

THOMAS EDISON

STATE COLLEGE

QUALITY HIGHER EDUCATION FOR ADULTS
WHEREVER THEY LIVE AND WORK



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THOMAS EDISON STATE COLLEGE (www.tesc.edu)

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Alumni Relations	633-8592	
Bursar	984-4099	984-1193
CALL™ Network	777-4140	
College Operator	984-1100	
Corporate College Programs	984-1168	984-3898
PONSI	633-6271	
Degree Pathways Program	292-4281	984-3898
Distance & Independent Adult Learning (DIAL)	292-6317	984-3898
Contract Learning		
Guided Study		
On-Line Computer Classroom™		
Course Registration	633-6353	
Financial Aid	756-2430	
Master of Science in Management	292-5143	777-2956
Portfolio Assessment	984-1141	777-2957
Registrar's Office	984-1180	777-0477
Student Services Center	(800)981-2092	777-2956
Test Development	984-1140	777-0477
Test Registration		
CLEP tests	633-2115	777-2957
TECEP/DANTES and other tests	633-2844	777-2957

The Thomas Edison State College Catalog, published every two years, provides a summary of the many College policies, procedures, programs and services. Copy for this Catalog was current as of July 1, 1997. 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, the Program Planning Handbook and the *Portfolio Assessment Handbook*. Failure to read and comply with College regulations will not exempt the student from this responsibility.

Computer Assisted Lifelong Learning™ (CALL) and On-Line Computer Classroom™ (OLCC) are registered trademarks of Thomas Edison State College.

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

1997-1999 CATALOG



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

Welcome

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

This Catalog provides adults with information about:

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

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

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

Students can contact the College by telephone, FAX, mail and electronically through the College’s World Wide Web page. With computer assistance, students can access college programs and services, complete courses and course assignments and communicate with faculty mentors, other students and the College staff including academic advisors. Students also can have a program planning appointment, by telephone or in person, with an academic advisor.

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

Thomas Edison is a learner-centered institution for the adult student. More than 13,000 graduates have discovered the many opportunities for earning college credits and degrees at Thomas Edison. I am pleased to welcome you to this caring community dedicated to educational excellence and the unique learning needs of adults.



Dr. George A. Pruitt
President

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Statement of Mission and Purpose

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

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

Equal Opportunity/Affirmative Action

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

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

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

Thomas Edison State College At A Glance



The College

Thomas Edison State College is a worldwide community of learners. Students from Texas to Trenton to Thailand can earn associate, baccalaureate and now a master's degree through Thomas Edison State College.

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

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

The Thomas Edison State College consulting faculty is selected because of their academic and experiential preparation, as well as, their commitment to serving adult students. Nearly 60 percent of the more than 450 faculty have earned the highest degree in their field, and all participate in regularly scheduled workshops to remain current on trends serving adult students.

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. As the College celebrates its Silver Anniversary in 1997, it has recommitment itself to the service of students and the expansion of those services throughout the world.

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

Governance

The College's Board of Trustees is the governing body of the College. The Board oversees all policy matters of the College, including the approval of degree programs and standards, and budget recommendations for the state treasurer.

Members are citizens of the state appointed by the governor, with the advice and consent of the Senate, to six year terms. In addition, two student representatives, a voting member and an alternate, are elected by the Board of Trustees.

In addition, a 25-member Academic Council, appointed by the Board, serves as an advisory body to the president and Board of Trustees. The Council, consisting of specialists from New Jersey two and four-year public and private higher education institutions, organizations from the noncollegiate sector, Thomas Edison State College staff, and students and/or alumni, is chaired by the vice president and provost. Its primary function is to review the content and requirements of Thomas Edison degree programs, academic policies and standards, and to recommend modifications where appropriate.

THOMAS EDISON STATE COLLEGE AT A GLANCE

Tuitions and Fees

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

Calendar

Students have the opportunity to enroll at any time and to graduate once degree requirements are met. Guided Study, On-Line Computer Classroom and Contract Learning courses run on a semester basis, but the College's other methods of earning credit can be started and completed any day of the year. Students who wish to register for traditional classroom courses at other colleges and universities are encouraged to enroll and receive an evaluation of their credits as soon as possible.

Degree Programs

- Master of Science in Management
- 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, 120 specializations/options are available within the above degree programs.

Certificate Programs

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

Degree Requirements

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

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

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

The program requires the completion of 36 semester hours of graduate level coursework and two weekend residencies. Courses are offered on-line through the College's CALL network.

Services to Enrolled Students

Academic program evaluation, program planning and advisement are available through our Student Services Center, which provides assistance by telephone, mail and electronic mail, and offers student appointments with an advisor and workshops. Other services may include flexible and alternate methods of evaluating college-level knowledge; portfolio assessment workshops; information and registration for independent learning opportunities; and the awarding of baccalaureate and associate degrees and certificates.

CALL Network

Many of the College's programs and services are available through the Computer Assisted Lifelong Learning (CALL) Network on the Internet. Through CALL, students can view their academic records, communicate with various College departments and participate in On-Line Computer Classroom courses and the Master of Science in Management Program.

Services to all New Jersey Residents

Free pre-enrollment information sessions are held periodically at the College. Other services include workshops in portfolio assessment, study skills and career counseling.

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

Services to Organizations

Evaluation of training programs for college credit through the Program on Noncollegiate Sponsored Instruction (PONSIS). On-site academic services through the Office of Corporate College Programs.

Student Profile

Students: 8,600 currently enrolled
Average age of student: 39
Degrees awarded since 1972: over 13,000

Consulting Faculty

450 part-time faculty act as consultants to the academic units of the College in test construction, portfolio assessment, course mentoring, Demonstration of Currency, practicums, program evaluation and planning.

Different by Design



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

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

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

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



College Calendar

July 1997 - July 1999

JULY 1997

JUNE 30-AUG.1

- 1 Tuesday Course registration for FALL 1997
- 4 Friday Materials for July 15 Graduation due Independence Day College Closed
- 12 Saturday TECEP Test Administration
- 15 Tuesday Graduation
- 19 Saturday CLEP Test Administration
- 19 Saturday Advisement Appointments for Program Planning (by appointment only)
- 19 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 24 Thursday TECEP Test Administration

AUGUST 1997

- 2 Saturday TECEP Test Administration
- 14 Thursday CLEP Test Administration
- 16 Saturday Advisement Appointments for Program Planning (by appointment only)
- 16 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 22 Friday TECEP Test Administration
- 25 Monday Fall term begins

SEPTEMBER 1997

- 1 Monday Materials for September 15 Graduation due
- 1 Monday Labor Day College Closed
- 6 Saturday TECEP Test Administration
- 15 Monday Graduation
- 20 Saturday CLEP Test Administration
- 20 Saturday Advisement Appointments for Program Planning (by appointment only)
- 20 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 23 Tuesday TECEP Test Administration
- 27 Saturday COMMENCEMENT

OCTOBER 1997

- 4 Saturday TECEP Test Administration
- 9 Thursday ACT PEP: RCE Test Administration
- 10 Friday ACT PEP: RCE Test Administration
- 13 Monday Columbus Day College Closed
- 17 Friday CLEP Test Administration



- 18 Saturday Advisement Appointments for Program Planning (by appointment only)
- 18 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 22 Wednesday TECEP Test Administration
- OCT.27-DEC.5 Course registration for WINTER 1997

NOVEMBER 1997

- 1 Saturday Materials for November 15 Graduation due
- 1 Saturday TECEP Test Administration
- 4 Tuesday Election Day College Closed
- 11 Tuesday Veteran's Day College Closed
- 15 Saturday Graduation
- 15 Saturday CLEP Test Administration
- 15 Saturday Advisement Appointments for Program Planning (by appointment only)
- 15 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 20 Thursday TECEP Test Administration
- 27 Thursday Thanksgiving College Closed

DECEMBER 1997

- 9 Tuesday CLEP Test Administration
- 10 Wednesday TECEP Test Administration
- 13 Saturday Advisement Appointments for Program Planning (by appointment only)
- 13 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 13 Saturday 16 week Fall term ends

- 25 Thursday Christmas Day College Closed

JANUARY 1998

- 1 Thursday Materials for January 15 Graduation due
- 1 Thursday New Year's Day College Closed
- 5 Monday Winter term begins
- 10 Saturday TECEP Test Administration
- 15 Thursday Graduation
- 17 Saturday CLEP Test Administration
- 19 Monday Martin Luther King's Birthday Observed College Closed
- 23 Friday TECEP Test Administration
- 24 Saturday Advisement Appointments for Program Planning (by appointment only)
- 24 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)

FEBRUARY 1998

- 7 Saturday TECEP Test Administration
- 7 Saturday 24 week Fall term ends
- 12 Thursday Lincoln's Birthday Observed College Closed
- 16 Monday Washington's Birthday College Closed
- 18 Wednesday CLEP Test Administration
- 21 Saturday Advisement Appointments for Program Planning (by appointment only)
- 21 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
- 23 Monday TECEP Test Administration
- FEB.23-MAR.27 Course registration for SUMMER 1998

Testing dates are subject to change.

COLLEGE CALENDAR

MARCH 1998

1 Sunday	Materials for March 15 Graduation due
7 Saturday	TECEP Test Administration
10 Tuesday	CLEP Test Administration
14 Saturday	Advisement Appointments for Program Planning (by appointment only)
14 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
15 Sunday	Graduation
19 Thursday	TECEP Test Administration

APRIL 1998

2 Thursday	ACT PEP: RCE Test Administration
3 Friday	ACT PEP: RCE Test Administration
4 Saturday	TECEP Test Administration
10 Friday	Good Friday College Closed
18 Saturday	Advisement Appointments for Program Planning (by appointment only)
18 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
18 Saturday	CLEP Test Administration
21 Tuesday	TECEP Test Administration
25 Saturday	16 week Winter term ends

MAY 1998

1 Friday	Materials for May 15 Graduation due
4 Monday	Summer term begins
9 Saturday	TECEP Test Administration
14 Thursday	CLEP Test Administration
15 Friday	Graduation
16 Saturday	Advisement Appointments for Program Planning (by appointment only)
16 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
25 Monday	Memorial Day College Closed
27 Wednesday	TECEP Test Administration

JUNE 1998

13 Saturday	Advisement Appointments for Program Planning (by appointment only)
13 Saturday	TECEP Test Administration
20 Saturday	24 week Winter term ends
20 Saturday	CLEP Test Administration
26 Friday	TECEP Test Administration
JUNE 30-JULY 31	Course registration for FALL 1998

JULY 1998

1 Wednesday	Materials for July 15 Graduation due
3 Friday	Independence Day Observed College Closed
11 Saturday	TECEP Test Administration
15 Wednesday	Graduation
17 Friday	CLEP Test Administration

18 Saturday	Advisement Appointments for Program Planning (by appointment only)
18 Saturday	Advisement Appointments for Portfolio Assessment
27 Monday	TECEP Test Administration

AUGUST 1998

8 Saturday	TECEP Test Administration
15 Saturday	Advisement Appointments for Program Planning (by appointment only)
15 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
15 Saturday	CLEP Test Administration
22 Saturday	16 week Summer term ends
25 Tuesday	TECEP Test Administration
31 Monday	Fall term begins

SEPTEMBER 1998

1 Tuesday	Materials for September 15 Graduation due
7 Monday	Labor Day College Closed
12 Saturday	TECEP Test Administration
12 Saturday	Advisement Appointments for Program Planning (by appointment only)
12 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
15 Tuesday	Graduation
21 Monday	CLEP Test Administration
29 Tuesday	TECEP Test Administration

OCTOBER 1998

10 Saturday	TECEP Test Administration
12 Monday	Columbus Day College Closed
17 Saturday	24 week Summer term ends
17 Saturday	CLEP Test Administration
17 Saturday	Advisement Appointments for Program Planning (by appointment only)
17 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
23 Friday	TECEP Test Administration
OCT. 26 - DEC. 4	COMMENCEMENT (to be announced)
OCT. 26 - DEC. 4	Course registration for WINTER 1999

NOVEMBER 1998

1 Sunday	Materials for November 15 Graduation due
3 Tuesday	Election Day College Closed
7 Saturday	TECEP Test Administration
13 Friday	CLEP Test Administration
15 Sunday	Graduation
19 Thursday	TECEP Test Administration
21 Saturday	Advisement Appointments for Program Planning (by appointment only)
21 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)

26 Thursday	Thanksgiving Day College Closed
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DECEMBER 1998

8 Tuesday	CLEP Test Administration
9 Wednesday	TECEP Test Administration
12 Saturday	Advisement Appointments for Program Planning (by appointment only)
12 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
19 Saturday	16 week Fall term ends
25 Friday	Christmas Day College Closed

JANUARY 1999

1 Friday	New Year's Day College Closed
1 Friday	Materials for January 15 Graduation Due
4 Monday	Winter term begins
9 Saturday	TECEP Test Administration
15 Friday	Graduation
16 Saturday	Advisement Appointments for Program Planning (by appointment only)
16 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
16 Saturday	CLEP Test Administration
18 Monday	Martin Luther King's Birthday Observed College Closed
25 Monday	TECEP Test Administration

FEBRUARY 1999

6 Saturday	Advisement Appointments for Program Planning (by appointment only)
6 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
6 Saturday	TECEP Test Administration
10 Wednesday	CLEP Test Administration
12 Friday	Lincoln's Birthday Observed College Closed
13 Saturday	24 week Fall term ends
15 Monday	Washington's Birthday College Closed
23 Tuesday	TECEP Test Administration
FEB. 22-MAR. 26	Course registration for SUMMER 1999

MARCH 1999

1 Monday	Materials for March 15 Graduation due
13 Saturday	TECEP Test Administration
13 Saturday	Advisement Appointments for Program Planning (by appointment only)
13 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
15 Monday	Graduation
18 Thursday	CLEP Test Administration
26 Friday	TECEP Test Administration

Testing dates are subject to change.

COLLEGE CALENDAR

APRIL 1999

2 Friday	Good Friday College Closed
10 Saturday	TECEP Test Administration
17 Saturday	CLEP Test Administration
17 Saturday	Advisement Appointments for Program Planning (by appointment only)
17 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
22 Thursday	TECEP Test Administration
24 Saturday	16 week Winter term ends

MAY 1999

1 Saturday	Materials for May 15 Graduation due
3 Monday	Summer term begins
8 Saturday	TECEP Test Administration
15 Saturday	Graduation
15 Saturday	Advisement Appointments for Program Planning (by appointment only)
15 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
17 Monday	CLEP Test Administration
26 Wednesday	TECEP Test Administration
31 Monday	Memorial Day College Closed

JUNE 1999

12 Saturday	TECEP Test Administration
19 Saturday	Advisement Appointments for Program Planning (by appointment only)
19 Saturday	Materials for July 1 Graduation due
19 Saturday	CLEP Test Administration
28 Monday	24 week Winter term ends
28 Monday	TECEP Test Administration

JULY 1999

1 Thursday	Materials for July 15 Graduation Due
5 Monday	Independence Day College Closed
14 Wednesday	TECEP Test Administration
15 Thursday	Graduation
16 Friday	CLEP Test Administration
17 Saturday	Advisement Appointments for Program Planning (by appointment only)
17 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
31 Saturday	TECEP Test Administration

Information contained in the College Calendar was current as of July 1, 1997. Dates listed are subject to change.

Admissions

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

Admissions Policy

Thomas Edison State College was created for and serves self-directed adult learners by offering the opportunity for qualified persons to earn college degrees and credits. Those students best served by this insitution are strongly motivated adult learners who have generally, though not exclusively, acquired or are acquiring college-level learning in noncollegiate settings and/or in previous college courses. The majority of our students are able to earn credit through various assessment methods for prior learning. These prior learning experiences include competencies developed through jobs, professions or careers; through previous noncollegiate post-secondary education; through formal learning experiences acquired in business, labor, military and leisure activities; and through special credentials.

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

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

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

Information About Thomas Edison State College

Director of Admissions
Thomas Edison State College
101 West State Street
Trenton, N.J. 08608-1176
Tel: (609)984-1150
Fax: (609)984-8447
email: admissions@call.tesc.edu
Web site: www.tesc.edu

Completing the Application

- 1. COMPLETE the application form using the directions below.
- 2. ENCLOSE THE APPROPRIATE FEE listed in the Tuitions & Fees brochure.

You may pay by check, money order or indicate credit card information (and signature) on the application form.
- 3. MAIL the completed application and payment to the Office of Admissions at Thomas Edison State College.
- 4. YOUR APPLICATION WILL BE REVIEWED. Upon acceptance, you will receive information to help you enroll.
- 5. ENROLL in Thomas Edison State College by paying the Annual Enrollment and Technology Services fees, or the Comprehensive Fee.

IMPORTANT NOTE

The College will need official documents to conduct your evaluation upon your enrollment.

You should start now to have official transcripts sent to the Office of the Registrar. The directions to have transcripts and official documents sent to the College are included in these directions.

SECTION 1: General Information

Complete all information in the section. If you are not a U.S. Citizen, you must provide visa and country of citizenship information.

SECTION 2: Educational Background and Services Requested

Complete questions A and B, and:

- If you are seeking a Thomas Edison State College degree or certificate, go on to complete Section 3.
- If you are seeking Non-Degree Services (i.e., Credit Banking) please indicate the preferred service, and list the credentials you are submitting for evaluation.

SECTION 3: Degree Information

This section must be completed if you are applying for a degree and/or certificate. List only one choice in each column. You may pursue a baccalaureate degree, associate degree and/or a certificate simultaneously. Please indicate your degree selection as illustrated below. Certain degree programs and/or major areas of study have special requirements for admission. The special requirements are outlined in the Catalog. If you are undecided or unsure, you may want to consider the Bachelor of Arts (B.A.) with a concentration in Humanities or Social Sciences/History.

If you are currently enrolled in a degree program at another college, please fill in the information requested. You may not earn two degrees from two different colleges in the same discipline or major area of study.

	DEGREE	MAJOR AREA OF STUDY (you must select one major area of study)
Baccalaureate	BSBA	ACCOUNTING

SECTION 4: Documents

Please have *ALL* previous college or agency official transcripts or score reports sent directly to the Office of the Registrar by the college or agency where your work was completed. **Student copies of transcripts cannot be accepted. Do not send portfolio materials or resumes with this form.**

Colleges and Universities: List the complete information on all regionally accredited colleges and universities that you have attended. If you have already completed a degree(s), please provide that information.

If you have foreign credentials, they must be translated into English by an official translator and certified to be a true copy by a notary public. The translated, certified document and a certified true copy of the original transcript/credential should be mailed to the Office of the Registrar.

College-Level Examinations: If you have taken a college-level examination, list the name of the testing agency under Colleges and Universities. Official transcripts (score reports) must be sent by The College Board (CLEP, DANTES, or AP exams) or The American College Testing Program (ACT PEP, RCE exams).

Certificates and Licenses: If you have earned any U.S. licenses or certificates, they should be listed in this section. Please see the pages on Licenses and Certificates evaluated for credit. A notarized copy of the license or certificate and a current renewal card, if appropriate, must be attached to the form or submitted to the Office of the Registrar from the issuing agency. Note: If you are applying for the BSN degree, verification of current registered nurse licensure is required. Contact the Office of Admissions at (609) 292-6565 to request an R.N. verification form.

Courses Recommended for Credit (ACE/PONSI): For courses completed through industry, government or special organizations and training programs, you may request official transcripts from: The American Council on Education Registry of Credit Recommendations, One Dupont Circle, Washington, D.C. 20036-1193.

SECTION 5: Military Service and Documents

Check the category which best describes your military status, and list the military documents you are submitting. Active duty military personnel should submit an original DD 295 to the Office of the Registrar.

Army enlisted personnel and veterans who entered the military after Oct. 1, 1981, should request that an AARTS (Army/American Council on Education Registry Transcripts System) be sent to the Office of the Registrar. Submit form 5454 to obtain an AARTS transcript, or write to AARTS Operations Center, 415 McPherson Ave., Ft. Leavenworth, Kan. 66027-1373. The College also requires a copy of the NCO/EER.

Air Force personnel and veterans who entered the service after 1972 should have a transcript sent directly from Community College of the Air Force, Maxwell Air Force Base, Ala. 36112-6613.

All military veterans should submit a notarized copy of their DD 214. Veterans who cannot locate their original separation record can request a copy from the National Personnel Records Center, 9700 Page Blvd., St. Louis, Mo. 63132.

SECTION 6: Federal, State and Institutional Reporting Data

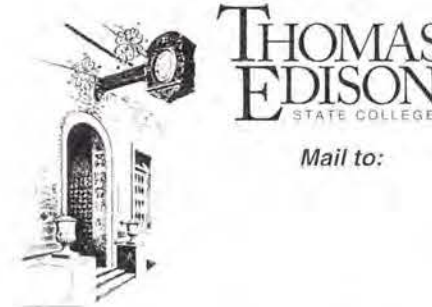
As an affirmative action and equal opportunity institution, Thomas Edison State College prohibits discrimination in its policies, practices and procedures, but is required to submit statistical data on the composition of its student body. This information will not be used for admissions purposes.

SECTION 7: Signature and Date

Please **complete** this section. The appropriate **nonrefundable** fee must accompany your application.

Reminder:

Please review all sections of the application form for completeness. Make a copy for your files before mailing the form and the appropriate fee to the College. If you have any questions concerning your application, contact the Office of Admissions at (609) 292-6565.



Mail to:

Office of Admissions
101 W. State St.
Trenton, N.J. 08608-1176
Office (609) 292-6565
Fax (609) 984-8447

PLEASE complete all information.
Refer to the directions for
completing the application.

Source Code _____
(A997 - For Office Use Only)

SECTION 1 GENERAL INFORMATION

Mr. Mrs. Ms.	▼ Last Name	First Name	MI	Suffix
Social Security # (required)		Date of Birth: Mo/Day/Yr	Former Name	
Mailing Address (Street, Apt)		City	State	Zip
Home Telephone (include area code)		Business Telephone number (Include area code)		Internet e-mail address
If resident of N.J., indicate county:				
<input type="checkbox"/> 01 Atlantic	<input type="checkbox"/> 04 Camden	<input type="checkbox"/> 07 Essex	<input type="checkbox"/> 10 Hunterdon	<input type="checkbox"/> 14 Morris
<input type="checkbox"/> 02 Bergen	<input type="checkbox"/> 05 Cape May	<input type="checkbox"/> 08 Gloucester	<input type="checkbox"/> 11 Mercer	<input type="checkbox"/> 15 Ocean
<input type="checkbox"/> 03 Burlington	<input type="checkbox"/> 06 Cumberland	<input type="checkbox"/> 09 Hudson	<input type="checkbox"/> 12 Middlesex	<input type="checkbox"/> 16 Passaic
			<input type="checkbox"/> 13 Monmouth	<input type="checkbox"/> 17 Salem
				<input type="checkbox"/> 18 Somerset
				<input type="checkbox"/> 19 Sussex
				<input type="checkbox"/> 20 Union
				<input type="checkbox"/> 21 Warren
Citizenship:				
Are you a U.S. Citizen?		<input type="checkbox"/> YES	If no, of what country are you a citizen?	
		<input type="checkbox"/> NO	Type of Visa:	

SECTION 2 EDUCATIONAL BACKGROUND AND SERVICES REQUESTED

- A. Do you have a high school diploma or General Education Diploma (GED)? ☐ YES ☐ NO
- B. Are you applying for a Thomas Edison State College degree or certificate? ☐ YES (stop—go on to complete Section 3) ☐ NO (go on to C, Non-Degree Services)

C. Non-Degree Services (do not complete Section 3 below):

☐ Credit Banking

List of documents submitted for evaluation: _____

SECTION 3 DEGREE INFORMATION

Please check one: ☐ New Applicant ☐ Re-enrollment

DEGREE – MAJOR AREA OF STUDY (YOU MUST SELECT ONE MAJOR AREA OF STUDY)

Baccalaureate _____

Associate _____

Certificate _____

Are you a candidate for a degree at another institution? ☐ YES ☐ NO

If you are enrolled in a degree program at another institution, you are required to provide the following information:

College/University _____

Degree/Major _____ Anticipated Graduation Date _____

SECTION 4 DOCUMENTS

College University/Transcripts/Documents	Location	Dates Attended	Credit Hrs.	Degree Rec'd & Date

Please list applicable Certificates/Licenses (see Directions): _____

Some Courses offered by organizations have been evaluated for credit by ACE/PONSI. List the names of the organizations offering the course and the specific course titles: _____

SECTION 5 MILITARY SERVICE AND DOCUMENTS

Do you currently serve as a member of one of the Armed Forces of the United States? ☐ YES ☐ NO
Are you a veteran of the Armed Forces of the United States? ☐ YES ☐ NO
Are you a military dependent? ☐ YES ☐ NO

Please check the category which best fits your current military status:

	Air Force	Army	Marines	Navy	Coast Guard
Active Duty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reserves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Guard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veteran: Prior Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Military Documents: _____

SECTION 6 FEDERAL, STATE AND INSTITUTIONAL REPORTING DATA

As an affirmative action and equal opportunity institution, Thomas Edison State College prohibits discrimination in its policies, practices and procedures, but is required to submit statistical data on the composition of its student body. This information will not be used for admissions purposes:

Sex: ☐ Male ☐ Female

Ethnic Background (check one): ☐ 01 African-American ☐ 03 Asian-American ☐ 05 Caucasian, not of Latino origin
☐ 02 Latino ☐ 04 Native American ☐ 06 Other

SECTION 7 SIGNATURE AND DATE

I hereby certify that the above statements are true and correct to the best of my knowledge.
I understand that the submission of false information may result in dismissal from the College.

Signature _____ Date _____

Enclosed payment must be submitted in U.S. dollar. FEE IS NONREFUNDABLE.

Amount _____ ☐ Check ☐ Money Order ☐ American Express ☐ VISA ☐ MasterCard ☐ Discover

Card Number _____ Expiration Date _____

Signature _____ Date _____

Tuitions and Fee Definitions

The tuitions and fees are normally adjusted on July 1 each year, because of this the current fees are not listed in the catalog. Tuitions and fees are distributed to students through the College's Prospectus and tuition and fee brochures.

Tuitions and fees are subject to change without prior notice.

Fee Refund Policy

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

Courses: A partial refund is available for the student who wishes to drop a course as indicated below. *The registration fee is nonrefundable.* All requests for refunds must be submitted in writing to the Office of the Registrar.

by Friday prior to start of course	100% of tuition refunded
by Friday of 1st week of course	75% of tuition refunded
by Friday of 2nd week of course	50% of tuition refunded
by Friday of 3rd week of course	25% of tuition refunded
after Friday of 4th week	no tuition refunded

Nonrefundable Tuitions and Fees

The following tuition and fees are nonrefundable: application, credit transfer evaluation, graduation, change of program, course extensions and other status changes, course materials, late registration fees, credit banking, TECEP registration, technology services, transcript.

Tuitions and Fees Definitions

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

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

The date of payment determines the student's anniversary date (the date when annual enrollment expires). This fee also entitles students to earn college credit through any of the services listed below:

- American College Testing Proficiency Examination Program: Regents College Examinations (ACT PEP: RCE);
- Advanced Placement Program (APP);
- College Level Examination Program (CLEP);
- New York University Foreign Language Proficiency Examinations;
- certain licenses/registries/certificates;
- military training reviewed by the American Council on Education (ACE);
- courses reviewed by the Program on Noncollegiate Sponsored Instruction (PONSI);
- courses taught at a regionally accredited college;
- special Thomas Edison State College assessments;

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

Comprehensive Fee Alternative

This all inclusive fee, payable each year, entitles students access to 12 course credits per term, transfer of credit, TECEP examinations and attempted Portfolio credits as well as complete technology services. Depending on circumstances, this fee may be refundable within 30 days of payment. Financial aid at Thomas Edison State College does not apply to the Comprehensive fee.

Late Fee (enrollment)

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

Credit Transfer Evaluation Fee

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

Graduation Fee

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

TECEP/DANTES Examination Fee

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

Portfolio Per Credit Fee

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

Practicum Per Credit Fee

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

Guided Study, On-Line Computer Classroom, and Contract Learning Course Tuition

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

Course Registration Fee

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

Change of Degree Program

An enrolled student or a student returning from a leave of absence who wishes to change a degree program will be charged this fee for the reevaluation of credits and for the development of a new program plan.

Leave of Absence Fee

Students may take up to a one year leave of absence (LOA). Students who petition for a LOA must pay a program maintenance fee to retain their status.

Credit Banking Fee

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

Transcript Fee

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

Individual Learners Account Fee

This fee is charged for each credit transcribed from educational programs evaluated by the American Council on Education's Program on Noncollegiate Sponsored Instruction.

Returned Check Charge

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

Fees For Reactivation

Reenrolling from Leave of Absence Status: Students who petition for a leave of absence and then return to active status within one year are required to pay the current annual enrollment fee and technology services fee, and are billed for any outstanding credit transfer evaluation fees at the current rate.

Inactive Status: Student who have withdrawn or have become inactive who return to the College are required to pay the application fee, the annual enrollment fee and technology services fee. After reenrollment they are billed for any outstanding credit transfer evaluation fees at the current rate.

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

Nursing Component Fees

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

Financial Aid



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

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

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

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

Other Financial Aid Sources

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

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

Veterans' Benefits

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

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

Evaluations and Records

Transfer Credit Policy

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

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

Additionally, credit will be awarded for:

- courses and examinations approved through the National Program on Noncollegiate Sponsored Instruction (NY) and the American Council on Education/Program on Noncollegiate Sponsored Instruction (ACE/PONSI)
- military course equivalent training as recommended by the American Council on Education
- Thomas Edison State College approved licenses, certifications and programs of study
- college/university foreign credits from institutions recognized by the educational authority of that country as listed in the International Handbook of Universities, World Education Series books or published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)

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

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

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

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

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

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.

Evaluation of Transcripts and Credentials

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

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

EVALUATIONS AND RECORDS

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 DIAL. Credits accepted will be added to the Academic Program Evaluation form. A copy of the form will again be mailed with an appropriate bill for fees to the student.

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

Procedure for Having Official Documentation Sent

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

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

3. Training programs reviewed and recommended for credit by the American Council on Education's Program on Noncollegiate Sponsored Instruction (PONSI) must be submitted on an ACE Registry transcript. If this is not available, the organization, business, or corporation that did the training may submit an official company transcript.

4. Official transcripts for any completed college-level examinations must be mailed to the registrar's office by the organization responsible for the tests.

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

6. Students who have other licenses/certificates should submit photocopies, certified by a notary public to be true copies, to the Office of the Registrar.

Duplication of Credit

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

Residency Requirement

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

Unit of Credit

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

Enrollment

Students are considered "enrolled" when they pay the Annual Enrollment fee. A student's enrollment date is defined as the date the Bursar receives the Annual

Enrollment fee. This fee covers a period of one year of service. At the end of the year students will receive a bill for the subsequent year's enrollment fee. Active duty military and National Guard students are considered New Jersey state residents for administrative purposes.

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

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

Keeping Records Current

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.

Change of Program/Degree Status

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

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

Change of Records

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

Grading Policies

Courses

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 course credits earned through the DIAL Program.

Credit Without a Grade

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

Grade Reports

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

Grade reports are sent to students for course credit attempted through Thomas Edison State College. Grades (A-F) are awarded for these courses. Credits earned are automatically applied to Thomas Edison degree programs for enrolled students earning grades A-D. Credits with F, W (withdrawn), or E (extension) 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 computed or noted on the transcript.

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

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

At the first evaluation of transfer credits, "D" grades will be accepted only if the overall Grade Point Average is 2.0. Subsequently, "D" credits will be accepted if grades of "B" or better have been earned to

balance them within the grade point average requirement. Students must request use of "D" credits not originally used if they wish them to be used for the degree.

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

Grades from Transfer Credit

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

Foreign Degrees

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

Graduation

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

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

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

Commencement Ceremony

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

Thomas Edison State College Transcripts

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

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

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

Transfer credits will be identified by department code, course number, course title, credits, grades, and year completed. Only courses receiving A, B, C, 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, RCE, and DANTES.

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

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

Examples of such assessments include portfolio assessment, American Council on Education's Program on Noncollegiate

Sponsored Instruction, and military training programs.

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

Leave of Absence and Readmission

Leave of Absence

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

Students may request a Leave of Absence from the College for a one year period by filling out the Leave of Absence Petition form and returning it to the Bursar's Office with the \$25 processing fee. The request may also be made in writing if the student does not have the form.

Readmission

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

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

Readmission of Thomas Edison State College Graduates

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

Degree Requirements for Returning Students

Students who officially request a Leave of Absence from the College and reenroll within a one year period may complete the

degree requirements that were in effect at the time of their initial enrollment if they continue in the same degree. If they reenroll in a different degree they will be required to complete the degree requirements in effect at the time of reenrollment.

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

Appeals and Waivers

Appeals

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

Waivers

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

Registration

Courses

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

TECEP

To register for the Thomas Edison College Examination Program (TECEP) or DANTES examinations refer to the DIAL Registration Bulletin or Test Registration brochure or call (609) 633-2844 for information.

Portfolio Assessment

For advice and a registration form, refer to the portfolio assessment brochure, or call (609) 984-1141 for information.

Human Services Degree Practicum/ Demonstration of Currency

Refer to Program Planning Handbook.

CLEP/New York University Language Examination and ACT PEP, RCE, Advanced Placement

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

Credit Banking

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

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

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

Individual Learners Account

The Individual Learners Account (the ILA) is a way for men and women in the workforce to bank college credit recommendations which they can use for a promotion or apply at a later date toward a degree. Employees of corporations and other organizations which have their educational programs evaluated by the American Council on Education's Program on Non-collegiate Sponsored Instruction (ACE/PONSI), including the military, are eligible. The ILA allows employees who are not enrolled in a degree program to have these credit recommendations placed immediately as college credit on a Thomas Edison State College transcript.

Certifications

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

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

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

For graduation certification write to the Office of the Registrar.

Family Educational Rights and Privacy Act of 1974

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

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

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

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

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

International Student Policy



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

Eligibility

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

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

TOEFL, Box 2877,
Princeton, N.J.,
08541-2877, USA.

Degree Requirements

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

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

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

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

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

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

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 also will award credits in transfer for professional qualifications listed in the reference books that follow. An enrolled student may transfer a maximum of 90 credits from foreign institutions. Foreign students in the United States on student (F-1) visas can use all methods available to U.S. students for completing their degree requirements.

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

Testing and Portfolio Assessment

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

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

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

Distance and Independent Adult Learning Program

Individuals (whether American citizens or citizens of other nations) residing outside of North America are not normally eligible for enrollment in Thomas Edison courses. Military and Diplomatic personnel who have APO/FPO addresses are exempt from this restriction. However, individuals with access to the Internet may be able to take courses through the On-Line Computer Classroom.

Application and Enrollment Procedure

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

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

Applications will be reviewed. Upon acceptance, students will receive information to assist with enrollment.

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

VISAS

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

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

Fees and Requests for Additional Information

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

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

Academic Policies

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

Degree Program Requirements

Catalog which Applies to Student

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

Written Expression Requirement

Students are required to demonstrate a proficiency in written expression. This proficiency can be met by:

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

Mathematics Requirement

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

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

Credit Transfer Limitations

Limit on Freshman Level English Composition and Mathematics Credit

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

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

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

Limit on Physical Education Activity Credits

Thomas Edison State College will accept a maximum of 4 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.

Two Specializations Within One Degree

Students may complete up to 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.

Award of Degrees

First Associate Degree

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

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

Second Associate Degree

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

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

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

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

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 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.

A student with a need for an associate degree beyond the second associate degree earned must submit a formal written request

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 program option a minimum of 15 semester hours beyond those credits completed on the date *all* prior degrees were awarded. In addition, all additional credits must be defined as current for the third associate degree, (i.e., earned within 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 first or second associate degree. Students must also complete all requirements specific to the third associate degree.

First Baccalaureate Degree

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

There are rare instances when students may have completed a professional, masters or doctorate degree without completing a baccalaureate. Thomas Edison State College equates a professional degree with a baccalaureate for purposes of academic policy interpretations. Therefore, if a first baccalaureate follows a professional degree, a student will be required to complete for the concentration/specialization, a minimum of 30 semester hours beyond those credits completed on the date *all* prior degrees were awarded. In addition, all additional credits must be defined as current for the baccalaureate degree. No more than nine semester hours of credit can be used for the concentration/specialization (major) in the baccalaureate degree that were used in a professional degree. Students must also complete all requirements specific to the baccalaureate degree.

Second Baccalaureate Degree

A student who has received one baccalaureate from Thomas Edison State College, or associate, baccalaureate, professional, master's, or doctoral degree(s) from another regionally accredited college or university who wishes to earn a second

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

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

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

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

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 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 doctoral degree.

A student in need of a baccalaureate degree beyond the second degree earned must submit a formal written request to the Appeals Committee: Academic Degrees. The student must demonstrate the need to earn a third baccalaureate degree, and provide the reason for earning an additional degree based on vocational, personal and other requirements. The request should be mailed to the Appeals Committee: Academic Degrees, in care of the 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/specializa-

tion, a minimum of 30 semester hours beyond those credits completed on the date *all* prior degrees were awarded. In addition, all additional credits must be defined as current for the third baccalaureate degree, (i.e., earned within 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, professional, master's, or doctoral degree in the same area (major). Students must also complete all requirements specific to the third baccalaureate degree.

Transfer of Credit to Thomas Edison Degree Programs

(see also Transfer Credit Policy in *Evaluation and Records* Section)

Transfer and Acceptance of Students to New Jersey State Colleges (Full Faith and Credit)

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

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

Acceptability for admission and acceptance of credits for nongraduates shall be at the discretion of the state college. The policy of the Commission on Higher Education includes the following:

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

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

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

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

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

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

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

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

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 non-collegiate courses recommended by the American Council on Education, and those licenses, certificates, and programs evaluated as such by Thomas Edison State College.

Duplication of Credit

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

interest of fairness the following guidelines are presented:

English Composition

The College will accept for credit a maximum of two one-semester courses, or equivalent, in freshman English. This includes courses or examinations in English Composition or freshman English. Thus, if a student presents 6 semester hours in coursework or examinations in these areas 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 and the subject examination in Freshman College Composition. These policies on duplication are in effect regardless of the order in which the examination and/or courses were completed.

Mathematics

The College will accept for credit a maximum of two one-semester courses, or equivalent, in freshman 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 level and/or content of the CLEP general examination in mathematics. If students present 3 semester hours in freshman college mathematics s/he will receive partial credit of 3 semester hours for the CLEP general examination in mathematics. These policies are in effect regardless of the order in which the examinations and/or courses were completed. *Please note:* Courses or examinations in trigonometry, college algebra and trigonometry, calculus, or statistics may be counted in addition to credits earned in freshman 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 421 on the portion which has not been duplicated.

CLEP Natural Science (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 science 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 Science/History (General Exam)

If students have completed 6 s.h. in two or more areas of the social sciences, e.g., government, economics, geography, anthropology, sociology, or psychology, no credit will be granted for the social sciences portion (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.

Credits from American Council on Education Evaluations

Thomas Edison State College will accept the recommendations of the American Council on Education, Office on Educational Credit for courses completed through business, industry, government, and special organizations. These recommendations can be found in *The National Guide to Educational Credit for Training Programs*, January 1976 edition and subsequent editions. For military credit recommendations refer to *Military Training Programs and Schools*.

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

Continuing Education Units

Continuing Education Units (CEUs) are measures of time spent in an organized continuing education experience and are not a unit 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 through Portfolio Assessment before credit can be assessed.

Students must officially request such an evaluation by submitting an application for portfolio assessment and paying the credit hour fees. The *Portfolio Assessment Handbook* will be mailed to students who inquire about credit for CEUs.

Portfolios must be based on credit-bearing, college courses that are taught at regionally accredited colleges. Students using CEUs as evidence in their portfolios must include certificates of completion and detailed outlines of the CEU courses completed.

Credit for Teaching College Level Courses

A Thomas Edison State College student who does not possess college credits in a subject that he or she teaches in a regionally accredited college could be awarded credits for the course. Students should request the application and information from the

Student Services Center. The College must be accredited by one of the six regional accrediting commissions listed under Regional Accrediting Associations.

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

Arnold Fletcher Award

The Arnold Fletcher Award will recognize Thomas Edison State College baccalaureate graduates for achieving excellence in nontraditional learning. Students will be selected from graduates from October through September. The awards will be announced and made once a year at the October commencement. The following areas have been identified as appropriate nontraditional learning modes to be considered:

- Portfolio Assessment
- Testing
- Guided Study
- Contract Learning
- On-Line Computer Classroom Courses
- Correspondence Courses
- Advanced Level Practicum
- Licenses and Certificates
- ACE/PONSI Evaluated Credit, Including Military Training Programs

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

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

Academic Integrity and Honesty

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

any dishonesty is uncovered, those credits, degrees, or certificates may be rescinded by the College.

Student's Role in Institutional Outcomes Assessment

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

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

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

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

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

Students with Disabilities

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

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

Advisement Applicants

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

Enrolled Students

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

The Student Services 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 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. Students may also contact advisors in writing by mail, fax ((609) 777-2956), or e-mail (enrolled@call.tesc.edu).

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

Student Appointment

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

It is recommended that students call for an appointment at least two to four weeks prior to the time desired.

Program Planning Handbook

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

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

Written Correspondence with the Center

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

**Thomas Edison State College
Student Services Center
(indicate degree program)
101 West State Street
Trenton, NJ 08608-1176**

**Fax: (609) 777-2956
E-Mail: enrolled@call.tesc.edu**

How Students Move Through College Procedures

The Student	Facilitating Office	Office Responsibilities
Makes initial request for information.	Office of Admissions	Provides pre-admission information. Mails Prospectus.
Files application for admission to the College.	Office of the Bursar Office of Admissions Office of the Registrar	Processes application fee. Processes Application. Notifies student of admission. Sends student College Catalog, fee brochure, enrollment checklist and invoice for enrollment.
Submits transcripts and credentials.	Office of the Registrar	Assembles transcripts and credentials for evaluation.
Enrolls by paying fees.	Office of the Bursar Office of the Registrar Student Services Center Office of the Registrar	Office of the Bursar changes applicant's status to "enrolled." Student is sent the Program Planning Handbook, guide to enrollment package, Thomas Edison State College Student ID card, DIAL Bulletin. Evaluator reviews file and completes academic program evaluation. Mails Academic Program evaluation, degree specialization guidesheet, other degree completion materials (as appropriate). Generates credit transfer evaluation bill.
Plans how to complete the degree by developing a program plan.	Student Services Center	Reviews educational needs. Assists students with program planning. Answers questions via telephone, student appointments, written correspondence, e-mail and fax.
Implements program plan for degree completion.	Office of Test Administration Student Services Center Office of the Registrar	Assists student in registering for exams. Administers TECEP, CLEP, ACT PEP, RCE, DANTES, NYU and other examinations. Provides information regarding Guided Study, On-Line Computer Classroom, Contract Learning courses, television courses, correspondence courses, computer facilitated learning and portfolio assessment. Assists students in registering for Guided Study, Contract Learning and On-Line Computer Classroom courses.
May develop a portfolio.	Student Services Center	Portfolio advisement and portfolio assessment.
Submits further credentials documenting credit completion.	Office of the Registrar	Assembles credentials and adds credits to student file. Sends student an updated copy of the Academic Program Evaluation.
May request additional approvals for courses, exams, etc.	Student Services Center	Staff provides approvals and sends student a current Program Plan. Monitors students progress toward completing planned credits.
Completes special degree requirements.	Student Services Center	Staff advises concerning requirements unique to degree program: Demonstration of Currency, Advanced Level Practicum and Nursing Performance Exams.
Files request for graduation.	Office of the Registrar Office of Academic Programs	Reviews student files for degree completion. Reviews student file and certifies all degree requirements have been met.
Graduation. Commencement.	Thomas Edison State College	Graduation occurs six times each year. Commencement ceremony occurs once a year, usually in October.

Degree Programs

Undergraduate

Thomas Edison State College offers students the opportunity to earn degrees through traditional and nontraditional methods that conveniently meet students' needs and interests while ensuring both breadth and depth of knowledge in a quality degree program.

Undergraduate degrees require course work in (1) general liberal arts, (2) major field of study and (3) elective subjects.

1. Through the general liberal arts, students gain a broad knowledge of the world in which they live by study in major academic areas. They:
 - 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 are able to apply scientific and mathematical concepts.

2. Through the major field of study students:
 - Achieve mastery of a subject field and are aware of the special relationship to career and personal goals and/or graduate school experience.
 - Pursue a discipline or course of study in sufficient depth to be acquainted with both the basic body of knowledge therein and the frontiers to which it reaches.
3. Through elective subjects students:
 - Have an opportunity to satisfy personal interests in any college-level field of learning.
 - Satisfy intellectual and cultural interests in any college-level field of learning.

Primary responsibility for successful completion of a degree program lies with the student. The key to meeting this responsibility is the student's personal involvement in academic program planning. In order to plan a program that will best meet individual needs, goals, and interests, students are encouraged to know their

degree requirements, work closely with program advisors through the Student Services 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.

Graduate Degree Program

The Master of Science in Management Program provides a rigorous educational experience for seasoned managers who show promise for growth and advancement in their organizational roles. The program is distinctive in a number of ways:

- It grounds theory from textbooks and other sources in the realities of students' organizations and work places.
- It is expected that students will be employed during their course of study and that employer organizations will play a participation role in their employee's education.
- Curriculum and instruction are directed toward development of specific management competencies with assessments to help students gauge their developmental progress through the two required weekend residencies.
- An applied research project focuses on challenges confronting students' employer organizations and industry.
- It requires extensive use of the computer and its telecommunication capabilities, linking students to each other, to their instructors and to sources of important network information.
- It requires students to use tools from the rapidly changing field of information technology.

MASTER OF SCIENCE IN MANAGEMENT



Curriculum Course Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. Knowledge, Skills and Applications	30
Organizational Theory and Behavior	3
Human Resource Management	3
Economic Issues in Organizations	3
Finance and Accounting for Managers	3
Organizational Research	3
Seminar: Organizational Management and Leadership I, II, III	9
Electives:	6
<i>Select from Ethics (3), Statistics (3), Marketing Management (3) or MIS (3)</i>	
II. Performance Competencies	6
Professional Leadership Development I (Orientation/Residency)	1
Professional Leadership Development II (Residency)	2
Thesis/Applied Project	3
<hr/>	
Total	36

Course Completion Requirements

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

Students may transfer in no more than 6 semester hours of graduate credits completed elsewhere. Thirty of the 36 credits required must be completed through Thomas Edison's independent computer-based graduate course offerings. Students will have a faculty mentor for each course.

Requirements for Admission

Admission is based on the following criteria:

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

Applicants who have not achieved these undergraduate requirements may demonstrate their abilities through independent study courses provided by Thomas Edison, or by other college services; through testing; through training programs, licenses and certificates reviewed and recommended for credit by the American Council on Education; or through Thomas Edison's Portfolio Assessment program. All of these methods are explained in other sections of this Catalog.

Computer User Proficiency

Each applicant will be required to have proficiency with the computer. Students will need to have the following basic skills:

- Basic familiarity with dial-up telecommunications
- Familiarity with navigation of menu driven software
- Knowledge and use of text editors
- Experience with/knowledge about the Internet

Students are expected to be able to access the College via computer. Minimum and recommended requirements to do so appear in the section *Computer Access* on page 86.

Corporate/Organizational Sponsorship

Each student will be expected to have a corporate/organizational mentor. In most cases this mentor will be a person associated with the employment work site. The work site mentor serves on the student's Thesis Committee and provides valuable assistance in identifying the work site issues, projects, and future directions for both the student and the College during the second Phase of the program.

Residency

Students will be required to attend a weekend residency at the beginning of the program, and a weekend residency at the end of the program. The location of each residency may be in New Jersey or in a city/state central to the students admitted into the program. Students will be responsible for travel and lodging expenses.

To request an application and additional information write to:

Associate Dean
Master of Science in Management
Thomas Edison State College
101 W. State St.
Trenton, N.J. 08608-1176
(609) 984-1150

Consult the MSM materials for policies and procedures specific to the Master of Science in Management program.

Bachelor of Arts Credit Distribution Requirements



SUBJECT CATEGORY		Semester Hour Credits
I. Liberal Arts Requirements		60
A. Written Expression	(6)	
B. Humanities	(12)	
No more than 6 semester hours may be taken from one subject area		
C. Social Sciences	(12)	
No more than 6 semester hours may be taken from one subject area		
D. Natural Sciences and Mathematics	(12)	
One college-level Math course required (3)		
Strongly recommend one Computer Science course (3)		
Other Natural Sciences/Mathematics (6)		
No more than 6 semester hours may be taken from one subject area		
E. Liberal Arts Electives	(18)	
Credits from any liberal arts subjects		
II. Area Concentration, Specialization or Liberal Studies Area		33
Student may choose A, B or C.		
A. Area Concentration		
The area concentration includes 33 semester hours which must be chosen from humanities, or social sciences/history, or natural sciences/mathematics. The concentration includes at least three subject areas. 12 semester hours must be earned in one subject area. A maximum of 18 semester hours can be earned in any one subject area in order to have a balanced interdisciplinary concentration.		
OR		
B. Specialization		
Single Subject Specialization.		
The specialization includes 33 semester hours in one subject area.		
OR		
C. Liberal Studies Area		
The liberal studies area includes 33 semester hours which includes two or more liberal arts subject areas. For example, the liberal studies area may include Humanities courses and Natural Sciences courses and Social Sciences courses.		
III. Free Electives		27
		Total 120

The following is a list of approved Specializations:

Humanities	Social Sciences/History	Chemistry
Art	Anthropology	Computer Science
Dance	Archaeology	Geology
Foreign Language	Economics	Mathematics
Journalism	Geography	Physics
Music	History	
Philosophy	Labor Studies	Interdisciplinary
Photography	Political Science	African-American Studies
Religion	Psychology	American Studies
Theater Arts	Sociology	Asian Studies
		Environmental Studies
		Urban Studies
		Women's Studies
	Natural Sciences/Mathematics	
	Biology	

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, or to select the liberal studies area, choosing from two or more disciplines within liberal arts subject areas.

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, specialization or liberal studies area, 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, specialization or liberal studies area.

Concentration

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

Specializations

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

Liberal Studies Area

For students who wish to combine coursework in two or more disciplines within liberal arts subject areas. For example, the Liberal Studies area may include Humanities courses and Natural Sciences courses and Social Sciences courses. Students complete 33 semester hours of credit in the Liberal Studies area. A deeper knowledge of some subjects is provided by requiring a minimum of 27 upper level credits.

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. Also, students selecting the liberal studies area will 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 is generally 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 an academic advisor to select the appropriate amount of upper level credit.

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; communications: oral (speech) and mass media (film, journalism, radio and television) (all communications courses are considered one subject area in the concentration); dance; foreign languages (all foreign languages are considered one subject area in the concentration); literature (includes advanced writing); music; philosophy; photography; religion; theater.

Required Courses:

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

How Students Earn Credit in the Concentration:

All courses in this concentration can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.



Natural Sciences/Mathematics*

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

Required Courses:

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

How Students Earn Credit in the Concentration:

Some courses in this concentration can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Social Sciences/History*

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

Required Courses:

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

How Students Earn Credit in the Concentration:

All courses in this concentration can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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

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

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

Bachelor of Arts Specializations



African-American Studies*

This specialization is a liberal arts interdisciplinary plan of study. It provides an opportunity to comparatively study, analyze, and evaluate the various disciplines incorporating a synthesis of African, American and European cultures. 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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

American Studies*

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

Required Courses:

American History I, II; art, literature, music, psychology, religion, sociology, 9 semester hours of specialization electives.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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 specialization electives.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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

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

**Each specialization requires 33 semester hours.*

BACHELOR OF ARTS SPECIALIZATIONS

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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Asian Studies*

This specialization is a liberal arts interdisciplinary plan of study. It provides an opportunity to explore and gain an understanding of the past through present aspects of Asian civilization: culture, intellectual traditions, and relationships among people. Students must select a

specific area of specialty within Asian Studies (e.g., China, Japan, Korea, India, etc.) and consistently choose courses from within this area.

Required Courses:

Six semester hours minimum of the Asian Language specialty at the intermediate level only (beginning level language may be used in other liberal arts sections or in Free Electives), 3 semester hours minimum in Asian history: either history of the Asian Studies 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).

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment and/or classroom courses may also be used.

Biology*

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Communications*

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

Required Courses:

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

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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

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

**Each specialization requires 33 semester hours.*

Computer Science*

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

Required Courses:

Introduction to Computer Science, Assembly Language Programming, Data Structures; Mathematics Requirement: Numerical Analysis or Discrete Mathematics or Linear Algebra (Calculus based), 21 semester hours of specialization electives which may include a maximum of 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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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, 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.

How Students Earn Credit in the Specialization:

Courses in this specialization can be completed by Portfolio Assessment and/or classroom courses.

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).

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Environmental Studies*

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

Required Courses:

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

Corollary Requirements:

General Biology with lab, General Chemistry with lab.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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 or free electives 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.

How Students Earn Credit in the Specialization:

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

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.

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

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

**Each specialization requires 33 semester hours.*

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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

History*

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

Required Courses:

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

How Students Earn Credit in the Specialization:

All courses in this specialization can be

completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Journalism*

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

Required Courses:

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

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Labor Studies*

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

Required Courses:

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

How Students Earn Credit in the Specialization:

Courses in this specialization can be completed by Portfolio Assessment, some correspondence courses from other colleges, some exams and/or classroom courses.

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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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).

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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 Academic Program Evaluation.

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

**Each specialization requires 33 semester hours.*

How Students Earn Credit in the Specialization:

Courses in this specialization can be completed by Portfolio Assessment, some correspondence courses from other colleges and/or classroom courses.

Philosophy*

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

Required Courses:

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

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Physics*

This specialization develops comprehension of the basic principles of physics, instills a sense of inquiry, develops an appreciation of the role of physics in the universe, and develops an understanding of

its power to deal with programs related to technology and the environment.

Required Courses:

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

Corollary Requirements:

Calculus I, II, III, IV.

How Students Earn Credit in the Specialization:

Courses in this specialization can be completed by Portfolio Assessment, some correspondence courses from other colleges and/or classroom courses.

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

How Student Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Psychology*

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

Required Courses:

Introduction to Psychology, Statistics (from Math Department or Psychology Department), Experimental Psychology, 24 semester hours of specialization electives.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Religion*

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

Required Courses:

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

Corollary Requirements:

Introduction to Philosophy.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Sociology*

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

Required Courses:

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

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Note: Course listings above are generic titles.

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

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

**Each specialization requires 33 semester hours.*

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.

How Students Earn Credit in the Specialization:

Courses in this specialization can be completed by Portfolio Assessment, some correspondence courses from other colleges, exams and/or classroom courses.

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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

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.

How Students Earn Credit in the Specialization:

Some courses in this specialization can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio assessment, and/or classroom courses may also be used.

Note: Course listings above are generic titles.

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

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

**Each specialization requires 33 semester hours.*

Bachelor of Arts in Liberal Studies**Liberal Studies Area****

For students who wish to combine coursework in two or more disciplines within Liberal Arts subject areas. The B.A. degree in Liberal Studies provides the opportunity for a multidisciplinary degree.

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

Required Courses:

At least two or more different subjects must be included to provide breadth of knowledge in the Liberal Studies Area. For example, the Liberal Studies Area may include Humanities courses and Natural Sciences courses and Social Sciences courses. A deeper knowledge of some subjects is provided by requiring a minimum of 27 upper level credits.

How Students Earn Credit in the Liberal Studies Area:

All courses in this degree area can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Note: All communications courses (oral (speech) and mass media (film, journalism, radio and television)) are considered as one subject area in the Liberal Studies Area. All foreign languages are considered as one subject area in the Liberal Studies Area.

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

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

***The Liberal Studies Area requires 33 semester hours.*

Bachelor of Science in Business Administration



Credit Distribution Requirements

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

Note:

Besides classroom courses, the Liberal Arts Requirements, Business Core, Business Electives, and Free Electives can be completed solely through either correspondence courses from other universities or a combination of DIAL courses, TECEP exams, portfolio assessment and correspondence courses.

Approximately half of the specializations can be completed through a combination of correspondence courses, DIAL courses and TECEP exams. The addition of portfolio assessment theoretically allows all specializations to be completed through means other than attending class.

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 25 different areas. Although the majority of 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 Student Services Center to determine the appropriateness of a new area.

Degree Requirements

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

Liberal Arts Requirements

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

Professional Business Component

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

Business Core

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

Specialization

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

Business Electives

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

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and 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 transfer 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 developments common to the credits in question.

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

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 & II

How Students Earn Credit in the Specialization:

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

Administrative Office Management*

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

Required Subject

Office Management

How Students Earn Credit in the Specialization:

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

Advertising Management*

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

Required Subjects

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

How Students Earn Credit in the Specialization:

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

Banking*

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

Required Subjects

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

How Students Earn Credit in the Specialization:

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

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.

How Students Earn Credit in the Specialization:

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

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

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

**Each specialization requires 18 semester hours.*

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION SPECIALIZATIONS

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.

How Students Earn Credit in the Specialization:

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

General Management*

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

How Students Earn Credit in the Specialization:

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

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.

How Students Earn Credit in the Specialization:

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

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.

Required Subject

Introduction to Hotel/Motel/Restaurant Management

How Students Earn Credit in the Specialization:

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

Human Resources Management*

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

Required Subject

Personnel/Human Resources Management

How Students Earn Credit in the Specialization:

Students may complete these credits entirely through either DIAL or correspondence courses or a combination thereof which may also include TECEP exams.

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 Subject

Principles and Practices of Insurance

How Students Earn Credit in the Specialization:

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

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

How Students Earn Credit in the Specialization:

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

Logistics*

Logistics includes activities dealing with the control of incoming and outgoing materials such as acquisition of products and materials, inbound and outbound transportation, warehousing, materials handling, order processing, inventory control, and supply scheduling. Students either already working in or planning a career in logistics-related areas should consider this 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: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.

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

**Each specialization requires 18 semester hours.*

How Students Earn Credits in the Specialization:

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

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

How Students Earn Credit in the Specialization:

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

Marketing*

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

Required Subject

Marketing Research

How Students Earn Credit in the Specialization:

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

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 or staff positions such as inventory planning and control should seriously consider this specialization.

How Students Earn Credit in the Specialization:

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

Organizational Management*

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

Required Subjects

Organization Behavior, Organizational Theory or Organizational Development and Change.

How Students Earn Credit in the Specialization:

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

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

How Students Earn Credit in the Specialization:

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

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

How Students Earn Credit in the Specialization:

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

Purchasing and Materials Management*

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

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

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

**Each specialization requires 18 semester hours.*

Required Subjects

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

How Students Earn Credit in the Specialization:

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

Real Estate*

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

Required Subject

Real Estate Principles and Practices.

How Students Earn Credit in the Specialization:

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

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

How Students Earn Credit in the Specialization:

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

School Business Administration*

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

Required Subject

Introduction to School Business Administration

How Students Earn Credit in the Specialization:

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

Small Business Management/Entrepreneurship*

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

Required Subjects

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

How Students Earn Credit in the Specializations:

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

Transportation Management*

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

Required Subject

Introduction to Transportation

How Students Earn Credit in the Specialization:

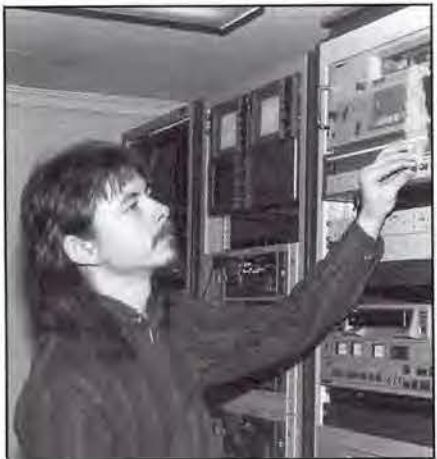
Students may complete these credits through a combination of correspondence and classroom courses. Some students utilize portfolio assessment.

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

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

**Each specialization requires 18 semester hours.*

Bachelor of Science in Applied Science and Technology



Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements	48
A. Written Expression	6
B. Humanities	9
No more than 6 semester hours may be taken from one subject area	
C. Social Sciences	12
1. Psychology or sociology	(3)
2. Social Science Electives	(9)
No more than 6 semester hours in one subject area	
D. Natural Sciences and Mathematics	18
1. Precalculus algebra or above	(6)
2. General physics or chemistry depending on specialization	(6)
3. Second science	(3)
4. Natural science elective	(3)
E. Liberal Arts Electives	3
II. Concentration in Applied Science and Technology	54
A. Core Requirements	21
1. Theoretical knowledge	(12)
2. Statistics	(3)
3. Computer requirement	(3)
4. Technical Report Writing	(3)
B. Individualized Specialization	33
III. Free Electives	18
<hr/>	
Total 120	

The following individual specializations have been approved.

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

*Students seeking enrollment in these specializations are required to possess professional certification. Additional math/science courses may be required for some specializations.

Bachelor of Science in Applied Science and Technology

The Bachelor of Science degree requires 120 semester hours of credit: 48 credits in liberal arts distribution, 54 credits within the concentration in professional Applied Science and Technology area, and 18 credits in free electives.

The Bachelor of Science degree is intended to meet the educational and 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.

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. Between 3 and 12 additional semester hours are required in a second and sometimes third science, depending on the specialization. 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 courses relating to the specialization. In addition, courses in Statistics, Computer Science, and Technical Report Writing are required.

Computer Science:

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

required. Courses in the use of specific computer applications packages do *not* meet this requirement. Some specializations require computer programming rather than data processing.

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. Requirements are given in terms of both specific courses and areas to be completed, often with a range of credits to enable individualization of the specialization. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by portfolio assessment, if he or she has not completed appropriate coursework in that area.

Free Electives

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

Additional Degree Requirements

Professional Certification:

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

Demonstration of Currency:

Because of the rapid changes occurring in technical fields today, it is important for today's college graduate to maintain up-to-date knowledge. Demonstration of Currency is the process that enables students to show that they have remained current and thus enables them to use the older credits toward their specializations. 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 covering contemporary developments in these subjects. These courses will not be used toward the specialization until currency has been demonstrated. Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

Bachelor of Science in Applied Science and Technology Specializations



Air Traffic Control

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

Students' specializations are completed by the required license.

Architectural Design

This specialization is designed for architectural drafting and design personnel.

Required Courses:

Architectural Drafting and Design (4), Building Construction (2), Computer Aided Design

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Aviation Flight Technology

This specialization is designed for Pilots.

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Aviation Maintenance Technology

This specialization is designed for Airframe and Powerplant Mechanics.

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

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

BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY SPECIALIZATIONS

Required Courses:

FAA license in Airframe and Powerplant Mechanics.

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

Students' specializations are completed by the required license.

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 (4), General Electronics (4), Biophysics or Biomechanics

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

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:

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

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

Students whose specializations are not complete at the time of enrollment either

use portfolio assessment or classroom work to complete their specializations.

Clinical Laboratory Science

This specialization is limited to certified Medical Laboratory Technologists.

Required Courses:

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

Corollary Requirements:

Anatomy and Physiology (2), Organic and/or Biochemistry (2), Chemistry I and II, Biology I and II, Data Processing

How Students Earn Credit in the Specialization:

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

Computer Science Technology

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

Required Courses:

Data Structures, High-Level Language, Assembly Language Programming, Computer Architecture, Advanced Courses (4, i.e.: Compiler Construction, Operating Systems, Data Base Design)

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Construction

This specialization is designed for persons in the construction industry.

Required Courses:

Construction Techniques, Structural

Mechanics (2, i.e. Structural Steel Design, Reinforced Concrete Design), Construction Management (3), Engineering Graphics, Surveying

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Dental Hygiene

This specialization is limited to licensed Dental Hygienists.

Required Courses:

Dental Hygiene Techniques (6), Clinical Practice

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

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, Electronic Devices, Electric Construction, Engineering Graphics

Corollary Requirements:

DC Circuits, AC Circuits, Digital Electronics, 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 Academic Program Evaluation.

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

How Students Earn Credit in the Specialization:

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

Electronics Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

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 mechanical and computer-aided drafting.

Required Courses:

Drafting Techniques (3), Technical Illustration, Computer Aided Design(2) Secondary Area (2)

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Environmental Sciences

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

Required Courses:

Environmental Overview courses, Specialized Environmental Courses (5)

Corollary Requirements:

Ecology, Organic and/or Environmental Chemistry (2), Biology I and II, Physics I and II, Chemistry I and II, Calculus I and II, Data Processing

How Students Earn Credit in the Specialization:

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

Fire Protection Science

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

Required Courses:

Fire Protection (3), Arson Investigation, Hazardous Materials, Fire Extinguishing and Alarm Systems, Building Construction Codes

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Forestry

This specialization is designed for forestry personnel.

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Horticulture

This specialization is designed for floriculture and nursery management personnel.

Required Courses:

Plant Propagation, Plant Pathology, Ornamental Horticulture (2), Landscape Design, Nursery Management, Nonfloral (i.e.: fruit, trees, turf)

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

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, Animal Procedures (2), Animal Biology (3)

Corollary Requirements:

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

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

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

How Students Earn Credit in the Specialization:

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

Manufacturing Engineering Technology

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

Required Courses:

Industrial Engineering (2, i.e.: Time and Motion Study, Plant Layout and Design), Automated Manufacturing (2), Control Systems, Quality Control, Manufacturing Processes, Computer Aided Design

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Marine Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

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, Fluid Mechanics, Thermodynamics, Materials Science, Electronics, Control Systems, Engineering Graphics

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Medical Imaging

This specialization is limited to certified/licensed Radiographers.

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Nondestructive Testing Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Nuclear Engineering Technology

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

Required Courses:

Nuclear Reactors (2), Nuclear Power Plant Instrumentation, Radiation Effects, Radiation Safety, Reactor Systems

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Nuclear Medicine

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

Required Courses:

Radiopharmacy, Radiation Science, Nuclear Medicine Instrumentation, Nuclear Medicine Techniques (5), Clinical Practice

Corollary Requirements:

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

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

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

How Students Earn Credit in the Specialization:

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

Perfusion Technology

This specialization is limited to certified Clinical Perfusionists.

Required Courses:

Perfusion Technology, Perfusion Hematology, Extracorporeal Biochemistry, Pharmacology, Clinical Practice

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Radiation Protection

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

Required Courses:

Radiation Protection, Radiation Detection, Radiation Effects, Radiation Shielding

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Radiation Therapy

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

Respiratory Care

This specialization is limited to registered Respiratory Therapists.

Required Courses:

Respiratory Techniques (5), Clinical Practice

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

Student's specializations are completed by the required license.

Surveying

This specialization is designed for land surveyors.

Required Courses:

Land Surveying, Route Surveying, Surveying Law, Photogrammetry, Computer Aided Design,

Corollary Requirements:

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

How Students Earn Credit in the Specialization:

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

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

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

Bachelor of Science in Human Services



Credit Distribution Requirements

SUBJECT CATEGORY		Semester Hour Credits
I. Liberal Arts Requirements		48
A. Written Expression		6
B. Humanities		9
No more than six semester hours may be taken from one subject area		
C. Social Sciences		18
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. College-level mathematics required	(3)	
2. Additional natural science or mathematics	(6)	
No more than six semester hours may be taken from one subject area		
E. Liberal Arts Electives		6
1. Intercultural Communications	(3)	
2. Other credits from any liberal arts subject	(3)	
II. Concentration in Human Services		57
A. Core Requirements		24
1. Dynamics of Social Setting	(6)	
a. Race and ethnic relations	(3)	
b. Additional social setting	(3)	
(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)	
6. Computer science or data processing	(3)	
B. Individual Specialization		33
1. Introduction to Human Services	(3)	
2. Theory	(12)	
3. Applied Areas	(12)	
4. Advanced Level Practicum	(6)	
III. Free Electives		15
		Total 120

The following is a list of approved specializations:

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

Bachelor of Science in Human Services

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

Degree Requirements

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

Liberal Arts Requirements

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

Professional Human Services Component

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

Core

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

Specialization

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

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and 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 intercultural communication and one three semester hour course in the broad area of race and ethnic relations are required. These courses may be used to fulfill humanities, social sciences, liberal arts electives, core, or free electives, depending on the nature of the course.

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

Bachelor of Science in Human Services Specializations



Administration of Justice*

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

Required Courses:

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

How Student Earn Credits in the Specialization:

Students usually have a significant number of credits completed in the specialization. Remaining credits are completed by a combination of correspondence, portfolio assessment, exams, and some classroom.

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

How Students Earn Credits in the Specialization:

Students use a combination of classroom, portfolio assessment, exams, correspondence courses and classroom to complete this specialization.

Community Services*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Most students use a combination of correspondence, exams, portfolio assessment, and some classroom courses to complete the specialization.

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

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

**Each specialization requires 33 semester hours.*

Emergency Disaster Management*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

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

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.

How Students Earn Credits in the Specialization:

Students use a combination of portfolio assessment, correspondence, exams, and classroom courses to complete this specialization.

Health and Nutrition Counseling*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Students use a combination of correspondence, portfolio assessment, exams, and classroom courses to complete this specialization.

Corollary Requirements:

General Biology, Anatomy and Physiology

Health Services*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

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

Health Services Administration*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

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

Corollary Requirements:

Economics, Accounting or Finance

Health Services Education*

This specialization is designed for school nurses. This specialization 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.

How Students Earn Credits in the Specialization:

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

Legal Services*

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

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.

How Students Earn Credits in the Specialization:

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

Mental Health and Rehabilitative Services*

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

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 Academic Program Evaluation.

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

**Each specialization requires 33 semester hours.*

How Students Earn Credits in the Specialization:

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

Recreation Services*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Students use a combination of correspondence, classroom, and portfolio assessment to complete this specialization.

Social Services*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Students use a combination of correspondence, portfolio assessment, exams, and classroom courses to complete this specialization.

Social Services Administration*

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

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.

How Students Earn Credits in the Specialization:

Students use a combination of correspondence, portfolio assessment, exams, and some classroom courses to complete the specialization.

Corollary Requirements:

Economics, Accounting or Finance

Social Services for Special Populations*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Students use a combination of correspondence, classroom, exams, and portfolio assessment to complete this specialization.

Note: Many courses may be appropriate.

Students receive a list of suggested courses with their first Academic Program Evaluation.

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

**Each specialization requires 33 semester hours.*

Bachelor of
Science in
Nursing

Credit Distribution Requirements



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

Bachelor of
Science in
Nursing



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

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

The program is accredited by the National League for Nursing.

Admission Requirements

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

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

Degree Requirements

The curriculum requires a minimum of 120 semester hours of credit and has three components: 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 and graduate study.

Professional Nursing Component*

The 48 semester hour credit professional nursing component is a series of written and performance examinations designed to assess knowledge and competencies comparable to those expected of beginning graduates of traditional Bachelor of Science in Nursing degree programs. In the Nursing component each requirement must have a grade of "C" or better.

A. Written Examinations

(5 examinations, 20 s.h. credits)

These examinations are the method used for documenting the required theoretical knowledge in the nursing component. They may be taken in any sequence, in any combination, at any ACT PEP: RCE test site. There are no prerequisites for the written examinations. Completion of the specified examinations within five years of application to the BSN program, or completion of comparable baccalaureate nursing courses, may satisfy criteria for waiver of the examinations.

Health Restoration Areas I and II (HR I and II) (4/4)

These examinations measure knowledge needed to assist clients in dealing with major health problems, with emphasis placed on nursing actions related to cure, alleviation, rehabilitation, adaptation, and restoration. R.N.s who have completed an Associate Degree in Nursing Program within five years of application to the Thomas Edison BSN Program may satisfy these requirements by transfer credit.

Health Support, Areas I and II (HS I and II) (4/4)

These examinations measure knowledge of nursing actions needed to assist clients in the maintenance of health, the prevention of disease, and the early detection of major health problems.

Professional Strategies (PS) (4)

This examination measures knowledge of those aspects of philosophy, law, history, and ethics related to the development of professional nursing, professional nursing practice and the health care delivery system.

B. Performance Examinations

(4 examinations, 28 s.h. credits)

These examinations assess the student's ability to perform the professional nursing competencies expected of beginning baccalaureate nurses. They are administered at five regional performance assessment centers, primarily on weekends, by appointment only, and require from seven hours to three days for administration. The performance examinations are required unless completed elsewhere within five years of application to the BSN program.

Clinical Performance in Nursing Examination (CPNE) (8)

This examination tests the application of the nursing process and the technical component of practice in the care of adults and children in the acute care setting. Prerequisites include the completion of HR I and II. R.N.s who have completed an Associate Degree in Nursing Program within five years of application to the Thomas Edison BSN Program may satisfy these requirements by transfer credit. All other R.N.s may choose to complete a Professional Nursing Case Study rather than take the examination to satisfy this requirement.

Health Assessment Performance Examination (HAPE) (6)

This examination is designed to assess the student's ability to use diagnostic reasoning in gathering client-related data in an organized, systematic way so as to identify actual or potential health problems and to assist the client in maintaining an optimum level of wellness. Completion of HR I and II and HS I and II is recommended as a prerequisite.

Teaching Performance Examination (TPE) (2)

This examination is designed to assess the student's competencies in the teaching process: the ability to identify a client's learning needs; to prepare a teaching plan which outlines the objectives, content, and methodology to be used for the brief teaching episode; to present the material in a live situation; and to evaluate the effectiveness of the client-teaching episode. Prerequisites are the same as for the HAPE.

Professional Performance Examination (PPE) (12)

This examination tests competencies related to additional dimensions of professional nursing practice on behalf of individuals, families, and communities. It focuses on the complexity of situations, whether acute or long-term, and tests the student's ability to use a wide variety of resources and strategies in assisting clients. Competencies to be tested include those related to management of client care, leadership, the research process in clinical practice, collaboration, clinical decision making, and relating with others. Prerequisites include the completion of 63 credits of general education in addition to all other nursing requirements.

Free Electives

Twelve credits of free electives may be liberal arts or non-liberal arts subjects. A maximum of six credits of associate degree level nursing and 8 credits of physical education activity may be used.

Study Groups and Other Student Resources

Students have the opportunity to join a study group, an academic support service provided by the BSN Program. The groups are comprised of R.N.s with diverse experience and educational backgrounds to encourage the sharing of suggestions for coping with the demands of the program.

Each group is coordinated by a facilitator who is a currently practicing Registered Nurse with a master's degree in Nursing and experience in teaching. The facilitator will assist students in developing goals to complete the program, utilizing effective study and test taking techniques, and become socialized into the professional role.

Additional program resources include: study guides for each examination, videos for performance examinations, Guide for Developing the Professional Nursing Case Study, Program Planning Handbook, student/graduate directory and a newsletter.

*Examinations were adopted from the Regents College Nursing Program.

Associate in Arts Credit Distribution Requirements



SUBJECT CATEGORY

Semester Hour Credits

I. Liberal Arts Requirements	48
A. Written Expression	6
B. Humanities	12
No more than 6 semester hours may be taken from one subject area	
C. Social Sciences	12
No more than 6 semester hours may be taken from one subject area	
D. Natural Sciences and Mathematics	9
One College-level Math course required (3)	
Strongly recommend one Computer Science course (3)	
Other Natural Sciences/Mathematics (3)	
No more than 6 semester hours may be taken from one subject area	
E. 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.

How Students Earn Credit in the Associate in Arts Degree:

All courses in this degree can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio assessment, exams and/or classroom courses may also be used.

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

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

Associate in
Science in
Management



Credit Distribution Requirements

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

Note:
Besides classroom courses, the Liberal Arts Requirements, Management Core, and Free Electives can be completed solely through either correspondence courses from other universities or a combination of DIAL courses, TECEP exams, portfolio assessment and correspondence courses.
Approximately half of the options can be completed through a combination of correspondence courses, DIAL courses, and TECEP exams. The addition of portfolio assessment theoretically allows all options to be completed through means other than attending class.

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 21 business options available from which to choose.

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

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

Degree Requirements

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

Liberal Arts
Requirements

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

Management Core

The 15 semester hours required in the Management Core consist of basic business subjects that serve as a foundation for the Management Option of the degree.

Management Option

The Management Option is that component of the degree that focuses on a specific business area.

Free Electives

The free elective category can be satisfied by almost any college credit. Both liberal arts and 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 & II

How Students Earn Credit in the Option:

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

Administrative Office Management*

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

Required Subject

Office Management

How Students Earn Credit in the Option:

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

Banking*

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

Required Subjects

Economics of Financial Institutions, Money and Banking

How Students Earn Credit in the Option:

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

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.

How Students Earn Credit in the Option:

Students may complete these credits through correspondence study, TECEP exams, and classroom courses. Some students may also utilize portfolio assessment.

Finance*

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

How Students Earn Credit in the Option:

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

General Management*

General Management is an option that allows students to exercise significant freedom in deciding what subjects will constitute this option. Six to 12 semester hours can be selected from two or more of the five traditional areas of business—accounting, finance, human resources management, marketing, and operations management. Up to 6 semester hours from any business area can be included in the option. This option is especially attractive to the individual who wishes to have exposure to a number of business areas.

How Students Earn Credit in the Option:

Students may complete these credits entirely through either correspondence courses or TECEP exams. Many students also use a combination of one or both of the above with DIAL or classroom courses.

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

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

**Each option requires 12 semester hours.*

ASSOCIATE IN SCIENCE IN MANAGEMENT OPTIONS

Hospital Health Care Administration*

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

How Students Earn Credit in the Option:

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

Hotel/Motel/Restaurant Management*

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

Required Subject

Introduction to Hotel/Motel/Restaurant Management

How Students Earn Credit in the Option:

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

Human Resources Management*

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

Required Subject

Personnel/Human Resources Management

How Students Earn Credit in the Option:

Students may complete these credits entirely through either DIAL or correspondence courses or a combination thereof which would also include TECEP exams.

Insurance*

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

Required Subject

Principles and Practices of Insurance

How Students Earn Credit in the Option:

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

International Business*

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

Required Subjects

Introduction to International Business, International Marketing

How Students Earn Credit in the Option:

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

Marketing*

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

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

How Students Earn Credit in the Option:

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

Operations Management*

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

How Students Earn Credit in the Option:

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

Procurement*

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

Required Subject

Purchasing Management

How Students Earn Credit in the Option:

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

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

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

**Each option requires 12 semester hours.*

Public Administration*

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

Required Subject

Introduction to Public Administration

How Students Earn Credit in the Option:

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

Purchasing and Materials Management*

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

Required Subject

Purchasing Management

How Students Earn Credit in the Option:

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

Real Estate*

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

Required Subject

Real Estate Principles and Practices

How Students Earn Credit in the Option:

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

Retailing Management*

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

Required Subjects

Introduction to Retailing Management, Buying and Merchandising

How Students Earn Credit in the Option:

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

School Business Administration*

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

Required Subject

Introduction to School Business Administration

How Students Earn Credit in the Option:

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

Small Business Management/ Entrepreneurship*

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

Required Subject

Small Business Management or Introduction to Entrepreneurship

How Students Earn Credit in the Option:

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

Transportation Management*

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

Required Subject

Introduction to Transportation

How Students Earn Credit in the Option:

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

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

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

**Each option requires 12 semester hours.*

Associate in Science in Applied Science and Technology



Credit Distribution Requirements

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

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

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

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

Associate in Science in Applied Science and Technology

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

Degree Requirements

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

Liberal Arts Requirements

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

A minimum of six semester hours of math and six semester hours of general physics or general chemistry is required of all students in the Applied Science and Technology degree. While more advanced math can usually be substituted for the minimum math requirement, options require a minimum math level of Intermediate and Precalculus Algebra, Precalculus Algebra and Trigonometry, or Precalculus and Calculus I. Note that some colleges do not offer intermediate algebra as a college credit course and credit can only be transferred if college credit was awarded by the college where the course was taken. Refer to the corollary requirements for your option on the following pages to determine which math and science courses are required. When a classroom course is used to fulfill the science requirement, it must include a laboratory. If this course has already been completed as a nonlaboratory course, another laboratory science course must be completed elsewhere in the degree program.

Professional Applied Science and Technology Component

The option includes 21 semester hours of courses within the option area selected. These credits usually include both required courses and professional electives, refer to the following pages. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by portfolio assessment, if he or she has not already completed appropriate coursework in that area.

Free Electives

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

Additional Degree Requirements

Computer Requirement:

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

Demonstration of Currency:

Because of the rapid changes occurring in technical fields today, it is important for today's college graduates to maintain up-to-date knowledge in their field. Demonstration of Currency is the process that enables students to show that they have remained current and thus enables them to use the older credits toward their specializations. If more than 9 semester hours in a student's option are over 10 years old at the time of application to the College, Demonstration of Currency will be required in these courses. Demonstration of Currency for these subjects may be validated through an oral conference with a faculty consultant covering contemporary developments in these subjects. These courses will not be applied toward the option until currency has been demonstrated. Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

Associate in Science in Applied Science and Technology Options



Air Traffic Control

This option is limited to licensed Air Traffic Control Specialists. Credit is derived from the FAA certification.

Required Courses:

FAA license as an Air Traffic Control Specialist

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing

How Students Earn Credit in the Option:

Student's options are completed by the required license.

Architectural Design

This option is designed for architectural drafting and design personnel.

Required Courses:

Statics, Architectural Drafting and Design, Computer Aided Design

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Aviation Flight Technology

This option is designed for FAA licensed Pilots.

Required Courses:

FAA license as a Commercial Pilot with Instrument Rating.

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing

How Students Earn Credit in the Option:

Student's options are completed by the required licenses.

Aviation Maintenance Technology

This option is designed for FAA licensed Airframe and Powerplant Mechanics

Required Courses:

FAA license as an Airframe and Powerplant Mechanic.

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing

How Students Earn Credit in the Option:

Student's options are completed by the required license.

Civil and Construction Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Some of the courses required for the option are available by correspondence from other universities. Other credits can be earned by portfolio or in the classroom.

Computer Science Technology

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

Required Courses:

Data Structures, Programming Languages (limit 9 sh)

Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II

How Students Earn Credit in the Option:

All of the courses required for the option are available by guided study or contract learning.

Electrical Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

The option may be completed using correspondence courses from other universities.

Electronics Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by correspondence from other universities.

Engineering Graphics

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Environmental Sciences

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

Required Courses:

Advanced Sciences, Environmental Law/Regulations, Environmental Sampling

Corollary Requirements:

Precalculus I and II, Chemistry I and II, Data Processing

How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by correspondence from other universities.

Fire Protection Science

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

Required Courses:

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

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing

How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by correspondence from other universities.

Forestry

This option is designed for forestry personnel.

Required Courses:

Soil Science, Plant Science, Dendrology, Silviculture

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing

How Students Earn Credit in the Option:

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

Horticulture

This option is designed for floriculture and nursery management personnel.

Required Courses:

Soil Science, Plant Propagation, Floriculture, Landscape Design

Corollary Requirement:

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing

How Students Earn Credit in the Option:

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

Manufacturing Engineering Technology

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

Required Courses:

Statics, Materials Science, Automated Manufacturing, Computer Aided Design

Corollary Requirements:

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

How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by correspondence from other universities.

Marine Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Mechanical Engineering Technology

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

Required Courses:

Statics, Strength of Materials, Manufacturing Processes, Machine Design, Electronics

Corollary Requirements:

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

How Students Earn Credit in the Option:

The courses required for the option are available by correspondence from other universities.

Nondestructive Testing Technology

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

Required Courses:

Materials Science, Codes and Specifications, Nondestructive Testing Methods

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing

How Students Earn Credit in the Option:

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

Nuclear Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Radiation Protection

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Surveying

This option is designed for surveyors.

Required Courses:

Surveying Computations, Route Surveying

Corollary Requirements:

Precalculus I and II, Physics I and II, Data Processing

How Students Earn Credit in the Option:

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

Associate in Science in Natural Sciences and Mathematics



Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements	30
A. Written Expression	6
B. Humanities	6
C. Social Sciences	6
D. Natural Sciences and Mathematics	6
One college-level Math course required	(3)
Strongly recommend one Computer Science course	(3)
Or	
Other Natural Sciences/Mathematics	(3)
E. Liberal Arts Electives	6
II. Individual Option	21
Introduction to the Option	(3)
Required Basic Theory Areas	(9)
Individualized selection appropriate to the Option	(9)
III. Free Electives	9
	Total 60

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

Degree Requirements

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

Liberal Arts Electives

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

Option

The option requires 21 semester hours in one of the following subject areas: biology; chemistry; computer science; mathematics; physics. These credits will include 3 semester hours of credits in introduction to the option, 9 semester hours of credit in required theory areas, and 9 semester hours of credits individually selected from courses appropriate to the option. Some options also require additional credits outside of the option subject. These additional credits are called corollary requirements. Please refer to the Associate in Science in Natural Sciences and Mathematics subject area description section. The options articulate with approved Bachelor of Arts degree 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 with lab, II with lab or Botany with lab (one semester, usually 4 s.h.) and Zoology with lab (one semester, usually 4 s.h.). Select 9 semester hours from the following for the theory and concepts area: anatomy and physiology, cell biology, biochemistry, ecology, evolution, genetics, microbiology, molecular biology, physiology, 6 semester hours of option electives.

How Students Earn Credit in the Option:

Some courses in this option can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Chemistry*

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

Required Courses:

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

How Students Earn Credit in the Option:

Some courses in this option can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment and/or classroom courses may also be used.

Computer Science*

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

Required Courses:

Introduction to Computer Science. Select 9 semester hours from the following for the theory and concepts area: Assembly Language Programming, Compiler Construction, Data Structures, Numerical Analysis or Discrete Mathematics or Linear Algebra (Calculus based), Switching Theory and Automation, 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

How Students Earn Credit in the Option:

Some courses in this option can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Mathematics*

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

Required Courses:

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

Corollary Requirements:

General Physics I (Calculus based).

How Students Earn Credit in the Option:

Some courses in this option can be completed by Guided Study and/or correspondence courses from other colleges. Portfolio Assessment, exams and/or classroom courses may also be used.

Physics*

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

Required Courses:

Physics I with lab (Calculus based), II with lab (Calculus based). Select 9 semester hours from the following for the theory and concepts area: Modern Physics, Electricity and Magnetism, Mechanics, Mathematical Physics, Heat and Thermodynamics, 4 semester hours of option electives.

Corollary Requirements:

Calculus I, II

How Students Earn Credit in the Option:

Courses in this option can be completed by Portfolio Assessment, some correspondence courses from other colleges and/or classroom courses.

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

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

**Each individual option requires 21 semester hours.*

Associate in Science in Public and Social Services



Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements	30
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. College-level mathematics required	(3)
2. Other Natural Sciences/Mathematics	(3)
E. Liberal Arts Electives	6
1. Intercultural Communications or Race and Ethnic Relations	(3)
2. Other Liberal Arts Electives	(3)
II. Individualized Option	21
Introduction to the option	(3)
Theoretical area	(9)
Applied area	(6)
Practicum	(3)
III. Free Electives	9
A. Computer Science or Data Processing	(3)
B. Other Free Electives	(6)
Total 60	

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

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

Associate in Science in Public and Social Services

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

Degree Requirements

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

Liberal Arts Requirements

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

Professional, Public and Social Services Component

The option includes 21 semester hours of courses within the option area selected. These credits will include 3 semester hours of credit in introduction to the option, 9 semester hours of credit in the theoretical area, 6 credits in the applied area, and 3 credits in the practicum.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and 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.

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

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

Associate in Science in Public and Social Services Options

Administration of Justice*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Students usually have a significant number of credits completed in the option. Remaining credits are completed by a combination of correspondence, portfolio assessment, exams, and classroom.

Child Development Services*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Students use a combination of portfolio assessment, exams, correspondence courses, and classroom to complete this option.

Community Services*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Most students use a combination of correspondence, exams, portfolio assess-

ment, and some classroom courses to complete the option.

Emergency Disaster Management*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

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

Legal Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and 3 semester hours of practicum in the area of the option. This is not an appropriate specialization for Legal Secretaries and Legal Librarians.

How Students Earn Credits in the Specialization:

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

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

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

**Each option requires 21 semester hours.*

Recreation Services*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Students use a combination of correspondence, classroom, and portfolio assessment to complete this option.

Social Services*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Students use a combination of correspondence, portfolio assessment, exams, and classroom course to complete this option.

Social Services for Special Populations*

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

Required Courses:

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

How Students Earn Credits in the Specialization:

Students use a combination of correspondence, classroom, exams and portfolio assessment to compete this option.

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

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

**Each option requires 21 semester hours.*

Associate in Applied Science in Radiologic Technology



Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. Liberal Arts Requirements	26
A. Written Expression	6
B. Humanities	3
C. Social Science	3
D. Natural Sciences/Mathematics	9
Anatomy and Physiology	(6)
College Mathematics	(3)
E. Liberal Arts Electives	5
Computer Science	(3)
II. Professional Component	34
ARRT (R) certification or N.J. Radiographer license	
*Following completion of a hospital-based program in 1980 or later	34
OR	
*A hospital-based program completed prior to 1976	20
AND either:	
Professional registration in Radiation Therapy or Nuclear Medicine	14
or	
Equivalent Coursework in any radiologic field	
<hr/>	
Total	60

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

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

Degree Requirements

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

Liberal Arts Requirements

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

Professional Radiologic Technology Component

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

The professional areas are:

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

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

There is no limit to the number of certificates that can be earned by a student. Thirty semester hours are required for the completion of each certificate. Credits can be earned through portfolio assessment, examination, correspondence courses, Guided Study, On-Line Computer Classroom, Contract Learning, television or classroom courses. The overall minimum grade point average for the certificate is "C" or 2.0; the professional component of the certificate must also maintain the same minimum grade point average of "C" or 2.0.

Each certificate requires four designated subjects for inclusion in the professional component of the certificate. The remaining electives needed to fulfill the 18 semester hours of the professional component can be selected from a list of appropriate choices provided by the College or alternate possibilities can be submitted to the College by the student for approval.

More specific information concerning certificates can be obtained by contacting the Student Services Center.

When to Apply for a Certificate

Students enrolled in associate degrees at Thomas Edison may apply for certificates before or after the associate degree is earned. However, students pursuing baccalaureate degrees must apply prior to submitting their applications for graduation.

For those students who have completed a baccalaureate degree, a minimum of 12 additional semester hours which were not used in the baccalaureate degree must be completed for the certificate. In addition, these 12 semester hours must be part of the professional component of the certificate. The remaining 18 semester hours may come from the previously awarded baccalaureate degree as long as they are appropriate to the certificate.

How to Apply for a Certificate

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

Students not interested in pursuing degrees but only interested in one or more certificates must: 1) apply to the College by filing the *Application* (with application fee), 2) submit the annual enrollment, and technology service fee, and 3) fill out and send in the certificate application form. Students are charged for the credits applied to the certificate; this charge is called the *credit transfer evaluation fee*.

The Certificate will be Issued on Completion of the Following:

1. The College has received, reviewed and approved the certificate application.
2. All credits included in the certificate have been officially accepted and placed in the appropriate areas of the certificate.
3. All required minimum grade point averages have been met or exceeded.
4. All appropriate fees have been paid.

The Degree Pathways Program

Thomas Edison State College has developed partnerships with the county/community colleges of New Jersey to extend the opportunity to earn baccalaureate degrees to qualified students who have completed or are completing associate's degrees. As part of the Degree Pathways Program, county/community college graduates are able to *transfer immediately to a baccalaureate program at Thomas Edison*, where they can continue their education without leaving their home counties. This program provides a great service to associate degree graduates, who might not otherwise have access to a four-year baccalaureate-level college.

Degree Pathways students transferring to Thomas Edison will be able to earn one of five baccalaureate degrees, specializing in one of the many areas of study listed in this *Catalog* and using any or all of the various methods of earning credit at Thomas Edison State College. The College will accept as many as 80 county/community college credits in transfer.

A distance education delivery format for academic advisement, and for the baccalaureate-degree-level courses offered by Thomas Edison State College, allows students to build on associate-degree work and then complete the bachelor's degree on their own schedules at home, in the workplace, or on the county/community college campus itself.

Degree Pathways is a true partnership between the county/community colleges and Thomas Edison State College: faculty, consultants, advisors, course developers, and other staff work together to serve students in the program. Thomas Edison State College provides testing services on the county/community college campus for the Thomas Edison College Examination Program (TECEP) and for the exams required for courses offered by the College's DIAL (Distance and Independent Adult-Learning) program. The College also will offer on-site Portfolio Workshops for students interested in submitting a portfolio to request credit for knowledge gained outside the traditional classroom.

Students enrolled in a New Jersey



county/community college may contact a transfer counselor there for a Degree Pathways "Intent To Transfer" form, which they can submit to Thomas Edison State College prior to completing their associate's degree. Filing that form will start a process of information exchange that will help students make a decision to apply and enroll in Thomas Edison State College for the completion of the baccalaureate degree. County residents who have not previously attended their county college may work through the county college or contact the Thomas Edison Office of Admissions for information.

County Colleges Signing Degree Pathways Agreements Include:

Atlantic Community College
Bergen Community College
(in progress)
Brookdale Community College
Burlington County College
Camden County College
Cumberland County College
Essex County College
Gloucester County College
Hudson County Community College
Mercer County Community College
Middlesex County College
County College of Morris
Ocean County College
Passaic County Community College
Raritan Valley Community College
Salem Community College
Sussex County Community College
(in progress)
Union County College
Warren County Community College

Computer Access

Thomas Edison State College on the Internet

Thomas Edison State College pioneered and continues to be a leader in the use of innovative technologies in higher education. If a student is already on-line, the College Home Page will be his or her key to even greater convenience and time savings. The College Home Page offers ease of use, an uncomplicated design, and the convenience of being available 24 hours a day. It serves everyone from those who are interested in learning more about the College to enrolled Thomas Edison students. Although access to some options is limited to enrolled students, all users of the World Wide Web can:

- Browse general information about the College, degree credit options, and programs of study.
- Search on-line course descriptions.
- Send e-mail to various College offices.
- Complete an application to the College on-line.
- Access the Alumni Association's Bulletin Board Service (BBS) and Chat Room.

Services Available to Enrolled Students

The Computer Assisted Lifelong Learning (CALL) Network.

The Computer Assisted Lifelong Learning (CALL) Network is Thomas Edison State College's web site dedicated to providing students with 24 hour access to College services. It was designed specifically and exclusively for the benefit of enrolled students.

Through the CALL Network, students can:

- Visit the Electronic Student Center.
- Access their On-line Computer Classroom courses.
- Participate in on-line student discussions.
- E-mail their academic advisors.
- Request billing records and program plans.

Enrolled students who desire access to these services may request a user name and password by filling out an application on-line at <http://www.tesc.edu/callhp.htm>.

Master of Science in Management Degree

Thomas Edison State College offers an MSM degree that uses the CALL Network as an integral communication medium throughout the degree completion process. Students who are accepted into the program use the CALL Network extensively for assignment submission, e-mail, and on-line discussions. For more information on the MSM program, write to: Associate Dean, Master of Science in Management, Thomas Edison State College, 101 West State Street, Trenton, NJ 08608-1176 or e-mail info@tesc.edu.

On-Line Computer Classroom Courses

The On-Line Computer Classroom (OLCC) uses the CALL Network to facilitate interactive distance learning. OLCC courses put you in contact with other students and faculty, allowing participation in public course conferences as well as private collegial discussions. OLCC courses allow distance learning in a structured format that includes class interaction along with the guidance and feedback of a faculty mentor. Twelve OLCC courses are currently offered to help students meet degree requirements. Students interested in taking an On-Line Computer Classroom course should inquire about course availability through the DIAL Office at (609) 292-6317.

Accessing the College on the Internet

The College Home Page and the CALL Network may be accessed on the World Wide Web at <http://www.tesc.edu>.

Recommended System Requirements

- Netscape 2.0 (or other Internet browser);
- The ability to send and receive Internet mail (SMTP);
- A 486 DX2 66 MHz PC with 8 MB RAM, 20 MB available disk space and a 14.4 modem.

The use of the above system requirements or higher is strongly encouraged for best performance.

Minimum System Requirements

- An Internet browser;
- The ability to send and receive Internet mail (SMTP).

The use of minimum system requirements may affect speed and ease of performance.

For technical assistance or more information, please contact the CALL Network Technical Center at cntc@call.tesc.edu or (609) 777-4140.

Earning Credit to Complete a Degree

Thomas Edison State College offers several convenient opportunities for earning college credit. Some of the options allow students to earn credit for knowledge they have already acquired, while other options offer opportunities for new learning.

Assessment of Previously Acquired Knowledge

Most adults acquire significant knowledge and skills through their employment experience, community service, hobbies, volunteer work, military service, workshops, travel study, independent reading and other life experiences. This learning is often at the college level. Thomas Edison offers several options for students to demonstrate their college level learning. There is no limit to the number of credits a student may earn through any of these methods or any combination of methods. Students are encouraged to find the best method, or combination of methods, to earn credit toward their Thomas Edison degree.

Thomas Edison State College Programs

- Portfolio Assessment
- Thomas Edison Examinations (TECEP)
- Guided Study Courses
- On-Line Computer Classroom Courses
- Contract Learning Courses
- Program on Noncollegiate Sponsored Learning (PONS)
- Licenses and Certificates

College-Level Examination Programs

- TECEP
- CLEP
- ACT PEP: RCE
- DANTES
- New York University Foreign Language
- Advanced Placement Program
- Defense Language Institute

Non-College Programs Reviewed by American Council on Education

- Business and Industry Training Programs
- Proprietary Schools
- Formal Military Training

Transfer of Course Credits from Regionally Accredited Colleges

EARNING CREDIT TO COMPLETE A DEGREE

Portfolio Assessment

Portfolio assessment is a flexible, efficient way of earning college credit for what you have learned outside the classroom. Students may demonstrate their college-level knowledge and skill through the College's portfolio assessment program.

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

Testing

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

The College offers its own credit-by-examination program, the Thomas Edison College Examination Program (TECEP), and serves as a test center for the College-Level Examination Program (CLEP); the American College Testing Proficiency Examination Program: Regents College Examinations (ACT PEP: RCE); DANTES, (previously a military program now available to civilians); the Ohio University Examination Program; and the New York University Proficiency Testing in Foreign Languages Program. For details about each of these programs, refer to the *Other Testing Programs* section of this catalog. Under appropriate circumstances, credit will be recognized for examinations in programs no longer currently offered, as, for example, the United States Armed Forces Institute (USAFI).

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 Non-collegiate Sponsored Instruction (PONS), a program of the American Council on Education (ACE), students may earn credit for successfully completing many training programs offered by business, industry, labor unions and other noncollegiate providers of education and training. The catalog section on Corporate and Business Training Programs provides additional information about this program.

Students who have had formal military training may also be able to earn college credit for their experience and training. The Catalog section on *Military Training Programs and Schools* describes the procedures for making use of this opportunity.

Opportunities for New Learning

Thomas Edison also offers opportunities for gaining new knowledge. Some of the most convenient and exciting methods are offered through the College's Center for Distance & Independent and Adult Learning (DIAL). Students may register for courses in several different formats: Guided Study, On-Line Computer Classroom and Contract Learning. Additionally, students may register for courses offered by other colleges, correspondence courses, or traditional classroom courses at other colleges.

Guided Study

Each Guided Study course is designed for independent, distance learning and is structured around weekly readings, video and/or audio tapes and written assignments. Students work on their own at home using texts, study guides and other course materials sent by the College. Specific lessons and assignments must be completed, and the learning is evaluated by mid-term and final exams. When a student enrolls in a Guided Study course, he/she is assigned a faculty mentor who will answer course-related questions and grade assignments and exams.

On-Line Computer Classroom Courses

On-Line Computer Classroom Courses are similar to Guided Study courses, but also have an electronically-delivered component. Students use a computer and modem to connect to the Internet where they participate in class discussions and receive feedback from a faculty mentor. Students and their faculty mentors also use e-mail facilities to send and respond to course assignments.

Contract Learning Courses

Contract Learning students enter into individual contracts with course faculty, who serve as mentors. All contracts are developed under curriculum guidelines established and approved by the College. Interaction between students and faculty is generally via telephone, mail and e-mail, and students must complete all course work in 16 weeks. At the conclusion of the contract, the faculty mentor completes a final assessment of the student's work.

Going the Distance: PBS

Thomas Edison is one of 60 colleges nationwide selected by the Public Broadcasting System (PBS) as a partner in its Going the Distance Program. Through the program, the College offers courses on New Jersey Network (NJN) public television. Students can earn an Associate in Arts degree by completing this program. Video cassettes are available as an alternative to the PBS televised option.

Correspondence Courses

Thomas Edison allows 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. Students may make arrangements with the College's Office of Test Administration to have their correspondence course exams proctored by Thomas Edison.

Classroom Study

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

Portfolio Assessment



Portfolio Assessment

Portfolio assessment provides the most flexible option for earning college credit. Through this process, the skills and knowledge students have acquired from their work experience, volunteer activities, training programs, hobbies, religious activities, homemaking skills, independent reading and special accomplishments can very often be translated into college credit.

The portfolio is the vehicle for demonstrating to an expert in the field the knowledge a student possesses in a particular course area. It is an annotated compilation of data assembled in an approved format to demonstrate college-level knowledge for an award of credit. Often compiled like a notebook, each portfolio generally represents one course. Portfolio credits can be applied to a Thomas Edison degree, a degree at another institution, a certificate program, or to meet licensing or job promotion requirements.

Portfolio Assessment Handbook

To learn more about the portfolio assessment process, students should request the *Portfolio Assessment Handbook*. The *Handbook* fully describes the portfolio assessment process and contains the necessary forms for the submission of portfolios. To request the *Handbook*, students may write or call the Office of Portfolio Assessment, (609) 984-1141.

The Portfolio Process

The assessment of prior learning can help students expedite their educational goals. Students begin the portfolio process by identifying their areas of knowledge and skill. The *Portfolio Assessment Handbook* suggests several ways of doing this, and many students find this first step extremely rewarding. Busy adults often do not have an opportunity to consider all they have learned and can do. This early step in the portfolio assessment process often provides new insight into the richness and diversity of one's life.

Next, the student chooses the areas for which he or she wants to seek college credit. Students evaluate each area of their prior learning to determine which ones to select for portfolio assessment. The decision about each subject area should be based on whether the student can prove that this knowledge is equivalent to a college-level course and whether the student needs college credits in that subject.

The next step in portfolio assessment is the search for suitable course descriptions. For each subject chosen, students review the Thomas Edison State College Portfolio Course Description Book to locate descriptions which best reflect their knowledge. If an appropriate course cannot be located in this book, students may search through catalogs from regionally accredited colleges.

PORTFOLIO ASSESSMENT

Students then look for evidence of their knowledge and assemble a package of material that documents the knowledge. Documentation included in a portfolio can include anything that verifies a student's knowledge — computer programs, training certificates, poems, artwork, clothing designs, articles about a student's accomplishments — the list is virtually limitless.

Following this, the student describes his or her knowledge and how it was acquired. This narrative also introduces the materials being provided as evidence. The narrative, which may be anywhere from three to ten pages in length (or more) depending on the type of course involved, is the student's opportunity to persuade the faculty consultant that sufficient knowledge has been accumulated to warrant credit for the subject. Portfolio advisors encourage students to submit a rough draft of the narrative, prior to final submission, so they can review it and provide useful advice.

Students are assigned to a portfolio advisor who will work with them throughout the portfolio process. Portfolio advisors serve as students' strongest advocates.

Once the portfolios have been accepted by the College, each one is sent to a qualified faculty consultant who has taught a comparable subject at a college or university and who has been specially trained to assess prior learning. This person reviews the portfolio and makes one of three recommendations: to award credit, deny credit or request additional information 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.

Portfolio Study

If a student has partial knowledge of a subject, and wishes to acquire more, the Portfolio Study option may be appropriate. The Portfolio Study combines portfolio assessment and independent study, and is designed for the student who has partial knowledge of a subject. It is an option for the serious student who wishes to round out his or her knowledge in a course area, or add depth to merely a general knowledge of a subject. It also is an opportunity for students with a practical, "hands-on" knowledge of a subject seeking to learn its theoretical aspect, or those who possess knowledge of a subject but have no evidence to substantiate it.

Time Frame

The length of time involved in the portfolio assessment process depends on the content areas and the number of credits that are to be assessed. On the average, once a portfolio has been accepted, the actual assessment takes approximately one to three months. Students may begin working on their portfolios at any time of year; there is no need to begin and finish on a semester basis. Students with special deadlines need to plan their portfolio work well in advance. While the College makes every effort to process students' portfolios in a timely fashion, delays sometimes occur. Students can assist in the process by giving themselves and the College adequate time to complete the work.

Number of Credits

At Thomas Edison no limit is placed on the number of credits that may be earned through the portfolio assessment process. The actual number will depend largely on the depth and breadth of a student's knowledge as well as the extent to which this learning is appropriate to the student's degree program. Students working on portfolios in conjunction with degree programs at institutions other than Thomas Edison should check with their home institutions as to any credit limitations before pursuing portfolio assessment.

Policies and Procedures

1. All students enrolled at Thomas Edison must check with the Student Services Center to be certain that all selected course descriptions are applicable to their degree program, and should complete a program plan before registering for portfolio assessment. Students enrolled at other institutions should make sure that credits earned through portfolio assessment will apply to their degree programs. They should discuss plans for portfolio assessment with an advisor at their home institution before registering for portfolio assessment at Thomas Edison.
2. The topics of human knowledge are virtually limitless. It is important for students to remember, however, that the College can only assess courses that are taught at regionally accredited colleges for which assessors can be located. Every effort is made to find faculty consultants

in the student's area of expertise, but occasionally, no such faculty member can be located, so portfolio assessment should not be pursued.

3. To protect students from needless expense and possible failure, the College reserves the right to refuse to process any portfolio that does not meet the standards set by the College. Students should work closely with their portfolio advisor to insure the best possible chance of earning credit through the portfolio assessment process.
4. Sometimes students have a great deal of knowledge in a particular field but no evidence or documentation to prove it. In these cases, it may be possible to request an examination as part of the portfolio assessment process. This method works extremely well for students who would otherwise be unable to demonstrate their knowledge and skills. Sometimes faculty consultants also choose to administer examinations when students have submitted evidence. This is the faculty consultant's prerogative and should be regarded by students as normal academic procedure.
5. Students using more than one college catalog to select their course descriptions should be on the alert for duplication of credit. It is not unusual for courses with different titles to cover the same content. In any academic setting, students may not earn college credit for the same course. Again, portfolio assessment students need to work closely with their portfolio advisors to avoid this problem early in the process.
6. Occasionally, students are disappointed when they are denied credit for a course through portfolio assessment. This is certainly understandable. However, it is important for students to remember that the faculty consultants who make the recommendations are experts in the subject matter.
7. Students may attempt portfolio assessment only after they have fulfilled the requirement for English composition.

Testing and Assessment Policies for Overseas Students

Testing

U.S. and international citizens living abroad (both enrolled and non-enrolled) may request approval to register for TECEP examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison (approved American universities or official DANTES or CLEP test sites.) Students requesting approval must also submit a score of 500 on the Test of English as a Foreign Language (TOEFL) prior to registering for the exam if English is not the official language of their country of citizenship. Exams are mailed via DHL and students are responsible for all mailing costs and proctoring fees.

Portfolio Assessment

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

United States Citizens 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 an academic dean at an approved American university abroad or with an approved DANTES or CLEP test administrator. Thomas Edison reserves the right to approve the proctoring arrangement. Students are responsible for all mailing costs and proctoring fees.

Distance and Independent Adult Learning (DIAL)

Distance and independent education, Guided Study, On-Line Computer Classroom courses and Contract Learning are all approaches to learning which take place outside the traditional college classroom. These approaches have proven most successful with well-motivated, self-disciplined individuals who enjoy learning independently.

Guided Study

Guided Study (GS) courses are designed to provide the experience of independent learning in a structured correspondence format with the guidance of a faculty mentor. In addition to basic texts, most courses include a study guide, supplemental readings, and where appropriate, video and/or audio tapes with viewing/listening instructions. Self assessment tests and exercises are often incorporated into the course materials. Faculty mentors assess your academic progress through written assignments and proctored examinations. They are available for consultation by mail or telephone.

BUSINESS, MANAGEMENT AND PROFESSIONAL

GSACC101 Introduction to Financial Accounting (3)

Financial Accounting is designed to provide students with a basic level of knowledge in recording business transactions, summarizing business activities, and preparing, interpreting and utilizing financial statements. Topics focus on accounting principles, systems and cycles, transactions, income statements, depreciation, merchandising, inventory control, assets and liabilities, and financial partnerships.

GSACC102 Introduction to Managerial Accounting (3)

Managerial accounting emphasizes the information managers need to make decisions and the type of analyses appropriate to each decision. Topics include budgeting, cost/profit relationships, cost accounting systems, cash flow, inventory and process costing, pricing, capital budgeting, product mix, planning, operations, control and evaluating performance.

GSBUS101 Introduction to Business (3)

Introduction to Business is a one-semester course for students who want to expand their understanding about business. The course presents an inside view of business, dissecting the realities and complexities of the ever-changing world of business in today's modern society. From the internal functions of a business to the challenges of businesses on an international scale, the course provides a comprehensive view of the contemporary environment of business.

GSBUS161 Business Mathematics (3)

A practical approach to the use of mathematics in business. Topics include mathematical applications in retailing, finance, business accounting concepts and communicating by numbers. While the course does not assume previous coursework in mathematics, it does assume that students are mathematically literate. This course will not satisfy the Liberal Arts mathematics requirement.

GSLAW201 Business Law (3)

This introductory business law course emphasizes the contracts and the legal system. Topics include: the law of sales, commercial paper, agency and property. Also covered are government regulation, employment practices, and consumer and environmental protection.

GSMAR301 Introduction to Marketing (3)

The overall aim of this course is to provide an introduction to Marketing as it relates to contemporary living and society's changing needs. Learning will focus on how a marketing manager interacts with diverse areas of business as well as basic marketing principles, including product, promotion, pricing, distribution and their interrelationships. Course topics include consumer markets, planning and forecasting, product adoption, wholesaling, retailing, advertising and publicity, pricing strategy, selling and international marketing.

GSMAR310 Principles of Sales (3)

This is a business course designed to introduce students to the principles of selling and to the role of the professional sales person in the marketing process. The course explores the characteristics and skills necessary for success in sales; techniques for identifying sales prospects and qualifying buyers; the importance of relationship building, product knowledge and post-sales service in long-term, consultative-style selling; territory and sales management; and selling the global marketplace.

GSMAN301 Principles of Management (3)

For those who have decided upon a career in business, government or educational management, this introductory course in the concepts of management will provide a valuable introduction to a successful career. The course is designed for the managerial candidate who is newly graduated or one who has worked but not had formal training in business management. It is intended to provide essential skills in planning and organizing, staffing and directing, controlling, decision making, motivation, communication, and the application of management principles to the business organization.

GSMAN348 Complexity, Management and Change (9)

GSMAN349
GSMAN350
This course will help students recognize, pinpoint, analyze and make decisions regarding the kinds of complex real world situations which managers and supervisors in any kind of organization have to confront. The course covers issues such as identifying and choosing between goals and strategies, resolving operational and structural difficulties, making decisions in the light of pros and cons of various options. The methods and techniques used in the analysis of systems will be applied to case studies.

GSMAN351 Managing in Organizations (9)

GSMAN352
GSMAN353
Managing in Organizations will introduce you to the field of management in complex organizations, addressing the subject from three related viewpoints; the systems view, an approach to understanding and managing organizations, stressing the interdependence of people and functions and focusing on the organization as a whole; the behavioral viewpoint, emphasizing the interactions of individuals and groups and how their behavior affects organizational performance; and the management practice approach, addressing the actual functions and activities of managers in organizations.

GSMAN432 Small Business Management (3)

Small Business Management provides students with an understanding of the tools entrepreneurs require to compete effectively in the world of business. Students observe a variety of small businesses in action and gain a first-hand look at how to start a small business, evaluate business opportunities, market products or services, manage personnel and fiscal demands, and more.

Wrap-up discussions feature business experts who analyze the issues addressed by the business owners and offer relevant advice.

COMPUTER SCIENCE, NATURAL SCIENCE AND MATHEMATICS

GSCOS116 C Programming (3)

C Programming gives the student the opportunity to study and gain experience with one of the most popular computer languages. Students will learn to write, debug and run programs in C language — the increasingly popular UNIX-related, intermediate-level software development language. The course covers operators, variables, loops, functions, pointers, input-output, data types, structure and file operations.

Students will need regular access to a computer with C compiler software, either an MS-DOS computer, or a Macintosh with PC emulation or with Soft PC installed. (The compiler software is not included with the course materials or the textbook, thus, students must also have regular access to C Compiler software in order to take this course.)

GSCOS205 C++ Programming (3)

C++ is an object-oriented extension of the C Computer Language. C++ is the most popular and high-potential object-oriented programming language in the United States, and possibly the world. This course explores C++ programming in the context of object-oriented software development. Object orientation will be defined in terms of five object characteristics (encapsulation, relationship, inheritance, polymorphism and dynamic building) used to build object-oriented programs.

Students will need regular access to a computer with C++ compiler software. (The compiler software is not included with the course materials or the textbook.) The recommended software system is Borland Turbo C++ for DOS.

GSCOS161 Computers and Society (6)

GSSOC160
This course will introduce the working vocabulary associated with computers, explain at a general level how a computer works and explore problem-solving approaches that lend themselves to computer solutions. Different types of languages are described, with attention to the capabilities and limitations of BASIC/Q BASIC and Logo. Four generic software packages are provided with the course (word processing, database management, graphics and a spreadsheet package). The course is designed to equip the student with knowledge and skills to be an informed consumer of computing services and internet resources. You must have an IBM or IBM-compatible computer with MS DOS 2.0 or higher. Windows 3.1 or Windows 95 and Internet access are preferred.

GSMAT121 College Algebra (3)

An introductory college algebra course which provides an understanding of algebraic processes and practical applications. Topics include quadratics, systems of linear equations, inequalities, complex numbers and logarithms.

GSMAT340 Principles of Statistics (3)

An introductory statistics course which provides an exploration of statistical processes, stressing data-centered topics rather than the more traditional path from probability to formal inference. This course requires a basic understanding of college-level algebra.

GSAST101 Introductory Astronomy (3)

Introductory Astronomy explores a broad range of astronomy topics, concepts, and principles, from the motions of the visible sky to dark matter, from our own planet to the stars and galaxies. The course examines evidence for the big bang and continuing evolution of the universe and tracks the formation, life and death of the stars. Throughout the course, special emphasis is placed on the scientific evidence that astronomers use to support their conclusions. The course also depicts how astronomers have come to know about the universe, and shows how astronomers are still seeking answers to some of the most fundamental questions.

GSBIO106 Introductory Biology (nonlab) (3)

This course is designed as an introductory biology course for science non-majors with an emphasis on molecular biology. The video programs reveal current trends in molecular biology, illustrate scientists at work and convey the challenges and opportunities in this growing field. The course incorporates natural history examples, and includes a general introduction to the nature of life. Topics also include: DNA; genetics; reproduction; animal physiology, including circulation and immunology; and ecology.

GSBIO108 Introduction to Nutrition (3)

This introductory course is intended to provide accurate and scientifically sound information on human nutrition. Topics covered in the course include food choices; the digestive system; metabolism; the effects of carbohydrates, fats and proteins on health; nutrition in various stages of the life cycle; vitamins and minerals; and the effect of diet in the presence of diabetes and cardiovascular disease.

GSBIO354 Radiation Biophysics (3)

This course is an introduction to the concepts of radiation biophysics. The course builds on the concepts introduced in radiation physics and radiation biology to cover the interaction of radiation with living organisms. The course first reviews the basics of radiation and the interaction of radiation with matter. The chemical changes caused by the interaction with radiation are explored. The interaction of radiation with living organisms is then examined in detail, from the level of single cells, tissues organs and organisms. Radiation in the environment and background radiation are discussed with special emphasis on risk estimates. Understanding of the effects of radiation forms the basis of the concepts of ICRP60 and BEIR5.

GSCHE101 Survey of Chemistry (nonlab) (3)

Developed for non-science majors, this course de-emphasizes mathematical problem solving in

favor of presenting a unified view of chemistry. Chemical principles, facts and theories are presented through practical applications, illustrations and experiments. The historical foundations, recent developments and future directions of chemistry are also presented. This course will not satisfy the chemistry requirement for Natural Science or Applied Science and Technology majors.

GSCHE310 Organic Chemistry (nonlab) (3)

A survey of the basic principles of Organic Chemistry. Topics include saturated, unsaturated and aromatic hydrocarbons, isomerism, sugars, fats and oils, proteins and nucleic acids, ending with molecular structure and spectroscopy.

GSEAS101 General Earth Science (3)

Introduces basic concepts of science in general and geoscience in particular. The course emphasizes the evolution of the earth and the development of a theoretical model of the earth as a whole. Topics include: earth and other planets in the solar system, earth's oceans, interior and atmosphere, and a look toward the earth's future. It is designed for students with the general interest in and curiosity about the earth and is not intended for science majors.

GSENS200 Environmental Science (3)

This course provides a systematic inquiry into the state of the global environment. It focuses on the threats to different natural systems and the complex interconnections between human society and the environment. It provides an understanding of the sciences and ways of thinking involved in the study of the environment.

GSENS311 Global Environmental Change (6)

GSENS312
It is only in recent times that society is beginning to understand the impacts human activities are having on the physical and biological environment. These impacts offer the possibility of dramatic and catastrophic effects on the biological, social, political, and economic milieus of the human species in the future. This course examines a number of environmental changes that may result from human activities and possible effects of and responses to those changes. Two central themes are considered. First, the need for a variety of resources: food and the soil to produce it; fresh water; atmospheric processes; and energy to support the subsistent, social, and economic activities of humankind. The second theme is the exponentially increasing global human population and the relationship of factors influencing the global environment to the number of humans the environment must support.

GSCEO100 Geological Science (3)

This introduction to Geology course 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 continuously 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 examina-

tion of specific natural resources. Throughout the course, noted experts on physical geology and aerial and animation photography provide new insights into the earth's physical processes.

GSPHY101 Physics I (nonlab) (3)

This course is a first term, introductory course in physics. Its emphasis is on a conceptual comprehension of the physical environment rather than a computational one. The focus is on mechanics and the properties of matter. The course is intended for non-science majors, although science majors will find it useful as a review of basic concepts. Students should have an understanding of algebra; calculus is not required.

GSPHY102 Physics II (nonlab) (3)

This course is a second term introductory course in physics. Its emphasis is on a conceptual comprehension of the physical environment rather than a computational one. The focus is on electricity and magnetism, relativity, waves and optics, heat and thermodynamics and modern physics. The course is intended for non-science majors, although science majors will find it useful as a review of basic concepts. Students should have an understanding of algebra; calculus is not required.

HUMANITIES

GSART163 Western Art History I (3)

Examines the works of art that have come to define the Western visual tradition from ancient Greece through the Renaissance. An appreciation of the formal qualities, iconography and technical achievements of significant works of art is emphasized. The course will also show how these works of art closely reflect the prevailing attitudes of the society in which they were created, as well as the goals of the artists.

GSART164 Western Art History II (3)

This course is the second half of Western Art History and continues to examine the works of art that have come to define the Western visual tradition from the Baroque Period to the present day. An appreciation of the formal qualities, iconography and technical achievements of significant works of art is emphasized. The course will also show how these works of art closely reflect the prevailing attitudes of the society in which they were created, as well as the goals of the artists.

GSPHO101 Introduction to Photography (3)

Introduction to Photography presents the technical principles of photography including the mechanics of the camera itself, the chemical and physical relations which produce a permanent image, the uses of various kinds of photographic equipment and techniques for producing better quality photographs. The possibilities for self-discovery and expression through photography are explored. The course also explores the historical tradition of photography and emphasizes the impact this medium has had upon our way of understanding and experiencing the world.

GSCOM322 Language in Social Contexts (3)
Language is the center of all human activity. It defines who we are, what we can accomplish, what we have learned about our past, and, finally, what future generations will come to learn about us. In learning about language, we come to more fully appreciate who we are. This course will consider several aspects of how the language we speak and the societies we live in affect each other.

GSHUM406 The Age of Enlightenment (9)

GLIT330
GSPHI310
This course explores the culture of the Age of Reason at its height through the in-depth study of a number of major texts and of certain leading figures. There is an interdisciplinary approach embodying, for instance, historical, literary and philosophical approaches. The works of fiction and poetry, philosophy, history, science, music and art are studied in their own right, but are also interconnected as mutually illuminating phenomena.

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 necessary to analyze moral dilemmas in the fields they choose to pursue and in the society in which all of us live.

GSPHI376 Major Philosophers: From Socrates to Sartre (3)

Examines six major philosophers of Western Civilization: Plato, Descartes, Hume, Hegel, Marx, and Sartre. Each philosopher's distinctive treatment of the real problems of his time conditioned the way in which later thinkers dealt with similar problems, and raised new problems which became the subject matter for future thought and investigation.

GSPHI384 Ethics and the Business Professional (3)

This course focuses primarily on ethics as applied to business professionals. In addition to introducing many concepts of ethics, the course encourages students to develop practical methods and models for thinking about and resolving ethical issues and conflicts, and applying these to ethical issues and problems that arise in business. It investigates institutions and their personnel and practices in light of ethical considerations, covering a broad range of political, economic, societal and philosophical views.

GSREL371 Myth and Culture (3)

Myth and Culture presents the world's mythologies as taken from the lectures of Joseph Campbell, world-renowned scholar and mythologist. Students will gain an understanding of mythology's role in human history and religions throughout the world. Topics include:

origins of man and myth, gods and goddesses, eastern philosophy, Arthurian legends, Tristan and Isolde, the Tibetan Book of the Dead, and more.

GSREL405 The Religious Quest (9)

GSREL406

GSREL407
This course is designed as an intensive one semester course in world religions. Emphasis is on specific forms of religious expression and practice, rather than the more abstract or theological aspects. Religions covered are those of the majority of humankind and living traditions in today's world: Hinduism, Buddhism, religions of China and Japan, Judaism, Christianity, Islam, and several African religions.

GSSPA101 Elementary Spanish I (3)

Elementary Spanish I is designed for students with no previous knowledge, or very limited knowledge, of the Spanish language. Strong emphasis is placed on acquiring conversational and comprehension skills through practical and interesting situational materials that stress both language and the culture of Mexico, Spain and Argentina. Lessons focus on vocabulary recognition and pronunciation, and include practice sessions in hearing and pronouncing the sounds of the Spanish language.

GSSPA102 Elementary Spanish II (3)

Elementary Spanish II builds upon skills students will have acquired in the prerequisite Spanish course. Vocabulary and grammar topics are stressed, and learning is reinforced with self tests focusing on vocabulary, grammar, listening and conversational skills. Lessons include activities involving reading materials excerpted from authentic sources such as magazines and newspapers, and activities designed to develop description and narration skills. The cultural focus of this course is on Mexico, Puerto Rico, Spain and Argentina.

GSSPA105 Elementary Spanish III (3)

Elementary Spanish III is designed to help students build on existing skills to develop full communicative proficiency in Spanish, including listening, speaking, reading, writing and cultural awareness of Mexico, Spain, Argentina and Puerto Rico.

GLIT101 Introduction to Modern English and American Literature I (3)

Introduces students to English and American works from the period between 1789 and 1901. Provides a general introduction to literature and literary analysis: discussion of major cultural movements of the 19th century; and an anthology which includes selections by Blake, Wordsworth, Keats, Whitman, Dickinson and Browning.

GLIT102 Introduction to Modern English and American Literature II (3)

Introduces students to English and American prose and poetry of the 20th century. Exposes the ways in which 20th century writers have sought to go beyond the literature of earlier eras by experimenting with new ideas and new forms of

expression. Examines influential figures of literary modernism — writers who sought ways to respond to the fragmentation and impersonality of modern life. Also examines post modernist writers from the period after World War II to the present.

GSLIT130 Analysis and Interpretation of Literature (3)

Incorporating both contemporary and traditional works, this course is organized around three major genres of literature—short fiction, poetry and drama—allowing students to examine the literary elements of character, plot and symbolism. Critics as well as noted authors share perspectives on various works and the craft of writing. The course also places a strong emphasis on writing about literature as a way to learn and use advanced compositional techniques.

GSLIT221 Introduction to Children's Literature (3)

Designed to inform students about the history and diversity of children's literature. The course covers a variety of recommended works and suggests criteria for selecting and evaluating alternative books. Specific genres covered include traditional literature, historical fiction, multicultural literature, works of contemporary realistic fiction and information books. Requires regular access to a library with children's books.

GSLIT320 Shakespeare I (3)

Examines eight plays to illustrate Shakespeare's remarkable range and variety. They show the development of his art from "A Midsummer Night's Dream" to "The Tempest": one history play, three comedies, three tragedies, and a romance are covered. Despite the broad range covered by these plays, they are linked by common concerns. All, for example, examine the use of power, the nature of kingship, and the responsibilities of those who judge others.

GSLIT337 Twentieth Century African-American Novel (3)

While focusing on the contemporary black novel, the course emphasizes the development, diversity and quantity of African-American literature. Works other than popular and current novels promote a wider acquaintanceship with some of the major African-American writers of the twentieth century.

GSLIT347 Modern American Poetry (3)

Modern American Poetry chronicles the collective achievement of America's great poets and their contribution to our national poetry. The course focuses on works of poetry rather than on biography, and conveys poetry as a dynamic, living art form in this country. Documentary, dramatic and experimental film techniques are skillfully combined in this course.

GSFIL110 American Cinema (3)

American Cinema is an introductory course in film studies. Through this course, students will learn to become more active and critical viewers as they question the images of America they see

on the movie screen and redefine their own relationship to those images. The course endeavors to help students to increase their understanding of films as art, as cultural artifacts, as an economic force and as a system of representation and communication. Students will learn about the invention of the motion picture camera, the rise of the studio system, and the production of popular genres such as the western, the comedy, and the combat film, while examining the development of an American narrative tradition and the evolution of character within genres.

GSJOU352 News Writing (3)

News Writing is a comprehensive journalism course designed to teach students how to start, develop and polish hard news and feature stories. In addition, related styles, such as editorial and column writing, are explored along with issues of language use, media ethics and media law. The course explores both traditional and emerging journalism styles in broadcast and public relations as well as print journalism.

SOCIAL SCIENCE

GSANT101 Introduction to Anthropology (3)

The study of culture as the expression of human values, behavior and social organization in its unique and varied forms throughout the world, past and present. The course attempts to document that diversity and to demonstrate the inherent logic of each culture in the light of the problems people need to solve, and the environments to which they must adapt.

GSARC101 Introduction to Western Archaeology (3)

New scientific tools and sophisticated research designs are revolutionizing our ideas about what ancient societies were like, how they developed and how their civilizations collapsed. Research at the spectacular Classic Maya center is the basis for the broadly comparative perspective of the course. Students will also learn how archaeology helps us understand ancient people by reconstructing their past.

GSASS301 Asian Studies I (3)

This course offers a survey of the modern history, economics, politics, and cultures of the Pacific Basin region. This interdisciplinary Asian-Studies course explores how the Pacific Basin has evolved to emerge as a principal political and economic center for the next century. Throughout the course, four major themes emerge: modernity versus tradition; the conflict between East and West; democracy, political authority and economic growth; and the role of the United States in the Pacific.

GSECO111 Macroeconomics (3)

Macroeconomics deals with the broad economic aggregates such as national income, the overall level of prices, employment and unemployment, and the money supply. Topics covered include the meaning and measurement of gross national product; business cycles; the effects of government expenditure and taxation, causes of inflation

and unemployment, and international trade and the balance of payments. The course examines the major historic and contemporary events that have shaped 20th century American economies. The course involves solving economic problems which require basic college mathematical skills.

GSECO112 Microeconomics (3)

This course demonstrates how the basic principles of economics apply to current U.S. economical problems, and provides practice in applying economic analysis. It focuses on individual economic units and how purchase and production decisions determine prices and quantities sold. These principles are applied to a wide variety of economic issues and problems. The course involves solving economic problems which require basic college mathematical skills.

GSECO490 International Economics (3)

This course presents an in-depth examination of the basic principles of international economics. Such topics as industrial policy and strategic trade policy, comparative advantage theory, exchange rate determination and forecasting, international trade in services, environmental regulatory policies and international competitiveness are covered.

GSOG120 Introduction to Human Geography (3)

This is an introductory course in cultural and economic geography, and functions as a map to the cultural landscape of our time. In the best tradition of the discipline of geography itself, the course provides a world perspective, helping students understand the lay of the land in terms of broad social patterns that shape our lives. The course combines economics and cultural geography, by exploring interrelationships between humans and their natural environment. Within that context, economic geographers focus on the mode of production and wealth creation, while cultural geographers study the differences between one place and another in terms of the customs, mores, and institutions that create and maintain human societies.

GSOG130 Introduction to World Regional Geography (3)

This course examines the dynamic geographic forces currently shaping our contemporary world. The course builds an understanding of geography by examining the eleven regions of the world and their interconnections. Perspectives from physical, political, historical, economic, and cultural geography are used to characterize the individual regions. Throughout the course, vital regional and conceptual issues are illuminated through geographic analysis.

GSHIS101 Western Civilization I (3)

Exploring the cultural and philosophical movements that have influenced the Western world from ancient times to the present, the course covers the influential pre-Western civilizations through the classic period of the High Middle Ages. Material is integrated from a variety of academic areas and stimulates critical thinking.

GSHIS102 Western Civilization II (3)

Exploring the cultural and philosophical movements that have influenced the Western world from ancient times to the present, the course commences with the end of the Middle Ages and continues through industrial modernization to the present. Material is integrated from a variety of academic areas and stimulates critical thinking.

GSHIS113 American History I (3)

This course focuses on the origin and growth of the United States from 1492 – 1865. It also examines the social, economic and political development of the country with special emphasis on the major events from the English settlement at Jamestown to the Civil War.

GSHIS114 American History II (3)

This course focuses on the transformation of the United States from 1865 to the present. Emphasis is on the transformation from an agrarian nation and minor member of the international community to an industrial world power. Beginning with the Reconstruction of the South after the Civil War, the course traces the social, economic and political development of the country through the 1980s.

GSHIS210 American Civil Rights Movement (3)

This course offers a comprehensive history of the people, stories, events, and issues of the 20th century struggle for social justice in America. The course examines the period of the Civil Rights Movement in terms of its impact on American society. It also considers the rise of other movements which transformed the face of American culture, and discusses their influence on creating a new generation of American leadership.

GSHIS219 Introduction to the History of Women and the Family in America (3)

This is a course on women and the family in the United States from 1607 to 1870, which emphasizes the diverse experiences of ordinary people—of Indians and immigrants, of slaves and free African-Americans, of indentured servants and pioneer families—as it examines changes in both the ideals and the reality of family life. Two other themes which compliment the diversity and ideal/real themes are the gender division of labor in families and family resilience in the face of social and economic change.

GSHIS235 American Civil War (3)

Based on the award-winning PBS series "The Civil War," this course presents the entire sweep of the war, from the battlefields to the homefronts, from the politicians and generals to the enlisted men and their families. Attention is given to the causes of the war, why the North won and the assassination of Lincoln.

GSHIS261 Introduction to Chinese History and Culture (3)

This course examines China's people, history, and heritage and explores a civilization that is more than 5,000 years old. Ancestral customs and beliefs, which still survive in parts of the countryside, are discussed. And the events of Tiananmen Square, where political tensions erupted in apocalyptic violence, are also examined. Intimate, rarely seen glimpses of daily life reveal the conflict between long-established customs and government-mandated changes. The course explores such issues as causes for the political and cultural forces that have unified China despite the great variety of its regions and its people; the incendiary public discontent that flared into violence at Tiananmen Square; and whether China's future is more likely to be one of turbulence and upheaval or peaceful evolution.

GSHIS301 African History and Culture (3)

African History and Culture examines the history and contemporary life of Africa through its triple heritage: indigenous, Islamic, and Western. This course explores the real story of the continent and looks at modern Africa with new insight. The course also examines African economic and social systems, examining both inherent conflicts, and Africa's relationship with the rest of the world.

GSHIS302 The Renaissance: Origins of the Modern West (3)

The Renaissance brought transformations of systems of government, technology, economic enterprise, social ideas and art that continue to influence contemporary society. This course explores the fundamental changes that occurred in Europe between the late 14th and the late 17th centuries, and shows how the issues raised in this period continue to influence the modern world. Topics focus on politics, war, dissent, economics, art and science, as well as rulers, religious leaders and soldiers.

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 focuses on the complex interrelationships of history, religion, economics, diplomacy, politics, geography, and military strategy in the Middle East. Study is focused on four topics: the physical and cultural setting, the Middle East and the West, the twentieth century, and problem areas.

GSHIS333 Modern Latin America and the Caribbean (3)

This course represents a multidisciplinary study of the 20th century political, economic, social, and cultural history of Latin America and the Caribbean. It covers key issues and events crucial to understanding the development of the modern day Americas: the relationship of Latin America and the Caribbean to the rest of the world; the historical roots of regional tensions; national economics of the Americas; political instability, reform movements and revolutions; impact of migration and urbanization; regional ethnic identities; evolving role of women; religious

upheaval; cultural/artistic movements; difficulties in maintaining national sovereignty; and the Latin American and Caribbean presence in the United States.

GSHIS350 War and American Society (6)

This course 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. It considers the Revolutionary War and Civil Wars, World Wars I and II, the Cold War, and the Vietnam War. Major emphasis is placed on the humanities approach, addressing war and American society from historical, literary, artistic, and philosophical perspectives.

GSPOS110 American Government (3)

This American government survey course explores the development and nature of American political culture, constitutional and structural arrangements, policy-making processes, and sources of conflict and consensus. Provides opportunities for students to learn how to access their government.

GSPOS301 Dilemmas of War and Peace GSPOS302 (6)

This course examines war and peace historically and in the contemporary world. It is designed to provide a comprehensive introduction to the problem of war and peace as it confronts the human race. In the context of the potential scale and destructiveness of modern warfare, the course explores and encourages critical thinking in the history of war and peace, the causes of war, the role of cultural and structural aspects influencing war and peace, and visions and strategies for the future.

GSPOS310 Constitutional Issues (3)

This is a course on constitutional rights and public policy. The focus of the course is a series of thirteen controversial constitutional issues such as capital punishment, affirmative action, abortion, executive privilege and national security vs. freedom of the press. The course examines the human stories behind landmark Supreme Court cases which have helped define the Bill of Rights; how the constitution adapts to changing times; how the Supreme Court corrects the errors of past courts; and how the balance between individual and societal rights is achieved.

GSPSY101 Introduction to Psychology (3)

This course examines the fundamental principles and major concepts of psychology. Topics include: the brain and behavior, sensation and perception, conditioning and learning, motivation and emotion, life-span development, the self, stress and health issues, and the methodology of psychology.

GSPSY111 Developmental Psychology (3)

This course is designed to introduce the theory, methods and research findings of life span psychology by encouraging students to think about the life cycle as a whole — to see that it has a history going back to the dawn of the species. This is accomplished through an innovative series of interactive exercises.

GSPSY317 Worlds of Childhood (3)
Worlds of Childhood, an advanced-level child development course, traces life's most extraordinary journey — the universal journey from babyhood to puberty. The course is distinguished by its multicultural and cross-cultural focus. Examining twelve families living on five continents, this course serves as a visually exciting and vital resource for learning how children grow in the many diverse and pluralistic worlds of childhood.

GSPSY322 Research in Experimental Psychology (3)
An introduction to the research methods used by the experimental psychologists as they attempt to understand the behavior of humans and lower animals. Examples of research studies, chosen from a variety of areas of experimental psychology, demonstrate these methods and provide an understanding of the type of knowledge these studies have produced.

GSPSY350 Abnormal Psychology (3)
Explores the complex causes, manifestations and treatment of common behavior disorders. Abnormal behavior is introduced in the context of psychological well-being to show that these behaviors range along a continuum from functional to dysfunctional.

GSPSY360 People and Organizations (9)
GSSOC361
GSSOC362
This course focuses on two broad concerns: the nature of modern bureaucracies and the ways in which they affect their individual members, and the ways in which bureaucracies affect contemporary society. The approach to these issues is primarily analytical and theoretical with specific concerns presented within the context of organizational studies.

GSPSY370 Social Psychology (6)
GSPSY371
This course surveys the field of social psychology and explores major topics, including communication, friendship, prejudice, conformity, leadership, aggression and altruism. The course aims to teach students to evaluate interpersonal communication and media presentations of current issues.

GSSOC101 Introduction to Sociology (3)
What is the link between an individual and society? What is the social/cultural impact on the development of personality? How does modern society differ from societies of the past? These questions are representative of those explained in this course, which examines the broad range of human social relationships and social structures, and the many forces — historical, cultural and environmental — that shape them. The central aim of this course is to guide students in the development of a sociological imagination grounded in a knowledge of sociological perspectives.

GSSOC210 Marriage and the Family (3)
Marriage and the Family provides students with an understanding of the various approaches to studying the family and the varieties of U.S. family forms. It explores the family life cycle—mate selection, parenting and the major processes of family interaction. Lastly, it looks at some of the problematic aspects of the U.S. family, including stress, divorce and the elderly.

GSSOC315 Social Gerontology (3)
This course in gerontology is designed to provide students with an understanding of old age as a stage in life. It examines the impact of society on aging and aging on society, provides a foundation for understanding the processes of aging and old age, and introduces considerations regarding the importance of health related and/or medical perspectives in studying aging. The approach of the course responds to the demographic wave that is sweeping our nation and world by exploring questions about what roles people will play in their eighth, ninth and tenth decades, and how institutions may evolve to address their needs.

GSSOC320 The Adult Years (6)
GSSOC321
This is 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. The course dispels myths about adult life and incorporates current research on adults.

GSSOC322 Dealing With Diversity (3)
Failure to deal with diversity in society clearly has led to increasing polarization among groups of people, and increasing tension, frustration and anger. Based on the premise that the more we understand, the less we fear, this course introduces people from many diverse populations — Native Americans, Hispanic-Americans, African-Americans, Asian-Americans, and Euro-Americans. Dealing with Diversity assists the student in understanding the different constraints and motivations of people from differing backgrounds.

GSSOC376 Women and Social Action (3)
The course examines the impact gender stereotypes and barriers have on women's lives and how they intersect with other systems, such as age, class, disability, ethnicity, race, religion and sexual orientation. This course will assist the student in analyzing and evaluating whether or not the goals and methods of particular social actions are consistent with an empowerment model of social change.

GSSOS301 Drugs and Society (3)
This course focuses on physiological, psychological and sociological aspects of drug abuse, including identification and discussion of historical and contemporary patterns. It endeavors to provide a balanced, factual account of drug abuse, including legal and ethical issues, pharmacological aspects, and approaches to treatment and prevention of substance abuse. The course examines past and present drug abuse treatment modalities, and analyzes factors and institutions at the local, state and national level that effect the delivery of drug abuse services.

GSDAP107 Computer Literacy (3)
Literacy today not only reflects one's ability to read, but also one's ability to understand and use a computer system. This course is a survey of electronic data processing, computer hardware and software systems, and developments that will provide the basis for further advancements in information processing. It provides a comprehensive overview of the computer, introduces the terminology of data processing and examines the application of computers and the impact they are having on contemporary life.

WRITTEN EXPRESSION (3)
GSENG105 College Composition I (3)
This course focuses on teaching English composition and rhetoric from a process perspective. With an emphasis on audience awareness and purpose for writing, this course presents deliberate strategies for prewriting and revision. As the first course on college level writing, there is emphasis on the skills needed for academic and business writing.

GSENG106 College Composition II (3)
A continuation of College Composition I. Essay writing, writing a research paper, writing across the curriculum, writing for business and writing about literature are the essential components of this course. The course objectives are developed through applications to real life situations. Some library research is required.

On-Line Computer Classroom

The On-Line Computer Classroom (OLCC) uses the Internet to link distance learners with each other and their faculty mentors. OLCC courses are designed to provide the experience of interactive distance learning in a structured format, but without imposing barriers of time and place. This is more than just an electronic form of mail delivery; it is a more interactive way to learn at a distance. OLCC courses put you in contact with fellow students and faculty, allowing participation in course discussions.

Class discussions allow you the opportunity to share ideas with other students, regardless of where they live, making available the possibility for a unique sharing of ideas not always available in a traditional classroom. Faculty mentors provide focus to the course, and feedback on discussions and individual assignments are delivered by private e-mail. They are available for consultation by e-mail or telephone.

BUSINESS AND MANAGEMENT

OLMAN301 Principles of Management (3)
This introductory course in the concepts of management is designed for individuals who are exploring a career in business, government or educational management. The course is oriented to the managerial candidate who has some work experience but no formal management training. It is intended to provide essential skills in planning and organizing, staffing and directing, controlling, decision-making, motivation, communication and the application of management principles to organizations.

OLMAN351 Managing in Organizations (9)
This course 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 the 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.

OLMAR301 Introduction to Marketing (3)
This course presents an introduction to marketing as it relates to contemporary living and society's changing needs. The course examines how a marketing manager interacts with diverse areas of business as well as basic marketing principles, including product, promotion, pricing, and distribution and their interrelationships. Course topics include consumer markets,

planning and forecasting, product adoption, wholesaling, retailing, advertising and publicity, pricing strategies, selling and international marketing.

COMPUTER SCIENCE AND NATURAL SCIENCE

OLCOS161 Computers and Society (6)
OLSOC160
This course will introduce working vocabulary associated with computers, explain at a general level how a computer works and explore problem solving approaches that lend themselves to computer solutions. Different types of languages are described, with attention to the capabilities and limitations of BASIC/Q BASIC and LOGO. Four generic software packages are provided with the course (word processing, database management, graphics and spreadsheet package). The course is designed to equip the student with knowledge and skills to be an informed consumer of computing services and internet resources. You must have an IBM or IBM compatible computer with MS DOS 2.0 or higher, Windows 3.1, or Windows 95 and Internet access are preferred.

OLENS311 Global Environmental Change (6)
OLENS312
It is only in recent times that society is beginning to understand the impacts human activities are having on the physical and biological environment. These impacts offer the possibility of dramatic and catastrophic effects on the biological, social, political, and economic milieu of the human species in the future. This course examines a number of environmental changes that may result from human activities and possible effects of and responses to those changes.

HUMANITIES

OLFIL110 American Cinema (3)
This is an introductory course in film studies. Students will learn to become more active and critical viewers as they question the images of America they see on the movie screen and redefine their own relationship to those images. The course endeavors to help students to increase their understanding of films as art, as cultural artifacts, as an economic force and as a system of representation and communication. Students will learn about the invention of the motion picture camera, the rise of the studio system, and the production of popular genres such as the western, the comedy, and the combat film while examining the development of an American narrative tradition and the evolution of character within genres.

OLPHI286 Contemporary Ethics (3)
This course examines contemporary ethical conflicts and provides a grounding in the language, concepts, and traditions of ethics. At the core of the course, experts from government, the press, medicine, law, business and the military grapple with moral concerns that arise in both personal and professional life. Following a case study approach, the course provides students with the intellectual tools to analyze moral

dilemmas in the fields they choose to pursue and in the society in which all of us live.

OLPHI376 Major Philosophers: From Socrates to Sartre (3)
This course examines six major philosophers of Western Civilization: Plato, Descartes, Hume, Hegel, Marx, and Sartre. Each philosopher's distinctive treatment of the real problems of his time conditioned the way in which later thinkers dealt with similar problems, and raised new problems which became the subject matter for future thought and investigation.

OLREL405 The Religious Quest (9)
OLREL406
OLREL407
This course is designed as an intensive one semester course in world religions. Emphasis is on specific forms of religious expression and practice, rather than the more abstract or theological aspects. Religions covered are those of the majority of humankind and living traditions in today's world, including: Hinduism, Buddhism, religions of China and Japan, Judaism, Christianity, Islam, and several African religions.

SOCIAL SCIENCE

OLECO490 International Economics (3)
This course presents an in-depth examination of the basic principles of international economics. Such topics as industrial policy and strategic trade policy, comparative advantage theory, exchange rate determination and forecasting, international trade in services, environmental regulatory policies and international competitiveness are covered.

OLPSY370 Social Psychology (6)
OLPSY371
This course surveys the field of social psychology and explores major topics, including communication, friendship, prejudice, conformity, leadership, aggression and altruism. The course strives to provide students with a framework to evaluate interpersonal communication and media presentations of current issues.

OLSOC210 Marriage and the Family (3)
Marriage and the Family provides students with an understanding of the various approaches to studying the family and the varieties of U.S. family forms. It explores the family life cycle—mate selection, parenting and the major processes of family interaction. Lastly, it looks at some of the problematic aspects of the U.S. family, including stress, divorce and the elderly.

Contract Learning

Contract Learning courses offer students the opportunity to earn college credit for hard-to-find courses that are not readily available in established distance and independent learning formats. These courses are designed to provide rigorous college-level learning experiences by allowing you to enter into learning contracts and work independently with minimal faculty guidance to complete course objectives.

All Contract Learning courses are developed under curriculum guidelines established and approved by the college. Basic Contract Learning courses are designed by faculty experts with specific criteria outlining learning objectives and outcomes, methods of study, learning activities, and assessment and evaluation standards. Students may request specialized course focus or content which will be reviewed for incorporation into the contract if deemed appropriate by the faculty mentor and the College. As with other distance and independent learning courses, it is your responsibility to ensure that selected courses are approved to meet degree requirements. You are also responsible for procuring all needed course materials and textbooks.

COMPUTER SCIENCE AND MATHEMATICS

CLCOS311 Assembly Language (3)
This course is an introduction to the study of the basic structure and language of machines. Topics include basic concepts of Boolean algebra, number systems, language, addressing techniques, data representation, file organization, symbolic coding and assembly systems, use of macros, batch operation and job handling.

CLCOS322 Data Structures (3)
This course involves an investigation of various data structures including stacks, queues, lists and trees; searching and sorting techniques.

CLCOS332 Computer Architecture (3)
This course presents an introduction to the architecture of digital computer systems. Topics include levels of computer description, instructions and modalities, gate networks, the control unit, memories, i/o organization, the vonNeumann computer model, multiprocessors and multicomputers, special purpose systems, massively parallel computers and computer networks.

CLCOS379 Operating Systems (3)
This course concentrates on the design and function of the operating systems of multi-user computers. Its topics include time sharing

methods of memory allocation and protection, files, CPU scheduling, input/output management, interrupt handling, process synchronization, deadlock and recovery and design principles.

CLMAT380 Discrete Mathematics (3)
This course is an introduction to sets, alphabets, formal languages and elementary logic and the study of recursively defined functions, algebraic structures and relations with emphasis on applications to computer science.

BUSINESS, FINANCE AND MANAGEMENT

CLBUS421 Business Policy (3)
This course is a 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.

CLFIN301 Business Finance (3)
Managerial finance and the environment within which the financial decision maker functions is the focus of this course. Topics include: the role of the financial manager; elements, concepts and tools of financial analysis; and management and financing of short-term and long-term assets. Familiarity with basic accounting is essential.

CLMAN372 International Management (3)
This course emphasizes business behavior and organization including comparative management in various cultures. Management practices in Europe, Asia, Latin and South Americas, and Africa are contrasted with the strategies and operating principles of American firms. Consideration is given to factors that influence business policy and organizational behavior in different societies and the implications of cultural differences on the rapidly growing trend toward multinational companies.

CLMAN373 Managerial Communications (3)
This course involves the application of oral and written communication principles to managerial situations and an overview, simulation and analysis of the communication process in the business environment. Topics include: alleviation of barriers; structure; information overload; interpersonal techniques such as transactional analysis, nonverbal and behavioral aspects.

CLOPM301 Introduction to Operations Management (3)
This course is a survey of operations management using systems concepts to stress coordination, optimization and control of materials, equipment and people to the management of all types of organizations. Topics include: logistics; production; purchasing; inventory control; and other areas of operations management and research.

APPLIED SCIENCE AND TECHNOLOGY

CLELT246 Electronic Instrumentation and Control (3)
Topics in this course include automatic testing of electronic devices; electronic instrumentation and control; physical properties and their measurement; industrial electronic circuit applications including: interfacing process variables; motor control and servo systems; numeric control systems; programmable controllers; and industrial robots.

CLLET350 Computer Aided Manufacturing (3)
This course provides a synthesis of computer utilization in manufacturing systems, automation, robotics, CAD/CAM and computer simulation.

CLEGR318 Fluid Mechanics (3)
Topics in this course include fundamental fluid statics, including: manometry, forces on submerged surfaces, Archimedes principle, details of one-dimensional incompressible flow; conservation laws and application to flowing systems, cavitation, impulse-momentum problems, vanes; pipe flows; laminar analyses, turbulent flows with emphasis on calculation of fluid properties. Applications include effects of area change, converging and diverging nozzles, choking phenomena, and normal shock waves.

CLMET311 Machine Design I (3)
This course involves the applications of principles of mechanisms and strength of materials to mechanical design. Topics include theories of failure, fatigue, weldments, fasteners, spring and other machine elements subject to static and dynamic loading.

CLMET312 Machine Design II (3)
A continuation of Machine Design I including the design of power screws, brakes, clutches, belt and chain drives, gears, gear trains, bearings, thick-wall cylinders, and other machine elements.

SOCIAL SCIENCE

CLECO311 Advanced Economic Theory (3)
Topics in this course include: economic dynamics; variational methods with applications; economics under uncertainty; imperfect information and market structure; social choice; design of incentive-compatible systems; and general equilibrium.

CLCOM335 Elements of Intercultural Communication (3)
This course covers basic concepts, principles and skills for improving communication between persons from different minority, racial, ethnic and cultural backgrounds.

CLPSY331 Introduction to Counseling (3)
This course offers a discussion of the theories and techniques of counseling with emphasis on developing listening, attending and observational skills.

Thomas Edison College Examination Program (TECEP)

The Thomas Edison College Examination Program (TECEP) gives students an opportunity to earn college credit for knowledge gained through work, hobbies, independent reading, or other activities. Approximately 55 different examinations, covering a wide range of liberal arts, business, and professional areas, are offered through this program.

Most of the examinations contain multiple-choice questions and some include short-answer or essay questions. Testing times for the examinations range from 1½ to 4 hours.

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

Students enrolled at Thomas Edison State College may earn credit by passing any TECEP examination, but should call the Student Services Center for approval before registering. Students enrolled elsewhere should check directly with their institution to verify that credit will be granted for passing TECEP examinations.

Test Registration

Test registration forms are available from the Office of Test Administration and in the back of the DIAL Registration Bulletin, or students may register by calling (609) 633-2844. The test registration form and the DIAL Registration Bulletin contain full information regarding available tests, fees, test dates, and all other information necessary to register.

Test Administration

The College administers the examinations twice a month at Thomas Edison in Trenton. Students who are unable to test in Trenton may make arrangements to take their tests with a proctor at any regionally accredited American college, American college abroad, or U.S. military base, pending College approval of the proposed arrangements. Complete instructions are included in the test registration information.

Score Reports

The minimum passing scores for TECEP examinations are listed on the following pages. Students will receive a score report from the Office of the Registrar which indicates whether or not they have passed, and the percentage received. Scores are transcribed on a pass/fail basis only. Letter grades, numerical grades and failing grades are not transcribed. Please note that score results may not be given out over the telephone. This is in keeping with the Family Educational Rights and Privacy Act of 1974.

Retaking a TECEP Examination

Ordinarily, students may repeat an exam once if they do not pass, and they must wait at least three months before retaking it.

Test Description Book

A test description book containing descriptions of all TECEP examinations may be ordered from the Office of the Bursar (either by telephone [609] 984-4099 or by mail) or by requesting a test registration form, which contains an order blank. Students may also use the order form provided in the back of the DIAL Registration Bulletin. Each individual test description includes an outline of topics covered, suggested readings, sample questions, as well as a description of the test format. This book is revised annually, at the beginning of the academic year. It is recommended that a current book be obtained prior to testing, in order to ensure up-to-date information.

Test Cancellation/ Irregularities

The College reserves the right to cancel a test administration or withdraw an examination from use at any time, with full refund of fees. No refunds will be issued for student cancellations.

In the event of an irregularity caused by the student, the College reserves the right to cancel the student's test score and forfeit the test fee.

TECEP Examinations: Descriptions*



The following information was accurate as of July 1997:

Liberal Arts Examinations

Humanities

TEART101 Art History and Appreciation I (3)
Survey of the Art of Antiquity, Medieval Art, and Non-Western Art. Topics include: painting, sculpture, and architecture. *Passing score: 60%.*

TEART102 Art History and Appreciation II (3)
Survey of Renaissance Art, Baroque Art, and Nineteenth and Twentieth Century Art. Topics include: painting, sculpture, and architecture. *Passing score: 60%.*

TETHA101 Introduction to the Art of Theater (3)
Topics include: dramatic literature; types of drama and theatrical events; theater design and play productions; and criticism. *Passing score: 60%.*

TEPHO160 Introduction to the History of Film (3)
Background and development of the motion picture from its earliest stages to the present. Topics include: important trends, movements, techniques, genres, and influential figures of the feature film industry, both in the United States and abroad. *Passing score: 65%.*

TEJOU110 Introduction to News Reporting (3)
Emphasis on writing the story, reporting terminology and procedures, and legal and ethical issues. *Passing score: 70%.*

TELIT320 Introduction to Shakespeare (3)
Introduction to the development of Shakespearean drama, including farces, romantic comedies, history plays, tragedies, and final plays. The survey is chronological, beginning with the sonnets, and focuses on Shakespeare's poetic and dramatic development. Basic literary terminology and the literary concepts of structure, style, and principles appropriate in analyzing Shakespeare's works are required. *Passing score: 60%.*

TECOM210 Public Relations Thought and Practice (3)
An overview of the public relations field: the foundation ideas and fundamental concepts of contemporary public relations practice; studies of public opinion formation; influence and measurement; techniques of communication and working with the media to effectively reach large audiences; management skills required to plan and execute a successful public relations campaign. *Passing score: 70%.*

TEENG201 Technical Writing (3)
Technical writing for industry, business, and research. Emphasis on the special requirements and techniques for the professional report. *Passing score: 60%.*

TEENG101 Written Expression I (3)
Demonstration of basic writing ability in English, requiring the writing of several short compositions and a longer formal essay. Evaluated on the basis of organization, grammatical correctness, clarity of expression, and appropriateness of style to the audience addressed. This examination fulfills the first three credits of the College's Written Expression requirement. *Passing score: 70%.*

TEENG102 Written Expression II (3)
Demonstration of basic writing ability in English, requiring the writing of a short research paper, using materials provided. Evaluated on the basis of organization, grammatical correctness, clarity of expression, and appropriateness of style. This examination fulfills the second three credits of the College's Written Expression requirement. *Passing score: 70%.*

TECEP EXAMINATIONS: DESCRIPTIONS

Social Sciences

TESOS301 Alcohol Abuse: Fundamental Facts (3)
Covers the pharmacology, anatomy, culture, and sociology of alcohol; the definition of alcoholism; the phases and symptoms of alcoholism; and therapy for the alcoholic. *Passing score: 70%.*

TEANT101 Cultures of the World (3)
Geographic investigation of the basic cultural systems of the world: the nations of the modern world and the nations of the world of tradition. The cultural worlds are compared and contrasted in terms of their physical environment, population, and, especially, their culture. *Passing score: 67%.*

TEPSY360 Industrial Psychology (3)
Survey of industrial and organizational psychology; emphasis on application of psychological theories and research to the organizational structure. *Passing score: 60%.*

TEPOS101 Introduction to Political Science (3)
The nature of political science, with emphasis on political and governmental structures, functions and processes; political behavior; public law and public policy; and political values or philosophies. *Passing score: 60%.*

TEPSY370 Introduction to Social Psychology (3)
Introduction to the field of social psychology and its research methods. Topics include: socialization and its consequences; interpersonal behavior; attitudes and attitude change; influencing and helping others; groups and organization; aggression and collective behavior; and environmental influences. *Passing score: 60%.*

TEPSY203 Introduction to Transactional Analysis (3)
Basic concepts of transactional analysis, including the major issues involved in structural analysis, games analysis, and script analysis. *Passing score: 65%.*

TEPSY352 Psychology of Personality (3)
Covers the development and organization of personality, with evaluation of major theoretical viewpoints; research on personality structure, dynamics, and change. *Passing score: 65%.*

TESOS302 Substance Abuse: Fundamental Facts (4)
Introduction to drug abuse with four major content areas: treatment and rehabilitation; legal; pharmacological; and psychosocial. *Passing score: 60%.*

Natural Sciences/ Mathematics

TEBIO330/331 Anatomy and Physiology (6)
Survey of the structure and function of the human body. Topics include: cells and tissues; integumentary, muscular, nervous, circulatory, respiratory, digestive, urogenital, and endocrine systems. *Passing score: 60%.*

TECOS210 BASIC (3)
Knowledge of the BASIC programming language. Topics include: commands and syntax; reading code; recognition of errors and debugging; coding of a verbal problem. *Passing score: 60%.*

TECHE111/112 General Chemistry (6)
Topics include: stoichiometry and units; states of matter; acid-base chemistry including solution stoichiometry equilibria (homogenous and heterogeneous); electrochemistry; thermochemistry and thermodynamics; descriptive chemistry; carbon or covalent compound chemistry. *Passing score: 69%.*

TEPHY111 General Physics I (3)
Basic concepts in physics. Topics include: mechanics, electricity and magnetism; elementary electrical circuits; and elementary atomic theory. *Passing score: 50%.*

TEPHY112 General Physics II (3)
Basic concepts in physics. Topics include: general wave properties; sound, light as a wave, interference and diffraction; optics and optical devices; properties of ideal gases; and thermodynamics. *Passing score: 50%.*

TEMAT340 Introduction to Statistics (3)
An introduction to descriptive and inferential statistics. Measures of central tendency; variability; correlation; regression; hypothesis testing; nonparametric statistics. *Passing score: 60%.*

Business Administration Examinations

Accounting

TEACC302 Managerial Accounting II (3)
Covers the theories and concepts used to provide managers with financial information for internal planning and control. Topics include: direct and absorption costing; inventory control; regression analysis for cost estimation; linear programming for determining product mix and using cost information for decision-making. *Passing score: 60%.*

TEACC421 Tax Accounting (3)
Comprehensive coverage of the federal income tax structure as it pertains to individuals, partnerships and corporate taxpayers. Topics include: classification of taxpayers; determination of gross income; exemptions; taxable income; computation of tax; special tax computations; and credits against tax. *Passing score: 60%.*

Business Environment and Strategy

TEBUS311 Business in Society (3)
Analysis of the interrelationships and influences among business, society and government. Takes stakeholder approach to focus on how social and governmental forces have changed the role of business and have influenced managerial decision-making. Examines the impact that external factors such as governmental regulation, legal rulings and how the changing expectations regarding the social obligations of business have influenced consumer, employee, community, ethical and international relationships. *Passing score: 60%.*

TEBUS421 Business Policy (3)
Capstone review of senior management decision areas, using concepts covered in an undergraduate course in business policy or corporate planning. Topics include: corporate goals and resources, financial analysis, long-range plans, policy models, and management strategy. Case problems are used to integrate theories and apply concepts to simulated situations. *Passing score: 60%.*

Finance

TEFIN331 Financial Institutions and Markets (3)

The functions of financial institutions and markets in the allocation of funds process; various factors which influence the allocation and pricing of funds; forces affecting the supply of funds to and the demand of funds from the market, including regulations, innovation, and changes in institutional relationships; the international financial system. *Passing score: 65%*

TEFIN332 International Finance and Trade (3)

Introduction to international financial management. Topics include: international monetary and economic environment such as the foreign exchange market, the balance of payments, and the financing of multinational business activities; institutions and instruments of international finance, such as international banking, the International Bank for Reconstruction and Development, and the Export-Import Bank of the U.S.; special aspects and problems of international financial management including legal factors, taxation of internationally-derived income, and exchange risks. *Passing score: 60%*

TEFIN301 Principles of Finance (3)

Managerial finance and the environment within which the financial decision-maker functions. Topics include: concepts and tools of financial analysis; working capital management; capital budgeting; the cost of capital; long-term financial management; international financial management. Familiarity with basic accounting is essential. *Passing score: 60%*

TEFIN321 Security Analysis and Portfolio Management (3)

Introduction to investment alternatives, security analysis, and portfolio construction. Topics include: the environment in which investment decisions are made, i.e., the markets for purchase and sales of securities, risk and return — their measurement and use in the construction of the individual's portfolio, taxation, and the efficiency of financial markets; as well as specific investments, i.e., debt instruments — corporate bonds, federal government securities, municipal bonds, equity investments, put and call options, investment companies, and nonfinancial assets such as real estate, gold, and collectibles. *Passing score: 60%*

Human Resources Management

TEMAN322 Advanced Labor Relations and Collective Bargaining (3)

Analysis of the role, structure, and practice of modern industrial relations. Emphasis is on integration of the major principles of labor relations and collective bargaining and their application to specific problems. Topics include: the significance of collective bargaining in a modern industrial society; the impact of collective bargaining on societal behavior and public policy; the negotiation and administration of a labor contract; and the relationships among unions, business, government, and the public. *Passing score: 50%*

TEMAN321 Labor Relations and Collective Bargaining (3)

Survey of the principles and practices of modern industrial relations. Topics include: the history of labor unions and labor law in the United States; the political and social aspects of unionism; modern union organizational structures; the practice of collective bargaining; and the major labor legislation in the United States. *Passing score: 50%*

TEMAN411 Organization Theory and Organizational Analysis (3)

Analysis of the historical and theoretical development of systems of organization and the emerging concepts in organization theory. Topics include: classical and modern models; measures of organizational effectiveness; the impact of database management information systems on the structure of and relationships within organizations; and the impact of modern technology and complex organization structure on management problem-solving and decision-making. *Passing score: 50%*

TEMAN311 Organizational Behavior (3)

Individual behavior within an organizational setting. Topics include: historical roots of organizational behavior; individual differences; motivation and reinforcement; work stress; job design; group dynamics; leadership; power and politics; careers; performance appraisal; structure and design; technology; culture; communication; and organizational change and development. *Passing score: 50%*

TEMAN301 Principles of Management (3)

Introduction to the principles and practices of human resources 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%*

Marketing

TEMAR323 Advertising (3)

The essentials of advertising: functions, applications, and current developments. The role of advertising in marketing. Management of the advertisement function, including principles of layout and copy, budget, evaluation of media, the advertising department, the advertising agency, and ethical and legal aspects. *Passing score: 65%*

TEMAR331 Channels of Distribution (3)

Survey of the channels of distribution or place area of the marketing mix. Topics include: seller distribution goals, policies and strategies; middlemen buying policies and practices and relationships with sellers; channel leadership; channel systems; channel-design decision-making; channel incentive, and promotion strategies and programs. *Passing score: 60%*

TEMAR321 Marketing Communications (3)

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

TEMAR421 Marketing Management Strategy I (3)

Capstone review of the theory and practice of marketing policy and strategy formulation for the business student who specializes in marketing. *Passing score: 50%*

TEMAR422 Marketing Management Strategy II (6)

Capstone review of the theory and practice of marketing policy and strategy formulation for the business student who specializes in marketing. *Passing score: 50%*

TEMAR411 Marketing Research (3)

Fundamental concepts, principles, and practices in the area of marketing research. Topics include: problem definition; data collection methods; sampling; analysis of market research information; data sources; and survey planning. *Passing score: 60%*

TEMAR322 Sales Management (3)

The role of sales management in marketing. Principles and practices in planning, organizing, and controlling the sales force. Selection, training, compensating, supervising, and motivating salespeople. *Passing score: 60%*

Operations Management

TEDAP101 Introduction to Data Processing (3)

Survey of the basic concepts, principles, and procedures in electronic information processing. Topics include: computer concepts, components and functions; computer applications; systems analysis and design; forms of input and output; elements of operating systems; networking; personal computers and their uses; MIS; computers in the workplace; security, privacy and ethical issues. *Passing score: 60%*

TEOPM301 Introduction to Operations Management (3)

Survey of operations management using system concepts to stress coordination, optimization, and control of materials, equipment and people to the management of all types of organizations. Topics include: logistics; production; purchasing; inventory control; and queuing. *Passing score: 60%*

TEOPM441 Quantitative Managerial Decision Making (3)

The understanding, application, and limitations of various mathematical and statistical tools of decision-making for managerial problem-solving. Topics include: correlation; regression; probability; analysis of variance; hypothesis testing; nonparametric statistics; Bayesian analysis; forecasting and scheduling techniques; statistical quality control; inventory control; indices; linear programming; PERT/CPM; and applied queuing theory. *Passing score: 60%*

Professional Area Examinations

TECOU321 Behavior Modification Techniques in Counseling (3)

Basic concepts and techniques of behavior modification. Topics include: relaxation; sensitization and desensitization; self-image improvement; rational thinking and assertiveness training. *Passing score: 64%*

TEHEA301 Community Health (3)

Historical precedents of present-day health care services and programs. Topics include: leading causes of illness, disability, and death; services being rendered by local, state, and federal agencies; structure and role of voluntary agencies; the planning process; community involvement; and elementary concepts of epidemiology. *Passing score: 60%*

TECOU322 Counselor Training: Short-Term Client Systems (3)

Skills in the areas of empathy, values and attitudes, exploration and problem-solving that may be applied to establishing and maintaining more effective helping relationships with clients. *Passing score: 75%*

TEMIS311 Database Management (3)

Basic concepts of database systems; types of database systems; design and implementation of relational databases; data protection; database management and administration; SQL. *Passing score: 65%*

TEHUS101 Introduction to Human Services (3)

Overview of the human services field. Topics include: the helping relationship; the helping skills; counseling theories; social systems; current social issues; intervention strategies; organization and delivery of services; and the history of human services as they apply to various fields of practice. *Passing score: 60%*

TEPUA101 Public Administration I (3)

Survey of the basic administrative structures and functions of government agencies. Topics include: the principal theories underlying the study of these structures and functions, and the major political and philosophical issues related to the study of public administrative agencies. *Passing score: 60%*

TECOU341 Women in Treatment (3)

Issues and approaches in the treatment and rehabilitation of the female drug addict. Topics include: climate setting; characteristics of the female drug addict; attitudes toward women; the counselor-client interaction; treatment planning; and action planning. *Passing score: 65%*

TESES131 Word Processing Fundamentals (3)

The fundamentals of word processing systems and their use in creating, editing, printing, storing, and retrieving documents. Knowledge of a particular word processing system or program is not required, but familiarity with a recent version of a windows-based word processing package, such as WordPerfect or Microsoft Word is required. *Passing score: 65%*

**Numbers in parentheses indicate semester hour credits.*

Other Testing Programs

American College Testing Proficiency Examination Program: Regents College Examinations (ACT PEP: RCE)

The American College Testing Proficiency Examination Program: Regents College Examinations (ACT PEP: RCE) offers a series of college-level examinations at test centers throughout the country, including twice a year at Thomas Edison State College in Trenton. Study guides are available for each ACT PEP: RCE exam. Each study guide contains an outline, sample questions and a list of recommended readings. To order guides and registration materials, write or call: American College Testing, ACT PEP: RCE Study Guides (85), P.O. Box 4014, Iowa City, Iowa, 52243-4014, (319) 337-1363.

The dates ACT PEP: RCE exams are administered at Thomas Edison State College are listed in the College Calendar in this Catalog. Score reports are sent directly to students (two to three months for exams with essay, two to four weeks for multiple-choice exams). An ACT PEP: RCE score report will be sent automatically to Thomas Edison if students list the official Thomas Edison code, 2612, on their answer sheet at the time of testing. The following information was accurate as of July 1997:

Examination Title*	Passing Score
Arts and Sciences	
AEPSY350 Abnormal Psychology (3)	45
AESOS304 The American Dream (Part 1) (6)	C#
AEBIO330/331 Anatomy and Physiology (6)	46
AEPHI385 Ethics: Theory and Practice	47
AEGER101 Foundations of Gerontology (3)	46
AEHIS327 The History of Nazi Germany (3)	C#
AEPSY211 Life Span Developmental Psychology	45
AEBIO230 Microbiology (3)	45
AEREL405 Religions of the World (3)	C#
AEMAT340 Statistics (3)	48
AEHIS351 War in Vietnam (1945-1975): A Global Perspective (3)	C#
Business	
AEBUS423 Business Policy and Strategy (3)	P+
AEMAN331 Human Resource Management (3)	45
AEMAN324 Labor Relations (3)	44
AEMAN311 Organizational Behavior (3)	C#
AEOPM303 Production/Operations Management (3)	45
Education	
AEEDU121 Reading Instruction in the Elementary School (6)	45
Nursing (Proficiency Examinations)	
AENUR321 Adult Nursing, B.A. Level (8)	45
AENUR236 Fundamentals of Nursing, A.A. Level (8)	45
AENUR246 Maternal and Child Nursing, A.A. Level (6)	45
AENUR301 Maternal and Child Nursing, B.A. Level (8)	45
AENUR244 Maternity Nursing, A.A. Level (3)	45
AENUR331 Psychiatric/Mental Health Nursing, B.A. Level (8)	43
Nursing (Associate Degree)	
AENUR231 Commonalities in Nursing Care: Area A (5)	47
AENUR232 Commonalities in Nursing Care: Area B (5)	47
AENUR241 Differences in Nursing Care, Area A (5)	47
AENUR242 Differences in Nursing Care, Area B (5)	47
AENUR243 Differences in Nursing Care, Area C (5)	47
AENUR251 Occupational Strategies in Nursing (3)	47
Nursing (Baccalaureate Degree)**	
AENUR401 Health Restoration: Area I (4)	47
AENUR402 Health Restoration: Area II (4)	47
AENUR403 Health Support: Area I (4)	47
AENUR404 Health Support: Area II (4)	47
AENUR405 Professional Strategies in Nursing (4)	47

* Numbers in parentheses indicate semester hour credits.
Letter grade awarded. "C" is minimum acceptable grade.
+ Pass/fail grade awarded. "Pass" is acceptable grade. Passing scores are subject to change.
** These exams are required for the Bachelor of Science in Nursing degree.

OTHER TESTING PROGRAMS

Advanced Placement Program (APP)

The College Entrance Examination Board administers the Advanced Placement Program (APP), a series of college-level examinations, to high school seniors. Thomas Edison State College will grant 6 semester hours credit for APP examinations for which a score of "three" or better has been awarded. Students should request that official score reports for these examinations be sent to the Office of the Registrar by writing to Advanced Placement Program (APP), P.O. Box 6671, Princeton, N.J. 08541-6671. The cost of official score reports, when requested in writing to Advanced Placement Program (APP), is \$11. Or, students can request official score reports by calling (609) 771-7300. The cost of official score reports, when requested by calling Advanced Placement Program (APP), is \$18.

Defense Language Institute (DLI)

The Defense Language Institute (DLI) administers a series of Defense Language Proficiency Tests (DLPT) which support its extensive foreign language instruction programs for active duty military personnel. Persons who served in the military often can present records of language proficiency as assessed by DLI. The examinations, which test listening, reading and speaking skills, are scored on the basis of the level of proficiency achieved in each of the three areas. A variable range of credits may be earned, depending on the combination of scores received. A student may earn as few as one or two credits.

Foreign Service Institute (FSI)

The Foreign Service Institute (FSI) administers a series of oral proficiency language assessment examinations to test the oral language proficiency of prospective U.S. Department of State employees who will be stationed abroad. Persons who have been employed by the U.S. government and have served in the foreign service often can present records of language proficiency as assessed by FSI. Although many languages are assessed by the FSI, only the French and Spanish examinations have been evaluated in terms of college credit recommendations.

College Level Examination Program (CLEP)	Examination Title*	Passing Score
Business		
CECOS104	Information Systems and Computer Applications (3)	52
CELAW201	Introductory Business Law (3)	51
CEACC101/102	Principles of Accounting (6)	45
CEMAN301	Principles of Management (3)	46
CEMAR301	Principles of Marketing (3)	50
Humanities		
CELIT111/112	American Literature (6)	46
CELIT130/131	Analyzing and Interpreting Literature (6)	47
CEFRE101/102	College French-Level 1 (6)	39
CEFRE101/102 201/202	College French-Level 2 (12)	45
CEGRM101/102	College Level German Language-Level 1 (6)	36
CEGRM101/102 201/202	College Level German Language-Level 2 (12)	42
CESPA101/102	College Level Spanish Language-Level 1 (6)	45
CESPA101/102 201/202	College Level Spanish Language-Level 2 (12)	50
CEENG101/102	English Composition <u>with</u> Essay (General) (6)	420
CELIT121/122	English Literature (6)	46
CEENG108/109	Freshman College Composition <u>with</u> Essay (6)	44
CEHUM101/102	Humanities (General) (6)	420
Natural Sciences/Mathematics		
CEMAT331/332	Calculus with Elementary Functions (6)	41
CEMAT121	College Algebra (3)	46
CEMAT120	College Algebra-Trigonometry (3)	45
CEBIO111/112	General Biology (6)	46
CECHE111/112	General Chemistry (6)	47
CEMAT105/106	College Mathematics (General) (6)	420
CENAS101/102	Natural Sciences (General) (6)	420
CEMAT122	Trigonometry (3)	50
Social Sciences		
CEPOS110	American Government (3)	47
CEHIS116	History of the United States I: Early Colonization to 1877 (3)	47
CEHIS117	History of the United States II: 1865 to the Present (3)	46
CEPSY210	Human Growth and Development (3)	45
CEPSY230	Introduction to Educational Psychology (3)	47
CEPSY101	Introductory Psychology (3)	47
CESOC101	Introductory Sociology (3)	47
CEECO111	Principles of Macroeconomics (3)	44
CEECO112	Principles of Microeconomics (3)	41
CESOS101/102	Social Sciences and History (General) (6)	420
CEHIS101	Western Civilization I: Ancient Near East to 1648 (3)	46
CEHIS102	Western Civilization II: 1648 to Present (3)	47

The College Board offers a series of college equivalency examinations through its College Level Examination Program (CLEP). There are five general examinations which cover what is usually taught during the first year of college. These examinations test general knowledge in the areas of *mathematics, humanities, natural sciences, social sciences and history* and *English composition*. The CLEP general exams sometimes duplicate other credit students have earned. Refer to the academic policy on duplication of credit for additional explanation.

In addition to the five general examinations, CLEP offers approximately 30 subject examinations which correspond to specific college courses. Thomas Edison State College administers CLEP examinations once a month. Specific test dates are listed in the College Calendar. A CLEP score report will be sent automatically to Thomas Edison if students list the official Thomas Edison code, 2748, on their answer sheet at the time of testing.

More detailed information about the CLEP examinations and the locations of test centers around the country can be obtained by writing to CLEP, P.O. Box 6600, Princeton, N.J., 08541-6600. Registration materials, which include information on test dates and fees, may be obtained by calling the Office of Test Administration at (609) 633-2115.

The following information was accurate as of July 1997:

*Numbers in parentheses indicate semester hour credits.

DANTES Subject Standardized Tests (DSST)	Examination Title*	Passing Score
Humanities		
DEART163	Art of the Western World (3)	48
DEPHI286	Ethics in America (3)	46
DEREL405	Introduction to World Religions (3)	49
Social Sciences		
DEHIS252	The Civil War and Reconstruction (3)	47
DEHIS222	Contemporary Western Europe: 1946-1990 (3)	48
DESOS303	Drug and Alcohol Abuse (3)	49
DEANT101	General Anthropology (3)	47
DEGOG120	Human/Cultural Geography (3)	48
DEHIS351	A History of the Vietnam War (3)	49
DEHIS310	An Introduction to the Modern Middle East (3)	44
DEPSY211	Lifespan Developmental Psychology (3)	46
Natural Sciences/Mathematics		
DEAST110	Astronomy (3)	48
DEENS311	Environment and Humanity: The Race to Save the Planet (3)	46
DEMAT127	Fundamentals of College Algebra (3)	47
DECOS210	Introduction to Computers with Programming in BASIC (3)	47
DEGEO101	Physical Geology (3)	46
DENAS111	Principles of Physical Science I (3)	47
DEMAT340	Principles of Statistics (3)	48
Business		
DELAW202	Business Law II (3)	52
DEBUS161	Business Mathematics (3)	45
DEBUS101	Introduction to Business (3)	46
DEMIS301	Management Information Systems (3)	46
DEFIN332	Money and Banking (3)	48
DEMAN311	Organizational Behavior (3)	48
DEMAN331	Personnel/Human Resource Management (3)	48
DEFIN301	Principles of Finance (3)	46
DEACC101	Principles of Financial Accounting (3)	49
DEMAN201	Principles of Supervision (3)	46
Professional Areas		
DECRJ102	Criminal Justice (3)	49
DEEDU102	Foundations of Education (3)	46
DECOU262	Fundamentals of Counseling (3)	45
DEHEA103	Here's to Your Health (3)	48
DECRJ101	Introduction to Law Enforcement (3)	45
DEBUE101	Personal Finance (3)	46
DEENG200	Technical Writing (3)	46

The following college-level examinations in the DANTES Subject Standardized Tests program are currently available for Thomas Edison State College students to take at regular TECEP administrations.

To facilitate preparation, a comprehensive package is offered by Thomas Edison, containing information on test preparation as well as a complete set of the specific study guides provided by the DANTES program for each of its examinations. The test preparation information is appropriately focused for the DANTES examinations. The study material includes information on the topics to be tested, sample questions and recommended readings. The package may be ordered by contacting the Office of the Bursar, or by requesting a test registration form, which contains an order blank.

Students may order test registration forms from the Office of Test Administration, (609) 633-2844.

The following information was accurate as of July 1997:

The following DANTES examination is not administered through the TECEP program. However, Thomas Edison will accept it for credit if it has been taken elsewhere.

DECOM201	Principles of Public Speaking (3)	47
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*Numbers in parentheses indicate semester hour credits.

Ohio University
Examinations

Thomas Edison State College students may take the Ohio University Examinations listed for college credit. To register/enroll contact:

Ohio University
Lifelong Learning Programs
302 Tupper Hall
Athens, Ohio 45701-2979
Telephone: (614) 593-2910 or
(800) 444-2910 (nationwide)
FAX: (614) 593-2901

Students enroll in a course to obtain credit by examinations and receive a brief syllabus containing a short course description, a list of the required textbooks and information on the nature of the examination. The supervised examination must be taken within six months. Students prepare for the examination without intermediate assistance from the faculty member. Upon completion of the examination, students receive a grade and resident Ohio University credit. Failures are recorded. Students must request Ohio University to send an official transcript to Office of the Registrar, Thomas Edison State College.

Note: All examinations are listed with quarter hour credits which will be converted to semester hours when transferred to a Thomas Edison State College Transcript on the following basis:

3 quarter hours = 1.3 semester hours;
4 quarter hours = 2.6 semester hours;
5 quarter hours = 3.3 semester hours;
6 quarter hours = 4 semester hours

New York University
Proficiency Testing in
Foreign Language

Thomas Edison State College offers a series of language examinations prepared by faculty at New York University. Up to 16 hours of credit may be awarded depending on the level of performance. These proficiency equivalency examinations are designed to provide native speakers with an assessment of their ability to function in their native languages. It also provides individuals with foreign residency or extensive experience in a foreign language the opportunity to establish skills at the equivalent of elementary-intermediate college level. The level of language testing corresponds to the S-3 FSI definition of Minimum Professional Proficiency, i.e., the ability to speak, write and read the language sufficiently to satisfy normal social and work requirements.

Each examination tests four basic areas: comprehension of the spoken language, the written language in free composition, translation from the native language into English and translation from English into the native language.

The examinations are administered at Thomas Edison in Trenton several times a month. A registration form, containing information on test dates and fees, is available from the Office of Test Administration, (609) 633-2844. Score reports are sent by New York University within one month of the examination.

Students may also take these examinations at New York University in New York City. Students choosing this option should contact NYU directly by calling the Foreign Language Office at (212) 998-7030 or by writing to:

NYU School of Continuing Education
Foreign Language Program
48 Cooper Square, Room 107
New York, N.Y. 10003

The following examinations were available as of January 1997:

Albanian	Korean
Arabic	Latin
Armenian	Malay
Chinese (Cantonese)	Norwegian
Chinese (Mandarin)	Persian
Czech	Polish
Danish	Portuguese (Brazilian)
Dutch	Punjabi
Finnish	Romanian
French	Russian
Gaelic (Irish)	Serbo-Croatian (Croatian)
German	Serbo-Croatian (Serbian)
Greek (Modern)	Spanish
Haitian Creole	Swahili
Hebrew	Swedish
Hindi	Tagalog
Hungarian	Thai
Icelandic	Turkish
Indonesian	Ukrainian
Italian	Urdu
Japanese	Vietnamese
	Yiddish

Licenses and
Certificates
Honored

Thomas Edison State College will grant credit for current professional licenses or certificates that have been evaluated and approved for credit by the College's Academic Council. Students who have earned one of the licenses or certificates listed below must submit notarized copies of the license or certificate and current renewal card, if appropriate, in order to receive credit. In addition an official transcript of the course completed must be sent to the Office of the Registrar from the hospital or agency through which they were completed. The following United States licenses and certificates have been approved for credit:

Health-related Professional Certifications and Licenses

Cardiovascular Registry — Invasive (CCI/NBCVT)	7
Cardiovascular Registry — Noninvasive (CCI/NBCVT)	12
Certified Cardiographic Technician (CCI-CCT)	6
N.J. Emergency Medical Technology — Ambulance (EMT-A)	4
N.J. Emergency Medical Technology — Paramedic (MICP)	16
Histotechnology (ASCP-HT)	4
Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT)	30
Nursing (RN) (For programs other than BSN)	up to 60
Radiation Therapy Technology (ARRT-RT[T] or NJ-LRT[T])	32
Radiologic Technology (ARRT-RT[R] or NJ-LRT[R])	
Hospital-based programs 1980 and subsequent	34
Hospital-based programs 1976-1980	20 or 34
Hospital-based programs prior to 1976	20
Respiratory Therapy Technician (NBRC-CRTT)	23
Respiratory Therapist (NBRC-RRT)	44

No credit is granted in transfer toward BSN degree requirements for coursework taught in a hospital diploma nursing program.

Aviation Licenses and Certificates

FAA Private Pilot Airplane License	6
FAA Private Pilot Rotocraft License	6
FAA Commercial Pilot Airplane License	12
FAA Commercial Pilot Rotocraft License	12
FAA Instrument Pilot Airplane License	6
FAA Instrument Pilot Rotocraft License	6

(If a student holds both private pilot licenses the maximum credit award is nine semester hours; for both commercial pilot licenses, 18 semester hours; and for both instrument pilot licenses, nine semester hours)

FAA Flight Engineer	6
FAA Flight Dispatcher	7
FAA Flight Instructor Rating	4
FAA Flight Instructor Instrument Rating	4
FAA Flight Navigator	8
FAA Multi-engine Airplane	2
FAA Airline Transport Pilot	5
FAA Mechanic Certificate/Airframe and Powerplant Rating	55
FAA Mechanic/Airframe	27
FAA Mechanic/PowerPlant	28
FAA Air Traffic Control Specialist	60

Business Certificates

Institute for the Certification of Computer Professionals #	
Associate Computer Professional (ACP)***	up to 20
Certified Computer Programmer (CCP)***	up to 23-24
Certified Data Processor (CDP)***	up to 23-24
Certified Systems Professional (CSP)***	up to 23-24
Diploma in Computer Studies #	9
Certificate awarded by National Computing Centre.	
Certified Payroll Professional (CPP) #	up to 12
Awarded by the American Payroll Association.	
Certified Professional Secretary (CPS) #	up to 33
Awarded by Institute for Certifying Secretaries.	
Certified Public Accountant (CPA)*	up to 33
Awarded by state boards of accountancy	
Chartered Life Underwriter (CLU)*	up to 30
Awarded by the Certification Board of The American College.	
Chartered Financial Consultant (ChFC)*	up to 30
Awarded by the Certification Board of The American College.	
Chartered Property Casualty Underwriter (CPCU)* #	up to 30
Awarded by the American Institute for Property and Liability Underwriters.	
Certified Financial Planner (CFP) #	up to 18
Awarded by The College for Financial Planning.	
Certified Employee Benefit Specialist (CEBS) #	up to 34
Awarded by The International Foundation of Employee Benefits Plans.	
Certified Purchasing Manager (CPM)	up to 9
Awarded by The National Association of Purchasing Management.	
Credit recommendation by USNY PONSI program.	
Certified Public Manager Program of New Jersey (CPM) #	up to 20

Other Certificates or Licenses

Automotive Service Excellence Exams (NIASE) #	
Automobile, 8 exams	up to 32
Auto Body, 2 exams	up to 17
Heavy-Duty Truck, 6 exams	up to 27
Certified Novell Administrator #	up to 2
Certified Novell Instructor #	up to 13
Certified Novell Engineer #	up to 15
New Jersey State Land Surveyor License	7
Evelyn Wood Reading Dynamics Course	1
National Court Reporters Association #	
Registered Professional Reporter	21
Certificate of Merit	3
Navy Basic Nuclear Power School (after 1961)**	41
Nuclear Regulatory Commission Reactor Operator or Senior Reactor Operator License**	27
National Registry of Radiation Protection Technologists (NRRPT) #	30

American Society for Nondestructive Testing

Certification Level:	II	III
Any testing method	6	12
Radiographic testing	3	7
Ultrasonic testing	3	7
Magnetic+Liquid testing	3	6
Eddy Current testing	3	3
Leak testing	3	3

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

** There is duplication within the recommendation in these two credit awards. If a student holds both, the maximum credit award will be 57 s.h.

*** There is significant overlap of credit recommendations since as of May 1990 the ACP, CCP, CDP and CSP have a common CORE of 17 sh.

Credit recommendations made by the American Council on Education.

Corporate and Business Training Programs

How to Earn College Credit for Corporate Education and Training Courses

Students may be able to earn credit for courses taken at their workplace or through union or professional associations. Students should first check whether the courses completed have been evaluated by the American Council on Education (ACE) through the Program on Noncollegiate Sponsored Instruction (PONSI).

PONSI is a program under which company and other noncollegiate courses are evaluated by college faculty 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 TESC, courses are accepted as long as they meet degree requirements. Students are eligible to receive credit recommendations if they completed course(s) while the sponsoring organization was an active PONSI sponsor.

To see if courses taken have been recommended for credit:

1. Review the list of Current PONSI Sponsors. The list that follows gives the names and locations of current ACE sponsors that have PONSI-evaluated courses. If students are or have been affiliated with any of the organizations listed, then check further.
2. Check the two guides listed above. 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 request that documentation be forwarded directly to the College from the appropriate source. Students may not submit their own informal or personal copies of their records. In cooperation with the sponsor organization, students who wish to obtain college credit are expected to have all their PONSI recommended education and training courses recorded in Washington, DC on the ACE Registry. To request that a copy of your Registry record be sent to the College, simply contact the Registry directly at (202) 939-9434. In those special cases where no Registry record can be obtained, a student may contact the sponsor organization and request a formal copy of the successful course completion be mailed directly to the College.

If Courses Have Not Been Evaluated, Consider Doing a Portfolio

If the courses completed have not been evaluated by PONSI but students want to capitalize on the learning, they should consider portfolio assessment. Portfolio assessment helps students define and demonstrate both their formal and informal learning in terms of college courses. (See Portfolio Assessment section of this Catalog).

If Students Need Information or Assistance with PONSI Courses

Colleges vary in the ways they accept PONSI courses. If students have questions or concerns about using PONSI credits at a college, call the PONSI staff at Thomas Edison State College. Although courses listed through the ACE Registry are often accepted more easily than sponsor-specific transcripts, staff will assist any student presenting PONSI recommendations to a college.

For assistance, call the office at (609) 633-6271.

If Students Want to Know Other Ways Thomas Edison State College Can Help Their Organizations

The Office of Corporate Higher Education Programs can bring the resources of Thomas Edison State College and other colleges to the workplace. Through this office:

1. Formal courses can be evaluated through PONSI.
2. College services can be offered at employer sites.
3. Employers can get information about tuition aid policies that reimburse costs students may incur at Thomas Edison State College.

To get more information about PONSI or tuition aid policies, contact the Office of Corporate Higher Education Programs, Thomas Edison State College at (609) 633-6271 or corpinfo@tesc.edu.

Current PONSI Sponsors*

America's Community Bankers
Fairfield, Conn.

American Academy of Nutrition
Knoxville, Tenn.

American Assoc. Dir.
Human Serv. Personnel
Parma, Mich.

American Bankers Association
Washington, D.C.

American Educational Institute
Basking Ridge, N.J.

American Health Information
Management Assoc.
Chicago, Ill.

American Institute for CPCU
Malvern, Pa.

American Institute for Paralegal Studies
Roslyn Farms, Pa.

American Institute of Banking
Mid-Atlantic Chapter
Bethesda, Md.

American Institute of Banking
of New Jersey
Clifton, N.J.

American Institute of Medical Law
Coral Gables, Fla.

American Society of Safety Engineers
Des Plaines, Ill.

Armenian National
Education Committee
New York, N.Y.

Art Instruction Schools
Minneapolis, Minn.

AT&T Executive Education
Somerset, N.J.

AT&T Network
Operations & Engineering Training
Bedminster, N.J.

AT&T Network Operations &
Engineering Training (NOET) Int'l.
Cincinnati, Ohio

AT&T NOET Information
Movement & Management Curriculum
Atlanta, Ga.

AT&T NOET Training Center
Columbus, Ohio

AT&T NOET, Kansas City Technical
Education Center
Kansas City, Mo.

AT&T School of Business & Technology
Somerset, N.J.

Automatic Sprinkler Apprenticeship
University Park, Pa.

Baltimore Gas & Electric Company
Lusby, Md.

Bell Atlantic Corporation
Silver Spring, Md.

Bergen County Police & Fire Academy
Mahwah, N.J.

Berlitz International, Inc.
New York, N.Y.

BOMI Institute
Arnold, Md.

Breastfeeding Support Consultants
Chalfont, Pa.

Bureau of Information Technology Studies
Bombay 400 064, India

Caesars Atlantic City
Atlantic City, N.J.

California College for Health Sciences
National City, Calif.

Carolina Power & Light Company
Raleigh, N.C.

Carpenters Health and Safety Fund of
North America
Washington, D.C.

Catholic Distance University
(formerly Catholic Home Study Institute)
Paeonian Springs, Va.

Central Intelligence Agency
Washington, D.C.

Central States Health & Life Company
Omaha, Neb.

Central Training Academy
Albuquerque, N.M.

CURRENT PONSI SPONSORS

Certified Employee Benefit
Specialist Program
Brookfield, Wisc.

Certified Medical Representatives
Institute, Inc.
Roanoke, Va.

Charles River Computers
New York, N.Y.

Christopher Academy &
Maitland Montessori School
Westfield, N.J. and
Altamonte Springs and Maitland, Fla.

Chrysler Corporation Advanced
Technical Training
Detroit, Mich.

Chubb Institute
Parsippany, N.J.

Command Train, Inc.
Dearborn, Mich.

Commerce Bank, N.A.
Mount Laurel, N.J.

Commonwealth Edison Company
Wilmington, Ill.

CompuTaught, Inc.
Marietta, Ga.

Computer Institute
Rockville, Md.

Computer Learning Center
Philadelphia, Pa.

Computer Learning Center
Paramus, N.J.

CoreStates New Jersey National Bank
Pennington, N.J.

Corporate Educational Services
Oakbrook Terrace, Ill.

Credit Union National Association
Madison, Wisc.

Dale Carnegie & Associates, Inc.
Garden City, N.Y.

Dana Corporation
Toledo, Ohio

Data Processing Trainers Business School
Philadelphia, Pa.

Data Processing Training, Inc.
Kokomo, Ind.

Datapro Information Technology
Bombay, India

Defense Logistics Agency
Columbus, Ohio

Development Dimensions International
Bridgeville, Pa.

Digital Equipment Corporation
Maynard, Mass.

Disabled American Veterans
Washington, DC

Duquesne Light Company
Shippingport, Pa.

DynCorp
Reston, Va.

Early Childhood Professional
Development Network
Columbia, S.C.

Educational Services Institute
Arlington, Va.

EG&G Mound Applied Technologies
Miamisburg, Ohio

English Language Institute of
America, Inc.
Scranton, Pa.

Enhanced Training
Opportunities Program, Inc.
Itasca, Ill.

Entergy Operations, Inc.
Kilona, La.

Evelyn Wood Reading Dynamics
Shawnee Mission, Kan.

ExecuTrain Corporation
Omaha, Neb.

Federal Aviation Administration FAA
Academy, Oklahoma City, Okla.

Federal Aviation Administration FAA
Palm Coast, Fla.

Federal Market Group
Vienna, Va.

First Data Card Services Group
Omaha, Neb.

Florida Power and Light Co.
Juno Beach, Fla.

GE Aircraft Engines
Lynn, Mass.

General Physics Corporation
Columbia, Md.

Graduate School of Banking at Colorado
Boulder, Colo.

Health Insurance Association of America
Washington, DC

HoHoKus School of Secretarial and
Medical Sciences
Ramsey, N.J.

Hudson Institute for Teacher Education
Danbury, Conn.

ICI University
Irving, Texas

ICS Learning Systems
Scranton, Pa.

Illinois Fire Service Institute
Champaign, Ill.

Independent School of Management
Wilmington, Del.

Institute for Nuclear Medical Education
Boulder, Colo.

Institute of Certified Professional Managers
Harrisonburg, Va.

Institute of Certified Travel Agents
Wellesley, Mass.

Institute of Financial Education
Chicago, Ill.

Institute of International Studies
Columbia, Md.

Institute of Logistical Management
Huntingdon Valley, Pa.

Institute of Management and Production
Kingston 5, Jamaica, W. I.

Insurance Data Management Association
New York, N.Y.

Insurance Educational Association
San Francisco, Calif.

*The listings that are in bold print are sponsors
evaluated by Thomas Edison State College.

CURRENT PONSI SPONSORS

Interagency Training Center Fort Washington, Md.	Mercantiles Stores, Inc. Fairfield, Ohio	New Mexico State Fire Academy Socorro, N. Mex.
Internal Revenue Service New York, N.Y.	Metropolitan Technical Institute Fairfield, N.J.	NIIT Ltd. New Delhi 110 020, India
International Hearing Society Lebanon, Ore.	National Academy of Railroad Sciences Overland Park, Kan.	NJ Department of Personnel-Human Resource Development Institute Princeton, N.J.
International Union of Operating Engineers Washington, D.C.	National Association of Independent Fee Appraisers St. Louis, Mo.	NJA&TC for Electrical Industry Upper Marlboro, Md.
IRI Skylight Training & Publishing, Inc. Arlington Heights, Ill.	National Association of Medical Staff Services Knoxville, Tenn.	NYNEX Corporation Marlboro, Mass.
IWCC Training In Communications Richmond Hill, Ontario, Canada	National Association of Securities Dealers, Inc. Rockville, Md.	Offshore Sailing School, Ltd. Ft. Myers, Fla.
Jamaican Institute of Management Kingston 10, Jamaica, W. I.	National Cryptologic School Fort Meade, Md.	Omaha Public Power District Omaha, Neb.
Joint Apprenticeship Training Committee I.B.E.W. Local 269 and the National Electrical Contractors Association of So. New Jersey Trenton, N.J.	National Emergency Training Center (NFA) Emmitsburg, Md.	Omega Institute Pennsauken, N.J.
Kepner Tregoe Princeton, N.J.	National Emergency Training Center (EMI) Washington, D.C.	OmniTech Consulting Group, Inc. Chicago, Ill.
Knight-Ridder, Inc. Miami, Fla.	National Endowment for Financial Education Denver, Colo.	Pacific Bell San Ramon, Calif.
Laborers-AGC Pomfret Center, Conn.	National Institute for Paralegal Arts and Sciences Boca Raton, Fla.	PADI International, Inc. Santa Anna, Calif.
Learning International, Inc. Stamford, Conn.	National Institute for Paralegal Arts and Sciences Boca Raton, Fla.	PECO Energy Corporation Delta, Pa.
Learning Tree International Reston, Va.	National Management Association Dayton, Ohio	PJA School Upper Darby, Pa.
Lucent Technologies Technical Services Co., Inc. San Antonio, Texas	National Mine Health and Safety Academy Beckley, W. Va.	Police Training Institute Champaign, Ill.
Lucent Technologies Training Solutions Englewood, Colo.	National Registry of Radiation Protection Technologists Swedesboro, N.J.	Professionals for Technology, Inc. West Palm Beach, Fla.
Lucent Technologies, Inc. Learning & Performance Center Piscataway, NJ	National Training Fund for the Sheet Metal and Air Conditioning Industry Alexandria, Va.	Public Education Institute New Brunswick, N.J.
Maryland Fire and Rescue Institute College Park, Md.	National Weather Service Training Center Kansas City, Mo.	QualPro Knoxville, Tenn.
Massachusetts Bankers Association, Inc. Boston, Mass.	New Jersey Association of Realtors Edison, N.J.	Qualtec Quality Services, Inc. West Palm Beach, Fla.
McDonald's Corporation Oakbrook, Ill.	New Jersey Council for the Humanities Trenton, N.J.	Recovery Assistance Program Training (RAPT) Perth Amboy, N.J.
		SBC Center for Learning St. Louis, Mo.

CURRENT PONSI SPONSORS

School of Engineering and Logistics Texarkana, Texas	U.S. Department of Agriculture Graduate School Washington, D.C.	Ultrasound Diagnostic School Miami, Fla.
Seafarers Harry Lundeberg School of Seamanship Piney Point, Md.	U.S. Department of Defense Security Institute Richmond, Va.	Ultrasound Diagnostic Schools Iselin, N.J.
Seminary Extension Nashville, Tenn.	U.S. Department of Justice, U.S. Marshals Service Glynco, Ga.	Union Pacific Railroad Company Phoenix, Ariz.
Showboat Casino-Hotel Atlantic City, N.J.	U.S. Department of Justice, Federal Bureau of Prisons Glynco, Ga.	University Online, Inc. Burnsville, Minn.
Snelling and Snelling, Inc. Dallas, Texas	U.S. Department of Justice, Immigration & Naturalization Glynco, Ga.	Virginia Insurance Reciprocal Glen Allen, Va.
Society for Human Resource Management Alexandria, Va.	U.S. Department of Labor, Office of Job Corps Washington, D.C.	Vital Learning Omaha, Neb.
St. Louis Police Academy St. Louis, Mo.	U.S. Department of Treasury Glynco, Ga.	Washington Gas Light Company Springfield, Va.
Stonier Graduate School of Banking Washington, D.C.	U.S. Drug Enforcement Administration Quantico, Va.	Western CUNA Management School Pomona, Calif.
Swiss Bank Corporation New York, N.Y.	U.S. Naval Center for Acquisition Training Office Norfolk, Va.	Westinghouse Electric Corporation Madison, Pa.
Technical Education & Development Corporation (formerly TEDCO) Kokomo, Ind.	U.S. Naval Facilities Contracts Training Center Port Hueneme, Calif.	Wisconsin Public Service Corporation Green Bay, Wisc.
Technical Training Project, Inc. Newark, N.J.	U.S. Office of Personnel Management Lancaster, Pa.	Xerox Corporation Rochester, N.Y.
The University Affiliated Program of NJ at UMDNJ Piscataway, N.J.	U.S. Postal Service Purchasing and Materials Washington, D.C.	Zaidner Institute Jerusalem, Israel
Travelers Group Atlanta, Ga.	U.S. Postal Service WFB Management Academy Washington, D.C.	Zenger-Miller, Inc. San Jose, Calif.
U.S. Army Anniston Army Depot Anniston, Ala.	U.S. Public Health Service Rockville, Md.	
U.S. Army Center for Civilian Human Resource Management Lancaster, Pa.	U.S. West Learning Systems Lakewood, Colo.	
U.S. Army Community and Family Support Training Center Falls Church, Va.	UAW-Ford Dearborn, Mich.	
U.S. Army Family Team Building Alexandria, Va.	UAW-GM National Human Resource Center Auburn Hills, Mich.	
U.S. Army Management Engineering College Rock Island, Ill.		
U.S. Army Management Staff College Ft. Belvoir, Va.		

Military Training Programs and Schools

Educational Experiences in the Armed Services

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

Since 1950 a separation report has been identified as DD Form 214. Prior to 1950 Army and Air Force veterans were issued a Separation Qualification Record; Navy and Coast Guard veterans were issued a Notice of Separation; Marine Corps veterans were issued a Report of Separation. A notarized photocopy of the original separation report should be submitted to the College. Students should not submit the original. Students unable to locate the original separation report can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132 and forward it with the cover form from the National Personnel Records Center to the College. Members of the Reserves or National Guard should contact their units for any necessary documentation.

Army personnel who entered active duty on or after October 1, 1981, who remained on active duty on or after January 1, 1984, are eligible for the Army/ACE Registry Transcript System (AARTS). AARTS will provide a transcript for any service school, MOS, or CLEP/DSSTs/ACT PEP: RCE Exam that has been passed and carries American Council on Education credit recommendations. Transcripts may be ordered through the base Education Officer or by writing to: AARTS Operations Center, Fort Leavenworth, 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. In January, 1977, the Army phased 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 the composite score is USAEEC Form 10A Enlisted Evaluation Data Report. The alternative to the SQT test for the period after December, 1976, is the Enlisted Evaluation Report (EER) with a score of 120 or above. Since 1988, the Army has been instituting a new Enlisted Evaluation Report (EER) that does not carry a score. Thomas Edison will accept a Satisfactory Rating on such EERs. Army personnel on Active Duty should request that their training office send a certified copy of the USAEEC Form 10A or EER to the College. Veterans should write to the National Personnel Records Center at 9700 Page Boulevard, St. Louis, MO 63132 for a copy of USAEEC Form 10A.

Many warrant officer MOSs have also been evaluated by ACE. Although a few warrant officer MOS recommendations are in effect from the 1940s and 1950s, most recommendations went into effect after 1960. Appropriate documentation to support the warrant officer's MOS would be DA Form 2-1, Personnel Qualification Record or DA Form 66, Officer Qualification Record. Warrant officers on active duty should provide a certified copy of either of these forms from their training office. Veterans should write to the National Personnel Records Center at the address above.

Coast Guard Rating

The American Council on Education has evaluated various Coast Guard ratings. The earliest date for any of these recommendations is January 1971. Appropriate verification can be found on DD 295, "Application for the Evaluation of Educational Experiences During Military Service." Active duty personnel should contact the Education Officer to obtain a

certified copy of this form. Veterans should write to the National Personnel Records Center at 9700 Page Boulevard, St. Louis, MO, 63132. Notarized copies of Separation Report (DD 214) may be used for verification.

Navy Rating

The American Council on Education has also evaluated various Navy Ratings. The earliest date for any of these recommendations is June, 1971. Appropriate verification can be found on DD 295, "Application for the Evaluation of Educational Experiences During Military Service." Active duty personnel should contact the Education Officer to obtain a certified copy of this form. Veterans should write to the National Personnel Records Center at 9700 Page Boulevard, St. Louis, MO 63132. A notarized photocopy of the Separation Report (DD 214) may also be used for verification.

Marine MOS

The American Council on Education began to review a limited number of Marine Corps MOS' for credit in April 1987. To receive credit, all three levels of the MOS must have been completed. Students should submit the Individual Duty Area Qualification Summary Sheet (ITSS).

Air Force

Students who served in the Air Force prior to 1972 should submit a notarized copy of the DD 214 or other appropriate service records showing training completed. Students who served after 1972 should request an Official Transcript from the Community College of the Air Force, Building 836, Maxwell Air Force Base, AL 36112-6655.

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

Servicemembers Opportunity College



Thomas Edison State College is a member of the Servicemembers Opportunity College (SOC). The Army, Navy, Marines and National Guard have contracted with the American Association of State Colleges and Universities for the Servicemembers Opportunity College. Though the 1,200 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, Marines or National Guard apply to Thomas Edison, the College provides to both the servicemember and to SOC an agreement form and a copy of the Academic Program Report which shows the credits applied toward the degree and the credits needed to complete the degree. All applicants and enrolled servicemembers have access to the Student Services staff through telephone, e-mail, letters, and individual appointments.

Army Education Offices and Navy Campuses have the SOC publications which list the 1,200 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.

Correspondence Courses

While students are encouraged to utilize Thomas Edison State College independent study options, they may select independent study or correspondence courses from a number of other institutions.

In order to assist students in selecting other courses, the College has made arrangements with five national correspondence programs to provide Thomas Edison students with their bulletin and information. To assist students the four programs and course offerings are listed below.

A national publication list is available that contains all of the colleges and universities in the United States which provide courses through independent study or by correspondence. Students may use courses from any of the schools listed in the national publication, as long as the course(s) satisfy Thomas Edison degree requirements. To secure the publication students should check with their local bookstore or write to:

UCEA Book Order Department
Peterson's Guide
P.O. Box 2123
Princeton, N.J. 08543-2123
For telephone orders contact:
Non-New Jersey residents: (800) 225-0261
New Jersey residents: (609) 243-9111

Indiana University

Students may earn credit toward their degree program by taking correspondence courses from Indiana University. Students register for the course directly with Indiana University. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College upon the student's request. Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements. To request a university bulletin with course descriptions and registration information write or call:

Indiana University
Division of Extended Studies
Owen Hall
Bloomington, IN 47405-5201
(800) 457-4434 (Nationwide)
(800) 822-4762 (Indiana)
(812) 855-3693 (Bloomington and outside the toll-free area)
(812) 855-8680 (FAX)
EXTEND@INDIANA.EDU (E-Mail)

Ohio University

Students may earn credit toward their degree program by taking correspondence courses from Ohio University. Students register for the course directly with Ohio University. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College upon the student's request. Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements. To request a university bulletin with course descriptions and registration information write or call:

Ohio University
Lifelong Learning Programs
302 Tupper Hall
Athens, Ohio 45701-2979
(614) 593-2910
(800) 444-2910 (Nationwide)
(614) 593-2901 (FAX)

Ohio University credits are listed in quarter credit hours which will be converted to semester credit hours when transferred to a Thomas Edison State College transcript, on the following basis:

- 2 quarter hours = 1.3 semester hours
- 3 quarter hours = 2 semester hours
- 4 quarter hours = 2.6 semester hours
- 5 quarter hours = 3.3 semester hours

CORRESPONDENCE COURSES

Pennsylvania State University

Students may earn credit toward their degree program by taking correspondence courses from Pennsylvania State University. Students register for the course directly with the Pennsylvania State University. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College upon the student's request. Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements. To request a university bulletin with course descriptions and registration information write or call:

The Pennsylvania State University
Dept. of Independent Learning
207 Mitchell Building
University Park, PA 16802-3601
(800) 458-3617 (Nationwide)
(800) 252-3592 (Pennsylvania)
(814) 865-5403 (State College Area)

University of Missouri

Students may earn credit toward their degree program by taking correspondence courses from the University of Missouri. Students register for the course directly with the University of Missouri. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College upon the student's request. Students are advised to secure approval before registering for the course to ensure that credit will satisfy Thomas Edison degree requirements. To request a university bulletin with course descriptions and registration information write or call:

University of Missouri
Center for Independent Study
136 Clark Hall
Columbia, MO 65211
(314) 882-2491
(314) 882-6808 (FAX)
independ@ext.missouri.edu (E-Mail)

University of Nebraska-Lincoln

Students may earn credit toward their degree program by taking correspondence courses from the University of Nebraska-Lincoln. Students register for the course directly with the University of Nebraska-Lincoln. The credits earned will be placed on their transcript and forwarded to Thomas Edison State College upon the student's request. Students are advised to secure approval before registering for the courses to ensure that credit will satisfy Thomas Edison degree requirements. To request a university bulletin with course descriptions and registration information write or call:

University of Nebraska-Lincoln
Division of Continuing Studies
Department of Distance Education
Clifford Hardin Nebraska Center for Continuing Education, Room 269
Lincoln, NE 68583-9800
(402) 472-1926

Serving The Adult Collegian (STAC)

Serving The Adult Collegian (STAC), formerly the Statewide Testing and Assessment Center, was established by Thomas Edison State College to bring testing and assessment services to students at other colleges. Its scope, purpose and mission have broadened over the years to offer a variety of services to students enrolled at any of the participating institutions.

Each member institution is committed to the belief that adult students should be able to earn college credit for what they know regardless of how, when, or where that knowledge was acquired. Each participating college has its own policies for awarding credit and will accept Thomas Edison transcripts towards its degree programs. Advisement services are readily available to any student who chooses to earn credit through Thomas Edison's portfolio assessment program.

THE FOLLOWING INSTITUTIONS ARE MEMBERS OF SERVING THE ADULT COLLEGIAN (STAC):

Atlantic Community College
Bergen Community College
Berkeley 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 New Jersey, The
College of Saint Elizabeth
County College of Morris
Cumberland County College
Essex County College
Fairleigh Dickinson University
Felician College
Georgian Court College
Gloucester County College
Hudson County Community College
Jersey City State College
Kean College of New Jersey
Marywood College
Mercer County Community College
Middlesex County College
Montclair State University
New Jersey Institute of Technology
Ocean County College
Passaic County Community College
Ramapo College of New Jersey
Raritan Valley Community College
Richard Stockton College of New Jersey
Rider University
Rowan College of New Jersey
Rutgers, The State University
Salem Community College
Thomas Edison State College
Union County College
Warren County Community College
William Paterson College

Alumni Association

All Thomas Edison State College graduates, associate and baccalaureate recipients, are members of the Alumni Association. There are no dues.

The mission of the Alumni Association is to provide a vehicle for the College's graduates to promote and advance the well-being of the College in the achievement of its mission and purpose. Activities include: managing the Alumni Annual Fund, assisting the College with Commencement Day activities including the PHT Awards Commencement Banquet, Awards Committee, community service projects and regional meetings. Alumni also serve on a variety of College committees.

Alumni interested in meeting with local Thomas Edison graduates, becoming active or becoming a member of the Alumni Board, are invited to contact the Office of Alumni Affairs, Thomas Edison State College, 101 West State Street, Trenton, NJ. 08608-1176; (609) 633-8592. You may also connect with the Alumni Chat Room on the College's home page at <http://www.tesc.edu>.

Drug Abuse Prevention

Policy On The Unlawful Possession, Use Or Distribution Of Illicit Drugs And Alcohol By Students

I. Thomas Edison State College students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug in the College.

A. A **drug** means a controlled dangerous substance, analog or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in schedules I through V of Section 202 of the Federal Controlled Substance Act of (21 U.S.C. 812). The term shall not include tobacco or tobacco products or distilled spirits, wine or malt beverages as they are defined or used in N.J.S.A. 33:1 et seq.

B. **"Student"** means all Thomas Edison students who are enrolled in degree seeking programs or certificate programs.

C. **"College"** means the physical area of operation of Thomas Edison State College including buildings, grounds and parking facilities controlled by the College. It includes any field location or site at which a student is engaged, or authorized to engage in academic work activity, and includes any travel between such sites.

II. Sanctions

A. Any student who is found to be involved in the unlawful manufacture, distribution or dispensation of a drug in the College may face disciplinary sanctions (consistent with local, state and federal law) up to and including termination of student status and referral to the appropriate legal authorities for prosecution.

B. Conviction (see definition below) of any student for the unlawful manufacture, distribution or dispensation of drugs in the College will result in the immediate implementation of dismissal or expulsion proceedings.

C. Any student who is convicted of a federal or state offense consisting of the unlawful possession or use of a drug in the College will be referred to an authorized agency for counseling, and shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to participate as outlined above may result in dismissal.

D. **"Conviction"** means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of *nolo contendere*. A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pre-trial intervention program, pursuant to N.J.S.A. 2C:43-12 et seq., or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.

III. The New Jersey Drug Laws

- Six-month loss or delay of a driver's license for conviction of any drug offense.
- \$500 to \$3,000 cash penalty for conviction of any drug offense.
- Loss of property including your automobile or house if used in a drug offense.
- Doubled penalties for any adult convicted of giving or dealing drugs to someone under 18 years of age.

- Five years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

IV. Drug and Alcohol Counseling

Referrals may be made to agencies listed in the New Jersey Division of Alcoholism and Drug Abuse, "Directory of Drug Abuse Treatment and Rehabilitation Facilities," and the New Jersey Division of Alcoholism, "Treatment Directory."

Students who reside in New Jersey can be referred to treatment centers listed in the above directories.

Out-of-state students can be referred to agencies in their respective states that are listed in the U.S. Department of Health and Human Services directory, "Citizen's Alcohol and Other Prevention Directory."

V. Appeals

Any student accused of unlawful possession, use or distribution of illicit drugs and/or alcohol may request an internal hearing before the College hearing officer prior to disciplinary action or dismissal.

VI. Health Risks Associated With Alcohol and Drug Abuse

Taken in large quantities over long periods of time, alcohol can damage the liver, brain and heart. Repeated use of alcohol can cause damage to the lungs, brain, liver and kidneys. Death due to a drug overdose is always a possibility for the drug user.

In addition to physical damage caused by alcohol and drug abuse, there are mental effects such as changes in mood and behavior, lack of interest and drive.

The College will provide information concerning drug abuse to any student, officer or employee of the College. Information and referrals to agencies offering drug abuse counseling can be obtained from the Camden office, (609) 756-2430.

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Glossary

Academic Program Evaluation

The report generated as an outcome of the evaluation process noted under "evaluation." The Academic Program Evaluation is mailed to students at the time of the first evaluation and each time students submit additional credits.

Assessment

When students request credits through portfolio, evidence/documentation of prior learning is assessed by a faculty consultant who recommends appropriate credit awards.

Demonstration of Currency

Procedure to allow business and technology students to use credit over ten years old toward their majors. This process is usually conducted through an oral conference with a faculty consultant. Students needing to demonstrate currency will be informed with their first Academic Program Evaluation.

Evaluation

Process used by the Student Services Center to review (evaluate) credits to determine acceptance and how the credits will be used toward the student's degree program.

Faculty Consultant

Faculty members from regionally accredited colleges 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

A capstone 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 integrates the student's work experiences in the required field with the theories and principles studied during the program of studies. The practicum takes the form of a paper or an oral conference with a faculty consultant.

Portfolio Assessment

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 the preparation of their portfolios.

Portfolio Advisor

The academic representative with whom students work throughout the portfolio development and assessment process.

Program Advisor

The academic representative with whom students work to develop their program plan and who assists students to monitor their progress toward degree completion.

Program Plan

A document which identifies specific courses/tests/portfolio assessment credit the student will attempt for degree completion. All students develop a program plan with the assistance of a program advisor and by referring to the Program Planning Handbook.

Specialization

The major area/field of study in the baccalaureate degrees.

Student Services Center

Assists applicants with questions about enrollment. Guides enrolled students in developing a plan for degree completion and helps enrolled 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.

Transcribe

Refers to the placing of credits on a transcript.

Transcript

An official college transcript contains a listing of all credits earned by a student at a particular college. The imprint of the college seal and an authorized signature on the transcript attests to its validity. The Thomas Edison transcript contains a listing of all credits used to satisfy degree requirements.

Abbreviations



A.A.	Associate in Arts
AASRT	Associate in Applied Science in Radiologic Technology
A.S.	Associate in Science
ASAST	Associate in Science in Applied Science and Technology
ASM	Associate in Science in Management
ASNSM	Associate in Science in Natural Sciences and Mathematics
ASPSS	Associate in Science in Public and Social Services
ACE	American Council on Education
ACT PEP: RCE	American College Testing/Proficiency Examination Program: Regents College Examinations
ALP	Advanced Level Practicum
APP	Advanced Placement Program
B.A.	Bachelor of Arts
BSAST	Bachelor of Science in Applied Science and Technology
BSBA	Bachelor of Science in Business Administration
BSHS	Bachelor of Science in Human Services
BSN	Bachelor of Science in Nursing
CLEP	College Level Examination Program
DANTES	Defense Activity for Nontraditional Education Support
DOC	Demonstration of Currency
PONSI	Program on Noncollegiate Sponsored Instruction
TECEP	Thomas Edison College Examination Program
USAFI	United States Armed Forces Institute

Directions to Thomas Edison State College

Listed below are directions to the Academic Center at 167 West Hanover. Metered parking (25 cents/hour) is usually available near the Center. Handicapped parking is available in front of the building.

From North Via:

NJ TURNPIKE South to Exit 7A-Trenton. 195 West to end. 29 North to Calhoun St. - Princeton Exit. Calhoun St. to second light, Hanover. Right onto Hanover, about 1½ blocks to 167.

ROUTE 1 South into Trenton to Perry St. Exit. Left onto Perry at light at end of exit ramp. Perry (aka Bank St.) to 5th light, N. Willow. Left onto N. Willow, to next light, W. Hanover.

ROUTE 31 South into Trenton, past light at Calhoun St. to next street, Willow. Right onto Willow, to 2nd light, W. Hanover. Right onto W. Hanover, about 1 block to 167.

ROUTE 29 into Trenton to Calhoun St. - Princeton Exit. Calhoun St. to 2nd light, Hanover. Right onto Hanover, about 1½ blocks to 167.

ROUTE 202 South to Route 31 South. Follow directions for Route 31, above.

ROUTE 206 South to 95N/295S. 95N/295S about 1 mile to Route 1 South. Follow directions for Route 1, above.

From East Via:

195 WEST to 29 North. 29 North to Calhoun St. - Princeton Exit. Calhoun St. to 2nd light, Hanover. Right onto Hanover, about 1½ blocks to 167.

From South Via:

295 NORTH to Exit 60. 29 North to Calhoun St. - Princeton Exit. Calhoun St. to 2nd light, Hanover. Right onto Hanover, about 1½ blocks to 167.

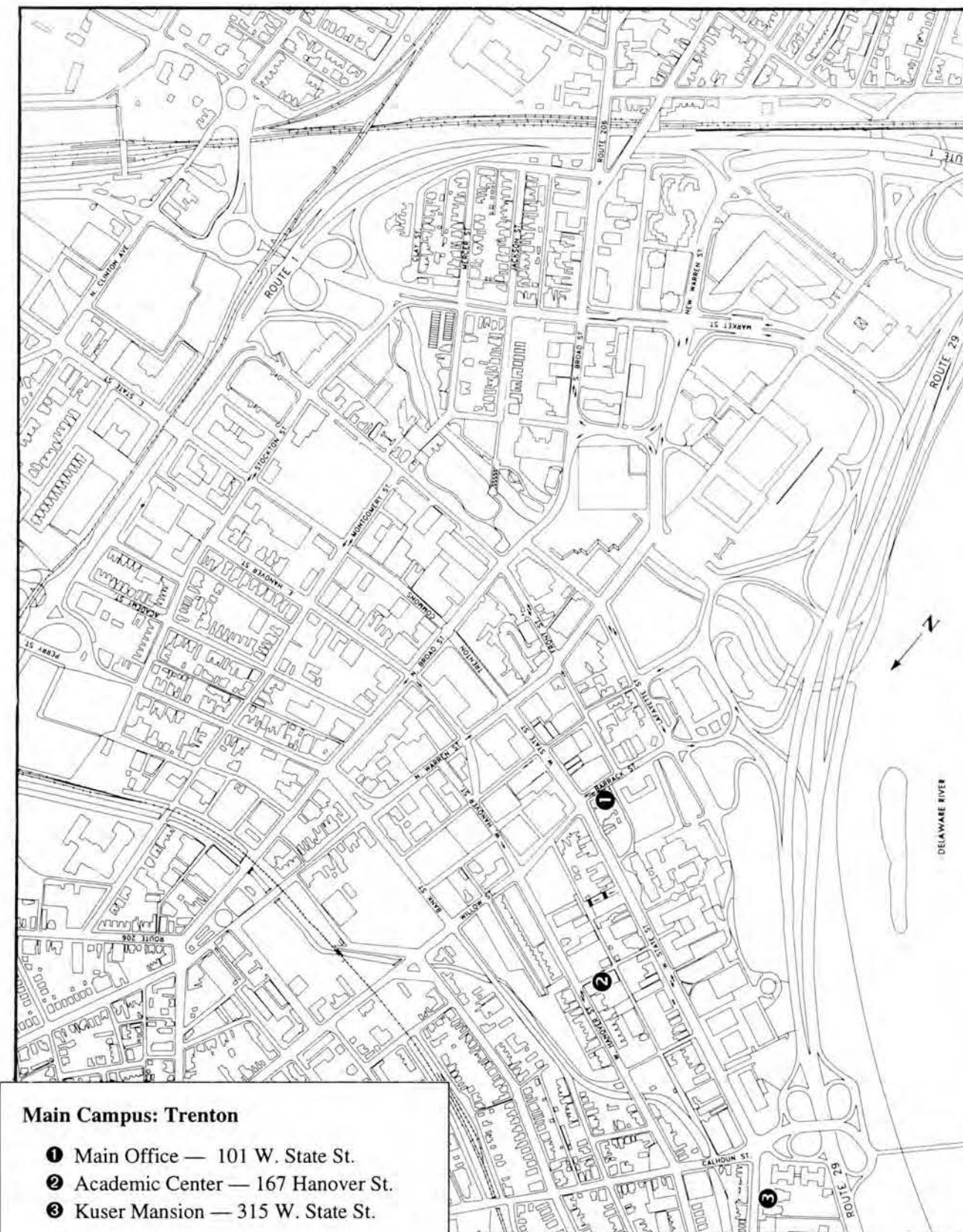
ROUTE 206 North through Bordentown. Exit 206 onto ramp for 295 North-Princeton. Disregard signs for 295 after merging onto highway. Move to left lane, which becomes 29 North. 29 North to Calhoun St. - Princeton Exit. Calhoun St. to 2nd light, Hanover. Right onto Hanover, about 1½ blocks to 167.

95 NORTH to Route 1 North. Follow directions for Route 1, below.

ROUTE 1 North to 1st exit in New Jersey, Route 29. 29 North to Calhoun St. - Princeton Exit. Calhoun to 2nd light, Hanover. Right onto Hanover, about 1½ blocks to 167.

From West Via:

PA TURNPIKE East to Exit 28 - Route 1. Route 1 North. Follow directions immediately above for Route 1.



Main Campus: Trenton

- ❶ Main Office — 101 W. State St.
- ❷ Academic Center — 167 Hanover St.
- ❸ Kuser Mansion — 315 W. State St.

Map provided courtesy of the Trenton Downtown Association (TDA). The TDA is a not-for-profit corporation consisting of more than 250 property owners in Trenton's Capitol District. TDA is charged with the responsibility for programs such as maintenance, security and promotions.

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IFC = Inside Front Cover

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