPTS AND CREDENTIALS

After students apply, the registrar's office will review all official documents and notify students as to the credits accepted by the College. 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.

A review for acceptance of credits will be made each time students send new credentials from other colleges and programs to the registrar's office, and when students complete Thomas Edison State College credits through portfolio assessment, testing, or 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.

## 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 Annual Enrollment fee. Active duty military and National

Guard 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, (609) 984-1179. The services of this Center are explained in full in the section, "Academic Advisement Center."

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 from the College."

## NEW JERSEY COLLEGE BASIC SKILLS PLACEMENT TEST

All New Jersey students who have fewer than 24 semester hours of credit at the time of application for admission at 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 2 months after being admitted. The College registrar's office will notify those students required to take the test.

The test serves to identify potential difficulties students may have with college courses using English composition and mathematics. It will also assist the staff to provide 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. Within 12

months from the date of admission, students will be expected to demonstrate successful remediation by passing post-test on the portion failed or by satisfactorily completing a college remediation course(s) on the portion(s) failed.

One year after admission, no additional credits beyond 29 semesters hours will be transcribed until the student has demonstrated successful remediation. Effective July 1, 1991 Thomas Edison State College will not accept scores older than three years. Students in this category will be expected to re-take the New Jersey College Basic Skills Placement Test.

## CREDIT BANKING

Credit Banking is available to individuals who wish to consolidate college-level work documented elsewhere onto a Thomas Edison State College transcript. Those who use Credit Banking will not enroll in a Thomas Edison State College degree. However, students are advised that if they wish to transfer to other colleges or universities, they will be required to submit transcripts from all previous institutions attended. Those who use Credit Banking must complete the College application for Admissions Services and check Credit Banking.

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

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

## ADMISSIONS POLICY

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

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

The majority of our students are able to earn credit through various assessment methods for prior learning. These prior learning

experiences include: competencies developed through jobs, professions, or careers; through previous noncollegiate post-secondary education; through formal learning experiences acquired in business, labor, military, and leisure activities; and through special credentials. Thomas Edison State College students are expected to enter the institution with sufficient preparation to benefit from and successfully participate in college-level learning opportunities and college courses. They are expected to be at least 21 years of age and to possess a high

school diploma or its equivalent.

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

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



## KEEPING RECORDS CURRENT

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.)

## READMISSION

### Fees

Students are billed for the Annual Enrollment fee on the anniversary date of their enrollment in the College.

Students are considered to be inactive if they fail to pay the Annual Enrollment fee. A student may pay the fee plus the late fee and continue as a current student. The student's anniversary enrollment date will not change.

### Unofficial Withdrawal

Students who do not pay the Annual Enrollment fee for one full year must reapply by filling out a new application for Admissions Services, and pay the Admissions Services fee and the Annual Enrollment fee. The student's anniversary enrollment date will be the new enrollment date.

## Official Withdrawal

Students may officially withdraw from the College by filling out the College Withdrawal Form. The form may be secured from the Advisement Center (609) 984-1179 or the registrar's office (609) 984-1175. Students who officially withdraw from the College may be readmitted by filling out an application for Admissions Services and paying only the prevailing Annual Enrollment fee. The student's anniversary date will be the new reenrollment date.

Graduates of the College who return for a second degree may also be readmitted by filling out an application for Admissions Services and paying only the prevailing Annual Enrollment fee, and the Change of Degree fee (refer to Second Degree Policy).

### Degree Requirements

Students who officially withdraw from the College and reenroll may complete the degree requirements that were in effect at the time of their initial enrollment if they continue in the same degree. If they reenroll in a different degree they will be required to complete the degree requirements in effect at the time of reenrollment.

Students who do not officially withdraw from the College and reenroll will be required to complete

the degree requirements in effect at the time of reenrollment.

## GRADUATION

When all degree requirements have been satisfied, students are required to apply for graduation. Students do not automatically become a candidate for a degree. Students must complete the Request for Graduation form and return it to the registrar with the graduation fee.

Once the form and fee have been received, and the Office of Academic Programs has certified that all degree requirements have been met, student names will be presented to the Board of Trustees for formal approval. The official graduation dates are: January 1, March 1, May 1, July 1, September 1, and November 1. To be considered, all student materials must be in the registrar's office 15 days prior to graduation dates (refer to College calendar).

## COMMENCEMENT CEREMONY

A commencement ceremony is held each year during October in the War Memorial Building located in the historic capitol complex in Trenton. Graduates will be provided with specific information about the ceremony.

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 official language.**

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

- **Signed a memorandum of understanding that accompanies an application.**

## 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 credit 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 (BA)

The Pre-graduation Conference (PGC) required in the Bachelor of Arts degree may be completed by a student arranging a telephone conference at his or her own expense upon application for the conference — obtainable from the advisement center.

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

If professional credits are more than ten years old, a demonstration of currency (DOC) is required for business and technology degrees and 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 have a current RN 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 State College 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" book on various countries, published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), 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 State College 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 to Admissions Services along with the appropriate fee; memorandum of understanding duly signed; copies of foreign credentials signed by a justice of the peace or notary public; if the credentials are not in the English language, an English translation signed by one of the above; and a TOEFL score report, which should be sent directly to Thomas Edison State College from The College Board.

Once an international student applies at Thomas Edison State College, 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 Registrar's Office of 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

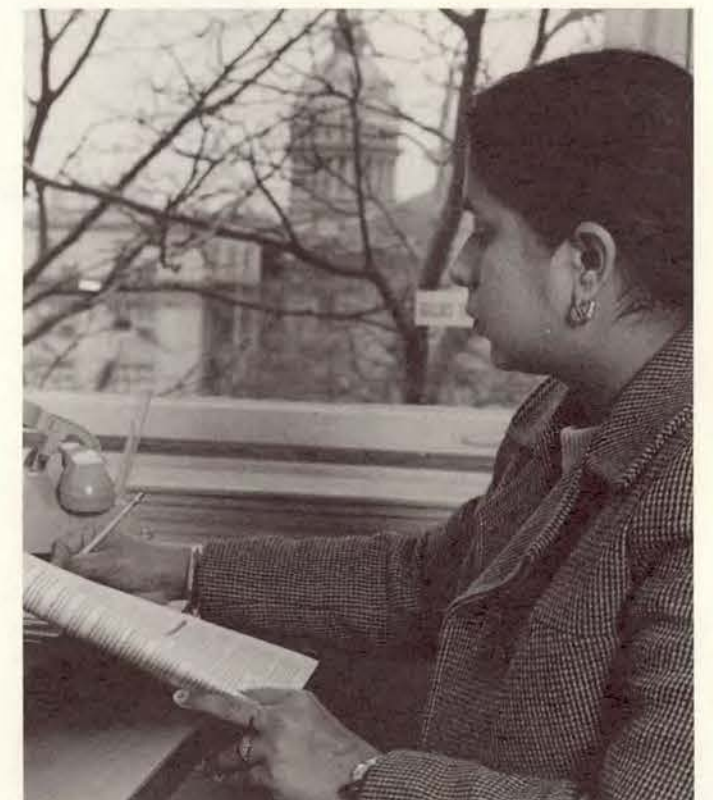
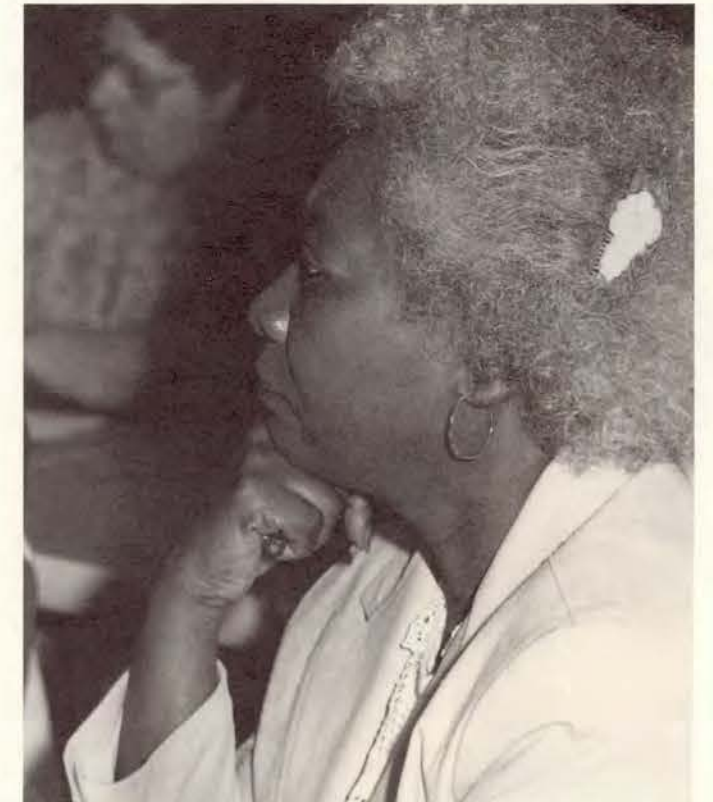
Thomas Edison State College does not issue "Certificates of Acceptance (Form I-20)" to any international student. International students who

need a visa to enter the United States cannot do so through Thomas Edison State College, nor can exiting visas be renewed through the College.

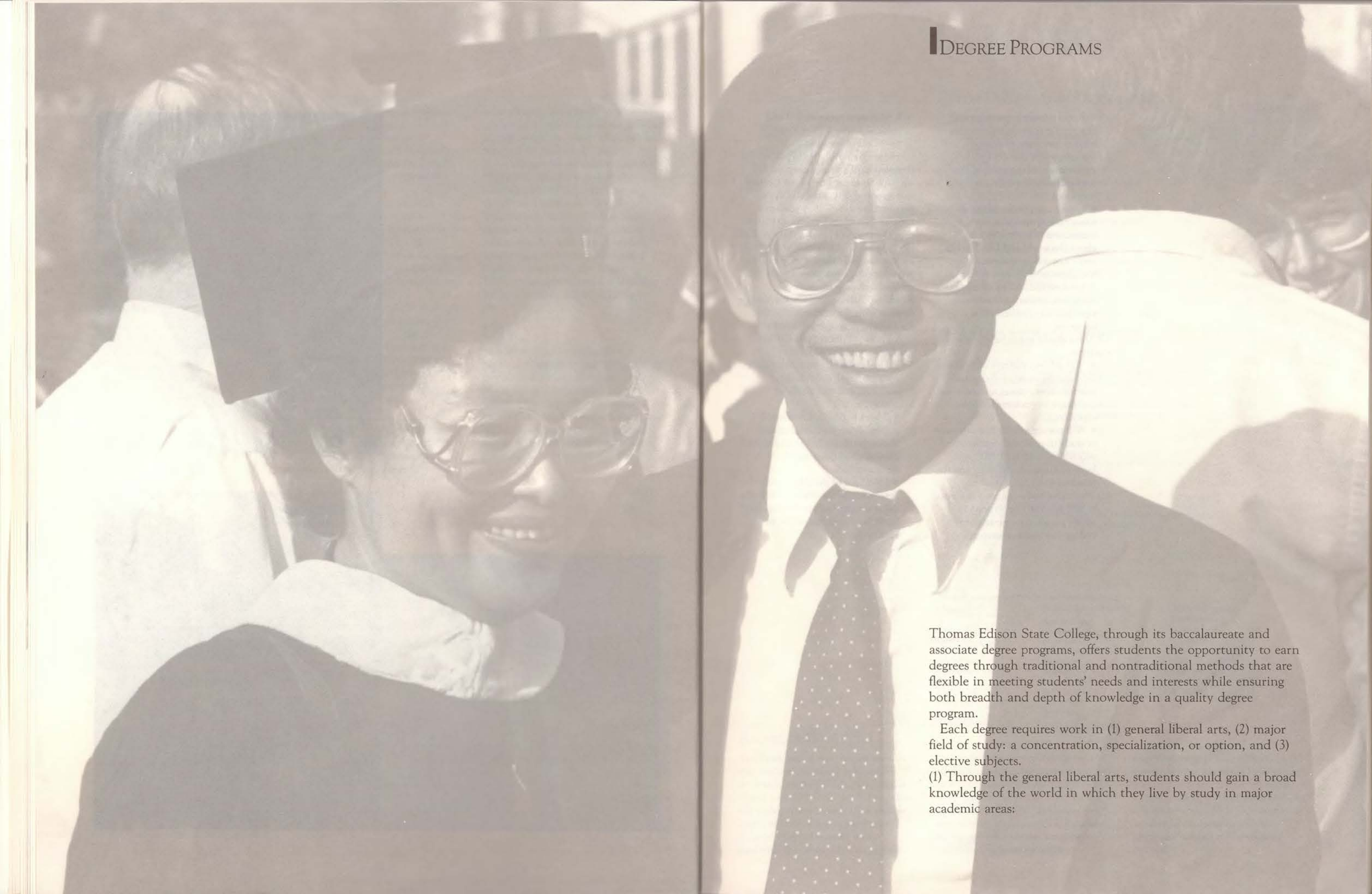
A student who enters the United States on a student visa (F1) by obtaining Form I-20 Certificate of Acceptance from a college other than Thomas Edison State College may enroll in Edison degree programs and will receive the full range of services for enrolled students. It will be the student's responsibility to keep his/her visa status current and eligible for further study at Thomas Edison State College.

### 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. Fees normally change on July 1, every year. Details on the fees are available with the application package.







## DEGREE PROGRAMS

Thomas Edison State College, through its baccalaureate and associate degree programs, offers students the opportunity to earn degrees through traditional and nontraditional methods that are flexible in meeting 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 should gain a broad knowledge of the world in which they live by study in major academic areas:



- Acquire basic knowledge and competencies in the humanities such as literature, philosophy, and the arts, and a knowledgeable 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 and U.S. history and institutions, and about comparative economic systems.
  - Understand and be able to apply the scientific method and basic 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.
  - Will pursue a discipline or course of study in sufficient depth to be acquainted with both the basic body of knowledge therein 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.
  - Will 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
<b>I. Liberal Arts Requirements</b> .....	<b>60</b>
A. Written Expression	6
B. Humanities <i>No more than 6 semester hours may be taken from one subject area</i>	12
C. Social Sciences <i>No more than 6 semester hours may be taken from one subject area</i>	12
D. Natural Sciences and Mathematics <i>Mathematics or Computer Science required (3) No more than 6 semester hours may be taken from one subject area</i>	12
E. Liberal Arts Electives <i>Credits from any liberal arts subjects</i>	18
<b>II. Area Concentration or Specialization</b> .....	<b>33</b>
<i>Student may choose A or B.</i>	
A. Area Concentration <i>The area concentration will include 33 semester hours and must be chosen from humanities, social sciences/history, or natural sciences/mathematics. The concentration will include at least three subject areas. 12 semester hour credits must be in one subject area.</i>	
OR	
B. Specialization <i>Single Subject Specialization. The specialization will include 33 semester hours in one subject area.</i>	
AND	
C. The Pre-Graduation Conference <i>All students must complete the Pre-Graduation Conference which will cover the area concentration (A) or the specialization (B).</i>	
<b>III. Free Electives</b> .....	<b>27</b>
<b>Total</b>	<b>120</b>

The following is a list of approved Specializations:

Humanities	Social Sciences/History	Natural Sciences/Mathematics
Art	Anthropology	Biology
Communication	Archaeology	Chemistry
Dance	Economics	Computer Science
Foreign Language	Environmental Studies	Mathematics
Journalism	Geography	Physics
Literature	History	
Music	Labor Studies	
Philosophy	Political Science	
Photography	Psychology	
Religion	Sociology	
Theater Arts		

## BACHELOR OF ARTS

The Bachelor of Arts degree enables the student to develop a broad general knowledge of the traditional liberal arts disciplines while providing the opportunity to develop a greater depth of knowledge in particular areas of study of interest to the student. This flexibility can prepare

the student for career change or advancement, graduate education, or provide personal satisfaction. Credit requirements are distributed among the traditional liberal arts areas (i.e., humanities, social sciences, natural sciences/mathematics), and free electives. Students have the

opportunity to pursue either a concentration, choosing from subjects within one of the liberal arts areas, or to select one of the individual subject 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, 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, social sciences, or natural sciences/mathematics. At least three different subjects must be included which provide for breadth of knowledge in the concentration. A deeper knowledge of some subjects is provided by requiring a minimum of 27 upper level credits. Also, students must earn at least 12 credits in one subject.

## SPECIALIZATIONS

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

## FREE ELECTIVES

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

## ADDITIONAL DEGREE REQUIREMENTS

### UPPER LEVEL CREDITS

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

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

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

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

Some courses or examinations can be automatically considered upper level because of the nature of the subject (e.g., calculus, statistics,

Shakespeare). Students should work closely with the Academic Advisement Center to select the appropriate amount of upper level credit.

### PRE-GRADUATION CONFERENCE

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

The conference itself is a professional, one-to-one discussion between the student and a faculty assessor. The student has the opportunity to select topics for discussion from a subject in the concentration or specialization. Three topics are selected by the student which relate to a single subject area (i.e., psychology, literature, biology, etc.). 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 liberal arts coordinator. Once approved, a faculty member who teaches 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 at least 24 credits completed in the area concentration or specialization). The conference lasts approximately one hour and is conducted for New Jersey residents at Thomas Edison State College in Trenton, N.J. For out-of-state students, a telephone conference option is available. Students may request PGC application forms, a list of topics, and student guidelines by contacting the Academic Advisement Center. The Pre-Graduation Conference application should be mailed to the College at least six weeks in advance of the requested conference date for scheduling

purposes. Additional details on the conference will be provided at that time.

A written Pre-Graduation Conference in place of the oral conference may be approved for the following reasons:

(1) The student is an American citizen living abroad, and the time difference between the foreign country and the United States is too great, thereby making a phone conference impossible.

(2) The student has a speech, hearing, or physical handicap.

(3) The student has taken the PGC unsuccessfully, twice.

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

### LIMITATION OF CREDITS IN ONE SUBJECT AREA

No more than 70 semester hours 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; advanced writing; dance; film; foreign languages (all foreign languages are considered one subject area in the concentration); journalism; literature; music; philosophy; photography; radio and television; religion; speech; theater.

#### Required Courses:

At least three different subjects must be included which provide for 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.

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 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.

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

### SOCIAL SCIENCES\*

This concentration is for those who wish to combine coursework in three or more subjects within Social Sciences. Subject areas applicable toward the Social Sciences concentration include the following: African-American studies (social science content courses); American studies (social science content courses); anthropology; archaeology; economics; environmental studies (social science content courses); geography; history; labor studies; political science; psychology; sociology; urban studies; women's studies (social science content courses).

#### Required Courses:

At least three different subjects must be included which provide for breadth of knowledge in the social sciences. A deeper knowledge of some subjects is provided by requiring a minimum of 27 upper level credits. A student must earn at least 12 credits in one subject.

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 (i.e., humanities, social sciences) from African-American perspectives. Course emphasis must be consistent with specialization.

#### Required Courses:

6 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; arts, literature, music, psychology, religion, sociology, 9 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:

Physical Anthropology I, II or Cultural Anthropology I, II, Anthropological Theory, Social Organization (Kinship), New World Anthropology (North, Middle, South America) or Old World Anthropology (Africa and Euro-Asia), 6 semester hours of ethnographic courses, 6 semester hours of topical courses, 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 9 semester hours from either "Old World" or "New World" Archaeology courses and 6 semester hours from "Other Areas" Archaeology courses.

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

\*Each specialization requires 33 semester hours.



### ART\*

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

#### Required Courses:

Art History Survey I, II; at least one course in each of the following for a total of 12 semester hours: color, graphics, drawing, painting, 15 semester hours of specialization electives.

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

### ASIAN STUDIES\*

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

#### Required Courses:

6 semester hours minimum of the Asian Language specialty at the **intermediate level only** (beginning level language may be used in other liberal arts sections), 3 semester hours minimum in Asian history: either history of the Asian specialty **or** general history of Asia (additional Asian history is strongly recommended), 15 semester hours from at least three of the following not to include language: anthropology, art, economics, history, literature, political science, religion **or** philosophy, sociology, 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, II, Cell Biology, Genetics, Botany **or** Zoology, 18 semester hours of specialization electives.

#### Corollary Requirements:

General Chemistry I, II, General Physics I, II, Organic Chemistry I, II, 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.

\*Each specialization requires 33 semester hours.

### 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 and/or media communications.

#### 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, 21 semester hours of specialization electives which may include a maximum of 2 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.

### DANCE\*

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

#### Required Courses:

12 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 (Statistics course from an Economics Department can be used to satisfy this requirement).

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

### ENVIRONMENTAL STUDIES\*

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

#### 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, Social and Environmental Change/Sociology of Environment, Philosophy/Environment, Anthropology/Environment, an additional 15 semester hours of specialization electives in subjects related to the environment and chosen from fields such as geography, sociology, biology, ecology, geology, etc.

#### Corollary Requirements:

General Biology with Lab, General Chemistry with Lab.

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

### FOREIGN LANGUAGE\*

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

#### Required Courses:

12 semester hours of language skills through the advance level (i.e., Intermediate Language I, II and Advanced Language I, II), History of Civilization, 6 semester hours Major Writers **or** Masterpieces of Literature, 12 semester hours of 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, Choose 9 semester hours from the following: Population, World Resources, Regional Geography, Geographic Techniques, 15 semester hours of specialization electives.

#### Corollary Requirements:

(a) 3 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) 3 semester hours in **one** of the following subject areas are to be taken in the natural sciences/mathematics portion of the degree: Geology **or** Climatology.

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

### GEOLOGY\*

The study of geology emphasizes the earth's processes, resources, evolution of plant and

animal life, and the affects of the environment on human activities.

#### Required Courses:

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

#### Corollary Requirements:

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

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

### HISTORY\*

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

#### Required Courses:

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

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

### JOURNALISM\*

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

#### Required Courses:

Law and Ethics **or** Communication Law, 12 semester hours of four Theory courses/exams such as: Basic Issues in the News, Communication Theory, Introduction to Mass Communication, Mass Media and Society, Media History, Public Relation 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 having a basic mathematical background with the opportunity to further utilize their skills in the advanced study of mathematics.

#### Required Courses:

Calculus I (Differential), Calculus II (Integral), Calculus III (Multivariate), Linear Algebra (Calculus Based; Prerequisite of Calculus in Description), Probability **or** Statistics, 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

\*Each specialization requires 33 semester hours.



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 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 problems 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 with the analysis of authority, power, and influence in the making of public policy.

**Required Courses:**  
American National Government, Political

Theory **or** Political Process, Comparative Governments, International Relations, Research Methods **or** Statistics, 18 semester hours of 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 tenets and allows a deeper investigation of a broad spectrum of the world's religions and their historical impact.

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

**Corollary Requirements:**  
Introduction to Philosophy.

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

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

**Required Courses:**  
Introduction to Sociology, Social Theory, Methods of Sociological Research **or** Statistics, 24 semester hours of specialization electives.

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

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

**Required Courses:**  
At least one course in each of the following: acting, directing, theater history, technical theater production, 21 semester hours of specialization electives.

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

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

**Required Courses:**  
Introduction to Urban Studies, Statistics **or** Research Methods, 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
<b>I. Liberal Arts Requirements</b> . . . . .	<b>48</b>
A. Written Expression	6
B. Humanities	12
C. Social Sciences	12
Introduction to Macro and Micro Economics (6)	
Electives (6)	
D. Natural Sciences and Mathematics	9
Mathematics (3)	
Other Natural Sciences/Mathematics (6)	
E. Liberal Arts Electives	9
<b>II. Professional Business Requirements</b> . . . . .	<b>60</b>
A. Business Core	33
Data Processing (TECEP or CLEP)	(3)
Introductory Business Law (CLEP)	(3)
Introductory Accounting (CLEP)	(6)
Introductory Marketing (CLEP, DANTES)	(3)
Statistics (TECEP)	(3)
Introduction to Operations Management (TECEP)	(3)
Principles of Finance (TECEP)	(3)
Business in Society (TECEP)	(3)
Business Policy (TECEP)	(3)
Management Process (TECEP or CLEP)	(3)
(Titles are CLEP, DANTES, and TECEP examinations approved to satisfy core requirements. Equivalent courses or portfolio assessment may be substituted.)	
B. Specializations	18
Choose from 1, 2, or 3:	
1. Standard Specializations:	
Accounting	Marketing
Finance	Operations Management
Management of Human Resources	
2. General Management Specialization:	
The 18 credits must be distributed among at least four of the five standard areas listed above.	
3. Nonstandard Specializations:	
Administrative Office Management	Management Information Systems
Advertising Management	Procurement
Banking	Public Administration
Data Processing	Purchasing and Materials Management
Hospital Health Care Administration	Real Estate
Hotel/Motel/Restaurant Management	Retailing Management
Insurance	School Business Administration
International Business Logistics	Transportation Management
C. Business Electives	9
<b>III. Free Electives</b> . . . . .	<b>12</b>
<b>Total</b>	<b>120</b>



## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

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

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

### DEGREE REQUIREMENTS

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

### LIBERAL ARTS REQUIREMENTS

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

### PROFESSIONAL BUSINESS COMPONENT

The Professional Business Component is composed of the

business core, specialization, and business electives.

#### Business Core

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

#### Specialization

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

#### Business Electives

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

### FREE ELECTIVES

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

### CURRENCY REQUIREMENTS

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

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

The Demonstration of Currency conference is a conference between a faculty member (expert in the business areas to be demonstrated)

and the student which covers contemporary topics/issues common to the credits in question.

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION SPECIALIZATIONS

### ACCOUNTING\*

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

#### Required Subjects:

Intermediate Accounting I

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

### ADMINISTRATIVE OFFICE MANAGEMENT\*

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

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

### ADVERTISING MANAGEMENT\*

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

#### Required Subjects:

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

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students

receive a list of suggested subjects with their first Transcript Evaluation and Degree Report.

### BANKING\*

This specialization is designed for students working in financial institutions or considering a career in this area. Subjects covered in this option 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: 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.

### GENERAL MANAGEMENT\*

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

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

### HOSPITAL HEALTH CARE ADMINISTRATION\*

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

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

### HOTEL/MOTEL/RESTAURANT MANAGEMENT\*

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

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

### INSURANCE\*

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

#### Required Subjects:

Principles and Practices of Insurance

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

### INTERNATIONAL BUSINESS\*

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

#### Required Subjects:

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

Note: Subject listings above are generic titles. Other subjects may be appropriate. Students

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

### LOGISTICS\*

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

#### Required Subjects:

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

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

### MANAGEMENT OF HUMAN RESOURCES\*

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

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

### MANAGEMENT INFORMATION SYSTEMS\*

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

\* Each specialization requires 18 semester hours.

\* Each specialization requires 18 semester hours.



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 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, expeditor, and buyer should consider this specialization.

*Required Subject:*  
Purchasing Management

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

**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 manager, contract administrator, purchasing agent, senior buyer, and expeditor should look carefully at this specification.

*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.

**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.

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

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

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

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

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

**TRANSPORTATION MANAGEMENT\***  
Transportation Management is the study of the role of transportation in society and the problems of traffic management within specific industries as well as 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 docking/loading supervisors should seriously consider this specialization.

*Required Subjects:*  
Introduction to Transportation

Note: Subject listing above is a generic title. 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
<b>I. Liberal Arts Requirements</b> . . . . .	<b>48</b>
A. Written Expression	6
B. Humanities	9
<i>No more than 6 semester hours may be taken from one subject area</i>	
C. Social Sciences	12
1. Psychology or sociology	(3)
2. Any selection from anthropology, economics, history, political science, psychology, sociology, or geography.	(9)
<i>No more than 6 semester hours in one subject area</i>	
D. Natural Sciences and Mathematics	18
1. College Algebra or above	(6)
2. General physics or chemistry, depending on specialization	(6)
3. Additional science or mathematics	(6)
E. Liberal Arts Electives	3
<b>II. Concentration in Applied Science and Technology</b> . . . . .	<b>54</b>
A. Core Requirements	21
1. Theoretical knowledge	(12)
2. Statistics	(3)
3. Principles of Management	(3)
4. Technical Report Writing	(3)
B. Individualized Specialization	33
<b>III. Free Electives</b> . . . . .	<b>18</b>
A. Computer science or data processing	(3)
B. Free electives	(15)
<b>Total</b>	<b>120</b>

The following Individualized Specializations have been approved.

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

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



## BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY

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

### DEGREE REQUIREMENTS

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

### LIBERAL ARTS REQUIREMENTS

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

A year of general physics or a year of general chemistry, depending on the specialization, is required of all students in the Applied Science and Technology degree. When a classroom course is used to fulfill this requirement, it must include a laboratory. If these courses have already been completed as nonlaboratory courses, another laboratory science course must be completed elsewhere in the degree program. Students in some specializations are required to complete 6 semester hours of calculus.

### PROFESSIONAL APPLIED SCIENCE AND TECHNOLOGY COMPONENT

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

### CORE

The core includes 12 semester hours of theoretical knowledge and 9 semester hours in three specific areas. The theoretical knowledge area is specific to the student's specialization and covers advanced mathematics and science courses as well as more theoretical aspects of the specialization. The core also requires Statistics, Principles of Management, and Technical Report Writing.

### SPECIALIZATION

The specialization requires 33 semester hours in an Applied Science and Technology area. The credits used in the specialization must exhibit depth and breadth and cover both theoretical and applied aspects of the field. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by portfolio assessment, if he or she does not already have appropriate coursework in that area.

### FREE ELECTIVES

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

### ADDITIONAL DEGREE REQUIREMENTS

One 3-semester hour course in the broad area of computer science or data processing is required. This may be used under natural science, liberal arts electives, or free electives, depending on the nature of the course. Some specializations require computer science rather than data processing.

Certain health-related specializations are open only to already certified technologists. These specializations require the student to submit evidence of professional

registry or licensure in order to enter that specialization.

Because of the rapid changes occurring in technical fields today, it is important for today's college graduate to maintain up-to-date knowledge. If more than 8 semester hours in a student's specialization are over ten years old at the time of application to the College, Demonstration of Currency will be required in these courses. Demonstration of Currency for these subjects is validated through an oral conference with a faculty consultant on contemporary topics/issues in the subjects. These courses will not be used toward the specialization until currency has been demonstrated. Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

## BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY SPECIALIZATIONS

### AGRICULTURAL MECHANIZATION\*

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

#### Required Courses:

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

#### Corollary Requirements:

Statics, Strength of Materials, Calculus I and II, General Physics I and II, Computer Science

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

### AIR TRAFFIC CONTROL\*

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

#### Required Courses:

(FAA License)

#### Corollary Requirements:

General Physics I and II, Data Processing

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

### ARCHITECTURAL DESIGN\*

This specialization is designed for architectural drafting and design personnel.

#### Required Courses:

Architectural Drafting and Design, Building Construction

#### Corollary Requirements:

Statics, Strength of Materials, General Physics I and II, Computer Science

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

### AVIATION\*

This specialization is designed for pilots, and Airframe and Powerplant mechanics. College credit is awarded for a number of FAA licenses.

#### Required Courses:

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

#### Corollary Requirements:

General Physics I and II, Data Processing

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

### BIOLOGICAL LABORATORY SCIENCE\*

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

#### Required Courses:

Clinical or Advanced Microbiology, Laboratory Techniques

#### Corollary Requirements:

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

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

### BIOMEDICAL ELECTRONICS\*

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

#### Required Courses:

Biomedical Equipment, Electronic Devices, Biophysics or Biomechanics

#### Corollary Requirements:

DC Circuits, AC Circuits, Physiology, General Physics I and II, Calculus I and II, Computer Science

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

### CHEMICAL LABORATORY SCIENCE\*

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

#### Required Courses:

Instrument Analysis, Physical Chemistry, Applied Chemistry

#### Corollary Requirements:

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

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

### CIVIL ENGINEERING TECHNOLOGY\*

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

#### Required Courses:

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

#### Corollary Requirements:

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

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

### COMPUTER SCIENCE AND TECHNOLOGY\*

This specialization is designed for technically-oriented computer software people.

#### Required Courses:

Data Structures, High-Level Language, Compiler Construction or Operating Systems, Systems Analysis or Data Base Design

#### Corollary Requirements:

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

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

### CONSTRUCTION\*

This specialization is designed for persons in the construction industry.

#### Required Courses:

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

#### Corollary Requirements:

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

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

### DENTAL HYGIENE\*

This specialization is designed for licensed Dental Hygienists. Prospective students must submit notarized copies of ADA Dental Hygiene certification and a current state license.

#### Required Courses:

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

#### Corollary Requirements:

Anatomy and Physiology, General Chemistry I and II, Data Processing

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

### ELECTRICAL TECHNOLOGY\*

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

#### Required Courses:

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

#### Corollary Requirements:

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

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

### 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.

\* Each specialization requires 33 semester hours.

\* Each specialization requires 33 semester hours.



*Required Courses:*

Digital Electronics, Control Systems, Communications Electronics

*Corollary Requirements:*

Direct Current Circuits, Alternating Current Circuits, General Physics I and II, Calculus I and II, Computer Science

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

**ENGINEERING GRAPHICS\***

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

*Required Courses:*

Mechanical or Electrical Drafting, Technical Illustration, Computer Aided Design I, II, Computer Graphics, Computer Science

*Corollary Requirements:*

Descriptive Geometry, General College Physics I and II, Calculus I

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

**ENVIRONMENTAL SCIENCE AND TECHNOLOGY\***

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

*Required Courses:*

None: many options

*Corollary Requirements:*

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

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

**FIRE PROTECTION SCIENCE\***

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

*Required Courses:*

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

*Corollary Requirements:*

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

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

**FOOD TECHNOLOGY\***

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

*Required Courses:*

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

*Corollary Requirements:*

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

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

**FORESTRY\***

This specialization is designed for forestry personnel.

*Required Courses:*

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

*Corollary Requirements:*

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

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

**HORTICULTURE\***

This specialization is designed for floriculture and nursery management personnel.

*Required Courses:*

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

*Corollary Requirements:*

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

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

**INDUSTRIAL ENGINEERING TECHNOLOGY\***

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

*Required Courses:*

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

*Corollary Requirements:*

Statics, Strength of Materials, General Physics I and II, Calculus I and II, Computer Science

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.

**LABORATORY ANIMAL SCIENCE\***

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

*Required Courses:*

Laboratory Animal Management, Clinical and Hospital Procedures

*Corollary Requirements:*

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

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

**MARINE ENGINEERING TECHNOLOGY\***

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

*Required Courses:*

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

*Corollary Requirements:*

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

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

**MATERIALS SCIENCE\***

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

*Required Courses:*

Metallurgy, Materials Processing, Nondestructive Testing, Nonmetallic Materials

*Corollary Requirements:*

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

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

**MECHANICAL ENGINEERING TECHNOLOGY\***

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

*Required Courses:*

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

*Corollary Requirements:*

Statics, Strength of Materials, Fluid Mechanics

or Thermodynamics, General Physics I and II, Calculus I and II, Computer Science

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

**MEDICAL LABORATORY SCIENCE\***

This specialization is limited to certified Medical Laboratory Technologists. Prospective students must submit notarized copies of their ASCP or AMT MLT or MT, or NCA:CLS or CLT registration certificate and current renewal card or certificate.

*Required Courses:*

Clinical Microbiology, Hematology, Immunohematology, Clinical Chemistry

*Corollary Requirements:*

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

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

**NONDESTRUCTIVE EVALUATION\***

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

*Required Courses:*

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

*Corollary Requirements:*

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

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

**NUCLEAR ENGINEERING TECHNOLOGY\***

This specialization is designed for reactor operators and other workers in the nuclear power industry. College credit is awarded for Navy Basic Nuclear Power School and the Nuclear Regulatory Commission Reactor Operator or Senior Reactor Operator license.

*Required Courses:*

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

*Corollary Requirements:*

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

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

**NUCLEAR MEDICINE\***

This specialization is limited to certified/licensed Nuclear Medicine Technologists. Prospective students must submit notarized copies of their ARRT RT(N), NMTCB CNMT or NJ LNMT original certificate and renewal card. College credit will be awarded for this certification as well as the parallel certifications in Radiography and Radiation Therapy Technology.

*Required Courses:*

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

*Corollary Requirements:*

Anatomy and Physiology, Organic or Biochemistry, Nuclear Physics, General 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.

**PERFUSION TECHNOLOGY\***

This specialization is limited to certified Clinical Perfusionists. Prospective students must submit notarized copies of their original ABCP CCP certificate and current renewal card.

*Required Courses:*

Perfusion Technology, Perfusion Hematology, Extra Corporal Biochemistry, Pharmacology, Clinical Practice

*Corollary Requirements:*

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

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

**RADIATION PROTECTION\***

This specialization is designed for radiation safety personnel in nuclear power plants, hospitals, and research settings. College credit is awarded for Navy Basic Nuclear Power School and the National Registry of Radiation Protection Technologists certification.

*Required Courses:*

Radiation Protection, Radiation Detection, Radiation Effects, Radiation Shielding

*Corollary Requirements:*

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

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

**RADIATION THERAPY\***

This specialization is limited to

certified/licensed Radiation Therapy Technologists. Prospective students must submit notarized copies of their original ARRT RT (T) or NJ LRT(T) certificate and current renewal card. College credit is awarded for this certification as well as for the parallel certifications in Nuclear Medicine Technology and Radiography.

*Required Courses:*

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

*Corollary Requirements:*

Nuclear Physics, Anatomy and Physiology, General Physics I and II, Data Processing

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

**RADIOLOGIC SCIENCE\***

This specialization is limited to certified/licensed Radiographers. Prospective students must submit notarized copies of their original ARRT RT(R) or NJ LRT(R) certificate and current renewal card. College credit is awarded for this certification as well as for the parallel certifications in Nuclear Medicine Technology and Radiation Therapy Technology.

*Required Courses:*

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

*Corollary Requirements:*

X-Ray Physics, Anatomy and Physiology, General Physics I and II, Data Processing

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

**RESPIRATORY THERAPY\***

This specialization is limited to registered Respiratory Therapists. Prospective students must submit notarized copies of their original NBRC RRT certificate and renewal card. College credit will be awarded for this certification. Certified technicians are not eligible for this specialization.

*Required Courses:*

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

*Corollary Requirements:*

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

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

\*Each specialization requires 33 semester hours.

\*Each specialization requires 33 semester hours.



**SURVEYING\***

This specialization is designed for land surveyors.

*Required Courses:*  
Land Surveying, Route Surveying, Surveying Law

*Corollary Requirements:*  
General Physics I and II, Data Processing

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

**TECHNICAL SERVICES IN AUDIOLOGY\***

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

*Required Courses:*  
Hearing Science and Measurement, Amplification for Hearing Impaired, Pathology of Auditory System

*Corollary Requirements:*  
Anatomy and Physiology, Anatomy and Physiology of Hearing Mechanism, General Physics I and II, Data Processing

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

**WATER RESOURCES MANAGEMENT\***

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

*Required Courses:*  
Water Resources, Soil Conservation, Land Use Planning, Natural Resources Management

*Corollary Requirements:*  
Soil Science, Hydrology, Ecology, General 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.



**BACHELOR OF SCIENCE IN HUMAN SERVICES**

**CREDIT DISTRIBUTION REQUIREMENTS**

SUBJECT CATEGORY	Semester Hour Credits
<b>I. Liberal Arts Requirements</b> .....	<b>48</b>
A. Written Expression	6
B. Humanities	9
* No more than 6 semester hours may be taken from one subject area	
C. Social Sciences	18
1. Sociology, Introductory	(3)
2. Psychology, Introductory	(3)
3. Economics, political science, history, or geography	(3)
4. Additional social science	(9)
D. Natural Sciences and Mathematics	9
1. Mathematics or Computer Science required	(3)
2. Additional natural sciences or mathematics	(6)
No more than 6 semester hours may be taken from one subject area	
E. Liberal Arts Electives	6
Credits from any liberal arts subjects	
<b>II. Concentration In Human Services</b> .....	<b>54</b>
A. Core Requirements	21
1. "Dynamics of Social Setting"	(6)
(Upper level subjects in sociology, urban politics, social history, and the like)	
2. "Dynamics of the Individual"	(6)
(Upper level psychology subjects)	
3. "Dynamics of Intervention"	(3)
Covering such areas as counseling, interviewing, social work methods.	
4. Social planning	(3)
Covering such areas as social policy, planning, administration.	
5. Statistics or research methodology	(3)
B. Individual Specialization	33
1. Appropriate course work	(27)
(Include one course in Introduction to Human Services or similar course)	
2. Advanced Level Practicum	(6)
<b>III. Free Electives</b> .....	<b>18</b>
A. Computer Science or Data Processing	(3)
B. Other Free Electives	(15)
<b>Total</b>	<b>120</b>

- The following is a list of approved Specializations:
- |                               |                                |
|-------------------------------|--------------------------------|
| Art Therapy                   | Health Services Administration |
| Child Development Services    | Health Services Education      |
| Community Education Services  | Mental Health Services         |
| Community Legal Services      | Mental Retardation Services    |
| Community Services            | Public Administration          |
| Counseling Services           | Public Safety Services         |
| Criminal Justice              | Recreation Services            |
| Emergency Disaster Management | Rehabilitation Services        |
| Gerontology                   | Services for the Deaf          |
| Health and Nutrition          | Social Services                |
| Health Services               | Social Services Administration |

\*Each specialization requires 33 semester hours.



## BACHELOR OF SCIENCE IN HUMAN SERVICES

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

### DEGREE REQUIREMENTS

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

### LIBERAL ARTS REQUIREMENTS

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

### PROFESSIONAL HUMAN SERVICES COMPONENT

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

### CORE

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

### SPECIALIZATION

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

courses and 12 s.h. of applied courses), and the Advanced Level Practicum (6 s.h.-12 s.h.). Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by portfolio assessment, if he or she does not already have appropriate coursework in that area.

### FREE ELECTIVES

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

### ADDITIONAL DEGREE REQUIREMENTS

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

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

### ART THERAPY\*

This specialization is designed for providers of art therapy services in a variety of settings.

*Required Courses:*  
Introduction to Human Services or an

introductory course to the specialization. Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of specialization.

*Corollary Requirements:*  
Studio Art Courses (15 sem. hrs.)

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

### CHILD DEVELOPMENT SERVICES\*

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

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

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

### COMMUNITY EDUCATION SERVICES\*

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

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

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

### COMMUNITY LEGAL SERVICES\*

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

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

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

### COMMUNITY SERVICES\*

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

### Required Courses:

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

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

### COUNSELING SERVICES\*

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

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

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

### CRIMINAL JUSTICE\*

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

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

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

### EMERGENCY DISASTER MANAGEMENT\*

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

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

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

### GERONTOLOGY\*

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

*Required Courses:*  
Introduction to Human Services or an introductory course to the specialization. Twelve semester hours of credit in basic theory,

and six semester hours of practicum in the area of specialization.

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

### HEALTH AND NUTRITION\*

This specialization is designed for providers of health and nutritional counseling in a variety of settings. This does not lead to certification in either teaching or dietetics.

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

*Corollary Requirements:*  
General Biology, Anatomy and Physiology

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

### HEALTH SERVICES\*

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

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

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

### HEALTH SERVICES ADMINISTRATION\*

This specialization is designed for administrators of health programs.

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

*Corollary Requirements:*  
Economics, Finance, Accounting

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

### HEALTH SERVICES EDUCATION\*

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

*Required Courses:*  
Introduction to Human Services or an

introductory course to the specialization. Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of specialization.

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

### MENTAL HEALTH SERVICES\*

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

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

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

### MENTAL RETARDATION SERVICES\*

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

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

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

### PUBLIC ADMINISTRATION\*

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

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

*Corollary Requirements:*  
Finance, Accounting

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

### PUBLIC SAFETY SERVICES\*

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

*Required Courses:*  
Introduction to Human Services or an introductory course to the specialization.

\*Each specialization requires 33 semester hours.

\*Each specialization requires 33 semester hours.



Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of specialization.

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

#### RECREATION SERVICES\*

This specialization is designed for providers of community recreation or recreational therapy.

##### Required Courses:

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

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

#### REHABILITATION SERVICES\*

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

##### Required Courses:

Introduction to Human Services or an introductory course to the specialization.

Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of specialization.

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

#### SERVICES FOR THE DEAF\*

This specialization is designed for providers of social services for the deaf.

##### Required Courses:

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

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

#### SOCIAL SERVICES\*

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

##### Required Courses:

Introduction to Human Services or an

introductory course to the specialization. Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of specialization.

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

#### SOCIAL SERVICES ADMINISTRATION\*

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

##### Required Courses:

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

##### Corollary Requirements:

Finance, Accounting

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



\*Each specialization requires 33 semester hours.

## BACHELOR OF SCIENCE IN NURSING\*\*\*

### CREDIT DISTRIBUTION REQUIREMENTS

SUBJECT CATEGORY	Semester Hour Credits
<b>I. Liberal Arts Requirements</b> . . . . .	<b>60</b>
A. Written Expression	6
* B. Humanities <i>No more than 6 semester hours may be taken from one subject area</i>	12
C. Social Sciences <i>No more than 6 semester hours may be taken from one subject area</i>	15
D. Natural Sciences and Mathematics Mathematics or Computer Science required Anatomy and physiology Microbiology Other natural sciences/mathematics	15 (3) (3) (3) (6)
E. Liberal Arts Electives <i>Credits from any liberal arts subjects</i>	12
<b>II. Professional Nursing Component*</b> . . . . .	<b>48</b>
A. Cognitive Examinations (Administered through ACT/PEP): Health Restoration: Area I Health Restoration: Area II Health Support: Area I Health Support: Area II Professional Strategies	20 (4) (4) (4) (4) (4)
B. Performance Examinations:** Clinical Performance (CPNE) Health Assessment Performance (HAPE) Teaching Performance (TPE) Professional Performance (PPE)	28 (8) (6) (2) (12)
<b>III. Free Electives</b> . . . . .	<b>12</b>
<b>Total</b>	<b>120</b>

\* Developed by the Overall Faculty Committee for Nursing of the University of the State of New York Regents College Nursing Program which is fully accredited by the National League for Nursing. Used in the Thomas Edison College BSN Program through contractual agreement with Regents College.

\*\* Administered in Trenton, New Jersey by Thomas Edison through its Mid-Atlantic Performance Assessment Center.

\*\*\*Accredited by the National League for Nursing.



## BACHELOR OF SCIENCE IN NURSING

The Bachelor of Science in Nursing is a BSN completion program for currently licensed Registered Nurses who either work or reside in New Jersey. The program is accredited by the N.J. Board of Nursing and The National League for Nursing.

Through the use of alternate methods of earning credits, such as proficiency examinations and portfolio assessment, BSN students are able to document knowledge in general and professional education, progress at their own pace and complete degree requirements without the need for classroom attendance, clinical instruction, or regular commuting to Trenton.

### DEGREE REQUIREMENTS

The curriculum requires a minimum of 120 semester hours of credit and has three components: Liberal Arts (60 s.h.), Professional Nursing (48 s.h.), and Free Electives (12 s.h.).

### LIBERAL ARTS

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

### PROFESSIONAL NURSING COMPONENT

The 48 semester hour credit requirement in The Professional Nursing Component is a series of cognitive and performance examinations designed to assess knowledge and competencies comparable to those expected of beginning graduates of traditional Bachelor of Science degree programs in Nursing.

#### A. COGNITIVE EXAMINATIONS (5 examinations; 20 credits)

These examinations provide the theoretical base for the performance examinations. They may be taken in any sequence in any combination at any ACT/PEP test site.

#### HEALTH RESTORATION AREAS I AND II (4 credits each)

The content of these examinations is organized

around major health problems, with emphasis placed on nursing actions related to cure, alleviation, rehabilitation, adaptation, and restoration.

#### HEALTH SUPPORT, AREAS I AND II (4 credits each)

The content of these examinations is organized around the maintenance of health, the prevention of disease, and the early detection of major health problems.

#### PROFESSIONAL STRATEGIES (4 credits)

This examination requires knowledge of those aspects of philosophy, law, history, and ethics necessary for the practice of professional nursing.

#### B. PERFORMANCE EXAMINATIONS (4 examinations, 28 credits)

These examinations assess the student's ability to perform the technical portion of nursing practice, do a health assessment, and conduct a brief teaching session. They also test competencies related to four major dimensions of professional nursing: management of client care, leadership, collaboration, and research. These examinations are administered primarily on weekends, by appointment only, and require from seven hours to three days for administration.

#### CLINICAL PERFORMANCE IN NURSING EXAMINATION (8 credits)

This examination tests the student's ability to apply the expected competencies to adult and child clients in actual hospital settings.

#### HEALTH ASSESSMENT PERFORMANCE EXAMINATION (6 credits)

This examination tests the student's ability to perform a health assessment of a generally healthy adult.

#### TEACHING PERFORMANCE EXAMINATION (2 credits)

This examination tests the student's ability to identify a client's learning needs related to health promotion or maintenance; the objectives, the content, and the methodology to be used for a brief teaching episode.

#### PROFESSIONAL PERFORMANCE EXAMINATION (12 credits)

This examination tests competencies related to additional dimensions of professional nursing practice on behalf of individuals, families, and communities.

#### FREE ELECTIVES

12 credits of liberal arts or non-liberal arts subjects. A maximum of 6 credits

of lower level nursing and 8 credits of physical education activity is accepted.

### STUDY GROUPS

An additional support service provided to assist students to function more effectively in this noninstructional program is the opportunity to join a study group. The group serves as an academic support network comprised of BSN students with diverse experience and educational backgrounds to facilitate the sharing of suggestions for coping with the demands of the Program. Each group is coordinated by a facilitator who is a currently practicing Registered Nurse with a master's degree in Nursing and experience in teaching. The facilitator's responsibilities include assisting these students to develop goals to complete the program, prepare for the examinations using effective study and test taking techniques, and become socialized into the professional role.

### ADDITIONAL REQUIREMENTS

Students enrolled in the Bachelor of Science degree in Nursing are required to:

1. Submit official transcripts of all credits to be evaluated to the Registrar.\*
2. Submit a notarized copy of current RN license with enrollment application.
3. Adhere to policies specific to the BSN degree as outlined in the BSN Student Handbook.
4. Adhere to the prerequisites for the nursing performance examinations as outlined in the study guides specific to each examination.
5. Complete the entire Professional Nursing Component according to established policy.

\* Certification programs in nursing have not been reviewed or recommended for college credit. Certificates for such programs should not be sent to the registrar.

## ASSOCIATE IN ARTS

### CREDIT DISTRIBUTION REQUIREMENTS

#### SUBJECT CATEGORY

Semester Hour  
Credits

#### I. Liberal Arts Requirements ..... 48

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

## ASSOCIATE IN SCIENCE IN MANAGEMENT

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

Thomas Edison State College offers the ASM with an option in the business areas of accounting, finance, general management, management of human resources, marketing, and operations management. Students may also focus their associate degree in other business fields such as data processing, banking, retailing management, etc.

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

### DEGREE REQUIREMENTS

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

### LIBERAL ARTS REQUIREMENTS (30 s.h.)

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 college mathematics (3 s.h.).

### MANAGEMENT CORE (15 s.h.)

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 (12 s.h.)

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 credits. Both liberal arts and non-liberal 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 B.S.B.A. page for a further explanation of demonstration of currency.

## ASSOCIATE IN SCIENCE IN MANAGEMENT OPTIONS

### ACCOUNTING\*

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

#### Required Subjects:

Intermediate Accounting I

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

### ADMINISTRATIVE OFFICE MANAGEMENT\*

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

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

### BANKING\*

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

#### Required Subjects:

Economics of Financial Institutions, Money and Banking

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

### DATA PROCESSING\*

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

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

### FINANCE\*

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

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

### GENERAL MANAGEMENT\*

General Management is an option that allows students to exercise significant freedom in deciding what subjects will constitute this option. Six to 12 semester hours can be selected from two or more of the five traditional areas of business — accounting, finance, management of human resources, marketing, and operations management. Up to 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 21 semester hours.



**HOSPITAL HEALTH CARE ADMINISTRATION\***

This option is designed to provide students with the skills, attitudes, and knowledge needed for premanagement 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 who are already engaged in the industry and seeking to advance their careers through further study.

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

**INSURANCE\***

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

Required Subjects:  
Principles and Practices of Insurance

Note: Subject 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\***

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

international airlines management, or international commodities exchange should consider this option.

Required Subjects:  
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.

**MANAGEMENT OF HUMAN RESOURCES\***

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

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

**MARKETING\***

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

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

**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.

**PURCHASING AND MATERIALS MANAGEMENT\***

Purchasing and Materials Management is primarily concerned with the planning,

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

Required Subjects:  
Purchasing Management

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

**PROCUREMENT\***

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

Required Subjects:  
Purchasing Management

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

**PUBLIC ADMINISTRATION\***

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

Required Subjects:  
Introduction to Public Administration

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

**REAL ESTATE\***

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

Required Subjects:  
Real Estate Principles and Practices

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

**RETAILING MANAGEMENT\***

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

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

Required Subjects:  
Introduction to Retailing Management,  
Buying and Merchandising

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

**SCHOOL BUSINESS ADMINISTRATION\***

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

personnel, purchasing, insurance, contractual labor negotiations, and accounting.

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

**TRANSPORTATION MANAGEMENT\***

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

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

\*Each option requires 21 semester hours.

\*Each option requires 21 semester hours.



# ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY

## CREDIT DISTRIBUTION REQUIREMENTS

SUBJECT CATEGORY	Semester Hour Credits
<b>I. Liberal Arts Requirements</b> . . . . .	<b>30</b>
A. Written Expression	6
B. Humanities	6
C. Social Sciences	6
D. Natural Sciences and Mathematics	6
1. Mathematics	(3)
2. General Physics or General Chemistry, depending on option	(3)
E. Liberal Arts Electives	6
<b>II. Individualized Option</b> . . . . .	<b>21</b>
Introduction to the Option	3
Theoretical Area	9
Applied Area	9
The following options are available and such options will emphasize areas appropriate to the degree and will articulate with specializations in the Bachelor of Science in Applied Science and Technology.	
Agricultural Mechanization	Food Technology
Air Traffic Control	Forestry
Architectural Design	Horticulture
Aviation	Industrial Engineering Technology
Chemical Laboratory Science	Marine Engineering Technology
Civil Engineering Technology	Materials Science
Computer Science and Technology	Mechanical Engineering Technology
Construction	Nondestructive Evaluation
Electrical Technology	Nuclear Engineering Technology
Electronics Engineering Technology	Surveying
Engineering Graphics	Technical Services in Audiology
Environmental Science and Technology	Water Resources Management
Fire Protection Science	
*Some options will require Mathematics at the level of college algebra and above.	
<b>III. Free Electives</b> . . . . .	<b>9</b>
A. Computer Science or Data Processing	(3)
B. Free electives	(15)
<b>Total</b>	<b>60</b>

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY

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

**DEGREE REQUIREMENTS**  
The Associate in Science in Applied

Science and Technology degree requires 60 semester hours of credit: 30 credits in 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

enables students to have a foundation for the Applied Science and Technology option.

A minimum of 3 semester hours of math and 3 semester hours of general physics or general chemistry, depending on the option, is required of all students in the Applied Science and Technology degree. When a classroom course is used to fulfill this requirement, it must include a laboratory. If these courses have already been completed as nonlaboratory courses, another laboratory science course must be completed elsewhere in the degree program. Students in some specializations are required to complete math at the level of College Algebra and above.

### PROFESSIONAL APPLIED SCIENCE AND TECHNOLOGY COMPONENT

The option includes 21 semester hours of courses within the option area selected. These credits will include 3 semester hours of credit in an introduction to the option, 9 semester hours of credit in the theoretical area, and 9 credits in the applied area. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by portfolio assessment, if he or she does not already have appropriate coursework in that area.

### FREE ELECTIVES

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

### ADDITIONAL DEGREE REQUIREMENTS

One 3 semester hour course in the broad area of computer science or data processing is required. This may be used under liberal arts electives or free electives, depending on the nature of the course. Some options require computer science rather than data processing.

\* Each option requires 21 semester hours.

Because of the rapid changes occurring in technical fields today, it is important for today's college graduate to maintain up-to-date knowledge. If more than 9 semester hours in a student's option are over 10 years old at the time of application to the College, a Demonstration of Currency will be required in these courses. Demonstration of Currency for these subjects is validated through an oral conference with a faculty consultant on contemporary topics/issues in the subjects. These courses will not be used toward the specialization until currency has been demonstrated. Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY OPTIONS

### AGRICULTURAL MECHANIZATION\*

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

**Required Courses:**  
Agricultural Mechanization, Statics

**Corollary Requirements:**  
Physics, College Algebra, Computer Science

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

### AIR TRAFFIC CONTROL\*

This option is limited to presently or formerly licensed Air Traffic Controllers. Credit is derived from the FAA certification.

**Required Courses:**  
(FAA License)

**Corollary Requirements:**  
General Physics, College Algebra, Data Processing

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

### ARCHITECTURAL DESIGN\*

This option is designed for architectural drafting and design personnel.

**Required Courses:**  
Statics, Architectural Drafting and Design

**Corollary Requirements:**  
General Physics, College Algebra, Computer Science

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

### AVIATION\*

This option is designed for FAA licensed pilots or airframe and powerplant mechanics. College credit is awarded for a number of FAA licenses.

**Required Courses:**  
FAA license in Airframe and Powerplant or Commercial Pilot with Instrument Rating

**Corollary Requirements:**  
General Physics, Data Processing

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

### CHEMICAL LABORATORY SCIENCE\*

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

**Required Courses:**  
Chemical Technology, Organic Chemistry, Applied Chemistry

**Corollary Requirements:**  
General Chemistry, College Algebra, Computer Science

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

### CIVIL ENGINEERING TECHNOLOGY\*

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

**Required Courses:**  
Construction Methods, Statics

**Corollary Requirements:**  
General Physics, College Algebra, Computer Science

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

### COMPUTER SCIENCE AND TECHNOLOGY\*

This option is designed for technically-oriented computer software people.



*Required Courses:*

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

*Corollary Requirements:*

College Algebra, General Physics

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

**CONSTRUCTION\***

This option is designed for persons in the construction industry.

*Required Courses:*

Statics, Construction Techniques

*Corollary Requirements:*

College Algebra, General Physics, Data Processing

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

**ELECTRICAL TECHNOLOGY\***

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

*Required Courses:*

DC Circuits, AC Circuits, AC and DC Machinery

*Corollary Requirements:*

College Algebra, General Physics, Data Processing

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

**ELECTRONICS ENGINEERING TECHNOLOGY\***

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

*Required Courses:*

Electronics, Direct Current Circuits, Alternating Current Circuits, Digital Electronics

*Corollary Requirements:*

General Physics, College Algebra, Computer Science

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:*

Engineering Graphics, Mechanical or Electrical Drafting, Computer Aided Design

*Corollary Requirements:*

College Algebra, General Physics, Computer Science

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

**ENVIRONMENTAL SCIENCE AND TECHNOLOGY\***

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

*Required Courses:*

Ecology

*Corollary Requirements:*

General Chemistry, Data Processing

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

**FIRE PROTECTION SCIENCE\***

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

*Required Courses:*

Fire Protection

*Corollary Requirements:*

Data Processing and General Chemistry or General Physics

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

**FOOD TECHNOLOGY\***

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

*Required Courses:*

Food Industry

*Corollary Requirements:*

General Chemistry, Data Processing

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

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

**FORESTRY\***

This option is designed for forestry personnel.

*Required Courses:*

Dendrology, Silviculture

*Corollary Requirements:*

General Chemistry, Data Processing

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

**HORTICULTURE\***

This option is designed for floriculture and nursery management personnel.

*Required Courses:*

Ornamental Horticulture, Soil Science

*Corollary Requirements:*

General Chemistry, Data Processing

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

**INDUSTRIAL ENGINEERING TECHNOLOGY\***

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

*Required Courses:*

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

*Corollary Requirements:*

General Physics, College Algebra, Computer Science

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

**MARINE ENGINEERING TECHNOLOGY\***

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

*Required Courses:*

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

*Corollary Requirements:*

General Physics, College Algebra, Computer Science

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

**MATERIALS SCIENCE\***

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

*Required Courses:*

Statics, Strength of Materials, Engineering Materials, Metallurgy

*Corollary Requirements:*

General Chemistry, College Algebra, Computer Science

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

**MECHANICAL ENGINEERING TECHNOLOGY\***

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

*Required Courses:*

Statics, Strength of Materials, Machine Design, Manufacturing Processes

*Corollary Requirements:*

General Physics, College Algebra, Computer Science

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

**NONDESTRUCTIVE EVALUATION\***

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

*Required Courses:*

Engineering Materials, Metallurgy, Nondestructive Testing

*Corollary Requirements:*

General Physics, Data Processing

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

**NUCLEAR ENGINEERING TECHNOLOGY\***

This option is designed for reactor operators and other workers in the nuclear power industry. College credit is awarded for Navy Basic Nuclear Power School and the Nuclear Regulatory Commission Reactor Operator or Senior Reactor Operator license.

*Required Courses:*

Nuclear Physics, Thermodynamics, Nuclear Engineering, Radiation Safety

*Corollary Requirements:*

General Physics, College Algebra, Computer Science

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

**SURVEYING\***

This option is designed for surveyors.

*Required Courses:*

Land Surveying, Route Surveying

*Corollary Requirements:*

General Physics, College Algebra, Data Processing

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

**TECHNICAL SERVICES IN AUDIOLOGY\***

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

*Required Courses:*

Anatomy and Physiology of Hearing Mechanism, Hearing Science and Measurement

*Corollary Requirements:*

General Physics, Data Processing

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

**WATER RESOURCES MANAGEMENT\***

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

*Required Courses:*

Soil Science, Hydrology, Water Resources, Soil Conservation

*Corollary Requirements:*

General Chemistry, Data Processing

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



# ASSOCIATE IN SCIENCE IN NATURAL SCIENCES AND MATHEMATICS

## CREDIT DISTRIBUTION REQUIREMENTS

SUBJECT CATEGORY	Semester Hour Credits
<b>I. Liberal Arts Requirements</b> .....	<b>30</b>
A. Written Expression	6
B. Humanities	6
C. Social Sciences	6
D. Natural Sciences and Mathematics Mathematics or Computer Science required	(3) 6
E. Liberal Arts Electives	6
<b>II. Individualized Option</b> .....	<b>21</b>
Introduction to the Option	(3)
Required Basic Theory Areas	(9)
Individualized selection appropriate to the Option	(9)
The following options will emphasize areas appropriate to the degree and will articulate with specializations in the Bachelor of Arts degree:	
Biology	
Chemistry	
Computer Science	
Mathematics	
Physics	
<b>III. Free Electives</b> .....	<b>9</b>
<b>Total</b>	<b>60</b>

## ASSOCIATE IN SCIENCE IN NATURAL SCIENCES AND MATHEMATICS

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: 21 credits in the liberal arts distribution, 21 credits in the option and 9 credits in free electives.

### LIBERAL ARTS ELECTIVES

The 21 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 descriptions section. The options articulate with approved Bachelor of Arts specializations.

### FREE ELECTIVES

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

## ASSOCIATE IN SCIENCE IN NATURAL SCIENCES AND MATHEMATICS OPTIONS

### BIOLOGY\*

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

#### Required Courses:

General Biology I, II. Select 9 semester hours from the following for the theory and concepts area: cell biology, biochemistry, ecology, evolution, genetics, molecular biology, physiology, 6 semester hours of option electives.

#### Corollary Requirements:

College level Mathematics Course

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 option develops the ability to solve

problems employing the techniques, processes, interpretations, and theoretical constructs of chemistry.

#### Required Courses:

General Chemistry I with lab, II with Lab. Select 9 semester hours from the following for the theory and concepts area: organic chemistry, physical chemistry, analytical chemistry, biochemistry, 4 semester hours of option electives.

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, Switching Theory and Automation, 9 semester hours of option electives which may include a maximum of 2 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.

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

#### Required Courses:

Calculus I (Differential). Select 9 semester hours from the following for the theory and concepts area: Calculus II (Integral), Calculus III (Multivariate), Linear Algebra (Calculus Based; Prerequisite of Calculus in Description), Probability or Statistics, Matrix Algebra, Number Theory, 9 semester hours of Option Electives.

#### Corollary Requirements:

General Physics I (Calculus Based).

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 Thermodynamics, 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
<b>I. Liberal Arts Requirements</b> .....	<b>30</b>
A. Written Expression	6
B. Humanities	6
C. Social Sciences	6
1. Introduction to Sociology	(3)
2. Introduction to Psychology	(3)
D. Natural Sciences and Mathematics	6
1. Mathematics or Computer Science	(3)
2. Other natural sciences/mathematics	(3)
E. Liberal Arts Electives	6
<b>II. Individualized Option</b> .....	<b>21</b>
Introduction to the option	(3)
Theoretical area	(9)
Applied area	(3)
Practicum	(6)
The following options will emphasize areas appropriate to the degree and will articulate with specializations in the Bachelor of Science in Human Services:	
Child Development Services	
Community Education Services	
Community Legal Services	
Community Services	
Counseling Services	
Criminal Justice	
Emergency Disaster Management	
Mental Retardation Services	
Public Administration	
Public Safety Services	
Recreation Services	
Rehabilitation Services	
Services for the Deaf	
Social Services	
Social Services Administration	
<b>III. Free Electives</b> .....	<b>9</b>
<b>Total</b>	<b>60</b>

## ASSOCIATE IN SCIENCE IN PUBLIC AND SOCIAL SERVICES

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

### DEGREE REQUIREMENTS

The Associate in Science and Public

and Social Services degree requires 60 semester hours of credit: 30 credits in liberal arts distribution, 21 credits in the option in Public and Social Services, and 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, 3 credits in the applied area, and 6 credits in the practicum. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by portfolio assessment, if he or she does not already have appropriate coursework in that area.

### FREE ELECTIVES

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

### ADDITIONAL DEGREE REQUIREMENTS

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

\* Each option requires 21 semester hours.

## ASSOCIATE IN SCIENCE IN PUBLIC AND SOCIAL SERVICES OPTIONS

### CHILD DEVELOPMENT SERVICES\*

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

#### Required Courses:

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

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

### COMMUNITY EDUCATION SERVICES\*

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

#### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 6 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 LEGAL SERVICES\*

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

#### Required Courses:

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

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

### COUNSELING SERVICES\*

This option is designed for providers of individual and group counseling in a variety of settings.

#### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 6 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.

### CRIMINAL JUSTICE\*

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

#### Required Courses:

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

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

### MENTAL RETARDATION SERVICES\*

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

#### Required Courses:

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

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

### PUBLIC ADMINISTRATION\*

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



*Required Courses:*  
Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 6 semester hours of practicum in the area of the option.

*Corollary Requirements:*  
Finance, Accounting

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

**PUBLIC SAFETY SERVICES\***  
This option is designed for personnel in private or government security or occupational security administration.

*Required Courses:*  
Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 6 semester hours of practicum in the area of the option.

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

**RECREATION SERVICES\***  
This option is designed for providers of community recreation or recreational therapy.

*Required Courses:*  
Introduction to Human Services or an introductory course to the option. Nine

semester hours of credit in basic theory, and 6 semester hours of practicum in the area of the option.

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

**REHABILITATION SERVICES\***  
This option is designed for providers of mental and/or physical rehabilitation services.

*Required Courses:*  
Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 6 semester hours of practicum in the area of the option.

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

**SERVICES FOR THE DEAF\***  
This option is designed for providers of social services for the deaf.

*Required Courses:*  
Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 6 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 6 semester hours of practicum in the area of the option.

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

**SOCIAL SERVICES ADMINISTRATION\***  
This option is designed for people working as administrators of social services programs.

*Required Courses:*  
Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 6 semester hours of practicum in the area of the option.

*Corollary Requirements:*  
Finance, Accounting

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



\*Each option requires 21 semester hours.

# ASSOCIATE IN APPLIED SCIENCE IN RADIOLOGIC TECHNOLOGY

## CREDIT DISTRIBUTION REQUIREMENTS

SUBJECT CATEGORY	Semester Hour Credits
<b>I. Liberal Arts Requirements</b> . . . . .	<b>26</b>
A. Written Expression	6
B. Humanities	3
C. Social Science	3
D. Natural Sciences and Mathematics	9
Anatomy and Physiology	(6)
Mathematics	(3)
E. Liberal Arts Electives	5
Computer Science or Computer Literacy	(3)
<b>II. Professional Component</b> . . . . .	<b>34</b>
*A license earned through a hospital-based program in 1980 or later	34
OR	
*A hospital-based program completed prior to 1976 AND either:	20
ARRT Radiation Therapist Registry	14
or	
ARRT, ASCP, or NMTCB Registry in Nuclear Medicine	
or	
Equivalent Coursework	
*Hospital-based programs completed between 1976 and 1980 may fit either of these categories.	
<b>Total</b>	<b>60</b>

## ASSOCIATE IN APPLIED SCIENCE IN RADIOLOGIC TECHNOLOGY

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

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

**LIBERAL ARTS REQUIREMENTS**  
The 26 semester-hour requirement in general liberal arts provides students with a broad background in humanities, social sciences, and natural sciences/mathematics, and enables students to have a foundation for the option. Specific requirements under the natural sciences/mathematics include anatomy, physiology, and mathematics. A course in computer science or computer literacy 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 on-the-job 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 or ARRT radiography certification earned after 1980 or partially completed by earlier certification. Students who completed their radiographic education before the 1980 curriculum change earn the remaining credits in the option by an additional registry in a second area, portfolio assessment, or coursework.

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



## CERTIFICATES

The Thomas Edison State College certificate is composed of 18 semester hours in one professional area, 12 of which are required credits. Twelve semester hours of liberal arts credit are also required, including 3 s.h. of English composition.

The professional areas are:

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

Certificates fulfill the needs of a diverse group of students. In some cases, certificates may be earned by those students not enrolled in a degree program but pursuing credits in a particular area in order to gain college-level knowledge and to have that knowledge academically recognized (put on a transcript). Others may earn certificates that coincide with particular degree requirements that they are pursuing.

There is no limit to the number of certificates that can be earned by a student. Thirty semester hours are required for the completion of each certificate. Credits can be earned through portfolio assessment, examination, correspondence courses, guided study, television, or classroom

courses. The overall minimum grade point average for the certificates 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.

### 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, they will be required to complete a minimum of 12 additional semester hours for the certificate which were not used in their baccalaureate degree. In addition, these 12 semester hours must be part of the professional component of their certificate. The remaining 18 semester hours may come from the previously awarded baccalaureate degree as long as they are appropriate to the certificate.

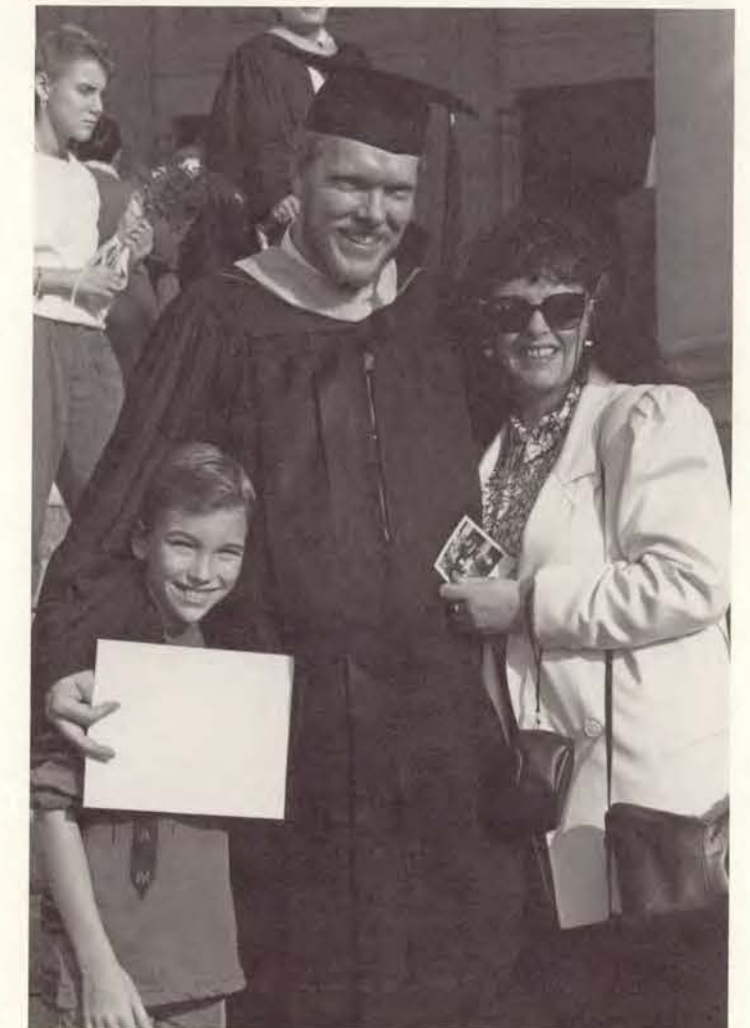
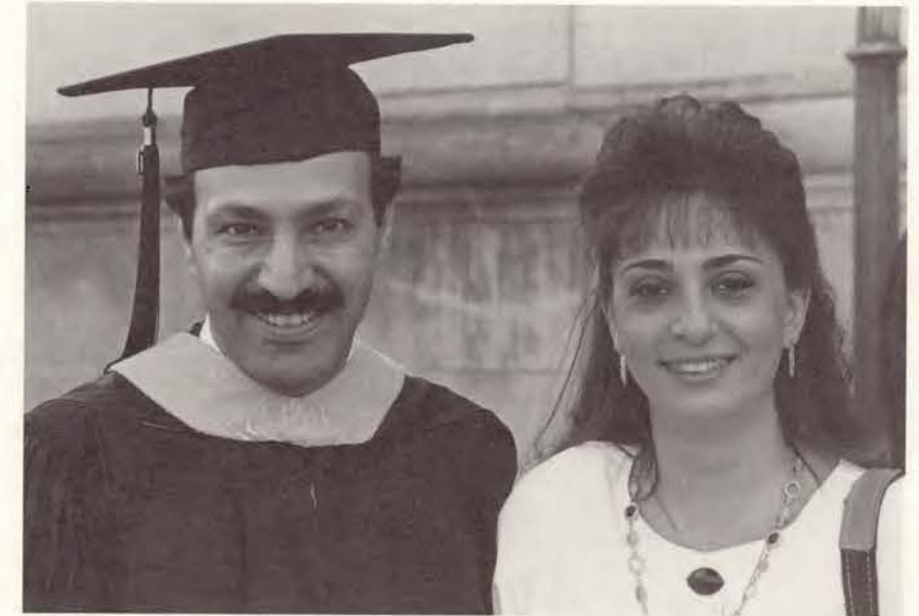
**HOW TO APPLY FOR A CERTIFICATE**  
Students enrolled at the College who wish to receive certificates in one or more of the specified areas must fill out the certificate application form for each requested certificate and submit these completed forms to the Registrar.

Students not interested in pursuing degrees but only interested in one or more certificate must 1) apply to the college by filing the "Application for Admission" (with application fee) with the College, 2) submit the annual enrollment fee, and 3) fill out and send in the certificate application form. Students are charged for the credits applied to the certificate; this charge is called the "Credit Transfer and Evaluation Fee" and/or "Assessment Tuition 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 certificates 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.

More specific information concerning certificates can be obtained by contacting the Academic Advisement Center or the Registrar's Office.





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

#### 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.



## UNIT OF CREDIT

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

## CHANGE OF RECORDS

If students wish to make any changes in their records, they must inform the Office of the Registrar in writing. Changes that may be requested include: change in name, address, telephone number, exclusion of courses/grades, military duty, citizenship, or degree program.

## 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 in writing and submit the appropriate fee. Such requests should be addressed to the registrar.

## GRADES - TRANSFER

Thomas Edison State College records grades of A, B, C, and D for credits accepted from other accredited colleges. The College does not record pluses (+) or minuses (-); F, U, W, I, or No Credit designations are not recorded on the transcript.

## GRADING POLICY - 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. TECEP

examinations, portfolio assessment, and any other assessment of prior learning will remain nongraded, credit/no credit.

## 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 also sent to students for credits 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-D. Credits with F are not transcribed.

## GRADE POINT AVERAGE

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

A Grade Point Average (GPA) of

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

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

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

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

## DEGREE PROGRESS REPORTS

The Thomas Edison State College Registrar's Office sends each Thomas Edison student a copy of an "Evaluation and Progress Report" that includes credits accepted in transfer (with grades accepted), credits earned through portfolio assessment, examinations and licensures, guided study, etc., and a classification of such credits. The form shows how credits have been placed in the student's degree program and which requirements have not been met.

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 registrar prior to the official evaluation during the first year of enrollment. Credits once placed on a Thomas Edison State College transcript will not be removed.

## TRANSCRIPTS

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

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

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

**Thomas Edison State College Guided Study** credits will be identified by the title of the course, credits, grade, and year completed.

**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. Transcripts may be issued at any time during or after completion of a degree.

## COLLEGES ACCREDITED BY REGIONAL ASSOCIATIONS

Thomas Edison State College will accept in direct transfer credits earned at institutions accredited by the six regional accrediting commissions as well as from institutions which are candidates for accreditation by a regional accrediting commission. Credits must meet requirements for degree seeking students.

The six commissions are: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges. (See page 98 also.)

## COLLEGES AND PROPRIETARY SCHOOLS NOT ACCREDITED BY REGIONAL ASSOCIATIONS

Thomas Edison State College will not accept in direct transfer credits earned at institutions accredited by other associations, such as, Association of Independent Colleges and Schools, American Association of Bible Colleges, National Association of Trade and Technical Schools, National Home Study Council, and COPA-approved professional schools which are outside regionally accredited colleges. Students requesting the acceptance of credit from these institutions will be advised to apply for credit through portfolio assessment.

## 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 Credit Recommendations in Noncollegiate Courses**, January 1976 edition and subsequent editions.

## 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), college composition, freshman English, or

the college-level GED examination in expression.

Students are advised to complete this requirement as soon as possible.

## MATH/COMPUTER SCIENCE REQUIREMENT

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

(1) Three semester hours of college coursework in mathematics beyond developmental courses (elementary algebra **cannot** be used.)

(2) Earning three credits of college mathematics through portfolio assessment.

OR

(1) Three semester hours of college coursework in computer science;

(2) Earning three credits of college computer science through portfolio assessment.

Students are advised to complete this requirement as soon as possible.

## 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 exam in English composition, freshman English, fundamentals of communication, etc. Thus, if a



student presents 6 semester hours in coursework or examinations in these areas s/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 examinations and/or courses were completed.

#### **Mathematics**

The College will accept for credit a maximum of two one-semester courses, or equivalent, in basic college mathematics. This includes such courses and examinations as introductory college mathematics or college algebra. Thus, 6 semester hours of coursework or examinations in these areas will duplicate the CLEP general examination in mathematics. If students present 3 semester hours in basic 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 will be counted in addition to credits earned in basic college mathematics.

#### **CLEP General Exams**

The policies on duplication of credit for the three CLEP general examinations listed below are divided into two separate policies for each of the three examinations. The first paragraph under each examination title is in effect only if the courses or examinations were completed prior to the CLEP general examinations. The policies in the second paragraph under each examination title are in effect regardless of the order in which the general examinations and college courses and/or proficiency examinations were completed. To

receive partial credit for these three general examinations, students must have an overall passing score for the entire examination and a minimum scaled score of 42 on the portion which has not been duplicated.

#### **CLEP Natural Sciences (General Exam)**

If students have completed 6 semester hours or more in two or more of the following areas: (1) physics, (2) chemistry, (3) astronomy, geology, or meteorology, no credit will be granted for the physical sciences portion (3 s.h.) of the examination. If students have completed 6 s.h. in biology, no credit will be granted for the biological sciences portion (3 s.h.) of the examination.

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

#### **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 (3 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 Sciences 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 (3 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 a maximum of 6 s.h. 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. or college mathematics.

#### **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.

#### **ACCEPTANCE OF CREDITS FROM GRADUATE PROGRAMS**

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

#### **CREDIT FOR 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.

Credit awarded for college courses taught will be considered four-year level regardless of where the course was taught.

#### **FOREIGN DEGREES**

Foreign students with a baccalaureate degree from another country, considered equivalent to a U.S. degree, must complete at least 30 additional credits and meet all the concentration and specialization degree requirements to obtain 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 in 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" book on various countries, published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and "Commonwealth Universities Yearbook."

#### **PHYSICAL EDUCATION 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.

#### **CONTINUING EDUCATION UNITS**

Continuing Education Units (CEUs) are measures of time spent in an organized continuing education experience and are not units of credit. One CEU signifies that the student has "10 contact hours of participation or its equivalent" in a learning experience, but CEUs do not verify that college-level learning has resulted from the experience. Any learning suggested by CEUs requires full evaluation by appropriate means before credit can be assessed.

In-service courses, workshops, conferences, adult education courses, etc., are appropriately seen as opportunities for learning. Full evaluation is required to determine the content and level of the college-level learning gained through such routes and to ascertain that any credit granted does not repeat similar learning credited from other sources. CEUs are useful to verify that the experience occurred, and they occasionally indicate the length of time the student participated, but they are not in themselves evidence of learning.

Students may request that Thomas Edison State College evaluate for credit their college-level knowledge acquired through continuing education experiences. Students must officially request such an evaluation by submitting an application for portfolio assessment and paying the application and credit hour fees. The Portfolio Assessment Handbook will be mailed to students who inquire about credit for CEUs.

#### **ADDITIONAL DEGREES**

##### **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 Registrar's Office.

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 prior degrees were awarded. In addition, all additional credits must be defined as current for the third associate degree, (i.e., earned within ten 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 second associate degree. Students must also complete all requirements specific to the third associate degree.

### **Second Baccalaureate Degree**

A student who has received one baccalaureate from Thomas Edison State College, or 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 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, master's, or doctorate degree in the same area (major).

A student who has not received a baccalaureate degree but has more than 120 credits will be awarded a degree as follows: of the total, a maximum of 120 credits will be applied, if they meet the degree requirements, to the first baccalaureate degree. The student must follow the requirements for the second degree as outlined above.

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

pursuing a master's or doctorate degree instead.

### **Third Baccalaureate Degree**

Ordinarily a student does not complete a third baccalaureate degree from Thomas Edison State College.

It is the position of the College that students should be advised to devote their academic endeavors to completing an advanced degree rather than an additional baccalaureate degree. Students contemplating a third baccalaureate degree will be advised to consider pursuing a master's or doctorate degree instead.

A student who wishes to request a baccalaureate degree beyond the second degree earned must submit a request in writing to the Appeals Committee: Academic Degrees. The students 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 Registrar's Office.

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 prior degrees were awarded. In addition, all additional credits must be defined as current for the third baccalaureate degree, (i.e., earned within ten 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, master's or doctorate degree in the same area (major). Students must also complete all requirements specific to the third baccalaureate degree.

### **TWO OPTIONS OR SPECIALIZATIONS WITHIN ONE DEGREE**

#### **Associate Degree**

Students may complete two options within one associate degree. No more than 6 semester hours of credit can be used for the second option that are used in the first option. All related credits for each option, as well as all degree requirements, must be met.

Students can not complete a third option within one associate degree.

#### **Baccalaureate Degree**

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

Students cannot complete a third specialization within one baccalaureate degree.

### **TRANSFER AND ACCEPTANCE OF STUDENTS TO NEW JERSEY STATE COLLEGES**

#### **(Full Faith And Credit)**

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

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

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

The policy of the Board of Higher Education includes the following:  
A. Graduates with Associate in Arts and Associate in Science degrees.

- Graduates shall be guaranteed admission to a state college, although not necessarily to the college of their first choice.

- While admission to a state college is guaranteed, admission to a specific curriculum shall be determined by the college based upon the criteria which it imposes upon its own students.

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

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

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

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

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

### **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.

In accordance with the Act, Thomas Edison State College has designated the following categories of student information as public or directory information: student name, date of enrollment, major field of study, and degrees conferred. This information may be released for any purpose at the discretion of the College. Under the provisions of the Family Educational Rights and Privacy Act of 1974, all students have the right to withhold the disclosure of any or all of the categories of directory information by notifying the registrar in writing.

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

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.

### **WITHDRAWAL FROM THE COLLEGE**

There are two types of withdrawal from the College: official and unofficial. It is to the student's advantage to withdraw officially from the College. Students should request an "Official Withdrawal" form from the Registrar's Office if they do not plan, for any reason, to pay the Annual Enrollment Fee. Students who officially withdraw may at a later date become active students by notifying the registrar, paying the appropriate fees, and completing the degree requirements which were in effect for the year of their enrollment.

Students who fail to fill out an "Official Withdrawal" form and do not pay the Annual Enrollment fee for a period of one year (or more) will be required to reenroll by submitting a new application, and paying the prevailing application fee and the prevailing Annual Enrollment fee. Students in this category will be

required to fulfill the degree requirements in effect at the time of reenrollment.

### **APPEALS**

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

### **WAIVERS**

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

### **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.

### **THE 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.

# HOW STUDENTS MOVE THROUGH COLLEGE PROCEDURES

THE STUDENT	FACILITATING OFFICE	OFFICE RESPONSIBILITIES
Initial Request For Information	Admissions Services	Provides preadmission information Mails Prospectus
Files Application For Admission to the College	Bursar Admissions Services/ Registrar	Processes Admission services fee Processes Application. Notifies student of admission. Sends student college catalog and billing form for Annual Enrollment fee.
Submits Transcripts and Credentials	Registrar	Evaluates transcripts and credentials and sends student summary of acceptable credits, on the Evaluation and Progress Report and the Program Planning Handbook.
Enrolls By Paying Fees	Academic Programs Bursar	Upon student request, provides Academic Advisement information and program planning assistance. Answers question regarding progress and evaluation forms. Bursar changes applicant's status to "enrolled."
Plans How to Complete The Degree By Developing a Program Plan	Academic Programs and Advisement Center	Reviews educational needs: basic skills, written expression and math requirement. Assists students with program planning. Answers questions through the Advisement Phone Center, student appointments and written correspondence. Program plan approved by advisor.
Implements Program Plan For Degree Completion	Testing And Assessment Academic Affairs Office of the Registrar	Assists student in: Registering for exams, developing portfolio, registering for guided study. Administers TECER, CLEP, ACT/PEP, DANTES, N.Y.U. examinations. Provides information regarding guided study, television courses, correspondence courses, computer facilitated learning portfolio assessment. Assists students in registering for guided study.
May Take Exams May Develop A Portfolio	Testing And Assessment	Portfolio workshops, guidance on portfolio development, assess the portfolio.
Submits Further Credentials Documenting Credit Completion	Registrar	Credentials evaluated and credits added to student file, sends student a copy of Progress Report.
May Request Additional Approvals for Courses, Exams, etc.	Academic Advisement Center	Staff provides approvals and confirms in writing. Monitors students progress toward completing planned credits.
Completes Special Degree Requirements	Academic Programs	Staff advises concerning requirements unique to degree program: Pre-Graduation Conference, Demonstration of Currency, Advanced Level Practicum, Nursing Performance Exams.
Files Request for Graduation	Registrar 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.



## 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 and to help students monitor their progress toward completion of the degree requirements.

Applicants to the College (those who have paid only the admissions services fee) may have questions regarding the Evaluation and Progress Report, College fees, and general academic policies answered by the College's Office of Admissions Services. Applicants will not be given approvals for courses/exams, nor will the staff assist them with program planning. After applicants enroll, all advisement services will be available to them.

### PROGRAM PLANNING HANDBOOK

Students enrolled with Thomas Edison State College 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 such as methods of earning credit, academic policies as they relate to degree programs, the structure and credit requirements of degree programs, and the steps involved in developing and structuring a degree program plan. The handbook is sent to all applicants with their initial Evaluation and Progress Report.

### ADVISEMENT PHONE CENTER

The Advisement Phone Center is staffed by academic advisors who will

answer questions and provide degree information to enrolled students.

When students call, the advisor will have access to the student's record for discussion. The outcome of each call is recorded on a form and the advisor will mail students a copy of the form with appropriate action taken and file a copy in the student's official file. It is suggested that students keep a record of calls to the Phone Center and the name of the academic advisor to whom they have spoken.

The Phone Center is open Monday through Friday from 12 to 4 p.m., except on state holidays. Because of the number of calls received each day by the Center, questions should be brief in order to allow as many students as possible to utilize the Center. If students have questions which require speaking with an advisor for an extended period of time, it is suggested that students schedule an appointment (see below). If students need to have courses or examinations approved, it is recommended that they contact the Center at least two weeks prior to the date of registration for the course or examination.

### STUDENT APPOINTMENTS

Students are encouraged to make an appointment with an advisor for program planning, *extensive* questions regarding degree programs, and methods of earning credits. Appointments with an advisor are available to enrolled students only. One-hour appointments can be scheduled at the Trenton office Monday through Friday and on specified Saturdays (listed in the College calendar). Out-of-state students who live 100 miles beyond the New Jersey border may request an appointment to be conducted by telephone. Appointments are made

with an advisor who specializes in the degree program in which students are enrolled. It is recommended that students call for an appointment at least two-to-four weeks prior to the time desired.

Further information regarding scheduling an advisement appointment can be found in the Program Planning Handbook.

### WRITTEN CORRESPONDENCE WITH THE CENTER

Students may also write to the Advisement Center. Letters will be answered by an advisor who specializes in the student's degree program. If questions are brief, students may wish to call the Advisement Phone Center rather than write. It is suggested that students make copies for their own records of all correspondence sent to the Center. Correspondence and program plans should be sent to: Thomas Edison State College Advisement Center (indicate degree program) 101 West State Street Trenton, NJ 08608-1176

### COMPUTER ASSISTED LIFELONG LEARNING (CALL)

The CALL Network is a computer delivery system through which you can access many of the services and programs offered by Thomas Edison State College. Some of the College's academic advisement services can be accessed through the CALL Network if you have access to an IBM computer or compatible PC, a telephone line (modem), a residential type (non-digital) telephone, and the appropriate CALL Network software. Additional information regarding the CALL Network can be found in the Program Planning Handbook.



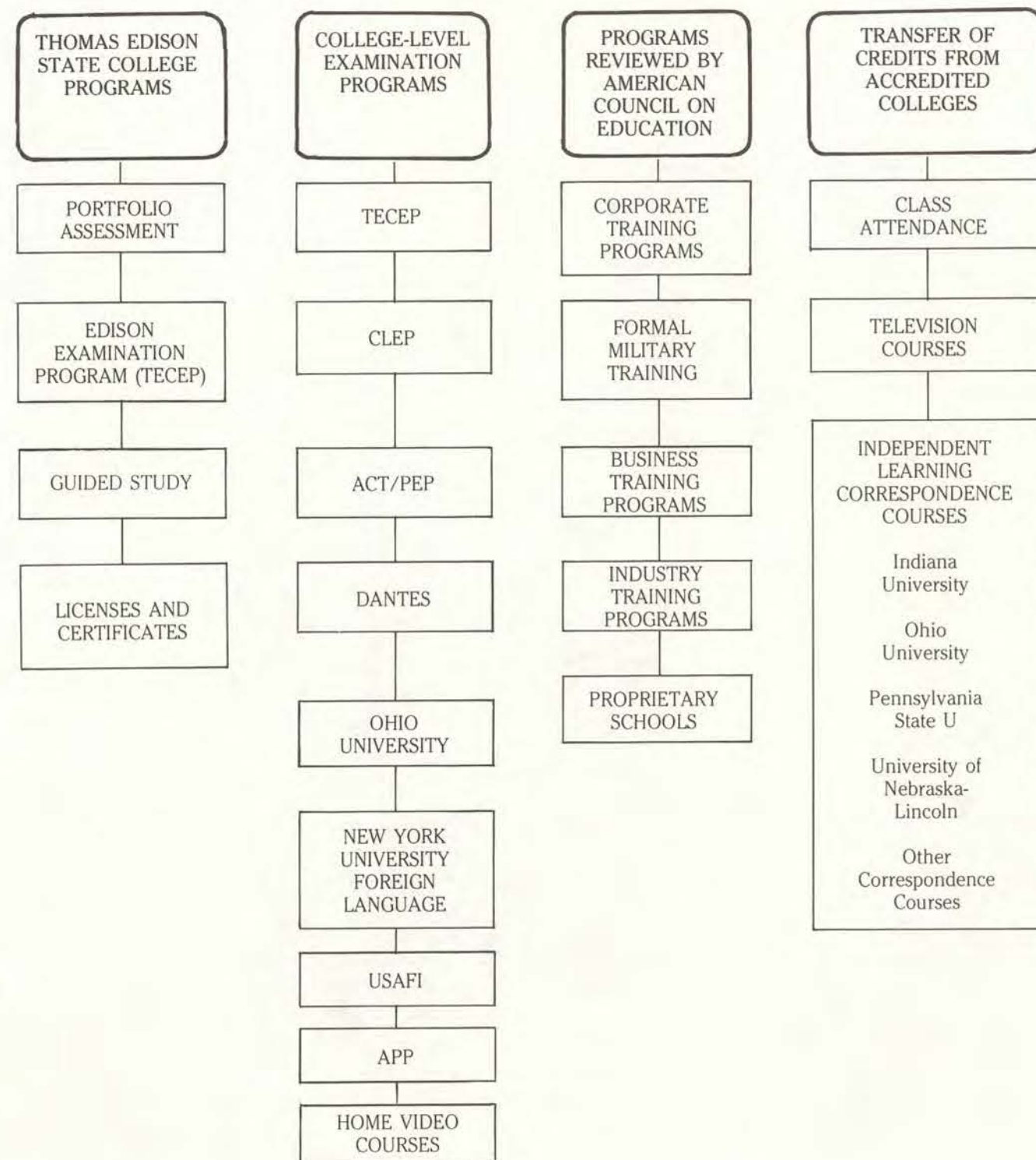


Thomas Edison State College offers unique and flexible opportunities for earning college credit. Some of the options permit students to earn credit for knowledge they already have and some provide new learning opportunities.

Most adults acquire significant knowledge and skills from their work experience, community involvement, hobbies, or independent reading. Often this learning is at the college level. At Thomas Edison State College students have several options for demonstrating their college-level learning. Thomas Edison does not place a restriction on the number of credits a student may earn through any method. Therefore, students may earn unlimited credits through any method or combination of methods.



## METHODS OF EARNING CREDIT\*



### PORTFOLIO ASSESSMENT

Students may demonstrate their college-level knowledge and skill through the College's Portfolio Assessment Program. This program provides optimum flexibility because it recognizes that each student's learning is unique and often cannot be fully evaluated through an examination.

As is described in the Portfolio Assessment section, this program enables students to define their learning in terms of college courses that are taught at accredited colleges across the United States. Students then provide evidence in the form of written documents or products to demonstrate that the learning they already possess is equal to what is taught in those courses.

### TESTING

The College offers more than 400 examinations for evaluating students' prior knowledge. All of the examinations reflect content areas that are commonly covered in courses that are taught in college classrooms. When students earn credit by demonstrating their college-level knowledge and skills by scoring at a satisfactory level on examinations, they are proving that they have knowledge and skills equal to that of students who learn the material in the college classroom.

The College offers its own college-equivalency or credit-by-examination program, the Thomas Edison College Examination Program (TECEP), and serves as a test center for the College-Level Examination Program (CLEP); the American College Testing Proficiency Examination Program (ACT-PEP); DANTES, (previously a military program now available to civilians); the Ohio University Examination Program; and the New York University Proficiency Testing in Foreign Languages Program. For details about each of these programs and test titles

refer to the section by testing title. Under appropriate circumstances, credit will be recognized for attainment by examinations in programs no longer currently offered, as, 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 the American Council on Education 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 Armed Services programs describes the procedures for making use of this opportunity.

### TO OBTAIN NEW KNOWLEDGE

The College also offers opportunities for gaining new knowledge. Students may enroll in the College's Guided Study Program which offers courses that are completed independently. Courses may include an audio/video component in addition to extensive reading and resource material. Faculty mentors provide guidance and support to students enrolled in the guided study courses.

Thomas Edison State College 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 State College has agreements with four such programs to facilitate the distribution of their bulletins directly to students. In addition, students may make arrangements with the College's testing office to have their correspondence course exams proctored by Thomas Edison. The section on independent/learning correspondence courses contains additional information about these programs.

Students may also attend colleges in their own communities, transferring credits they earn to their Thomas Edison State College degree program. Since there is no limit on the number of colleges students may attend, they often find a greater variety of courses available to them. Many students find a classroom experience extremely satisfying as a complement to the other methods of earning credit.

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 Home Video and is described more fully in the section by that name. In addition, Thomas Edison State College will accept credits for television courses students take through other colleges. A partial list of such courses is found in the section on television courses.

Students are encouraged to find the best method – or combination of methods – to earn credit towards their Thomas Edison State College degree programs. For a more detailed explanation of the methods of earning credit, please refer to the Program Planning Handbook.

\*Refer to the index to locate the catalog page for an explanation of each method.



## 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, homemaking abilities, independent reading, military experience, and special accomplishments can very often be translated into college credit. Although the term portfolio assessment suggests that what is assessed is a student's portfolio, in fact, what is really assessed is the knowledge and skills each student possesses. The portfolio is simply the vehicle for demonstrating what each student knows.

Portfolio credits can be applied to a Thomas Edison State College degree, to 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 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 portfolio development process requires students to identify their knowledge and skills. The Portfolio Assessment Handbook suggests several ways of doing this, and many students find this first step extremely rewarding. Busy adults often do not have an opportunity to consider all they have learned and can do. This early step in the portfolio assessment process often provides new insight into the richness and diversity of each individual's life.

Having determined their assessment objectives and identified their knowledge and skills acquired outside the college classroom,

students will select areas in which they wish to earn credit. Assessment of prior learning can help students expedite their educational goals.

Following the identification of knowledge and skills, students choose college course descriptions that best match their own learning. Again, the Portfolio Assessment Handbook offers several ways to do this.

Students are assigned to an advisor who will work with them to make the final selection of appropriate course descriptions. Portfolio advisors serve as students' strongest advocates. They help them review drafts of material, identify the best documentation, verify learning, and make several decisions relevant to the construction of their portfolios.

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.

Once the portfolios have been accepted by the College, each one is sent to a qualified faculty consultant who has taught a comparable subject at a college or university and who has been specially trained to assess prior learning.

This person reviews the portfolio and makes one of three recommendations: to award credit, deny credit, or request additional information or testing of the student.

Over 90 percent of all credits requested through the portfolio assessment process are eventually awarded. This is about the same rate of achievement as in a traditional college classroom.

### TIME FRAME

The length of time involved in the portfolio assessment process depends on the content areas and the number of credits that are to be assessed. On the average, once a portfolio has been accepted, the actual assessment takes approximately one to two months. Students may begin working on their

portfolios at any time of the 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 State College 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 students' knowledge as well as the extent to which this learning is appropriate to students' degree programs. Students working on portfolios in conjunction with degree programs at institutions other than Thomas Edison State College should check with their home institutions as to any credit limitations before pursuing portfolio assessment.

### POLICIES AND PROCEDURES

There are a few policies and procedures students need to be aware of before they begin the portfolio assessment process. These include:

1. All students enrolled with Thomas Edison State College should complete a Program Plan before they register for portfolio assessment. Students enrolled at other institutions will want to make sure that credits earned through the portfolio assessment process will apply to the degree programs at their home institutions. They will want to discuss portfolio plans with their own advisor.

2. The topics of human knowledge are virtually limitless. It is important for students to remember that the College can only assess courses that are taught at accredited U.S. colleges and for which faculty assessors can be found in our region of the country.

Every effort is made to find faculty consultants in the student's areas of expertise, but occasionally no such faculty member can be located. In this case the portfolio assessment process cannot be completed.

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 will want to work closely with their 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, students can opt for an examination as part of the assessment process. This method works extremely well for many students who would otherwise be unable to demonstrate their knowledge and skills. Sometimes faculty assessors also choose to administer examinations when students have submitted evidence. This is the faculty member's prerogative and should be regarded by students as a normal academic procedure.

5. Students using many different catalogs or the Thomas Edison course description book to select their course titles will want to be on the alert for duplication of credit. Sometimes courses with different course titles 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 advisors to avoid this problem early on in the process.

6. Occasionally students are disappointed when they are denied credit for a course in their portfolios. This is certainly understandable. However, it is important for students to remember that the faculty assessors who teach the subject make the recommendation awarding credit.

### PORTFOLIO WORKSHOPS

Several times a year portfolio workshops are offered throughout New Jersey. Students may enroll in one of these workshops to learn more about the portfolio assessment process.

Portfolio workshops are scheduled in Trenton and at various sites throughout the state. Students may call the Office of Testing and Assessment at (609) 984-1141 for workshop registration forms and information about dates and fees.

### STUDENT PROFILES

Thousands of people across the United States have earned credit for knowledge and skills they already possess. Consider the following stories:

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

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

- *Mary* worked as an assistant manager of a small business for 12 years. She was also active in a community organization as a volunteer, and she gave many public speeches as its representative. During her leisure time she read and wrote poetry. Several of her poems were published.

- *Bob* worked as a marketing specialist for a publishing firm. He was responsible for analyzing and developing marketing strategies and identifying target populations. Further, he designed and built his own home, was on the board of directors for Boy Scouts of America,

and gave speeches for various organizational meetings and training programs.

Each of these people earned considerable college credit for knowledge and skills they obtained from informal learning. They were able to apply their credits toward degree programs at Thomas Edison State College and elsewhere. Students should consider this unique and flexible opportunity for earning college credit to meet their own educational and life goals.

### 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 Thomas Edison State College's ability to arrange an administration of examinations that makes use of approved examination sites (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.

Enrolled students:  
— Must submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to



registering for the portfolio if English is not the official language of their country of citizenship.

— Must have completed 24 semester hours of college level credit prior to the time of application.

— Must have a genuine understanding of the difficulties, delays, and higher costs associated with the process (postage, phone 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 Thomas Edison State

College's ability to arrange an administration of examinations that makes use of approved examination sites (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 must understand the additional costs and delays associated with testing and portfolio assessment 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 at an approved American university abroad. Thomas Edison reserves the right to approve the proctoring arrangement. Students are held responsible for any proctoring fees.

## **DIRECTED INDEPENDENT ADULT LEARNING**

### **Guided Study**

Under the Center for Directed Independent Adult Learning (DIAL), guided study courses are available to students on an independent, distant learning basis. The course work is completed independently by the student 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 their own study schedule and stick to it.

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 who has been appointed to the course, as well as have 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 Registration Bulletin are available from DIAL (609) 292-6317. Guided study courses are open 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.

### **Guided Study on CALL**

Guided Study on CALL takes independent distant learning and combines it with the ideal of learning in a small seminar. In this case, the seminar is conducted at a distance and learners interact using computers. This is more than just an electronic form of mail delivery, but a new way to learn; one which has the student interacting with fellow students and participating in guided course discussions.

Along with the standard course materials, students are sent communications software which has been developed by the College in cooperation with commercial vendors and the New Jersey Educational

Computing Network. This software allows students to become members of an electronic seminar. Guided Study on CALL ends the isolation of independent learning, response to assignments is faster, and there is electronic mail access to faculty mentors. With CALL, the student increased feedback and interaction in a slightly more structured learning environment.

During a semester, students participate in weekly seminar discussions by logging onto their computer and joining their class. The discussions are carried out using the CALL class discussion option which allows students to read and respond to their classmates at a convenient time. There is no specific time when one must be logged on for the class discussion. These discussions allow students the opportunity to share ideas with other students regardless of where they live — thus, the opportunity for a unique regional sharing of ideas not normally available in the classroom.

Faculty present topics and respond to discussions providing guidance and focus for the class. Additionally, students are able to have informal discussions among their classmates. This provides a real opportunity to exchange ideas and increase the informal aspects of learning. The

specific courses which are available vary from semester to semester. For information about CALL, contact the Admissions Services Office (609) 984-1150.

### **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.

### **GSCOS100 Computers and Society (3)**

To develop a working vocabulary, know how a computer works, compare the functions of various devices, use problem-solving approaches, describe specific capabilities and limitations of BASIC and Logo, describe systems analysis and design, use application programs successfully, discuss ethical and social concerns raised by computer applications, evaluate appropriateness and probable effectiveness of using computers for given applications.

### **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.

### **GSDAP115 Introduction to Microcomputers Software (3)**

An integrated look at the whole spectrum of microcomputer applications: word processing, database, spreadsheets, graphics, project management, accounting, communications, electronic publishing, artificial intelligence and expert systems, and the future potential of microcomputers.

### **GSEAS101 General Earth Science (3)**

Introduces basic concepts of science in general and geo-science 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 a general interest in and curiosity about the earth and is not intended for science majors.

### **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.

### **GSENG101 Exploring Language (3)**

Thinking, writing, communicating: organizing and outlining, paragraph development, sentence structure, essay writing, use of language, beginning the research paper, note-taking, word choice, persuasive essay, endnotes and footnotes, writing the research paper, editing, and the essay exam.

### **GSENG102 Exploring Language II (3)**

Thinking, writing, communicating. A continuation of GSENG101.

### **GSENS200 Environmental Science (3)**

The 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.

### **GSSEO100 Geological Science (3)**

Introduction to Geology provides an international field trip in physical geology. From the top of the Alps to the bottom of Death Valley, the course examines the forces which have shaped — and continue to shape — our earth. The course begins with an historical look through the eyes of one of the pioneers of modern geological thought, Sir James Hutton, and concludes with an examination of specific natural resources. Throughout the course, noted experts on physical geology and aerial and animation photography provide new insights into the Earth's physical process.

### **GSHIS100 Introduction to World History (3)**

Examines human history from the evolution of the species to the major developments and complexities of the 20th century. Explores history from a comprehensive global view: how civilizations have responded to common problems and opportunities and emphasizes historical developments which had far-reaching impact.

### **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.

### **GSHIS219 Introduction to the History of Women and 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 and family 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.

### **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 relationships with the rest of the world.

### **GSHIS350 War and American Society GSSOC370 (6)**

Focuses on the various ways in which America has dealt with war and on the changes that have taken place in American society as a result of war. Covers the Revolutionary War, 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.

### **GSLIT101 Introduction: Modern English/American Literature, I (3)**

Introduces students to English and American prose and poetry from the period between the publication of Blake's *Songs of Innocence* (1789) and 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, student not required to take both/can take each separate from the other.*



**GSLIT102 Introduction: Modern English/American Literature, II (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 literary 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.

**GSLIT221 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.

**GSHIS235 The 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.

**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.

**GSHIS352 War and Peace In The Nuclear Age (3)**  
This course examines a wide range of issues, including the increase of nuclear weapons; development of nuclear strategy; differences between Soviet and U.S. history, culture, ideology, policy, and how they have driven the arms competition; the role of nuclear weapons in Europe; the spread of nuclear technology to other countries and efforts to halt nuclear proliferation; successes and failures of arms control during the past 40 years.

**GSHUM406 The Age of the Enlightenment (9)**  
**GSLIT330**  
**GSPHIL310**  
Explores the culture of the "Age of Reason" at its height through the close study of a number of major texts and of certain leading figures, using historical, literary, and philosophical

approaches. Works of fiction and poetry, philosophy, history, science, music, and art are studied.

**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.

**GSMIS321 Systems Organization (9)**  
**GSMAN311, 441**  
An integrated introduction to systems analysis and management. The focus of this course is information transfer, i.e., the knowledge of, and ability to describe, the interplay between the systems view and the practice of management. The course is oriented toward supervisors, middle management, and administrative people. It also has a wide appeal by providing a general framework for understanding systems relationships in organizations and for thinking analytically about complex organizational problems.

**GSMAN351 Managing In Organizations GSMAN352-353 (9)**  
Managing in Organizations will introduce you to the field of management in complex organizations, addressing the subject from three related viewpoints: the systems view, an approach to understanding and managing organizations, stressing the interdependence of people and functions and focusing on the organization as a whole; the behavioral viewpoint, emphasizing the interactions of individuals and groups and how their behavior affects organizational performance; and the management practice approach, addressing the actual functions and activities of managers in organizations.

**GSMAR301 Introduction to Marketing (3)**  
Introduction to marketing as it relates to contemporary living and society's changing needs. Students learn how a marketing manager interacts with diverse areas of business as well as basic marketing principles, including product, promotion, pricing, and distribution.

**GSMAT160 Applications of Mathematics (3)**  
The course is divided into five basic disciplines: management science, statistics, social choice, size and shape, and computer science. The mathematical concepts and quantitative methods are introduced in a realistic context. Emphasis is placed on problem solving.

**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.

**GSMIS322, 421-422 Complexity, Management and Change (9)**  
The aim of this course is to enable one to recognize, pinpoint, analyze, and make decisions regarding the kinds of complex real-world situations confronted in any organization, identifying and choosing between goals and strategies, resolving operational and structural difficulties, making decisions in light of various options. The methods and techniques used in the analysis of systems will be applied to case studies.

**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.

**GSPHY101 Introduction to Physics, I (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 Introduction to Physics, II (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.

**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.

**GSPSY370-371 Social Psychology (6)**  
Enables students to gain an understanding of and perspective on the study of individuals as they influence and are influenced by the groups to which they belong. Topics include attribution and heuristics; bargaining, negotiation, and persuasion; friendships; prejudice; conformity; group decision making and leadership; aggression and altruism.

**GSREL405-406-407 The Religious Quest (9)**  
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.

**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 societal values, and support systems for the elderly.

**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.

**GSSOC320-321 The Adult Years (6)**  
An interdisciplinary social science course that explores the inner lives of adults and the relationships of those inner lives to family, work, education, and the community. The course focuses on the adult years as composed of variability and change rather than of predictable, sequential developmental stages. Addresses myths about adult life and incorporates current research on adults.

**GSPSY360 People and Organizations (9)**  
**GSSOC361-362**  
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 classification of organizations, roles, decision making, and the relationship between the individual work group and the organization. Major theories of organizations will also be studied.

**GSSOC401-402-403 Future Studies (9)**  
Examines the major issues and philosophies of future studies along with the methodologies and techniques used in futures research. Topics include food and population, natural resources, science and technology, economics and political systems, telecommunications, cultural values, and others. It analyzes systematically the effects of social and technological change from a global, local, and personal perspective.

## HOME VIDEO COURSES – 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 are produced by colleges for 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 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 (in which case the student may have to pay a modest proctoring fee).  
Enrolled students must have the course approved for their degree program by a Thomas Edison advisor before calling College Video at 1-800-85-CLASS (1-800-852-5277) for costs and registration information.  
The following College Video courses are available:  
America: The Second Century (3)  
The American Adventure (3)

American Government I (3)  
American Government II (3)  
American Government Survey (3)  
The Business File (3)  
Designing Home Interiors (3)  
Earth, Sea and Sky (3)  
Faces of Culture (3)  
Focus on Society (3)  
The Growing Years (3)  
Here's to Your Health (3)  
Humanities Through the Arts (3)  
In Our Own Image (3)  
Interaction:  
Human Concerns in the School (3)  
Introducing Biology (3)  
Introduction to Mathematics (3)  
Japan: The Changing Tradition (3)  
Japan: The Living Tradition (3)  
The Living Environment (3)  
Marketing (3)  
A Matter of Taste (3)  
The Photographic Vision:  
All About Photography (3)  
Project Universe: Astronomy (3)  
Quest for Peace (3)  
Understanding Human Behavior (3)  
You and the Law (3)



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 should submit a notarized copy of the license or certificate. In addition an official transcript of the courses completed or the examinations passed must be sent to the Office of the Registrar from the hospital or agency through which they were completed.

The following United States licenses and certificates have been approved for credit:

	Semester Hour Credits
<b>Hospital Based Licensing or Certificate Programs</b>	
N.J. Emergency Medical Technical Ambulance (EMTA)	4
N.J. Emergency Medical Technology Paramedic (MICP)	12-16
Histotechnology (ASCP-HT)	4
Nuclear Medicine Technology (ARRT[R]N) or NMTCB-CNMT or NJ-LNMT	30
Nursing (RN) (For programs other than BSN)	up to 60
Radiation Therapy Technology (ARRT[R]T) or NJ-LRT[T]	30
Radiologic Technology (ARRT[R]T[R] or NJ-LRT[R])	
Hospital based program 1980 and subsequent	34
Hospital based programs 1976-1980 (credit depends on specific hospital program)	20 or 34
Hospital based programs prior to 1976	20
Respiratory Therapist (NBRC-CRTT)	23
Respiratory Therapy Technician (NBRC-RRT)	44
No credit is granted in transfer toward BSN degree requirements for coursework taught in a hospital diploma nursing program.	

<b>Aviation Licenses and Certificates</b>	
FAA Private Pilot Airplane License	6
FAA Private Pilot Rotocraft License	6
FAA Commercial Pilot Airplane License	12
FAA Commercial Pilot Rotocraft License	12
FAA Instrument Pilot Airplane License	6
FAA Instrument Pilot Rotocraft License	6
(If a student holds both approved pilot licenses the maximum credit award is 9 semester hours; for both commercial pilot licenses, 18 semester hours; and for both instrument pilot licenses, 9 semester hours)	
FAA Flight Engineer	6
FAA Flight Dispatcher	7
FAA Flight Instructor Airplane Rating	4
FAA Flight Instructor Instrument Rating	4
FAA Flight Navigator	8
FAA Multi-engine Airplane	2
FAA Airline Transport Pilot	5
FAA Mechanic Certificate/Airframe and Power Plant Rating	55
FAA Mechanic/Airframe	27
FAA Mechanic/Power Plant	28
FAA Air Traffic Control Specialist	60
<b>Business Certificates</b>	
Associate Computer Professional (ACP)	up to 24
Certificate awarded by the Institute for Certification of Computer Professionals. Credit recommendations made by the American Council on Education.	
Certified Professional Secretary (CPS)	up to 33
Certificate awarded by The Institute for Certifying Secretaries, a department of Professional Secretaries International. Credit recommendations made by the American Council on Education.	
Certified Public Accountant (CPA)*	up to 33
Certificate awarded by state boards of accountancy (each state has its own board).	
Chartered Life Underwriter (CLU)*	up to 30
Chartered Financial Consultant (ChFC)*	up to 30
Designations awarded by the Certification Board of the Board of Trustees of The American College.	
Chartered Property Casualty Underwriter (CPCU)*	up to 30
Designation awarded by the American Institute for Property and Liability Underwriters. Credit recommendations made by the American Council on Education.	
Certificate in Computer Programming	up to 12

Certified Data Processor(CDP)	up to 36
Certificate awarded by the Institute for Certification of Computer Professionals. Credit recommendations made by the American Council on Education.	
Certified Systems Professional (CSP)	up to 6
Certificate awarded by the Institute for Certification of Computer Professionals. Credit recommendations made by the American Council on Education.	
Certified Financial Planner (CFP)	up to 21
Designation awarded by The College for Financial Planning. Credit recommendations made by the American Council on Education.	
Certified Employee Benefit Specialist (CEBS)	up to 34
Designation awarded by The International Foundation of Employee Benefits Plans. Credit recommendations made by the American Council on Education.	
Certified Purchasing Manager (CPM)	up to 9
Designation awarded by The National Association of Purchasing Management. Credit recommendation made by The National Program on Noncollegiate Sponsored Instruction (Univ. of State of NY and State Dept. of Educ., Albany, NY).	
Certified Public Manager Program of New Jersey (CPM)	up to 18
Credit recommendations made by the American Council on Education.	
<b>Other Certificates or Licenses</b>	
New Jersey State Land Surveyor License	7
Evelyn Wood Reading Dynamics Course	1.5
Navy Nuclear Power School (after 1961) (NV 1732-0002)**	41
Nuclear Regulatory Commission Reactor Operator's or Senior Reactor Operator's License**	27
National Registry of Radiation Protection Technologists	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.	

TESTING PROGRAMS

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. Many different examinations covering a wide range of liberal arts, business, and professional areas are offered through TECEP.

Most of the examinations contain multiple-choice questions and some include short-answer or essay questions. Testing times for the examinations range from 1½ to 4 hours.

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

Students enrolled at Thomas Edison State College may earn credit by passing any TECEP examination. Students enrolled elsewhere will need to check directly with the Admissions Services', Registrar's Office or the Academic Dean to verify that the institution will grant credit for passing TECEP examinations. Although many institutions have developed policies for granting credit through examinations, some have not. It is better to confirm the institution's policy before taking the tests to avoid being disappointed later.

TECEP REGISTRATION

Registration forms, which contain all the information needed to sign up for examinations, are available through the Office of Testing and Assessment, (609) 633-2844.

TEST ADMINISTRATION

The College administers examinations twice most months at Thomas Edison State College in Trenton. Other students may register to take examinations once a month at a college near them. Complete instructions are listed on the test registration form.

TECEP exams will be administered to military personnel and their families in testing offices on U.S. military bases abroad. The student must provide the Thomas Edison TECEP office with the name and address of the proctor when submitting the 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 Registrar's Office which indicates whether or not they have passed. 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 only once if they do not pass. They must wait three months before retaking it.

TEST DESCRIPTION BOOK

A comprehensive test description book concerning the TECEP program may be ordered from the Registrar's office for \$10. Thomas Edison State College advises all students to use these test descriptions before taking TECEP examinations. Each test description contains a course outline, sample questions, and a list of recommended readings. The list of readings is not exhaustive, and other sources may be helpful. The student is advised to use more than one source in preparation. Books may be purchased directly from the publisher, through bookstores, or from Specialty Books, P.O. Box 781, Athens OH 45701, (800) 331-1365.

From time to time these books go out of print and become difficult to locate. If a recommended book is not readily available, consult a local librarian for assistance in locating another book. Generally, there are many books in a field that will help

students prepare for a TECEP examination.

The Test Description Book also provides information about DANTES examinations, most of which are administered by Thomas Edison State College.

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

LIBERAL ARTS EXAMINATIONS

HUMANITIES  
ART HISTORY AND APPRECIATION I (3 s.h.)

Survey of the Art of Antiquity, Medieval Art, and Non-Western Art. Topics include: painting, sculpture, and architecture. Passing score: 60%.

ART HISTORY AND APPRECIATION II (3 s.h.)

Survey of Renaissance Art, Baroque Art, and Nineteenth and Twentieth Century Art. Topics include: painting, sculpture, and architecture. Passing score: 60%.

INTRODUCTION TO SHAKESPEARE (3 s.h.)

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%.

INTRODUCTION TO THE HISTORY OF FILM (3 s.h.)

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%.

INTRODUCTION TO THE ART OF THEATER (3 s.h.)

Topics include: dramatic literature; types of drama and theatrical events; theater design and play productions; and criticism. Passing score: 60%.



### **INTRODUCTION TO NEWS REPORTING (3 s.h.)**

Emphasis on writing the story, reporting terminology and procedures, and legal and ethical issues. Passing score: 70%.

### **PUBLIC RELATIONS THOUGHT & PRACTICE (3 s.h.)**

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%.

### **SOCIAL SCIENCES**

#### **ALCOHOL ABUSE: FUNDAMENTAL FACTS (3 s.h.)**

Covers the pharmacology, anatomy, culture, and sociology of alcohol; the definition of alcoholism; the phases and symptoms of alcoholism; and therapy for the alcoholic. Passing score: 70%.

#### **CULTURAL GEOGRAPHY (3 s.h.)**

Geographic investigation of the basic cultural systems of the world: the nations of the modern world and the nations of the world of tradition. The cultural worlds are compared and contrasted in terms of their physical environment, population, and, especially, their culture. Passing score: 60%.

#### **INDUSTRIAL PSYCHOLOGY (3 s.h.)**

Survey of industrial and organizational psychology; emphasis on application of psychological theories and research to the organizational structure. Passing score: 60%.

### **INTRODUCTION TO POLITICAL SCIENCE (3 s.h.)**

The nature of political science, with emphasis on traditional political philosophy, behaviorism, the main approaches to the study of politics, and international politics. Passing score: 60%.

### **INTRODUCTION TO SOCIAL PSYCHOLOGY (3 s.h.)**

Introduction to the field of social psychology and methods of social psychological research. Topics include: socialization and its consequences; interpersonal behavior; attitudes and attitude change; influencing and helping others; groups and organizations; aggression and collective behavior. Passing score: 60%.

### **INTRODUCTION TO TRANSACTIONAL ANALYSIS (3 s.h.)**

Basic concepts of transactional analysis, including the major issues involved in structural analysis, games analysis, and script analysis. Passing score: 65%.

### **PSYCHOLOGY OF PERSONALITY (3 s.h.)**

Covers the development and organization of

personality, with evaluation of major theoretical viewpoints; research on personality structure, dynamics, and change. Passing score: 65%.

### **SUBSTANCE ABUSE: FUNDAMENTAL FACTS (4 s.h.)**

Introduction to drug abuse with four major content areas: treatment and rehabilitation; legal; pharmacological; and psychosocial. Passing score: 60%.

### **NATURAL SCIENCES/MATHEMATICS**

#### **ANATOMY AND PHYSIOLOGY (6 s.h.)**

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%.

#### **BASIC (3 s.h.)**

Knowledge of the BASIC programming language. Topics include: BASIC commands and syntax; reading code to determine input, output, and program flow; and recognition of errors and debugging. Passing score: 60%.

#### **GENERAL CHEMISTRY (6 s.h.)**

Topics include: stoichiometry and units; states of matter; acid-base chemistry including solution stoichiometry equilibria (homogeneous and heterogeneous); electrochemistry; thermochemistry and thermodynamics; descriptive chemistry; carbon or covalent compound chemistry. Passing score: 69%.

#### **GENERAL PHYSICS I (3 s.h.)**

Basic concepts in physics. Topics include: mechanics, electricity and magnetism; elementary electrical circuits; and elementary atomic theory. Passing score: 50%.

#### **GENERAL PHYSICS II (3 s.h.)**

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%.

### **INTRODUCTION TO STATISTICS (3 s.h.)**

An introduction to descriptive and inferential statistics. Measures of central tendency, variability, correlation, regression, hypothesis testing, and nonparametric statistics. Passing score: 60%.

### **WRITTEN EXPRESSION REQUIREMENT**

#### **WRITTEN EXPRESSION I (3 s.h.)**

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.

### **WRITTEN EXPRESSION II (3 s.h.)**

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.

### **BUSINESS ADMINISTRATION EXAMINATIONS**

#### **ACCOUNTING**

##### **MANAGERIAL ACCOUNTING II (3 s.h.)**

Integration of concepts from quantitative analysis (managerial decision-making), behavioral sciences (organizational behavior), and economics with managerial accounting. Topics include: regression for statistical cost estimation; linear programming for product-mix decisions; learning curve; inventory and queuing models; and the relationship between performance evaluation (including budgeting) and the behavior of employees; and performance evaluation systems (including cost centers, profit centers, return on investment, and absolute residual income). Passing score: 60%.

##### **TAX ACCOUNTING (3 s.h.)**

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**

##### **BUSINESS IN SOCIETY (3 s.h.)**

Analysis of the social and governmental aspects of business operations. Topics include: laws and government regulations; social responsibilities of concerned corporate executives; activities of consumer advocates; problems of monopolistic competition; administrative commissions; corporate ethics; public relations; and consumer protection. Passing score: 60%.

##### **BUSINESS POLICY (3 s.h.)**

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**

##### **FINANCIAL INSTITUTIONS AND MARKETS (3 s.h.)**

The functions of financial institutions and markets in the allocation of funds process;

various factors which influence the allocation and pricing of funds; forces affecting the supply of funds to and the demand of funds from the market, including regulations, innovation, and changes in institutional relationships; the international financial situation. Passing score: 65%.

### **INTERNATIONAL FINANCE AND TRADE (3 s.h.)**

Introduction to international financial management. Topics include: international monetary and economic environment such as the foreign exchange market, the balance of payments, and the financing of multinational business activities; institutions and instruments of international finance, such as international banking, the International Bank for Reconstruction and Development, and the Export-Import Bank of the U.S.; special aspects and problems of international financial management including legal factors, taxation of internationally-derived income, and exchange risks. Passing score: 60%.

#### **PRINCIPLES OF FINANCE (3 s.h.)**

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%.

### **SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT (3 s.h.)**

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**

#### **ADVANCED LABOR RELATIONS AND COLLECTIVE BARGAINING (3 s.h.)**

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%.

### **LABOR RELATIONS AND COLLECTIVE BARGAINING (3 s.h.)**

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%.

#### **MANAGEMENT PROCESS (3 s.h.)**

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%.

### **ORGANIZATION THEORY AND ORGANIZATIONAL ANALYSIS (3 s.h.)**

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 data-base 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%.

#### **ORGANIZATIONAL BEHAVIOR (3 s.h.)**

Introduction to the behavior of modern complex organizations. Topics include: organization goals, processes, and procedures; the role of technology in human resource management; the individual and the organization; motivation, communications, and group dynamics; leadership, authority, power, and influence; and the structure of work groups. Passing score: 50%.

### **MARKETING**

#### **ADVERTISING (3 s.h.)**

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%.

### **CHANNELS OF DISTRIBUTION (3 s.h.)**

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%.

### **MARKETING COMMUNICATIONS (3 s.h.)**

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%.

### **MARKETING MANAGEMENT STRATEGY I AND II (3 s.h. - 6 s.h.)**

Capstone review of the theory and practice of marketing policy and strategy formulation for the business student who specializes in marketing. These two examinations may be taken independently of each other. Passing score: 50%.

#### **MARKETING RESEARCH (3 s.h.)**

Fundamental concepts, principles, and practices in the area of marketing research. Topics include: problem definition; data collection methods; sampling; analysis of market research information; data source; and survey planning. Passing score: 60%.

#### **SALES MANAGEMENT (3 s.h.)**

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**

#### **INTRODUCTION TO DATA PROCESSING (3 s.h.)**

Survey of the basic concepts, principles, and procedures in electronic information processing. Topics include: computer concepts, components and functions; elementary data processing applications; systems analysis and design; basic forms of input and output; elements of operating systems; and data communication systems. Familiarity with the concepts underlying computer programming is required, but no particular programming language is tested. Passing score: 60%.

### **INTRODUCTION TO OPERATIONS MANAGEMENT (3 s.h.)**

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%.



QUANTITATIVE MANAGERIAL  
DECISION MAKING (3 s.h.)

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

BEHAVIOR MODIFICATION  
TECHNIQUES IN COUNSELING  
(3 s.h.)

Basic concepts and techniques of behavior modification. Topics include: relaxation; sensitization and desensitization; self-image improvement; rational thinking and assertiveness training. Passing score: 64%.

COMMUNITY HEALTH (3 s.h.)

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%.

COUNSELOR TRAINING: SHORT-  
TERM CLIENT SYSTEMS (3 s.h.)

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%.

DATABASE MANAGEMENT (3 s.h.)

Basic concepts of relational database implementation, manipulation, modification, maintenance, and management. This examination assumes a knowledge of SQL and dBase (II or III), and a basic knowledge of computerized data processing. Passing score: 70%.

INTRODUCTION TO HUMAN  
SERVICES (3 s.h.)

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%.

PUBLIC ADMINISTRATION I (3 s.h.)

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%.

TECHNICAL WRITING (3 s.h.)

Technical writing for industry, business, and research. Emphasis on the special requirements and techniques for the professional report. Passing score: 60%.

WOMEN IN TREATMENT (3 s.h.)

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%.

WORD PROCESSING  
FUNDAMENTALS (3 s.h.)

The fundamentals of word processing systems and their use in creating, editing, printing, storing, and retrieving documents. No knowledge of a particular word processing system or program is required. Passing score: 65%.

AMERICAN COLLEGE TEST PROFICIENCY EXAMINATION PROGRAM (ACT PEP)

The American College Testing Program (ACT PEP) offers a series of college-level examinations at test centers throughout the country including twice a year at Thomas Edison State College in Trenton. Test description guides for each ACT PEP exam are available to students. Each test description contains an outline, sample questions, and a list of recommended readings. To secure guides, registration materials, and exam fees, students should write or call:

ACT PEP  
P.O. Box 4014  
Iowa City, IA 52243  
(319) 337-1387

The dates ACT PEP exams are administered at Thomas Edison State College are listed in the Thomas Edison State College Calendar in front of the catalog. Score reports for ACT PEP exams are sent directly to students (two to three months for exams with essay, two or four weeks for multiple choice exams). Students

must request The American College Testing Program to send a score report to the Thomas Edison State College Registrar if they wish the credits to be used toward their degree.

TITLE*	PASSING SCORES
<b>ARTS AND SCIENCES</b>	
Abnormal Psychology (3)	45
Anatomy and Physiology (6)	45
Foundations of Gerontology (3)	45
Microbiology (3)	45
Physical Geology (3)	45
Statistics (3)	45
<b>BUSINESS</b>	
Advanced Accounting (3)	45
Auditing (3)	45
Business Policy (3)	45
Corporation Finance (3)	45
Cost Accounting and Analysis (3)	45
Federal Income Taxation (3)	45
Intermediate Accounting (6)	45
Intermediate Business Law (3)	45
Introductory Accounting (6)	45
Labor Relations (3)	45
Organizational Behavior (3)	45
Personnel Management (3)	45
Principles of Management (3)	45
Production/Operations Management (3)	45
<b>EDUCATION</b>	
Educational Psychology (3)	45

Reading Instruction: Application (9)	45
Reading Instruction in the Elementary School (6)	45
Reading Instruction: Theoretical Foundations (6)	45

NURSING (COLLEGE PROFICIENCY  
EXAMINATIONS)

Fundamentals of Nursing (10)	45
Maternal and Child Nursing, A.A. Level (6)	45
Maternal and Child Nursing, B.A. Level (8)	45
Maternity Nursing (3)	45
Adult Nursing (8)	45
Psychiatric/Mental Health Nursing (8)	45

NURSING (ASSOCIATE DEGREE)

Commonalities in Nursing Care: Area A (5)	45
Commonalities in Nursing Care: Area B (5)	45
Differences in Nursing Care, Area A (4)	45
Differences in Nursing Care, Area B (4)	45
Differences in Nursing Care, Area C (4)	45
Occupational Strategies in Nursing (5)	45

NURSING (BACCALAUREATE DEGREE)\*\*

Health Restoration: Area I (4)	45
Health Restoration: Area II (4)	45
Health Support: Area I (4)	45
Health Support: Area II (4)	45
Professional Strategies, Nursing (4)	45

\*Numbers in parentheses indicate semester hour credits.  
\*\*These exams are required for the Bachelor of Science in Nursing Degree.

ADVANCED PLACEMENT PROGRAM

The College Entrance Examination Board administers the Advanced Placement Program (APP), a series of college level examinations, to high school seniors. Thomas Edison State College will grant 6 semester hours credit for APP examinations for which a score of 3 or better has been obtained. Students should request official score reports for these examinations to be sent to the TESC Registrar's Office by writing to Advanced Placement Program (APP), P.O. Box 6671, Princeton, NJ 08541-6671, or call (215) 750-8300.

The examinations are offered in the following areas:

Art
History of Art
Studio Art - Drawing or General Portfolio
Biology
Chemistry
Computer Science
English
Language and Composition
Literature and Composition
French
Language Level 3
Literature Level 3
German
Language Level 3
Government and Politics
American
Comparative

History
American
European
Latin
Vergil
Catullus-Horace
Mathematics
Calculus AB
Calculus BC
Music
Listening and Literature
Theory
Physics B
Physics C
Mechanics
Electricity and Magnetism
Spanish
Language Level 3
Literature Level 3

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Board offers students the opportunity to obtain college credits by examination through its College Level Examination Program (CLEP). There are five general examinations which cover what is usually taught during the first year of college. These examinations test general knowledge in the areas of **mathematics, humanities, natural sciences, social sciences and history, and English composition.** The CLEP general exams may duplicate other credit students have earned. Refer to the academic policy on duplication of credit for a complete explanation.

In addition to the five general examinations, CLEP offers a wide selection of subject examinations which correspond to specific college courses. Thomas Edison State College offers the CLEP examinations once each month, except February. For specific CLEP testing dates, refer to the College Calendar. A CLEP score report will be sent automatically to Thomas Edison State College if students list

the official Thomas Edison code, 2748, on the CLEP registration form.

More detailed information about the CLEP examinations and the locations of test centers around the country can be obtained by writing to CLEP, P.O. Box 6600, Princeton, NJ 08541-6600. Registration materials, including exam fee charges, may also be obtained by contacting the Office of Admissions Services (609) 292-6565 or (609) 292-9992, or the Advisement Center.

CLEP EXAMINATIONS AND PASSING  
SCORE FOR CREDIT

EXAMINATION TITLE*	PASSING SCORE
<b>BUSINESS</b>	
Introductory Accounting (6)	47
Introductory Business Law (3)	51
Introduction to Management (3)	47
Information Systems and Computer Applications	47
Introductory Marketing (3)	48
<b>HUMANITIES</b>	
American Literature (6)	46
Analysis and Interpretation of Literature (6)	49
College French 1 and 2 (6)	41
College French 1 and 2 (12)	53
College German 1 and 2 (6)	40
College German 1 and 2 (12)	48

College Spanish 1 and 2 (6)	41
College Spanish 1 and 2 (12)	50
English Composition (General) (6)	421
(Essay required by Thomas Edison)	
College Composition (6)	47
(Essay required by Thomas Edison)	
English Literature (6)	46
Freshman English (6)	47
(Essay required by Thomas Edison)	
Humanities (General) (6)	421

NATURAL SCIENCES/MATHEMATICS

General Biology (6)	46
Calculus with Elementary Functions (6)	47
College Algebra (3)**	45
College Algebra-Trigonometry (3)**	45
General Chemistry (6)	47
Mathematics (General) (6)**	421
Natural Sciences (General) (6)	421
Trigonometry (3)	50

SOCIAL SCIENCES

American Government (3)	47
American History I: Early Colonization to 1877 (3)	45
American History II: 1865 to the Present (3)	45
Introductory to Educational Psychology (3)	46
General Psychology (3)	46
Human Growth and Development (3)	45
Introductory Macroeconomics (3)	48
Introductory Microeconomics (3)	47
Social Sciences-History (General) (6)	421
Introductory Sociology (3)	47
Western Civilization I: Ancient Near East to 1648 (3)	46
Western Civilization II: 1648 to the Present (3)	47

\*Numbers in parentheses indicate semester hour credits.  
\*\*No more than 6 s.h. may be earned for these examinations.



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 at no charge by writing to Educational Testing Service, DANTES, Box 6605, Princeton, NJ 08541-6605.

DANTES SUBJECT STANDARDIZED TESTS

The following college level examinations in the DANTES Subject Standardized Tests (DSST) series are available for Thomas Edison State College students to take at regular TECEP administration times. A Test Description Book is available for all TECEP examinations and for those DANTES examinations administered by Thomas Edison which contains an outline of topics and sample questions and a list of recommended readings for each examination. The current price may be obtained and the book ordered from the Registrar's Office.

Students will probably need to order books directly from the publisher or through one of the many bookstores that will process orders. Local public libraries can provide publishers, addresses and current book prices (through **Books in Print**) as well as the names of nearby bookstores that handle orders for books not in stock.

From time to time textbooks go out of print and become difficult to locate. If a recommended book is not readily available, students should consult local librarians for assistance in finding other suitable books. Generally there are many books in a field that will appropriately help students prepare for an examination.

Students should allow sufficient

time to obtain and study from books before registering for an examination. Students may obtain registration forms from the Office of Testing and Assessment, (609) 633-2844. The examinations and their credit amounts are listed as follows:

EXAMINATION TITLE*	PASSING SCORES
<b>HUMANITIES</b>	
461 Art of the Western World (3)	48
496 Introduction to World Religions (3)	49
580 Beginning German II (3)	45
<b>SOCIAL SCIENCES</b>	
470 Geography (3)	46
473 A History of the Vietnam War (3)	49
476 War and Peace in the Nuclear Age (3)	53
490 Lifespan Developmental Psychology (3)	47
494 General Anthropology (3)	47
<b>NATURAL SCIENCES/MATHEMATICS</b>	
424 Introductory College Algebra (3)	46
500 Astronomy (3)	48
511 Environment and Humanity: The Race to Save the Planet (3)	46
512 Principles of Physical Science I (3)	47
519 Physical Geology (3)	46
<b>BUSINESS</b>	
530 Personnel/Human Resource Management (3)	48
525 Principles of Financial Accounting (3)	47
534 Business Law II (3)	52
543 Introduction to Business (3)	48
546 Risk and Insurance (3)	47
547 Principles of Real Estate (3)	48
548 Money and Banking (3)	47
549 Basic Marketing (3)	47
812 Business Mathematics (3)	45
<b>OCCUPATIONAL AREAS</b>	
497 Introduction to Law Enforcement (3)	48
498 Criminal Justice (3)	49
508 Here's to Your Health (3)	48
740 Basic Automotive Service (3)	46
741 Automotive Electrical/Electronics (3)	48

756 Introduction to Carpentry (3)	49
782 Fundamentals of Electronics (3)	45
788 Electric Circuits (4)	46
789 Electronic Devices (4)	49
885 Principles of Electronic Communication Systems (3)	47
891 Television Theory and Circuitry (3)	46
935 Principles of Refrigeration Technology (3)	45

\* Numbers in parentheses indicate semester hour credits.

The following DANTES examinations are administered at military bases and certain colleges. Although Thomas Edison does not administer these examinations the College will award credit to students who submit appropriate documentation with passing scores on the examinations.

EXAMINATION TITLE	PASSING SCORES
<b>BASIC TECHNICAL DRAFTING</b>	
Basic Technical Drafting (3)	48
<b>BEGINNING GERMAN I (3)</b>	
Beginning German I (3)	45
<b>BEGINNING ITALIAN I (3)</b>	
Beginning Italian I (3)	46
<b>BEGINNING SPANISH I (3)</b>	
Beginning Spanish I (3)	48
<b>BEGINNING SPANISH II (3)</b>	
Beginning Spanish II (3)	48
<b>ETHICS IN AMERICA, WITH ESSAY (3)</b>	
Ethics in America, with essay (3)	*
<b>FUNDAMENTALS OF COUNSELING (3)</b>	
Fundamentals of Counseling (3)	45
<b>INTRO TO COMPUTERS WITH BASIC PROGRAMMING (3)</b>	
Intro to Computers with BASIC Programming (3)	48
<b>ORGANIZATIONAL BEHAVIOR (3)</b>	
Organizational Behavior (3)	46
<b>PHYSICS FOR NON-MAJORS (6)</b>	
Physics for Non-Majors (6)	45
<b>PHYSICS WITH CALCULUS: ELECTRICITY AND MAGNETISM (3)</b>	
Physics with Calculus: Electricity and Magnetism (3)	42
<b>PHYSICS WITH CALCULUS: MECHANICS (3)</b>	
Physics with Calculus: Mechanics (3)	45
<b>PRINCIPLES OF FINANCE (3)</b>	
Principles of Finance (3)	47
<b>PRINCIPLES OF PUBLIC SPEAKING (3)</b>	
Principles of Public Speaking (3)	47
<b>PRINCIPLES OF STATISTICS (3)</b>	
Principles of Statistics (3)	48
<b>TECHNICAL WRITING (3)</b>	
Technical Writing (3)	47

\* A minimum of 67 correct answers on 120 multiple choice items required. The receiving College scores the essay and determines what weight it will carry in the award of credit.

OHIO UNIVERSITY EXAMINATIONS\*

Thomas Edison State College students may take the Ohio University Examinations listed for college credit. To register/enroll contact: Independent Study Programs, 302 Tupper Hall, Ohio University, Athens, OH 45701-2979. Telephone: 614/593-2910 (in Ohio); 1-800-444-2910 (except Ohio).

Students enroll in a course to obtain credit by examinations and receive a brief syllabus which describes the nature of the course, the textbooks and other material to study, and the type of examination to expect. 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 = 2 semester hours;  
4 quarter hours = 2 2/3 semester hours;  
5 quarter hours = 3 1/3 semester hours;  
6 quarter hours = 4 semester hours.

COURSE NUMBER 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

110 Private Pilot Ground Instruction (4)

310 Advanced Aeronautics for Commercial Pilot Ground Instruction (4)

350 Instrument Ground Instruction and Air Traffic Control (4)

440 Flight Instructor Ground Instruction (4)

450 Instrument Instructor Ground Instruction (3)

460 ATP Ground Instruction (4)

340 Private Pilot Flight Course (4)

340 Commercial Flight Course, Part I (4)

343 Commercial Flight Course, Part II (4)  
400 Commercial Flight Course, Part III (4)  
420 Commercial Flight Course, Part IV (4)  
425 Commercial Flight Course (Multi-Engine Option) (4)  
445 Flight Instructor Course (3)  
455 Instrument Instructor Flight Course (3)

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)

COMPUTER SCIENCE

230 Computer Programming I (5)

ECONOMICS

301 Introduction to Economic Analysis (4)

302 Introduction to Economic Analysis (4)

304 Macroeconomics (4)

ELECTRONICS TECHNOLOGY

101 Basic Electronics (5)

134 Direct Current Circuit Analysis (5)

135 Alternating Current Circuit Analysis (5)

112 Industrial Electronics (6)

120 Digital Electronics (6)

220 Electrical Motors, Control Circuits and Computers (5)

236A Microprocessor and Computer Basics (6)

236B Microprocessor and Computer Basics (6)

250 Computer Programming for Electronic Circuit Analysis (3)

289 Electronic Trouble Shooting and Repair (3)

ENGINEERING, CHEMICAL

200 Introduction to Chemical Engineering (4)

ENGINEERING GRAPHICS — See Industrial Technology

ENGLISH LANGUAGE AND LITERATURE

201 Interpretation of Fiction (4)

203 Interpretation of Drama (4)

301 Shakespeare, The Histories (5)

302 Shakespeare, The Comedies (5)

303 Shakespeare, The Tragedies (5)

312 Medieval and Renaissance English Literature (5)

313 Restoration and Neoclassical English Literature (5)

315 American Literature (3)

321 American Literature to the Civil War (5)

322 American Literature Since the Civil War (5)

ENGLISH, HUMANITIES

107 Humanities—Great Books (4)

108 Humanities—Great Books (4)

109 Humanities—Great Books (4)

307 Humanities—Great Books (4)

308 Humanities—Great Books (4)

309 Humanities—Great Books (4)

FINANCE

325 Managerial Finance (4)

FOREIGN LANGUAGES AND LITERATURES

French

111 Elementary French (4)

112 Elementary French (4)

113 Elementary French (4)  
211 Intermediate French (4)  
212 Intermediate French (4)  
213 Intermediate French (4)  
355 Introduction to French Literature (4)  
356 Introduction to French Literature (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 Elements of Human Geography (4)

HEALTH AND SPORT SCIENCES

202 Health Science and Lifestyle Choices (4)

227 First Aid (3)

406 Organization and Administration of Physical Education (4)

HEARING AND SPEECH SCIENCES

213 Anatomy and Neurology of Speech (4)

250 Speech and Hearing Science (4)

HISTORY

101 Western Civilization in Modern Times (4)

102 Western Civilization in Modern Times (4)

103 Western Civilization in Modern Times (4)

211 American History to 1828 (4)

212 History of the United States, 1828-1900 (4)

213 History of the United States Since 1900 (4)

329A Ancient Egypt and Mesopotamia (4)

329B Ancient Greece (4)

329C Ancient Rome (4)

HUMANITIES — See English, Humanities

HUMAN RESOURCE MANAGEMENT

420 Human Resource Management (4)

INDUSTRIAL TECHNOLOGY

101 Engineering Drawing I (3)

INTERPERSONAL COMMUNICATION

342 Communication and Persuasion (4)

JOURNALISM

105 Introduction to Mass Communication (4)

311 History of American Journalism (4)

411 Newspaper and Communications Law (4)

MARKETING

101 Consumer Survival in the Marketplace (4)

301 Marketing Principles (4)

MATHEMATICS

101 Basic Mathematics (4)

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)
- 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

Performance examinations are available by special arrangement for some courses in applied music, music education, and music theory and composition. Exams are given only in Athens, Ohio. For more information write to the Independent Study Office.

#### MUSIC EDUCATION

- 160 Music Fundamentals (3)

#### OFFICE ADMINISTRATION TECHNOLOGY

- 231 Machine Computation (3)
- 262 Report and Letter Writing (4)

#### OFFICE MANAGEMENT TECHNOLOGY

- 111 Beginning Shorthand (3)
- 112 Intermediate Shorthand (3)
- 121 Keyboarding I (3)
- 122 Keyboarding II/Formatting (3)
- 131 Office Communications (3)
- 231 Machine Computation (1)

#### PHILOSOPHY

- 120 Principles of Reasoning (4)
- 130 Introduction to Ethics (4)
- 301 Introduction to Philosophy (3)

#### PHYSICAL SCIENCE

- 100 Survey of Astronomy (4)
- 121 Physical World (3)

#### PHYSICS

- 201 Introduction to Physics (3)
- 202 Introduction to Physics (3)
- 203 Introduction to Physics (3)
- 251 General Physics (4)
- 252 General Physics (4)
- 253 General Physics (4)

#### PRODUCTION/OPERATIONS MANAGEMENT

- 310 Production/Operations Management (4)

#### 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)

#### QUANTITATIVE BUSINESS ANALYSIS

- 201 Introduction to Business Statistics (4)

#### SOCIOLOGY

- 101 Introduction to Sociology (5)
- 220 Introduction to the Family (4)

#### 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)

\*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 twelve semester 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 determine 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 three basic areas: comprehension of the spoken language, the written language in free

composition, and translation from the native language into English.

The following examinations are available:

- Arabic
- Catalan
- Chinese (Cantonese & Mandarin)
- Czechoslovakian
- Danish
- Dutch
- French
- Gaelic (Irish)
- German
- Greek (Classical & Modern)
- Hebrew
- Hindi
- Hungarian
- Italian
- Japanese
- Korean
- Norwegian
- Persian
- Polish
- Portuguese
- Romanian
- Russian
- Serbo-Croatian

- Spanish
- Swedish
- Turkish
- Ukrainian
- Yiddish

The examinations are available at Thomas Edison State College in Trenton. Students must register ONE MONTH in advance of the date to be tested. A registration form is available from the Office of Testing and Assessment (609) 633-2844. Score reports are sent by New York University within two weeks of the examination.

Students may also take these examinations at New York University in New York City. Students choosing this option should contact NYU directly by calling the Foreign Language Office at (212) 998-7030 or by writing to:

Foreign Language Program  
NYU School of Continuing Education  
2 University Place, Room 55  
New York, NY 10003

## 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. The first step is to check whether courses 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 as well as at a number of other colleges in New Jersey and throughout the nation. At Thomas Edison State College, courses are accepted as long as they meet degree requirements.

To see if courses have been recommended for credit:

1. *Review the List of Sponsoring Organizations.* The list that follows gives the names and locations of the ACE sponsors that have 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 offices 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 forward a transcript. 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.

### If Courses Have Not Been Evaluated, Consider Doing a Portfolio

If courses 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 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 PONSI staff at Thomas Edison State College's Center for Corporate and Public Partnerships. Although courses listed through the ACE registry are often accepted more easily than sponsor-specific transcripts, staff will assist any student presenting PONSI recommendations to a college.

### If Students Want to Know Other Ways Thomas Edison State College Can Help Their Organization

The Center for Corporate and Public Partnerships can bring the resources of Thomas Edison State College and other colleges to the workplace. Through the Center:

1. Formal courses can be evaluated through PONSI.

2. College services can be offered at a corporate site.

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.

If more information is desired about PONSI, the Center for Corporate and Public Partnerships, or tuition aid policies write or call:

Center for Corporate and Public Partnerships  
Thomas Edison State College  
(609) 984-1168

### Current List of PONSI Sponsors

The listings that are bold printed are sponsors evaluated by Thomas Edison State College.

Abu Dhabi National Oil Company  
Abu Dhabi, U.A.E.

**AcadeMEDIA**  
**Tinto Falls, N.J.**

American Bankers Association  
Washington, D.C.

American Center for Technical Arts  
and Sciences; Wayne, Pa.

American Conference of Audioprosthology  
El Paso, Tex.

**American Educational Institute, Inc.**  
**Basking Ridge, N.J.**

American Institute for Paralegal Studies Inc.,  
Southfield, Mich; Columbus, Ohio; Chicago, Ill.

American Institute for Property & Liability  
Underwriter/Insurance Institute of America,  
Malvern, Pa.

American Institute of Banking  
Washington, D.C. Chapter

American International Group, Inc.  
New York, N.Y.

American Medical Record Association  
Chicago, Ill.



American Sterilizer Company (AMSCO)  
Erie, Pa.

Applied Learning  
Elks Grove, Il.

ARA Services, Inc.  
Philadelphia, Pa.

**Armenian National Education Committee**  
New York, N.Y.

Art Instruction Schools  
Minneapolis, Minn.

**AT&T — Technical Education -  
Corporation Education and Training**

**AT&T — Corp. Ed. Ctr.,  
Mgmt. Education Training Div.,  
Somerset, N.J.**

**AT&T — Corporate Training  
Support Group, Morristown, N.J.**

**AT&T Executive Education**  
Morristown, N.J.

**AT&T — Marketing Education —  
Somerset Seminars, Somerset, N.J.**

AT&T Network Operations Education &  
Training, Cincinnati, Ohio

**AT&T Network Systems**  
Morristown, N.J.

Automatic Sprinkler Apprenticeship  
Program, Joint Apprenticeship &  
Training Committee, Local 669,  
University Park, Pa.

**Bally's Park Place Casino Hotel**  
Atlantic City, N.J.

Baltimore Gas & Electric  
Lusby, Md.

Baroid Corporation Career  
Development Center  
Houston, Tex.

Bell Atlantic Corporation  
Silver Spring, Md.

**Bell Communications Research, Inc.**  
Piscataway, N.J.

Bell Comm. Research Training &  
Education Center  
Lisle, Ill.

**Bergen County Police & Fire Academy**  
Mahwah, N.J.

Blackhawk Automotive, Inc.  
Milwaukee, Wis.

Blake Business School  
New York, N.Y.

**Brick Computer Science Institute**  
Brick, N.J.

The Catholic Home Study Institute  
Leesburg, Va.

The Center for Leadership Development  
Washington, D.C.

Central Intelligence Agency  
Washington, D.C.

Certified Employee Benefits  
Specialist Program; Brookfield, Wis.

Certified Medical Representatives  
Institute, Roanoke, Va.

**The Christopher Academy  
(In conjunction with St. Nicholas  
Montessori College, England)**

Chrysler Institute Associate Degree  
Program, Mt. Pleasant, Mich.

Chrysler Motors Advanced Technical Training;  
Auburn Hills, Mich.

**The Chubb Institute**  
Parsippany, N.J.

**The Cittone Institute**  
Edison, N.J.

College for Financial Planning  
Denver, Colo.

**Computer Learning Center**  
Paramus, N.J.

Computer Learning Center of Washington  
Springfield, Va.

**Computer Processing Institute**  
Paramus, N.J.

Contel Service Corporation  
Atlanta, Ga.

Control Data  
Minneapolis, Minn.

Crawford Risk Management Services  
Atlanta, Ga.

Credit Union National Assoc. (CUNA)  
Certified Credit Union Exec. Program  
Madison, Wis.

Dale Carnegie & Assoc. Inc.  
Garden City, N.Y.

Dana Corporation  
Toledo, Ohio

Data Processing Training, Inc.  
Peru, Ind.

David C.D. Rogers Assoc.  
Wayland, Mass.

Defense Mapping Agency — Inter  
American Geodetic Survey Cartographic  
School; Miami, Fla.

Del Taco Corporation  
College Park, Ga. or Grand Prairie, Tex.,  
or Houston, Tex.

Del Taco, Inc.  
Costa Mesa, Calif.

Dept. of Defense, Defense Security  
Institute, Richmond, Va.

**Digital Equipment Corporation**  
Bedford, Mass.

Digital Equipment Corporation  
So. Burlington, Vt.

Disabled American Veterans  
Washington, D.C.

**Dow Jones & Company, Inc.**  
Princeton, N.J.

Duquesne Light Company  
Shippingport, Pa.

**Educational Information and  
Resource Center (EIRC); Sewell, N.J.**

Electrical Workers, Local Union 26 of the Int'l.  
Brotherhood of Elec. Workers and the  
Washington, D.C. Chapter of the National Elec.  
Contractors Assoc., Joint School; Washington,  
D.C.

**Electrical Workers, Local Union 102 of  
the Int'l. Brotherhood of Electrical  
Workers; Paterson, N.J.**

**Electrical Workers, Local Union 164 of  
the I.B.E.W., AFL-CIO, Bergen & Hudson  
Counties, N.J.; and the Bergen-Hudson  
County Chapter of the Nat'l. Elec.  
Contractors Assoc. Joint Apprenticeship  
Training Program, Hackensack, N.J.**

Employee Benefits Education & Planning  
Service, Inc.  
English Language Institute of America,  
Inc., Chicago, Ill.

ExecuTrain Corporation  
Atlanta, Ga.

Federal Aviation Administration  
Oklahoma City, Okla.

**First Fidelity Bank, N.A., N.J.,  
Management Training Program**  
Newark, N.J.

Ford National Development & Training  
Center; Dearborn, Mich.

**Fox & Lazo, Inc.**  
Haddonfield, N.J.

**Garden State AIB**  
Bloomfield, N.J.

General Electric Company

Aircraft Engine Business Group  
Cincinnati, Ohio

Aircraft Engine Bus. Group  
Mfg. Materials & Processes  
Program, Lynn, Mass.

Aircraft Engine Bus. Group  
After-Hours Courses  
Lynn, Mass.

Apprenticeship Trng. Program  
Lynn River Works, Lynn, Mass.

Machinist/Toolmaker App. Program  
Rutland, Vt.

Medical Education Programs  
Medical System Div.,  
Milwaukee, Wis.

Research & Engineering  
Professional Development Prog.  
Philadelphia, Pa., & Fairfield, Conn.

Advanced Course in Engineering  
Bridgeport, Conn.

Continuing Education Program  
Bridgeport, Conn.

Field Engineering Program  
Schenectady, N.Y.

Other Engineering Courses  
San Jose or Pleasanton, Calif.

Instrumentation & Control Courses  
San Jose, Calif.

Management Problems Analysis Prog.  
Bridgeport, Conn.

Operator Training Courses  
Morris, Ill.

General Motors Corporation

Continuing Engineering Education  
Flint, Mich.

Education and Training  
Flint, Mich.

Technical Staffs Group and  
Lansing Auto. Div., Warren, Mich.

Georgia Computer Campus  
Atlanta, Ga.

Graduate School of Banking at  
Colorado, University of Colorado  
Boulder, Colo.

Graduate School of Banking at the  
University of Wisconsin-Madison  
Madison, Wis.

GTE Service Corporation —  
GTE Telephone Operations  
Network Training,  
DFW Airport, Tex.

Hallmark Corporation  
Kansas City, Kans.

Health Insurance Association  
of America, Washington, D.C.

Henkels & McCoy, Inc.  
Blue Bell, Pa.

Illinois Fire Service Institute  
Urbana, Ill.

INACOMP Computer Center, Inc.  
Troy, Mich.

Independent School Management  
Wilmington, Del.

Indian Health Service — Tribal  
Management Support Center  
Tucson, Ariz.

**Institute for Citizen Involvement  
in Education, Paterson, N.J.**

Institute of Certified Professional  
Managers, Harrisonburg, Va.

**Institute of Certified Travel Agents**  
Wellesley, Mass.

Institute of Financial Education  
Chicago, Ill.

Institute of Management and  
Production, Kingston, Jamaica, W.I.

Insurance Data Management  
Association, New York, N.Y.

Insurance Educational Assoc.,  
Newport Beach, Calif.

Internal Revenue Service  
New York, N.Y.

**International Correspondence  
Schools, Scranton, Pa.**

International Union of Operating  
Engineers, Washington, D.C.

Jamaican Institute of Management  
Kingston, Jamaica, W.I.

**Joint Apprenticeship Training  
Committee, I.B.E.W. Local Union 269  
and the National Elec. Contractors  
Assoc., of South New Jersey,  
Trenton, N.J.**

**Kepner-Tregoe, Inc.**  
Princeton, N.J.

Knight-Ridder, Inc.  
Miami, Fla.

Laubach Literacy Action  
Syracuse, N.Y.

Massachusetts Bankers Assoc., Inc.  
Boston, Mass.

**Maynard Management Institute**  
Charlotte, N.C.

McDonald's Corporation  
Oak Brook, Ill.

**Mercer County Vocational/Technical  
Schools — Div. of Adult Education**  
Trenton, N.J.

**Metropolitan Technical Institute**  
Fairfield, N.J.

**National Academy for Paralegal  
Studies, Inc., Mahwah, N.J.**

National Assoc. of Independent  
Fee Appraisers, St. Louis, Mo.

National Association of Realtors  
Washington, D.C.

National Association of Securities  
Dealers, Inc., Rockville, Md.

National Baptist Publishing Board  
Nashville, Tenn.

**National Center for Logistics  
Management, Cinnaminson, N.J.**

National Cryptologic School  
Fort George G. Meade, Md.

National Emergency Training Center  
Emmitsburg, Md.

National Institute of Information  
Technology, New Delhi, India

National Management Association  
Dayton, Ohio

National Mine, Health and Safety  
Academy, Beckley, W.V.

National Photographic Interpretation  
Center (CIA), Washington, D.C.

**National Registry of Radiation  
Protection Technologists**  
Kennewick, Wash.

National Sheriffs Association  
Alexandria, Va.

National Union of Hospital & Health  
Care Employees, District 1199C  
Philadelphia, Pa.

National Weather Service Training  
Center, Kansas City, Mo.

NCR Corporation  
Dayton, Ohio

New England School of Banking  
North Kingstown, R.I.

New England Telephone Company  
Marlboro, Mass.

**New Jersey Assoc. of Realtors**  
Edison, N.J.

**New Jersey Dept. of Human Services**  
Lawrenceville, N.J.

**New Jersey Dept. of Personnel,  
Human Resources Development Trng.  
and Employee Services, Trenton, N.J.**

Northern Telecom, Inc.,  
Digital Switching Systems-Technical  
Training Center, Raleigh, N.C.

O/E Learning, Inc.  
Troy, Mich.

Offshore Sailing School, Ltd.  
Ft. Myers, Fla.

Ohio Bell Telephone Company  
Cleveland, Ohio

Omaha Joint Electrical Apprenticeship  
and Training Committee  
Omaha, Nebr.

Omaha Public Power District  
Omaha, Nebraska

**Omega Institute**  
South Cinnaminson, N.J.

Pacific Bell  
San Ramon, Calif.

PADI International, Inc.  
Santa Ana, Calif.

The Palmer School  
Philadelphia, Pa.

Philadelphia Electric Company  
Linfield, Pa.

PJA School  
Upper Darby, Pa.

Police Training Institute  
Champaign, Ill.



Professional Insurance Agents  
Alexandria, Va.

Professional Secretaries International  
Kansas City, Mo.

**Public Service Electric & Gas  
Newark, N.J.**

San Diego Employers Assoc., Inc.  
San Diego, Calif.

Sandy Corporation — Marketing  
Educational Services  
Troy, Mich.

Seafarers Harry Lundeberg School  
of Seamanship  
Piney Point, Md.

Seminary Extension, Southern  
Baptist Seminars  
Nashville, Tenn.

**Sheffield School for Nannies  
Pennington, N.J.**

**Southwestern Bell Corporations  
Administrative Services, Inc.  
St. Louis, MO**

Southwestern Bell Telephone Co.  
St. Louis, Mo.

Stonier Graduate School of Banking,  
the University of Delaware  
Newark, Del.

Sun Refining and Marketing Company  
Marcus Hook, Pa.

**Technical Training Project, Inc.  
Newark, N.J.**

Texas Utilities Electric Corp.  
Athens, Tex.

Tritone Music  
Willowdale, Ontario, Canada;  
and Niagara Falls, N.Y.

**Ultrasound Diagnostic School  
Clark, N.J.**

Unisys Corporation  
Detroit, Mich.

U.S. Army Intelligence and Threat  
Analysis Center  
Washington, D.C.

U.S. Army Materiel Command — AMC  
Texarkana, Tex.

U.S. Dept. of Agriculture,  
Graduate School  
Washington, D.C.

U.S. Dept. of Internal Revenue  
Service, Federal Law Enforcement  
Training Center  
Glynco, Ga.

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, DOL Academy  
Washington, D.C.

U.S. Dept. of the Treasury, Federal  
Law Enforcement Training Center  
Glynco, Ga.

U.S. Drug Enforcement Administration  
Washington, D.C.

U.S. Food and Drug Administration  
Rockville, Md.

U.S. Navy Acquisition Management  
Training Office  
Norfolk, Va.

U.S. Office of Personnel Management  
Denver, Colo.

U.S. Postal Service-Dept. of Training  
and Development  
Potomac, Md.

U.S. Public Health Service —  
Indian Health Service  
Rapid City, S.D.

U.S. West Learning Systems  
Lakewood, Colo.

United Training Institute, Inc.  
Spring Valley, Ca.

Washington Level Review Center  
Fort Belvoir, Va.

Western Regional CUNA School  
for Credit Union Personnel  
Pomona, Ca.

Westinghouse Electric Corporation

Education Center Department  
Pittsburgh, Pa.

Integrated Logistic Support Div.  
Hunt Valley, Md.

Nuclear Services Division  
Pittsburgh, Pa.

Wisconsin Public Service Corporation  
Green Bay, Wis.

Wolf Creek Nuclear Operating Corp.  
Burlington, Kans.

Xerox Corporation  
Stamford, Conn.

Yankee Atomic Electric Company  
Rowe, Mass.

Young Women's Christian Association  
of the U.S.A.  
New York, N.Y.

## 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 notarized photocopy submitted to the College. Students should not submit the original. Students unable to locate the original separation report can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO, 63132 and forward it with the covering form from the National Personnel Records Center to the College. Members of the Reserves or National Guard should contact their units for any necessary documentation.

Army personnel who entered active duty on or after October 1, 1981, or remained on active duty on or after January 1, 1984, are eligible for the Army/ACE Registry Transcript System (AARTS). AARTS will provide a transcript for any service school, MOS, or CLEP/DSSTs/ACT-PEP Exam that has been passed and carries American Council on Education credit recommendations. Transcripts may be ordered through the base Education Office or by writing to: AARTS Operations Center, Fort Leavenworth, KS 66027-5073.

### ARMY MOS

The College will award credit for enlisted Military Occupational Specialty classification (MOS) on the basis of the composite MOS evaluation score of 70 or higher in accordance with the recommendations of the American Council on Education. (Please note that the earliest date for enlisted MOS recommendations is October, 1973.) One factor in the composite score was a written MOS test which was discontinued in December, 1976. Since January, 1977, the Army has been phasing in a new system of evaluating MOS proficiency, the Skill Qualifications Tests (SQT's). 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 EER's. 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 officers 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.

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.

### MARINE MOS

The American Council on Education has recently begun to review a limited number of Marine Corps MOS's 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 DD214 or other appropriate service records showing training completed. Students who served after 1972 should request an Official Transcript from the Community College of the Air Force, Building 836, Maxwell Air Force Base, AL 36112-6655.



## EARNING CREDITS THROUGH TRANSFER

Credits accepted through transfer by Thomas Edison State College may come from a variety of sources: regionally accredited colleges and

universities, and correspondence courses. 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 grant credit for courses with "W" or "F" grades.

Students should request that official transcripts from other colleges be sent to the Registrar's Office at Thomas Edison. Student copies of transcripts cannot be accepted.

Students may be required to provide course descriptions or a copy of the catalog where the courses were taken to enable course-by-course evaluations to determine if such courses can be accepted toward degree requirements of Thomas Edison State College 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 transfer credits from the transcript of another institution.

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, Thomas Edison's registrar can provide a "Student in Good Standing" form. Also Thomas Edison's Advisement Center can provide a "Response Form" which indicates course approval.

When the course is completed students should notify the Registrar at the college where the course was taken to send an official transcript to the registrar at Thomas Edison State College. Students may do this each time a course is completed or once a year.

### 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" of this catalog.

**TRAINING PROGRAMS EVALUATED AND PUBLISHED BY THE 'UNIVERSITY OF THE STATE OF NEW YORK'**  
The New York State Education Department evaluates noncollegiate learning experiences in industry and various governmental agencies primarily in New York State. Thomas Edison State College accepts the recommendations of the New York

State Program on Noncollegiate Sponsored Instruction.

### COLLEGES NOT APPROVED BY REGIONAL ASSOCIATIONS

Thomas Edison State College will not accept credits from colleges without Regional Institutional Accreditation. The College has developed the portfolio assessment process to assist students to earn Thomas Edison credit for work completed at nonregionally accredited schools.

Prior to July, 1984, The College reviewed a small number of programs accredited by the National Association of Trade and Technical Schools, the Association of Independent Colleges and Schools, and the American Association of Bible Colleges. The college will honor the transfer of credit for the specific courses evaluated. Only the specific courses from the same program will be honored. The credits will be honored for a five year period if the course title and description are the same as the course which was originally evaluated. Students are advised to apply for credit through portfolio assessment for any courses not previously reviewed.

The number of programs reviewed is small. Students may submit transcripts for review to determine whether they will receive direct credit or will need to submit a portfolio.

## CORRESPONDENCE COURSES

Students are encouraged to consider earning credit through independent study. Thomas Edison 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:  
Order Service Department  
Non-New Jersey residents: (800) 338-3282  
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:  
Independent Study Program  
Division of Extended Studies  
School of Continuing Studies  
Indiana University  
Owen Hall  
Bloomington, IN 47405  
(800) 457-4434 - Nationwide  
(800) 822-4762 - Indiana

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 COURSE TITLE\*

#### AFRICAN STUDIES

E310 Introduction to Cultures of Africa (3)  
A250 Introduction to African Art (3)

A364 History of Black Americans (3)  
E432 History of Africa II (3)  
Y325 Black Politics (3)  
**AMERICAN STUDIES**  
A201 Representative Americans-Special Topics: 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 I (3)  
A312 Intermediate Accounting II (3)  
A322 Advanced Financial Accounting I (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 2 (3)  
M300 Introduction to Marketing (3)  
M419 Retail Management (3)  
N300 Principles of Risk and Insurance (3)  
P301 Operations Management (3)  
R300 Principles of Real Estate (3)  
T300 Principles of Transportation (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

C203 COBOL and File Processing (3)  
C251 Foundations of Digital Computing (3)  
C303 COBOL Programming (1)

#### CRIMINAL JUSTICE

P100 Introduction to Criminal Justice (3)  
P200 Theories of Crime and Deviance (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)  
 E360 Public Finance: Survey (3)  
**EDUCATION**  
 E343 Mathematics in the Elementary Schools (3)  
 K205 Introduction to Exceptional Children (3)  
 M135 Self-Instruction in Art (1-5)  
 F400 Development of the Self-Acquired Competency Portfolio (1)  
 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)  
 L141a Introduction to Writing and the Study of Literature I (4)  
 L142 Introduction to Writing and the Study of Literature II (4)  
 L202 Literary 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)  
 L214 Literary Masterpieces II (3)  
 L220 Introduction to Shakespeare (3)  
 L230 Science Fiction (3)  
 L298 English Literature from 1600 to 1800 (3)  
 L314 Late 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 I (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)  
 F220 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)  
**GEOLOGY**  
 G103 Earth Sciences: Materials and Processes (3)  
**GERMAN**  
 G131 Beginning German I (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)  
 N231 Human 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)  
 R275 Dynamics of Camp Leadership (2)  
 R324 Recreational Sports Programming (3)  
 R336 Tourism and Commercial Recreation (3)  
 R381 Introduction to Armed Forces (3)  
 R490 Research and Evaluation (3)  
**HISTORY**  
 A301 Colonial and Revolutionary America I (3)  
 A304 United States 1789-1865 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 20th Century I (3)  
 H102 The World in the Twentieth Century II (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 Comparative History of Religion (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 Special Topics in History: Women in American History (3)  
**HISTORY AND PHILOSOPHY OF SCIENCE**  
 X200 Scientific Reasoning (3)  
 X303 Introduction to Philosophy of Science (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**  
 L101 American Labor History (3)  
 L201 Labor Law (3)  
 L203 Labor and the Political System (3)

L220 Grievance Representation (3)  
 L240 Occupational Health and Safety (3)  
 L270 Union Government and Organization (3)  
 L320 Grievance Arbitration (3)  
 L490 Topics in Labor Studies: Philosophy of Work (3)  
 L495 Directed Labor Study (1-6) By arrangement  
**LINGUISTICS**  
 L100 English Language Improvement (3)  
 L103 Introduction to the Study of Language (3)  
**MATHEMATICS**  
 GIBM1 Arithmetic for Algebra I (None)  
 GIBM2 Arithmetic for Algebra II (None)  
 GIBM3 Overcoming Math Anxiety (None)  
 M014 Basic Algebra (4)  
 M110 Excursions into Mathematics (3)  
 M118 Finite Mathematics (3)  
 M119 Brief Survey of Calculus I (3)  
 M125 Pre-Calculus Mathematics (3)  
 M126 Trigonometric Functions (2)  
 M215 Analytic Geometry and Calculus I (5)  
 M216 Analytic Geometry and 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**  
 M174 Music for the Listener (3)  
 Z101 Music for the Listener I (3)  
**NURSING**  
 B215 Nutrition for Health Professionals (3)  
 B219 Pharmacology (3)  
 H430 Health Promotion in the Community (3)  
**PHILOSOPHY**  
 P100 Introduction to 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 I (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 Topics: Sex Discrimination and the Law (3)  
 Y200b Contemporary Political Topics: Political Terrorism (3)  
 Y301 Political Parties and Interest Groups (3)  
 Y306 State Politics in the United States (3)  
 Y308 Urban Politics (3)  
 Y325 Black Politics (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)  
 R220 The Christian Church in New Testament Times (3)  
 R336 Religion in America II (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)  
 S361 Urban Sociology (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 (2)  
 S122 Interpersonal Communication (2)  
 S223 Business and Professional Communication (3)  
 S339 Freedom of Speech (3)  
**WOMEN'S STUDIES**  
 L207 Women and Literature (3)  
 T226 Topics in History: Women in American History (3)  
 P282 Women in Philosophical Thought (3)  
 Y200 Contemporary Political Topics: Sex Discrimination and the Law (3)  
 S316 Sociology of the Family (3)  
 S338 Sociology of Gender Roles (3)

\*Numbers in parentheses indicate semester hour credits.

## 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  
 Independent Study Programs  
 302 Tupper Hall  
 Athens, Ohio 45701-2979  
 (614) 593-2910  
 (800) 444-2910 (Nationwide)

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 COURSE TITLE\***

### ACCOUNTING

201 Financial Accounting (4)  
 202 Managerial Accounting (4)

### ACCOUNTING TECHNOLOGY

103 Financial Accounting Procedures (3)  
 104 Financial Accounting Procedures (3)  
 105 Financial Accounting Procedures (3)

### ART HISTORY

211 History of Art (4)

### 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)

### BOTANY

101 Principles of Biology (4)  
 102 Plant Biology (5)

### 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)  
 442 Law of Property and Real Estate (4)

### BUSINESS MANAGEMENT TECHNOLOGY

110 Introduction to Management (4)  
 120 Mathematics in Business (4)  
 140 Concepts of Marketing (4)  
 150 Elements of Supervision (3)  
 210 Managing Finance in Business (4)  
 220 Concepts of Purchasing Management (4)  
 260 Business Report Writing (4)  
 275 Managerial Planning (4)  
 285 Government and Business (3)  
 288 Computer Applications for Management (4)

## CHEMISTRY

121 Principles of Chemistry I (3)  
 122 Principles of Chemistry II (3)  
 301 Organic Chemistry (3)  
 302 Organic Chemistry (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)  
 201 Career and Life Planning Seminar (3)

## ELEMENTARY EDUCATION

321/321L Children's Literature (4)

## ENGLISH LANGUAGE AND LITERATURE

150 Fundamental Usage Skills (4)  
 151 Freshman Composition: Writing and Rhetoric (5)  
 152 Freshman Composition: Writing and Reading (5)  
 153A Freshman Composition: Women and Men in Literature (5)  
 200 Introduction to Literature (4)  
 201 Interpretation of Fiction (4)  
 202 Interpretation of Poetry (4)  
 203 Interpretation of Drama (4)  
 206 Introduction to International Literature III: The Modern Tradition (5)  
 301 Shakespeare, The Histories (5)  
 302 Shakespeare, The Comedies (5)  
 303 Shakespeare, The Tragedies (5)  
 308J Advanced Composition (4)  
 309A Creative Writing: Poetry (4)  
 309B Creative Writing: Fiction (4)  
 312 Medieval and Renaissance English Literature (5)  
 313 Restoration and Neoclassical English Literature (5)  
 314 Romantic and Victorian Literature (5)  
 315 American Literature (3)  
 318 Women and Literature (4)



321 American Literature to the Civil War (5)  
 322 American Literature Since the Civil War (5)  
 331 20th Century British and American Literature (5)

**HUMANITIES:**  
 107 Humanities—Great Books (4)  
 108 Humanities—Great Books (4)  
 109 Humanities—Great Books (4)  
 307 Humanities—Great Books (4)

**FINANCE**  
 325 Managerial Finance (4)

**FOREIGN LANGUAGES AND LITERATURES**  
 Classical Languages  
 Greek and Latin Languages

**GREEK**  
 111 Beginning Greek (4)  
 112 Beginning Greek (4)  
 113 Beginning Greek (4)

**LATIN**  
 111 Beginning Latin (4)  
 112 Beginning Latin (4)  
 113 Beginning Latin (4)

**FOREIGN LITERATURE IN ENGLISH**

**SPANISH**  
 336A Spanish Literature in English (4)  
 336B Spanish Literature in English (4)

**GEOGRAPHY**  
 101 Elements of Physical Geography (5)  
 121 Elements of Human Geography (4)

**GOVERNMENT — See Political Science**

**HEALTH AND SPORT SCIENCES**  
 202 Health Sciences and Lifestyle Choices (4)  
 301 Introduction to Health Care Organizations (4)  
 379 Teaching of Health (5)  
 404 History and Principles of Physical Education (4)  
 406 Organization and Administration of Physical Education (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)  
 314 Women in American History (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)

**HOME ECONOMICS**  
 128 Introduction to Nutrition (4)  
 160 Introduction to Child Development (4)  
 180 Introduction to Residential Design (3)  
 390 Family Consumer Economics (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 (3)  
 103 Fundamentals of Public Speaking (4)  
 234 Introduction to Communication Theory (5)

**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)

**LIBRARY AND INFORMATION TECHNOLOGY**  
 102 Circulation and Public Communications (4)  
 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)

**MARKETING**  
 101 Consumer Survival in the Marketplace (4)  
 301 Marketing Principles (4)

**MATHEMATICS**  
 101 Basic Mathematics (4)  
 113 Algebra (5)  
 115 Pre-Calculus (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)  
 263A Analytic Geometry and Calculus (4)  
 263B Analytic Geometry and Calculus (4)  
 263C Analytic Geometry and Calculus (4)  
 263D Analytic Geometry and Calculus (4)

**MUSIC**  
 321 History and Literature of Music (3)  
 322 History and Literature of Music (3)  
 428 Jazz History (3)

**PHILOSOPHY**  
 101 Fundamentals of Philosophy (5)  
 120 Principles of Reasoning (4)  
 130 Introduction to Ethics (4)  
 260 Philosophy of Religion (4)  
 301 Introduction to Philosophy (3)  
 350 Philosophy of Culture (5)  
 370 Hinduism (4)  
 372 Islam (4)

**PHYSICAL EDUCATION — See Health and Sport Sciences**

**PHYSICAL SCIENCE**  
 100 Survey of Astronomy (4)  
 101 Physical World (4)

105 Color, Light, and Sound (4)  
 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 (5)

**PRODUCTIONS/OPERATIONS MANAGEMENT**  
 310 Production/Operations Management (4)

**PSYCHOLOGY**  
 101 General Psychology (5)  
 121 Elementary Statistics for the Behavioral Sciences (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)  
 250 Current Problems in Security (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)

**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)

\*Numbers in parentheses indicate quarter hour credits.

## 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 record.

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:

Pennsylvania State University  
 Dept. of Independent Learning  
 128-V Mitchell Building  
 University Park, PA 16802  
 (814) 865-5403 (State College area residents)  
 1-800-252-3592 (Pennsylvania)  
 1-800-458-3617 (Nationwide)

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	COURSE TITLE*
<b>AGRICULTURE</b>	
Hort202	Plant Propagation (3)
<b>ART</b>	
Art001(GA)	The Visual Arts and the Studio: An Introduction (3)
Art120(DA)	Introduction to Drawing (3)
<b>ART HISTORY</b>	
ArtH110	Survey of Western Art (3)
<b>LANDSCAPE ARCHITECTURE</b>	
Larch060(GA)	History of Landscape Architecture (3)
<b>MUSIC</b>	
Music005(GA)	An Introduction to Western Music (3)
Music008(GA)	Rudiments of Music (3)
<b>THEATRE ARTS</b>	
Thea440	Principles of Playwriting (3)
<b>ACCOUNTING</b>	
Acctg101	Introductory Financial Accounting (3)
Acctg104	Introductory Managerial Accounting (3)
<b>BUSINESS ADMINISTRATION</b>	
BA250	Problems of Small Business (3)

<b>BUSINESS LAW</b>	
BLaw243	Legal Environment of Business (3)
<b>BUSINESS LOGISTICS</b>	
BLog301	Business Logistics Management (3)
BLog304	Transport Systems (3)
<b>FINANCE</b>	
Fin100	Introduction to Finance (3)
Fin108	Personal Finance (3)
Fin204	Security Markets (3)
Fin301	Corporation Finance (3)
Fin305	Financial Management of the Business Enterprise (3)
<b>MANAGEMENT</b>	
Mgmt100	Survey of Management (3)
Mgmt321	Organizational Behavior (3)
Mgmt341	Personnel Management (3)
<b>MARKETING</b>	
Mktg221	Contemporary American Marketing (3)
<b>QUANTITATIVE BUSINESS ANALYSIS</b>	
QBA101	Introduction to Quantitative Business Analysis (3)
QBA102	Elementary Business Statistics (3)
<b>COMMUNICATIONS</b>	
Comm403	Law of Mass Communications (3)
<b>GEOGRAPHY</b>	
Geog020(GS)	Human Geography: An Introduction (3)
<b>METEOROLOGY</b>	
Meteo452	Tropical Meteorology (3)
Meteo474	Applications of Statistics to Meteorology (3)
<b>EDUCATIONAL PSYCHOLOGY</b>	
EdPsy020	Educational Psychology for Professional Effectiveness (3)
EdPsy400	Introduction to Statistics in Educational Research (3)
<b>EDUCATIONAL THEORY AND POLICY</b>	
EdThp416/ Soc416	Sociology of Education (3)
EdThp430	History of Education in the United States (3)
EdThp440	Introduction to Philosophy of Education (3)
<b>INDUSTRIAL EDUCATION</b>	
IEd106	Safety Education for Vocational Teachers and Industrial Trainers (3)
<b>VOCATIONAL EDUCATION</b>	
VocEd001	Vocational Education (3)
<b>CIVIL ENGINEERING</b>	
CE270	Water Pollution Control (3)
<b>CIVIL ENGINEERING TECHNOLOGY</b>	
CET261	Fluid Flow (3)
<b>COMPUTER ENGINEERING</b>	
CMPEN271	Introduction to Digital Systems (3)
<b>ELECTRICAL ENGINEERING</b>	
EE251	Signals and Circuits I (3)
EE352	Signals and Circuits II (3)

<b>ELECTRICAL ENGINEERING TECHNOLOGY</b>	
EET101	Fundamentals of Electrical Circuits (3)
EET114	Electrical Circuits (3)
EET204	A.C. Circuits (2)
<b>ENGINEERING GRAPHICS</b>	
EG010	Introductory Engineering Graphics (1)
EG011	Engineering Design Graphics (1)
<b>ENGINEERING GRAPHICS TECHNOLOGY</b>	
EGT103	Spatial Analysis (2)
<b>ENGINEERING MECHANICS</b>	
EMch011	Statistics (3)
EMch012	Dynamics (3)
EMch013	Strength of Materials (3)
<b>MECHANICAL ENGINEERING TECHNOLOGY</b>	
MET105	Kinematics (3)
MET210	Product Design (3)
<b>MECHANICAL TECHNOLOGY</b>	
MCHT111	Mechanics for Technology: Statics (3)
MCHT213	Strengths and Properties of Materials (3)
<b>NUCLEAR ENGINEERING</b>	
NucE297G	Special Topics: Understanding Health Effects of Ionizing Radiation (3)
NucE497G	Special Topics: Understanding Health Effects of Ionizing Radiation (4)
<b>DIETETIC FOOD SYSTEMS MANAGEMENT</b>	
DSM100	The Profession of Dietetics (1)
DSM101	Sanitation Practices in Food Service Operations (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)
<b>EXERCISE AND SPORT SCIENCE</b>	
ExSci140	History, Orientation, and Principles of Health and Physical Education (3)
ExSci400	Adapted Physical Education (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)
<b>HEALTH EDUCATION</b>	
HIEd005(GHS)	Health Aspects of Sport (1)
HIEd015(GHS)	Lifestyle for Better Health (1)







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

SOC100x Introduction to Culture and Society (3)

SOC201x Social Problems (3)  
SOC209x Delinquency and Crime (3)  
SOC225x Marriage and the Family (3)  
**TEXTILES, CLOTHING AND DESIGN**  
TEXDES130x Interior Design (2)

\*Numbers in parentheses indicate semester hour credits.



## OTHER STUDENT SERVICES

### Financial Aid and Scholarships

Financial aid information and counseling are available in the Camden or Trenton Office. Applications, forms, and further information concerning financial aid are available from: Director of Financial Aid, Thomas Edison State College, 101 Haddon Ave., Camden, NJ 08103 or by telephone at (609) 756-2430.

All applicants for financial aid must complete a College Scholarship Service "Financial Aid Form." (The College Scholarship Service number for Thomas Edison State College is 2748). All financial aid applicants must have applied to the College and have had an official evaluation of previous college credits before they can be considered for assistance.

Eligible enrolled Thomas Edison State College students who are taking at least 6 credits of guided study 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 a New Jersey Tuition Aid Grant.

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.

A loan fund is available to provide short-term loans to adults in order to help them pay a portion of their Thomas Edison State College fees. Institutional awards are made on the basis of academic promise and financial need. Life circumstances and family responsibility are taken into consideration.

Limited funds have been available annually through sources which have included individual donors, corporations, and foundations such as the *Charlotte W. Newcombe Foundation*, *New Jersey Bell*, the *Public Service*

*Electric and Gas Company*, and the *Thomas Edison State College Alumni Association*. Endowed, named scholarship assistance has recently become available via the *Lorraine R. Matusak Scholarship* and the *Norma L. Horton Scholarship Fund*. All of these financial aid investments have come to the institution via gifts through the Thomas Edison State College Foundation.

### Other Financial Aid Sources

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

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

### Individualized Appointments

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

### Veterans' Benefits

Eligible veterans can receive benefits if they take guided study courses, or courses at approved traditional colleges. All courses must be applicable to the degree program that is being pursued at Thomas Edison State College. For information about applying for veterans' benefits, call or write to the Veterans' Affairs Office, 101 Haddon Ave., Camden, NJ 08103 (609) 756-2430.

## MILITARY ADVISEMENT

Thomas Edison State College is a participating institution in the Servicemembers Opportunity College and Servicemembers Opportunity College Associate Degree Programs. The College provides academic services on a regular basis at Fort Dix, Fort Monmouth, McGuire Air Force

Base, Naval Air Engineering Center at Lakehurst, and the Philadelphia Naval Station.

Active and retired military personnel, reservists, and educational specialists are encouraged to contact the Office of Military Affairs for academic advisement or to request Thomas Edison State College literature. For further information, write or call: Office of Military Affairs, Thomas Edison State College, (609) 292-9992.

## 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, dispensation, possession or use of a drug in the College.

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. 33:1-1 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 provided by the state. 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, 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

—6-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.

—5 years in prison without parole for anyone convicted of using someone under 18 years of age in a drug-dealing ring.

—25 years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

### IV. Drug and Alcohol Counseling

Referrals will 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 Drug 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. Financial Aid

Students who are eligible to receive financial aid are required to certify that they will not engage in the unlawful manufacturing, distribution, possession or use of a controlled substance during the period covered by their aid.

### VII. 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 permanent brain damage and impaired memory, judgment, and learning. Many drugs have some effects in common or have different effects at different times. Dependence occurs when people like drugs or feel they need drugs so much that they can't do without them.

The physical effects of drug abuse can include

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.

## STATEWIDE TESTING AND ASSESSMENT CENTER

Most testing and assessment services are available to students not enrolled at Thomas Edison State College who wish to meet degree or certifying requirements at other colleges or agencies. The Statewide Testing and Assessment Center (STAC) allows students to demonstrate their college-level knowledge by taking college-equivalency examinations or by preparing a portfolio for assessment. STAC also offers students the opportunity to earn credit through guided study, independent study, and correspondence programs. Credits earned by these means are sent on a Thomas Edison State College transcript to the institution or agency designated by the student.

All of the colleges working with the Center believe that people should receive credit for what they know regardless of how, when, or where that knowledge was acquired. Each of the participating colleges has a policy for awarding credit and will accept Thomas Edison State College transcripts towards their degree programs.

Full advisement and workshop services are available to students choosing to undergo assessment of their prior learning through portfolio.

Although the Center was established primarily to serve students enrolled at the cooperating institutions, students at any college or university may earn credit through the services of the Center with the approval of an academic advisor or dean at their home institution. The

services of the Center may also be used to meet various certifying and licensure requirements.

The following institutions are members of the Center:

Atlantic Community College  
Bergen Community College  
Bloomfield College  
Brookdale Community College  
Bucks County Community College  
Burlington County College  
Caldwell College  
Camden County College  
Center for Urban Theological Studies  
College of St. Elizabeth  
County College of Morris  
Cumberland County College  
Essex County College  
Fairleigh Dickinson University  
Felician College  
Georgian Court College  
Glassboro State College  
Gloucester County College  
Hudson County Community College  
Jersey City State College  
Kean College of New Jersey  
Marywood College  
Mercer County Community College  
Middlesex County College  
Montclair State College  
Passaic County Community College  
Ramapo College of New Jersey  
Raritan Valley Community College  
Rider College  
Rutgers, The State University (University College, New Brunswick)  
Salem Community College  
Stockton State College  
Sussex County Community College  
Thomas Edison State College  
Trenton State College  
Union County College  
Upsala College  
Warren County Community College  
William Paterson College

## ALUMNI ASSOCIATION

All Thomas Edison graduates, associate and baccalaureate recipients, are members of the Alumni Association. There is no dues' structure.

The mission of the association is: to unify the efforts of the alumni in promoting the philosophy and aims of Thomas Edison State College; to advance the spirit of fellowship among its members as well as the staff and students of Thomas Edison State College; and to expand and perpetuate the spirit and accomplishments in adult learning that are provided by Thomas Edison State College and its alumni.

Thomas Edison graduates interested in information about the Alumni Association are invited to call or write the Alumni Office, Thomas Edison State College, 153 Halsey St., 5th Floor, Newark, NJ 07102; (201) 648-4400.

## 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 700 colleges and universities that are members of SOC, servicemembers are assured that programs at the colleges will articulate with programs at other member colleges for the completion of associate and baccalaureate degrees. Even though servicemembers may be stationed in several locations during their military career they are

assured their credits will transfer to other SOC colleges. Therefore, soldiers and sailors are able to earn degrees from accredited colleges and universities, including Thomas Edison State College.

When servicemembers from the Army, Navy or National Guard apply to Thomas Edison, the College provides to both the servicemember and to SOC an agreement form and a copy of the Evaluation and Progress Report which shows the credits applied toward the degree and the credits needed to complete the degree. All enrolled servicemembers have access to the Academic Advisement staff through telephone, letters, and individual appointments. Applicants may receive answers to questions by calling the Admissions Office.

All Army-and Navy-based Services Education Offices have the SOC publications which list the 700 member colleges and the degree programs included in their network. All Thomas Edison degree programs

are available to all servicemembers, in addition to those listed in the SOC publications.

To assist the servicemember, the Army has established the Army/American Council on Education Registry Transcript System (AARTS). The AARTS transcript contains a record of the military training completed by the individual servicemember and recommended for credit by the American Council on Education. (For further information refer to the section on Military Training Programs and Schools.)

It is noted that the Air Force is not part of SOC because the Air Force has established the Community College of the Air Force, which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State College. The American Council on Education has recently recommended for credit many Marine training programs.









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# 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 as well as Thomas Edison staff and students and/or alumni. The Council is chaired by the vice president for academic affairs and members are appointed by the board of trustees. The primary function of the Council is to recommend to the administration and board the content and requirements of Thomas Edison degree programs as well as the academic policies and standards governing such programs. Council members are specialists with academic background in liberal arts, business and professional disciplines, testing and assessment, and learning resource fields.

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.

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Thomas Edison State College faculty 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, curriculum review, development of new degree programs, academic advisory committees, Pre-Graduation Conference, Advanced Level Practicum, Demonstration of

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Blaine Greenfield, Associate Professor, Business, Bucks County Community College

Hella Hakerem, Associate Professor, Nursing, William Paterson College

Jamesetta Halley-Boyce, Chief Nurse, Veterans Administration Hospital

Manfred Halpern, Professor, Politics, Princeton University

Thomas Handler, Professor, Electrical Engineering Technology, Middlesex County College

Sister Monica Haney, Associate Professor, Radiography, Mercer County Community College

Sallyann Hanson, Professor, Computer Science, Mercer County Community College

Marilyn Hart, Professor, Communication Sciences, Kean College of New Jersey

Francis J. Haughey, Professor, Radiation Science/Environmental Science, Rutgers, The State University

Robert Haynes, Professor, Art Department, Glassboro State College

Michael Hellmuth, Assistant Professor, Marketing/Management, Kean College of New Jersey

Ronald Henry, Professor, Military Science, Rider College

Blythe Hinitz, Assistant Professor, Early Childhood Education, Trenton State College

Maxine Hirsch, Area Coordinator, Professor, Behavioral Sciences, Bucks County Community College

John F. Hitchcock, Instructor, Somerset County Technical Institute

William Hogan, Professor, Diagnosis/Biomechanics, National College of Chiropractic

JoAnn Hoiles, Associate Professor, Management, Raritan Valley Community College

Harry Hoitsma, Professor, Health Profession, Montclair State College

Jerry Holt, Adjunct Associate Professor, Photography, Burlington County College

Richard Homan, Associate Professor, Fine Arts, Rider College

Marianne Hoy, Assistant Professor, Nursing, Cumberland County College

Hsin-Neng Hsieh, Associate Professor, Civil and Environmental Engineering, New Jersey Institute of Technology

Todd Hunt, Professor, Communications, Rutgers, The State University

George W. Ingenbrandt, Retired Professor, English/German, Mercer County Community College

Dominick Iorio, Associate Professor, Philosophy, Rider College

Patricia Ireland, Assistant Professor, Communications Arts, Neumann College

Mohamoud Ismail, Assistant Professor, Sociology/Anthropology, Trenton State College

Parthasarathy Iyengar, Professor, Mechanical Technology, County College of Morris

James Jedlicka, Associate Professor, Chiropractic and Biomechanics, National College of Chiropractic

Audrey Johnson, Professor, Sociology, Raritan Valley Community College

Mary Ann Johnson, Instructor, Speech Communications/Drama, United States Air Force

Mark Kassop, Associate Professor, Social Sciences, Bergen Community College

Nancy Kassop, Assistant Professor, Political Science, State University of New York

Marlene Kayne, Associate Professor, Biology, Trenton State College

Harleigh R. Kemmerer, Associate Professor, Science/Allied Health, Mercer County Community College

Patrick Kennedy, Associate Professor, Political Science, Seton Hall University

Carl Kiesewetter, Assistant Professor, Mechanical Civil/Construction Engineering Technology, Middlesex County College

Tom Klinkowstein, Instructor, Visual Communications, Caldwell College

Rose Kocinski, Adjunct Instructor, Nursing, Rutgers, The State University

Ronald Kostar, Adjunct Professor, English, Rider College

Ernest Kovacs, Adjunct Faculty, CPM Program, New Jersey Department of Personnel

Paul Krasucki, Assistant Professor, Computer Science, Rutgers, The State University

John Kulpa, Professor, Music, Mercer County Community College

Arun Kumar, Assistant Professor, Finance and Quantitative Methods, Montclair State College

Mariagnes Lattimer, Professor Emeritus, Sociology, Rutgers, The State University

Martin LeBeau, Associate Professor, Music, Trenton State College

Sandra LeBeau, Adjunct Faculty, History, Trenton State College

Norman Lederer, Director, Department of Education and Training, Stevens State School of Technology

Urban Lejeune, Assistant Professor, Computer Science, Lafayette College

Joseph LeMay, Professor, Administration and Business, Ramapo College of New Jersey

Linda Lengyel, Professor, Criminal Justice, Trenton State College

Paul A. Leonardi, Instructor, Nuclear Training Center, Public Service Electric and Gas

David Lester, Professor, Psychology, Stockton State College

Peter Li, Associate Professor, Chinese, Rutgers, The State University

John Long, Professor, History, Rider College

Robert Lorenzi, Professor, English, Camden County College

Christopher Lund, Associate Professor, Foreign Language, Rutgers, The State University

Rudolph V. Magyar, Professor, Foreign Languages, Colonia High School

Rosalie Maiorella, Adjunct Instructor, Behavior in Organizations, Passaic County Community College

Martin Markowitz, Associate Dean, Management, Rutgers, The State University

Jack Mars, Retired Professor, Commerce, Mercer County Community College

Nabil Marshood, Associate Professor and Chair, Public and Human Services, Hudson County Community College

Patricia Mayer, Associate Professor, Dance, Rutgers, The State University

Herbert Mayo, Professor, Finance, Trenton State College

Edward Mazze, Professor, Marketing, Temple University

Thomas McCoy, Chair, Accounting and Legal Studies, Middlesex County College

Robert Mehlman, Associate Professor, English, Trenton State College

Berhanu Mengistu, Assistant Professor, Urban Studies and Public Administration, Old Dominion University

James Merrigan, Professor, Drafting and Design, Brookdale Community College

Michael Metzger, Associate Professor, Fine Arts, Kean College of New Jersey

Thomas Millard, Associate Professor, Counseling, Montclair State College

Kathryn Taylor Mizuno, Consultant, Japanese, Riverton, New Jersey

Edward Mosley, Coordinator, Humanities, Passaic County College

Sister Gerardine Mueller, Professor, Art, Caldwell College

James Murphy, Professor, Communications/Theater, Kean College of New Jersey

Charles Nanry, Professor, Human Resources Management, Rutgers, The State University

Anthony Natale, Adjunct Instructor, Business, Trenton State College

Prabhakar Nayak, Professor, Management, William Paterson College of New Jersey

Rocco Nisivoccia, Adjunct Professor, Criminal Justice, Essex County College

Raymond J. Nolan, Associate Professor, Civil/Construction Technology, Middlesex County College

Michael Nunno, Instructor, Radiology, Cooper Hospital/University Medical School

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Anthony Onorato, Dean/Assistant Professor, Chiropractic, New York Chiropractic College

Alan Oppenheim, Professor, Finance and Quantitative Methods, Montclair State College

Fred Oshel, Associate Professor, Health, Trenton State College



Brian Panton, Adjunct Professor, Economics, Caldwell College

Rudolph Pasler, Professor, Business, Salem Community College

Mary Patrick, Professor, Nursing, William Paterson College

Thomas Patrick, Associate Professor, Business Administration, Trenton State College

Mary Lou Phillips, Director/Associate Professor, Medical Imaging, Holy Family College

John Pickett, Adjunct Instructor, Emergency Management, University of North Texas

Joseph Pizzillo, Professor, Education, Glassboro State College

Francis D. Polk, Assistant Dean, Business and Computer Science, Ocean County College

Marilyn Pollack, Lecturer, Anthropology, Rutgers, The State University

Doriaraja Raghu, Associate Professor, Civil and Environmental Engineering, New Jersey Institute of Technology

Barbara Reed, Assistant Professor, Journalism, Rutgers, The State University

Robert Reed, Director, Emergency Administration and Planning, North Texas State University

John R. Reinard, Professor, Arts and Sciences, Cumberland County College

Richard Rider, Assistant Professor, Fire Science, Jersey City Department of Public Safety

Terence Ripmaster, Professor, History, William Paterson College

Stewart Rodnon, Professor, English/American Literature, Rider College

Theresa Rosania, Assistant Professor, Business, Allentown College of St. Francis deSales

Sherry Rosen, Lecturer, Women's Studies, Rutgers, The State University

Israel Rubin, Professor, Economics, Jersey City State College

Kenneth Runquist, Retired Professor, Health/Physical Education and Recreation, Trenton State College

Francis Sakiey, Professor, Commerce, Mercer County Community College

Joseph Sanborn, Assistant Professor and Chairperson, Law/Justice Studies, Glassboro State College

Richard Sandhusen, Retired Assistant Professor, Marketing, Rider College

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Joseph Santora, Associate Professor, Humanities/Business Administration, Essex County College

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Howard Schwartz, Professor, Communications, Rider College

Robert Scully, Assistant Professor, Business Studies, Burlington County College

Karen Seaton, Education Consultant, Lahaska, Pennsylvania

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Jo Frances Stow, Assistant Professor, Public Health, Stockton State College

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David Uber, Professor, Music, Trenton State College

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U. Samuel Vukcevic, Associate Professor, Criminal Justice, Mercer County Vocational Technical School

Jack Waintraub, Professor, Electrical Engineering Technology, Middlesex County College

Stanley Walling, Instructor, Anthropology, Montclair State College

William Walling, Professor, English, Rutgers, The State University

Jean Warner, Associate Professor, Business Education and Office Administration, Rider College

Robert Wear, Administrative Dean, College of Aeronautics

Robert Weber, Professor, Technology Education, Trenton State College

William Wegner, Associate Professor, Communication and Theater, Trenton State College

Roza Weinerman, Foreign Language Consultant, Ewing Adult Evening School

Bernard Weinstein, Professor, English, Kean College of New Jersey

Samuel Weinstein, Instructor, Aviation, FAA Technical Center

Betty West, Assistant Professor, Nursing, Manhattan College

Joanne Whitaker, Professor, Natural Science/Mathematics, Gwynedd-Mercy College

Margie White, Adjunct Professor, Nursing, Manhattan College

Carol Williams, Associate Professor, Sociology/Social Work, Kean College of New Jersey

Leonard Wollack, Professor, Business, Monmouth College

Karen Woodward, Associate Professor, Arts and Social Science, Burlington County College

Gladys Word, Professor, Nursing, Trenton State College

Max Yeater, Professor Emeritus, Nuclear Engineering, Rensselaer Polytechnic Institute

William Younie, Professor/Chairman, Special Education and Counseling, William Paterson College

## 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 determines appropriate credit award recommendations.

## 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 Registrar's Office 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 members who are academically qualified to review portfolios in specific disciplines for

credit recommendation; develop and grade tests; conduct practicums, Pre-Graduation Conferences, Demonstration of Currency Conferences; and complete other special assignments for the College.

## FREE ELECTIVES

Credits chosen from either the liberal arts or non-liberal arts areas which are used to complete unspecified degree requirements.

## LIBERAL ARTS

A term used to indicate disciplines within the humanities, social sciences, and natural sciences/mathematics. A detailed listing of liberal arts disciplines is provided to enrolled students in their Program Planning Handbook.

## NON-LIBERAL ARTS

Any discipline that is not designated liberal arts is considered non-liberal arts. This usually refers to disciplines that represent applied knowledge, such as business, technical fields, education, and human service fields.

## OPTION

The major area/field of study in the associate degrees.

## PRACTICUM

An end-of-degree requirement for students in the Bachelor of Science in Human Services and in the Associate in Science in Public and Social Service degrees. The practicum is an oral conference with a faculty consultant during which the student identifies and applies the theory and principles of their specific field.

## PRE-GRADUATION CONFERENCE

An end-of-degree requirement for students in the Bachelor of Arts degree. It is an oral conference with a faculty consultant during which the student identifies and applies major concepts and ideas within

his/her concentration or specialization.

## PORTFOLIO

The process used by the College to assess experiential knowledge for credit. The process involves the collection of evidence and documentation to support a formal credit request for specific courses. Students are required to follow the Portfolio Assessment Handbook in order to prepare their portfolio.

## 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 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 State College transcript contains a listing of all credits used to satisfy degree requirements.



## ABBREVIATIONS

A.A.	Associate in Arts
A.A.S.R.T.	Associate in Applied Science in Radiologic Technology
A.S.	Associate in Science
A.S.A.S.T.	Associate in Science in Applied Science and Technology
A.S.M.	Associate in Science in Management
A.S.N.S.M.	Associate in Science in Natural Sciences and Mathematics
A.S.P.S.S.	Associate in Science in Public and Social Services
ACE	American Council on Education
ACT PEP	American College Testing/Proficiency Examination Program
ALP	Advanced Level Practicum
APP	Advanced Placement Program
B.A.	Bachelor of Arts
B.S.A.S.T.	Bachelor of Science in Applied Science and Technology
B.S.B.A.	Bachelor of Science in Business Administration
B.S.H.S.	Bachelor of Science in Human Services
B.S.N.	Bachelor of Science in Nursing
CLEP	College Level Examination Program
DANTES	Defense Activity for Nontraditional Education Support
DOC	Demonstration of Currency
PGC	Pre-Graduation Conference
PONSI	Program on Noncollegiate Sponsored Instruction
TECEP	Thomas Edison College Examination Program
USAFI	United States Armed Forces Institute

## DIRECTIONS TO THOMAS EDISON STATE COLLEGE

The following are directions to Thomas Edison State College using the main routes into the Trenton area. If additional directions are needed please call the Advisement Center.

### FROM NORTH

**US 1** – Take US 1 South to Trenton. Just past the Howard Johnson's and Bob's Big Boy, Route 1 will divide. Take Route 1 to the left (NOT ALT. RT. 1) to the Perry Street Exit. After exiting Route 1, make a left on Perry Street. Take Perry Street 5 traffic lights to North Willow Street. Make a left on Willow Street. Take Willow Street two traffic lights to West State Street. Cross over West State Street. Willow Street will change to Barrack Street. Take Barrack Street to first light and make a right into the State Parking Lot. Stop at the guard booth. If the State lot is full, ask the guard for directions to the Trenton Commons Parking Garage on Front Street.

**New Jersey Turnpike** – Take the N.J. Turnpike South to Exit 9 (New Brunswick). Follow the signs to US 1 South. When you are on US 1 South, follow directions above for US 1.

**Route 29** – Take Route 29 to the Willow Street exit (you will exit from the left lane of Route 29). Take the Willow Street exit, go through the traffic light and bear left around building to your left (War Memorial) following signs to Thomas Edison State College and Old Barracks. As you bear left, follow signs to State House and Points North. Go through the traffic light into the State Parking Lot and stop at the guard booth. If the lot is full, ask the guard for directions to the Trenton Commons Parking Garage on Front Street.

**Route 31** – Take Route 31 South to Interstate 95 South. Take I 95 South to Route 29 South. Follow directions above for Route 29.

**Route 206** – Take Route 206 South to Interstate 95 South. Take I 95 South to Route 29 South exit. Follow directions above for Route 29.

\*\*\*

### FROM SOUTH

**US 1** – Take US 1 North over the toll bridge into New Jersey. Take the Route 29 exit. As you come off of Route 1, bear right and go through the yield sign (intersection). You will make the first right after the intersection (at

the sign for Route 29 North) and then bear right onto Route 29 (the river will be on your left). Take Route 29 North to the Willow Street Exit. As you exit to Willow Street, go through the traffic light and bear left around large building on your left (War Memorial) following signs to Thomas Edison State College. Keep bearing left following signs to State House and Points North. Go through the traffic light into the State Parking Lot, stopping at the guard booth. If the State lot is full, ask the guard for directions to the Trenton Commons Parking Garage on Front Street.

**Route 206** – Take Route 206 North to the White Horse Circle. Go through the circle to South Broad Street (Midas Muffler will be on your left and a steakhouse will be on your right). Take South Broad Street a few miles to signs for Route 29 and County Road 650 and make a left. (You will exit from the left lane of South Broad about 100 yards past Bob Lang's Appliance Store.)

Take County Road 650 (Lalor Street) to the end. At the end make a right. Follow the river for about a quarter mile and bear to the left onto Route 29. Take Route 29 to the Willow Street exit. As you exit to Willow Street, go through the traffic light and bear left around large building on your left (War Memorial) following signs to Thomas Edison State College. Keep bearing left following signs to State House and Points North. Go through the traffic light into the State Parking Lot stopping at the guard booth. If the State lot is full, ask the guard for directions to the Trenton Commons Parking Garage on Front Street.

**Route 130** – Take Route 130 North to the point where it merges with 206. Follow signs for Route 206. When you are on Route 206, follow directions above for Route 206 (from South).

\*\*\*

### FROM EAST

**Interstate 195** – Take Interstate 195 to Exit 2 (South Broad Street/Arena Drive). As you exit from 195, bear left following the signs to South Broad Street/206. You will come to a traffic light. Go through the light and

continue on past a second light. About three hundred yards past the second light you will come to a traffic circle (intersection). Continue straight through the circle to South Broad Street (steakhouse will be on your right). Take South Broad Street a few miles to signs for Route 29 and County Road 650 and make a left (you will exit from the left lane of South Broad Street about 100 yards past Bob Lang's appliance store.) Take County Road 650 (Lalor Street) to the end. At the end make a right. Follow the river for about a half mile and bear to the left onto Route 29. Take Route 29 to the Willow Street exit. As you exit to Willow Street, go through the traffic light and bear left around large building on your left (War Memorial) following signs to Thomas Edison State College. Keep bearing left following signs to State House and Points North. Go through the traffic light into the State Parking Lot stopping at the guard booth. If the State lot is full, ask the guard for directions to the Trenton Commons Parking Garage on Front Street.

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### FROM WEST

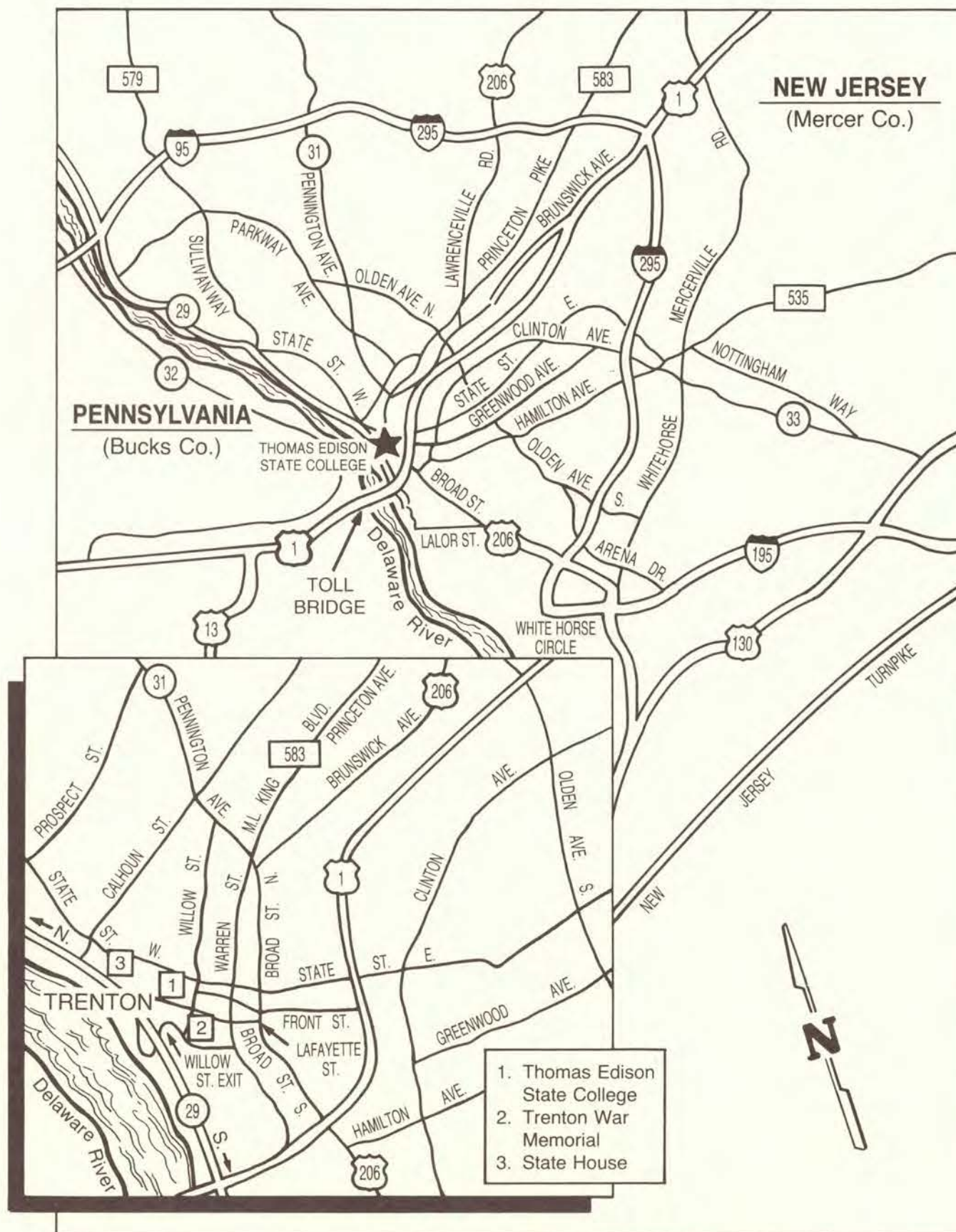
**Pennsylvania Turnpike** – Take the Pennsylvania Turnpike East to Exit 28 (Route 1 North). Take US 1 North over the toll bridge into New Jersey. Take the Route 29 exit. As you come down the exit, you will go through a yield sign (intersection). Make your first right after the intersection (following signs for 29 North). Take Route 29 North (the river will be on your left) to the Willow Street Exit. As you exit to Willow Street, go through the traffic light and bear left around large building on your left (War Memorial) following signs to Thomas Edison State College. Keep bearing left following signs to State House and Points North. Go through the traffic light into the State Parking Lot stopping at the guard booth. If the State lot is full, ask the guard for directions to the Trenton Commons Parking Garage on Front Street.

**IMPORTANT NOTE:** Thomas Edison State College is located on the corner of West State Street and Barrack Street. From the State Parking lot walk up Barrack Street to West State Street. If you park in the public parking garage, walk up Front Street to Barrack Street and make a right to West State Street.



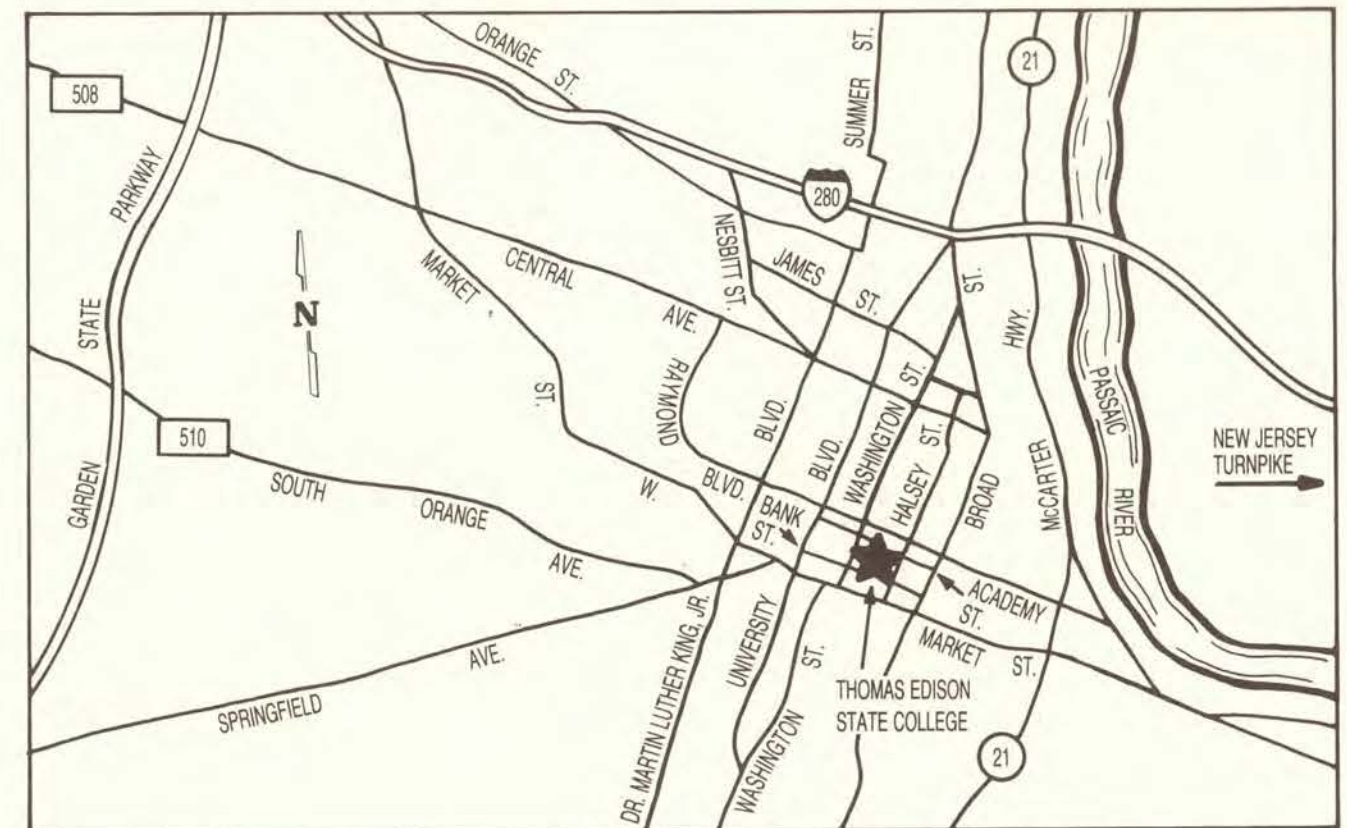
## TRENTON OFFICE

101 West State Street  
Trenton, New Jersey



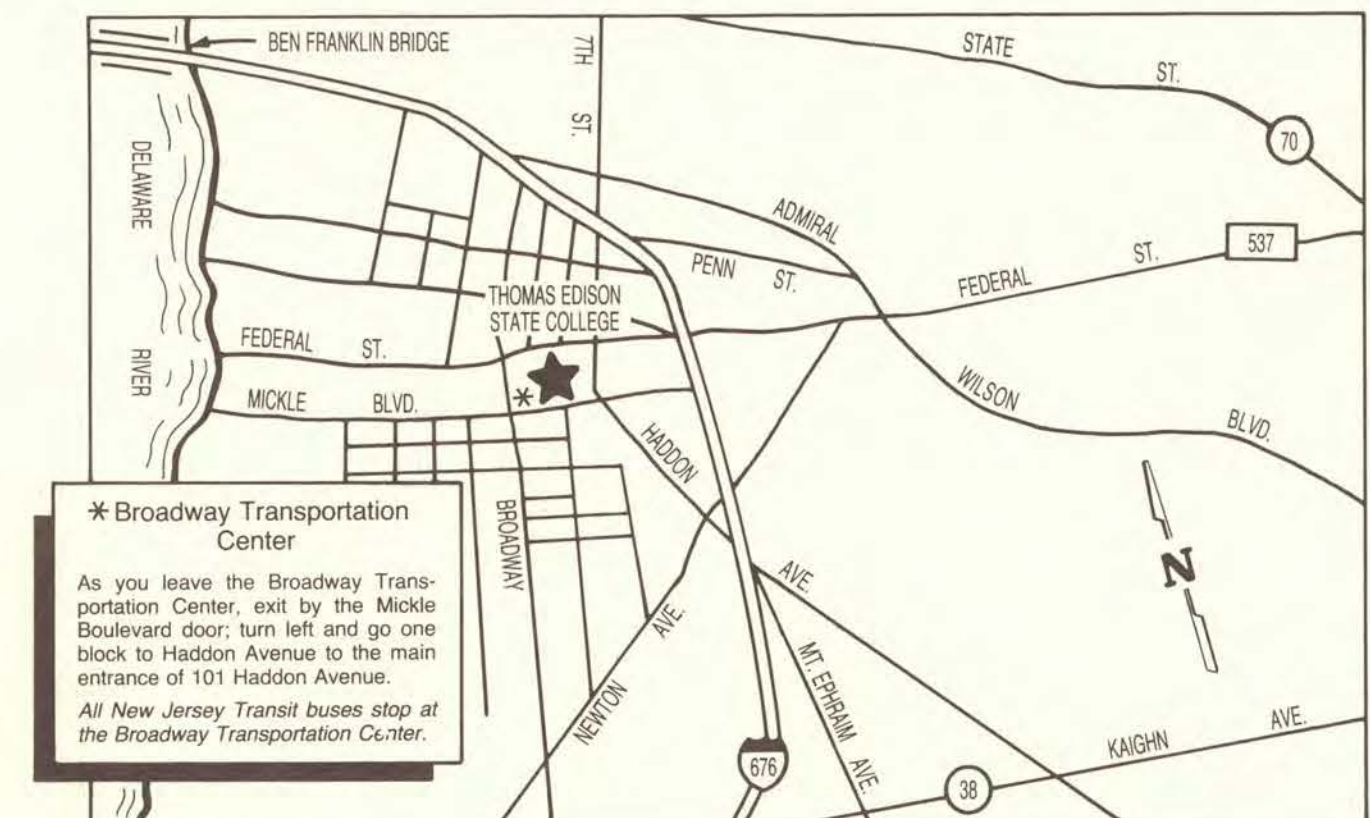
## NEWARK OFFICE

153 Halsey Street - 5th Floor  
Newark, New Jersey



## CAMDEN OFFICE

101 Haddon Avenue  
Camden, New Jersey





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# FOR ADDITIONAL INFORMATION

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THOMAS EDISON STATE COLLEGE (General Information) . . . .	984-1100
Admissions Services . . . . .	984-1150
Information packets about Thomas Edison State College are available by calling Admissions Services	
Pre-Enrollment Services:	
Trenton (for Central New Jersey) . . . . .	292-9992
Newark (for Northern New Jersey) . . . . .	(201) 877-1451
Camden (for Southern New Jersey) . . . . .	756-2430
Alumni Association . . . . .	(201) 877-1450
American College Testing/Proficiency Examination Program . . . . .	633-2844
(ACT/PEP) Registration (Call Advisement Center)	
Bursar . . . . .	984-1589
Center for Corporate and Public Partnerships . . . . .	984-1168
College Level Examination Program Registration . . . . .	633-2844
(CLEP)	
Fee Schedule . . . . .	984-1589
Financial Aid . . . . .	756-2430
Guided Study Registration . . . . .	984-1186
Personnel . . . . .	633-6559
Portfolio Assessment . . . . .	984-1141
Program on Noncollegiate Sponsored Instruction . . . . .	633-6271
Registrar . . . . .	984-1188
Thomas Edison College Examination Program (TECEP) . . . . .	633-2844
Registration	
Transcripts . . . . .	984-1188

The Thomas Edison State College Catalog, published every two years, provides a summary of many College policies, procedures, programs, and services. Copy for this catalog was prepared as of July 1, 1991. 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 1991





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