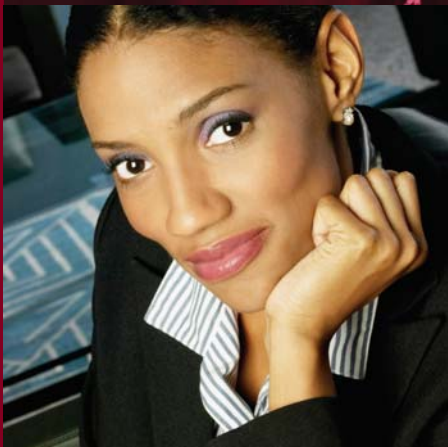
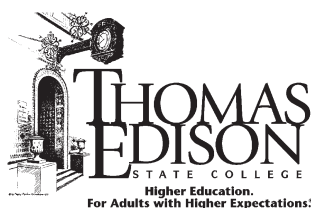


# College Catalog

2008-2009



Higher Education.  
For Adults with Higher Expectations.®



The Thomas Edison State College *Catalog*, published annually, provides a summary of College policies, procedures, programs and services. Content for this *Catalog* was current as of July 1, 2008. While every effort has been made to ensure the accuracy of the information contained in the *Catalog*, the College reserves the right to make changes without prior notice.

For prospective students, the College publishes an *Undergraduate Prospectus*, *Graduate Prospectus*, *School of Nursing Prospectus* and a *Master of Arts in Educational Leadership Prospectus*. These publications include admissions information and application materials, and can be found online at [www.tesc.edu](http://www.tesc.edu) or can be requested by calling (888) 442-8372.

Current students also receive an updated *Registration Bulletin* each year in early June. The *Registration Bulletin* includes course registration materials and forms and regis-

tration schedules for the year. Students also receive *Signals*, a newsletter that contains program updates. *Signals* can be viewed online as well. Graduate students can learn of program changes and current news online through myEdison, the College's course management system powered by Blackboard.

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

The following are all current registered trademarks of Thomas Edison State College: Higher Education. For Adults with Higher Expectations®; Corporate Choice®; e-Pack®; iTESC®; TECEP®; e-TECEP®; ILA® and Thomas Edison State College®.

## LEARNER SERVICES

	Telephone	FAX	E-Mail
Office of Admissions	(888) 442-8372	(609) 984-8447	<a href="mailto:admissions@tesc.edu">admissions@tesc.edu</a>
Undergraduate Student Advising	(888) 442-8372	(609) 777-2956	<a href="mailto:enrolled@tesc.edu">enrolled@tesc.edu</a>
Graduate Student Advising	(609) 984-1168 ext. 4340	(609) 633-8593	<a href="mailto:graduatestudies@tesc.edu">graduatestudies@tesc.edu</a>
Financial Aid	(609) 633-9658	(609) 633-6489	<a href="mailto:finaid@tesc.edu">finaid@tesc.edu</a>
Registrar	(609) 984-1180	(609) 777-0477	<a href="mailto:registrar@tesc.edu">registrar@tesc.edu</a>
Course Registration	(609) 633-9242	(609) 292-1657	<a href="mailto:registration@tesc.edu">registration@tesc.edu</a>
ADA Coordinator	(609) 984-1141, ext. 3415		
Test Registration			<a href="mailto:testing@tesc.edu">testing@tesc.edu</a>
• TECEP® and all other tests	(609) 984-1181	(609) 777-2957	
• Course Examinations Proctor Requests	(609) 984-1181	(609) 777-2957	

## ADMINISTRATION

	Telephone	FAX	E-Mail
School of Applied Science and Technology	(609) 984-1130	(609) 943-3898	<a href="mailto:energyinfo@tesc.edu">energyinfo@tesc.edu</a>
Heavin School of Arts and Sciences	(609) 984-1130	(609) 984-0740	<a href="mailto:heavin@tesc.edu">heavin@tesc.edu</a>
School of Business and Management	(609) 984-1130	(609) 943-3562	<a href="mailto:schoolofbusiness@tesc.edu">schoolofbusiness@tesc.edu</a>
School of Nursing	(609) 633-6460	(609) 292-8279	<a href="mailto:nursing@tesc.edu">nursing@tesc.edu</a>
School of Professional and Continuing Studies	(609) 777-5642	(609) 984-3898	<a href="mailto:spcs@tesc.edu">spcs@tesc.edu</a>
Alumni Affairs	(609) 633-8592	(609) 943-3023	<a href="mailto:alumni@tesc.edu">alumni@tesc.edu</a>
Bursar	(609) 984-4099	(609) 943-4066	<a href="mailto:bursar@tesc.edu">bursar@tesc.edu</a>
College Operator	(609) 984-1100		
Center for Academic Program Reviews	(609) 633-6271	(609) 984-3898	<a href="mailto:apr@tesc.edu">apr@tesc.edu</a>
Directed Independent Adult Learning (DIAL)	(609) 292-6317	(609) 292-9892	<a href="mailto:dial@tesc.edu">dial@tesc.edu</a>

The College closes for a Winter Break the last week in December and is also closed for state holidays.

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# STATEMENT OF MISSION AND PURPOSE

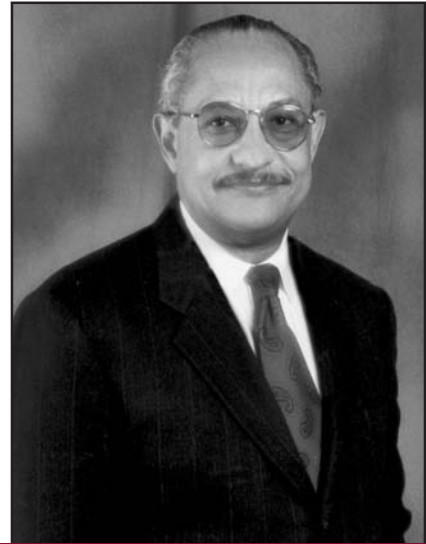
## MISSION

Thomas Edison State College provides flexible, high-quality, collegiate learning opportunities for self-directed adults.

## PURPOSE

Thomas Edison State College was established by the State of New Jersey 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 self-directed adults. To this end, the College seeks to do the following:

- 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 that 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.



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## WELCOME

Welcome to Thomas Edison State College!

For more than three decades, we have had only one mission — to provide flexible, high-quality, collegiate learning opportunities for self-directed adults.

Today, this mission remains at the heart of everything we do.

This publication articulates the academic policies that will govern your educational experience at Thomas Edison State College. It also provides a description and summary of requirements for the degree and certificate programs offered by the College. In addition, this *Catalog* includes information on the learning outcomes objectives for our academic enterprise, methods for earning credit and information on the School of Applied Science and Technology, the Heavin School of Arts and Sciences, the School of Business and Management, the School of Nursing and the School of Professional and Continuing Studies.

Since our inception in 1972, Thomas Edison State College has helped more than 29,000 adults achieve their dreams of earning a college degree.

I am pleased to welcome you to our College family, and I wish you well as you pursue your educational goals.

Sincerely,

A handwritten signature in black ink, appearing to read "George A. Pruitt". The signature is stylized and cursive.

George A. Pruitt  
President

# THOMAS EDISON STATE COLLEGE AT A GLANCE

## OUR HISTORY

Thomas Edison State College was founded in 1972 by the New Jersey State Board of Higher Education for the purpose of providing diverse and alternative methods of achieving a collegiate education of the highest quality for adult learners. Identified by *Forbes* magazine as one of the top 20 colleges and universities in the nation in the use of technology to create learning opportunities for adults, Thomas Edison State College is a national leader in the assessment of adult learning and a pioneer in the use of educational technologies. *The New York Times* has stated that Thomas Edison State College is “one of the brighter stars of higher learning.”



## OUR STUDENTS

Thomas Edison State College is composed of a world-wide community of learners. Our student body represents every state in the U.S. and more than 70 countries throughout the world.

Unlike “traditional” colleges and universities, which are designed to meet the needs of college students who are between 18 and 21 years old, Thomas Edison State College is designed exclusively to serve the needs of adults. The College’s academic programs enable students to plan degree paths and to select learning options that best meet their needs. Course scheduling at Thomas Edison State College enables students to take courses at times convenient to them.

**Current Students: 16,424.**

- ▶ Average age 35
- ▶ 61 percent New Jersey residents
- ▶ 39 percent out-of-state (50 states and students from, or studying in, more than 70 countries)
- ▶ 62 percent male
- ▶ 38 percent female

**Cumulative degrees awarded: 29,561.**

## OUR MENTORS

The College has approximately 325 mentors who facilitate learners’ academic progress. Thomas Edison State College mentors are selected because of their academic and experiential preparation as well as their commitment to serving adult students. Like our students, mentors come from many places. They may also work at other colleges and universities or hold positions in the nonprofit or corporate world. At least 90 percent of graduate mentors hold a terminal degree and have extensive professional experience.

## OUR ACADEMIC PROGRAMS

The College offers a growing array of degrees and programs responsive to new areas of study and new market demands.

- ▶ 18 graduate and undergraduate degrees
- ▶ more than 100 areas of study
- ▶ 13 undergraduate certificates
- ▶ 6 graduate and post-graduate certificates
- ▶ 65 professional certificates

## ACCREDITATION

Thomas Edison State College is regionally accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools (Middle States Association, Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104-2680; (267) 284-5000; [www.msache.org](http://www.msache.org)). In addition, the Bachelor of Science in Nursing degree program is accredited by the New Jersey Board of Nursing (P.O. Box 45010, Newark, NJ 07101; (973) 504-6430; [www.state.nj.us/oag/ca/medical/nursing.htm](http://www.state.nj.us/oag/ca/medical/nursing.htm)) and the National League for Nursing Accrediting Commission (61 Broadway - 33rd Floor, New York, NY 10006; (800) 669-1656, [www.nlnac.org](http://www.nlnac.org)). As a state college in the New Jersey system of public higher education, Thomas Edison State College's programs are acted upon by the New Jersey Presidents' Council.

The School of Nursing has applied to the Commission on Collegiate Nursing Education (One Dupont Circle, NW, Suite 530, Washington, DC, 20036; (202) 887-6791, [www.aacn.nche.edu/accreditation](http://www.aacn.nche.edu/accreditation)) for accreditation of its RN to BSN/MSN degree program. The onsite evaluation is scheduled for Nov. 5-7, 2008, and students and interested parties will be invited to attend the visit. An accreditation decision will be made in spring 2009.

## LIBRARY RESOURCES

Students may use the New Jersey State Library, an affiliate of Thomas Edison State College. Students also have access to VALE, the Virtual Academic Library Environment. See Page 12 for more information.

## CALENDAR AND SCHEDULING

- ▶ **Enrollment:** any time during the year
- ▶ **Semesters:** start the first day of each month
  - 12-week semesters for Guided Study, e-Pack®, Prior Learning Assessment, Practicum and online courses (including nursing and graduate courses)
- ▶ **Registration periods:**
  - 12 for most undergraduate options
  - 4 registration periods for nursing and graduate courses
- ▶ **Graduation:** The Board of Trustees certifies graduates four times a year
- ▶ **Commencement:** Oct. 11, 2008

## COMMENCEMENT CEREMONY

Although the College graduates students four times during the year, the Commencement ceremony is held annually in October. Unlike most colleges, which hold their commencement ceremonies in the spring, Thomas Edison State College holds Commencement in the fall, reflecting the unique nature of the College. Students who have graduated on or prior to the September graduation date are invited to attend the Commencement ceremony. Graduates are provided with specific information about the ceremony in early July.

### Ceremony Date for 2008

- ▶ **Saturday, Oct. 11, 2008**  
Soldiers and Sailors' War Memorial, Trenton, N.J.



## DIFFERENT BY DESIGN

Unlike “traditional” colleges and universities, which are designed to meet the needs of college students who are between 18 and 21 years old, Thomas Edison State College is designed exclusively to serve the needs of adults. The entire academic program at Thomas Edison State College is designed to be as flexible as possible to enable self-directed adults to complete a degree program in more than 100 areas of study.

## EARNING YOUR DEGREE

There are three basic approaches that students can take to complete a degree:

- ▶ **Conventional:** students using this approach may complete all of their degree requirements at Thomas Edison State College.
- ▶ **Credentialed:** students using this approach may complete all of their degree requirements at Thomas Edison State College, but are in degree programs that require previously earned professional certifications and licenses.
- ▶ **Hybrid:** using this approach enables students to complete a wide range of degree programs by taking advantage of courses and other credit-earning opportunities at regionally accredited institutions other than Thomas Edison State College and then transferring the credits to Thomas Edison State College. Students are responsible for tuition and fees incurred at institutions where credits are earned.

The following charts illustrate which degree programs at Thomas Edison State College are completed through the conventional approach, the credentialed approach and the hybrid approach.

### CONVENTIONAL APPROACH

The following degree programs may be completed entirely through Thomas Edison State College online and distance learning courses.

Area of Study	Degree(s) offered
<b>Heavin School of Arts and Sciences</b>	
Communications	BA
Computer Science	ASNSM, BA
Criminal Justice	BA
Educational Leadership	MAEdL
English	BA
Fitness and Wellness Services	ASPSS
History	BA
Humanities	BA
Liberal Studies	AA, BA, MALS
Natural Sciences/Mathematics	BA
Psychology	BA
Social Sciences	BA
<b>School of Applied Science and Technology</b>	
Applied Computer Studies	AAS
Computer Science Technology	ASAST

Area of Study	Degree(s) offered
<b>School of Business and Management</b>	
Accounting	BSBA
Business Administration	ASBA
General Management	BSBA
Human Resources Management/ Organizational Management	BSBA
Human Resources Management	MSHRM
Leadership and Management	MSM
Marketing	BSBA
Operations Management	BSBA
Organizational Leadership	BSOL

## CREDENTIALLED APPROACH

The following degree programs may be completed entirely through Thomas Edison State College online and distance learning courses but require previously earned professional certifications and licenses or specialized training.

Area of Study	Degree(s) offered
<b>School of Nursing</b>	
Nursing	BSN, MSN

## HYBRID APPROACH

The following degree programs enable students to complete their degrees by taking advantage of courses and other credit-earning opportunities at institutions other than Thomas Edison State College. Thomas Edison State College cannot guarantee the availability of independent study courses from other colleges. Students are responsible for tuition and fees incurred at the institutions where credits are earned. Areas of study with an asterisk (\*) require students to have previously professional earned licenses or certifications.

Area of Study	Degree(s) offered	Area of Study	Degree(s) offered
<b>Heavin School of Arts and Sciences</b>		<b>School of Applied Science and Technology</b>	
Administration of Justice	ASPSS, BSHS	Social Services Administration	BSHS
Anthropology	BA	Social Services to Special Populations	ASPSS, BSHS
Art	BA	Sociology	BA
Biology	ASNSM, BA	Theater Arts	BA
Child Development Services	ASPSS, BSHS		
Community Services	ASPSS, BSHS		
Economics	BA		
Emergency Disaster Services	ASPSS, BSHS		
Environmental Studies	BA		
Foreign Language	BA		
Gerontology	ASPSS, BSHS		
Health and Nutrition Counseling	BSHS		
Health Services	BSHS		
Health Services Administration	BSHS		
Journalism	BA		
Labor Studies	BA		
Legal Services	ASPSS, BSHS		
Mathematics	ASNSM, BA		
Mental Health and Rehabilitation Services	BSHS		
Music	BA		
Philosophy	BA		
Photography	BA		
Political Science	BA		
Recreation Services	ASPSS, BSHS		
Religion	BA		
Social Services	ASPSS, BSHS		
		Administrative Studies	AAS
		Air Traffic Control*	ASAST, BSAST
		Allied Dental Education**	BSHeS
		Applied Electronic Studies	AAS
		Applied Health Studies	AAS
		Architectural Design	ASAST, BSAST
		Aviation Flight Technology*	ASAST, BSAST
		Aviation Maintenance Technology*	ASAST, BSAST
		Aviation Support	AAS
		Biomedical Electronics	ASAST, BSAST
		Civil and Construction Engineering Technology	ASAST
		Civil Engineering Technology	ASAST
		Clinical Laboratory Science	ASAST, BSAST
		Computer Science Technology	BSAST
		Construction	BSAST
		Construction and Facility Support	AAS
		Cytotechnology	BSAST
		Dental Assistant	AAS
		Allied Dental Education**	BSHeS
		Dental Hygiene*	AAS, BSAST
		Dental Hygiene Sciences**	BSHeS

continued on next page

\*Degree program requires previously earned professional licenses and/or certifications.

\*\* Open to University of Medicine and Dentistry of New Jersey (UMDNJ) students only.

Area of Study	Degree(s) offered
Dietetic Sciences**	BShES
Electrical Technology	ASAST
Electrical/Mechanical Systems & Maintenance	AAS
Electronic Engineering Technology	ASAST, BSAST
Energy Utility Technology	BSAST
Engineering Graphics	ASAST, BSAST
Environmental, Safety & Security Technologies	AAS
Environmental Sciences	ASAST, BSAST
Fire Protection Science	ASAST, BSAST
Forestry	ASAST, BSAST
Health Professions Education**	BShES
Health Services Education and Management**	BShES
Health Services Technology	BSAST
Horticulture	ASAST, BSAST
Imaging Sciences**	BShES
Information Technology	BSAST
Kitchen & Bath Design	ASAST, BSAST
Laboratory Animal Science	ASAST, BSAST
Manufacturing Engineering Technology	ASAST, BSAST
Marine Engineering Technology	ASAST, BSAST
Mechanics and Maintenance	AAS

Area of Study	Degree(s) offered
Mechanical Engineering Technology	ASAST, BSAST
Medical Imaging	ASAST, BSAST
Nondestructive Testing Technology	ASAST, BSAST
Nuclear Engineering Technology	ASAST, BSAST
Nuclear Medicine Technology	ASAST, BSAST
Occupational Studies	AAS
Perfusion Technology*	BSAST
Radiation Protection	ASAST, BSAST
Radiation Therapy*	ASAST, BSAST
Respiratory Care*	ASAST, BSAST
Respiratory Care Sciences (advanced)**	BShES
Surveying	ASAST, BSAST
Technical Studies	BSAST

### School of Business and Management

Computer Information Systems	BSBA
Entrepreneurship	BSBA
Finance	BSBA
Financial Institutional Management	BSBA
Hospital Healthcare Administration	BSBA
Hospitality Management	BSBA
International Business	BSBA
Public Administration	BSBA
Real Estate	BSBA

\*Degree program requires previously earned professional licenses and/or certifications.

\*\* Open to University of Medicine and Dentistry of New Jersey (UMDNJ) students only.

## EARNING CREDIT

Students earn credit through a variety of programs designed around the unique needs and different learning styles of adult learners.

## BACHELOR'S TO MASTER'S PROGRAM

Thomas Edison State College undergraduates who have earned at least 99 transcripted credits may apply for provisional admission to the Thomas Edison State College graduate program of their choice. Accepted students may earn up to 9 graduate credits to meet requirements for both the baccalaureate and master's degrees. Students who pursue the bachelor's to master's program will pay graduate tuition for graduate courses at the current rate and must maintain their active undergraduate enrollment status. Graduate courses are not included in the Comprehensive Tuition Fee.

Students in the RN-BSN/MSN program may apply 9 graduate nursing credits (three courses) from their BSN requirements toward the MSN requirements. The per credit tuition charged for the student's undergraduate nursing courses will be charged for the 9 graduate credits.

## GRADUATE PROGRAMS

- ▶ Master of Science in Human Resources Management
- ▶ Master of Science in Management
- ▶ Master of Arts in Liberal Studies
- ▶ Master of Arts in Educational Leadership
- ▶ Master of Science in Nursing
- ▶ Graduate Certificate in Clinical Trials
- ▶ Graduate Certificate in Homeland Security
- ▶ Graduate Certificate in Human Resources Management
- ▶ Graduate Certificate in Online Learning and Teaching
- ▶ Graduate Certificate in Organizational Leadership
- ▶ Graduate Certificate in Public Service Leadership (USDA and EPP graduates only)
- ▶ Nurse Educator Certificate (post-master's)

# Academic and Financial Resources

## Academic Advisement

### Applicants

Applicants to the College who have questions regarding enrollment are encouraged to contact the Office of Admissions at (888) 442-8372 for assistance. (Select option 1 or 2.)

### Enrolled Students

Once applicants have paid the annual tuition (Comprehensive or Enrolled Options), they are considered enrolled students and have full access to the College's academic advisement, evaluation and program planning services. Students may call the Advisement Center at (888) 442-8372 (option 2, number 3) to address brief questions. In-person and telephone appointments are available for lengthier sessions by calling (609) 292-2803.

### Advisement Center Telephone Hotline

Students who have already received their official program evaluation and have brief questions or need clarification of general degree issues should utilize the Advisement Telephone Center Hotline. A student advising appointment (discussed below) should be made for more in-depth discussion regarding special degree concerns and/or specialization and area of study course requirements. The "hotline" is open Monday through Thursday, from 10 a.m. to 6 p.m., and until 4 p.m. on Fridays, Eastern Standard Time, excluding holidays. The toll free number for the Advisement Telephone Center Hotline is (888) 442-8372 (option 2, number 3). It is highly recommended that students call at least two weeks prior to the date of registration to determine if a course(s) are appropriate for their degree program.

### Student Appointments

Enrolled students are encouraged to make an appointment with an advisor for program planning, extensive questions regarding degree programs and methods of earning credits during the first six months of their enrollment period. Appointments with an advisor are available to enrolled students only and may be conducted in-person or by telephone. Appointments may be scheduled Monday through Friday during regular working hours. For appointments, please call (609) 292-2803 (option 1).

### Program Planning

Students enrolled with Thomas Edison State College are strongly encouraged to work with an advisor and submit a degree program plan that outlines how they will complete all or part of the remaining requirements for degree completion. Students may view the *Program Planning Handbook*, which provides them with the steps required in developing a program plan, at [www.tesc.edu](http://www.tesc.edu). The *Handbook* includes detailed information on methods of earning credit, academic policies and the structure and credit requirements of degree programs.

### Written Correspondence with the Advisement Center

Students may write to the Advisement Center (via letter, fax or e-mail). Correspondence will be answered by an advisor. Correspondence and program plans should be sent to:

Thomas Edison State College  
Advisement Center  
101 W. State St.  
Trenton, NJ 08608-1176  
Fax: (609) 777-2956  
E-mail: [www.tesc.edu/contacts/](http://www.tesc.edu/contacts/)

## Financial Aid

Applications, forms and information concerning financial aid are available from: Thomas Edison State College, Office of Financial Aid & Veterans' Affairs, 101 W. State St., Trenton, NJ 08608-1176; by telephone at (609) 633-9658; or via e-mail at [finaid@tesc.edu](mailto:finaid@tesc.edu). Additional information is also available on the College Web site at [www.tesc.edu](http://www.tesc.edu).

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

Please note only Guided Study and online courses are eligible for federal aid.

## 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 human resources office.

Additional aid might be available through the state education agency in your area.

## Veterans' Benefits

Eligible veterans may receive benefits if they take Thomas Edison State College courses or courses at other colleges. All courses must be Guided Study or online and 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:

Thomas Edison State College  
Office of Financial Aid & Veterans' Affairs  
101 W. State St.  
Trenton, NJ 08608-1176  
Phone: (609) 633-9658  
Fax: (609) 633-6489  
E-mail: [fnaid@tesc.edu](mailto:fnaid@tesc.edu)

## Academic Progress for Continuing Financial Aid

Thomas Edison State College state and federal financial aid recipients must maintain a cumulative grade-point average (GPA) of at least 2.0 (C) to meet the minimum standards for satisfactory academic performance. In addition, the student must complete 66 percent of all courses attempted. Satisfactory academic progress will be monitored at the end of each academic year. If a student's cumulative average falls below 2.0 (C) or does not meet the 66 percent criterion, the student is not maintaining satisfactory academic performance. (Ws are not considered complete.) Students will be notified in writing if they fail to comply with this policy. Students will not be reviewed for academic progress until they have attempted two semesters of course work. Please note, courses on extensions are not considered completed until grades are posted. Grades of NC will be considered an F for GPA calculations.

There is also a maximum time frame during which the College may award federal aid. Sixty credits are required to earn an associate degree. The maximum attempted

credit hours that may be attained in this degree program are 90 credit hours. For the baccalaureate degree (120 credits), the maximum attempted credit hours that may be accumulated in this degree program is 180. All credit hours attempted, whether or not they are completed or passed, are counted toward the maximum time frame in the aforementioned program. If a student exceeds the maximum number of credits in a degree program, he or she will not be eligible for state or federal student financial aid. This limit includes credits that have been transferred toward a degree. Financial aid will pay for a repeated course only once.

Students not making satisfactory academic progress will be placed on Financial Aid Probation for the next semester. Financial aid will be processed for that semester to give the student an opportunity to regain satisfactory progress as determined by College policy. Students may either regain satisfactory academic progress after their probationary grades are in, or at least complete all the probationary term's courses with grades of C or better.

## Financial Aid Appeals

Students who do not meet the satisfactory academic progress requirements after the probation period will be denied additional financial aid. If, because of a mitigating circumstance (such as loss of income, death in the family, etc.) a student falls below the required standards, he or she may appeal by explaining the circumstances to the Financial Aid Appeals Committee within 30 days of notification concerning his or her academic performance. All appeals should be in writing and forwarded to:

Thomas Edison State College  
Financial Aid Appeals Committee  
Office of Financial Aid & Veterans' Affairs  
101 W. State St.  
Trenton, NJ 08608-1176

If an appeal is granted, the student must regain satisfactory academic progress after the end of the appealed semester to be considered for further aid. If progress is not made at the end of the appealed semester, but the student completes all courses attempted with grades of C or better in that semester, an additional semester may be awarded. Students should contact the Office of Financial Aid & Veterans' Affairs after the results of the appealed semester are posted.

## Library Resources

### **The New Jersey State Library**

The New Jersey State Library is an affiliate of Thomas Edison State College and, as a student, you will have special access to its resources and services. All Thomas Edison State College students are given an ID card that enables them to contact library personnel for special assistance and access to resources not available to the general public. You may visit the library's homepage at [www.njstatelib.org/](http://www.njstatelib.org/).

The New Jersey State Library provides free online resources to students pursuing their education. [JerseyClicks.org](http://JerseyClicks.org) offers pertinent full-text articles from current newspapers, magazines and journals that can be downloaded and printed. JerseyClicks allows students to search up to 30 databases at once on topics such as business, education, science, history, health and literature. Students seeking assistance researching a specific topic can also log on to [QandANJ.org](http://QandANJ.org), where they can consult online with a reference librarian from a participating college or university library, 24 hours a day. For questions that require lengthy research, QandANJ can get students started or refer them to other sources that can help answer their question. [JerseyClicks.org](http://JerseyClicks.org) and [QandANJ.org](http://QandANJ.org) are supported in whole or part by The Institute of Museum and Library Services through the Library Services and Technology Act.

All Thomas Edison State College students have electronic access to the New Jersey State Library card catalog and to more than 3,000 journals, a third of which are directly available as full-text. Other materials may be ordered. Within the guidelines of the New Jersey State Library's interlibrary loan service, students also have access to the research holdings of most academic libraries in New Jersey.

### **VALE (Virtual Academic Library Environment)**

Thomas Edison State College is a member of the Virtual Academic Library Environment (VALE). Through VALE, students have access to several online databases and extensive scholarly resources. Students also have access to New Jersey's academic libraries through VALE. Students in the College's online courses are expected to make use of VALE resources and other online resources.

# LEARNING OUTCOMES ASSESSMENT

Assuring quality is at the core of Thomas Edison State College's mission and its commitment to students. The Thomas Edison State College academic model, in place since the College's inception in 1972, is centered on the assessment of student learning. This approach is based on the belief that what students know should supersede how they came to know it. Authentication of student learning provides the College with important information for academic decision making and institutional improvement. The Academic Council, Learning Outcomes Committee (an Academic Council subcommittee), and each School's curriculum committee have defined eight institutional learning outcomes for all undergraduates.

All Thomas Edison State College students who graduate from undergraduate degree programs will have the following competencies:

## **Information Literacy Goal:**

Graduates will recognize when information is needed, be able to identify, and to locate, evaluate and use effectively and appropriately the information found.

## **Technological Competency Goal:**

Graduates will solve problems and perform tasks using appropriate technological tools.

## **Responsible Ethical Leadership Goal:**

Graduates will articulate in their own words the ethical principles they have discovered and encountered in their academic discipline or profession. Graduates will recognize and articulate actual ethical dilemmas witnessed or experienced.

## **Scientific Reasoning Goal:**

Graduates will analyze issues and problems by applying scientific methods.

## **Diversity/Global Literacy Goal:**

Graduates will demonstrate an understanding of globally diverse perspectives, cultures, values, events, trends and issues.

## **Quantitative Reasoning/Literacy Goal:**

Graduates will be quantitatively literate. They will apply mathematical concepts and skills to inform personal and professional decision making.

## **Communication Goal:**

Graduates will communicate with proficiency.

## **Critical Analysis and Reasoning Goal:**

Graduates will demonstrate critical thinking and problem solving skills and analyze content, discover meaning or significance, draw conclusions, and make assessments.

## **Student's Role in Outcomes Assessment**

In keeping with its 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 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 State College's effectiveness. By surveying students and graduates and administering certain kinds of assessments that 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.

Although these surveys and assessments, as well as other information-gathering instruments, are not part of a student's degree program, Thomas Edison State College 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 will have no adverse effect on a student's degree pursuit. All students who take part in outcomes assessment activities will be contributing to the continued excellence of Thomas Edison State College and to the reputation of the degrees awarded by the institution.

**NOTES:**



# **ACADEMIC PROGRAMS DEGREES AND CERTIFICATES**

**SCHOOL OF APPLIED SCIENCE  
AND TECHNOLOGY**

**HEAVIN SCHOOL OF  
ARTS AND SCIENCES**

**SCHOOL OF BUSINESS  
AND MANAGEMENT**

**SCHOOL OF NURSING**

**SCHOOL OF PROFESSIONAL  
AND CONTINUING STUDIES**

# SCHOOL OF APPLIED SCIENCE AND TECHNOLOGY

## MISSION AND PURPOSE:

The School of Applied Science and Technology provide learners with innovative degree programs that facilitate learning, engagement and discovery in the applied sciences and technology fields. Our curriculum meets the educational and career needs of learners in work environments where opportunity is facilitated by technical currency, practical knowledge and applied skills.

Our curriculum provides opportunities to achieve personal and career goals through programs in 39 associate and 36 bachelor degree areas of study, allowing the flexibility to integrate skills and knowledge acquired outside academia by granting academic credit for professional licenses/certifications, apprenticeships and military/industrial training.

Students may advance toward their academic goal by transferring credit from other regionally accredited institutions or by earning credit through alternative methods including TECEP®, CLEP and DANTES examinations and Prior Learning Assessment (PLA).

## DEGREES AND CERTIFICATES:

### Undergraduate Degrees

- ▶ Associate in Applied Science
- ▶ Associate in Applied Science and Technology
- ▶ Bachelor of Science in Applied Science and Technology
- ▶ Bachelor of Science in Health Sciences

### Undergraduate Certificates

- ▶ Dental Assistant
- ▶ Computer-Aided Design
- ▶ Electronics

### Graduate Certificate

- ▶ Clinical Trials Management

## School of Applied Science and Technology: Undergraduate Outcomes

Bachelor degree graduates from the School of Applied Science and Technology will have the ability to:

- ▶ Possess an appropriate mastery of the knowledge, techniques, skills, modern tools and advanced technology of the discipline.
- ▶ Demonstrate the ability to design, analyze and effectively use systems, components and methods with a framework of quality and continuous improvement.
- ▶ Demonstrate knowledge of the applicable standards for occupational health and safety, the environment and regulatory procedure.
- ▶ Communicate effectively in the technical discipline.

# Associate in Applied Science

Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>I. General Education Requirements .....</b>	<b>21</b>
A. English Composition	6
B. Humanities	3
C. Social Sciences	3
D. College Mathematics	3
E. General Education Electives	6
<b>II. Option.....</b>	<b>21</b>
<b>III. Free Electives.....</b>	<b>18</b>
<b>Total 60</b>	

The degree options available are:

<b>Administrative Studies</b>	<b>Dental Assistant</b>
<b>Applied Computer Studies</b>	<b>Electrical/Mechanical Systems and Maintenance</b>
<b>Applied Electronic Studies</b>	<b>Environmental, Safety and Security Technologies</b>
<b>Applied Health Studies</b>	<b>Mechanics and Maintenance</b>
<b>Aviation Support</b>	<b>Occupational Studies</b>
<b>Construction and Facility Support</b>	

Each option has many career tracks. These career tracks are tailored to individuals or groups of students. Here are a few examples:

<b>Administrative Studies</b>	Dental Hygiene*
Legal Office Assistant	Medical Specialist
Logistics Support	Pharmacy Specialist
Office Automation	
Program Administration	<b>Construction and Facility Support</b>
<b>Applied Computer Studies</b>	Building Maintenance and Services
Software Applications	Engineering Support
Network Administration	Facility Maintenance
Computer Operations	Technology
Desktop Publishing	
<b>Aviation Support</b>	<b>Electrical/Mechanical Systems and Maintenance</b>
Aviation Fuel and Cargo	Applied Maintenance
Aviation Logistics	Mechanical/Hydraulic
Airman	Systems Operations and Maintenance
<b>Applied Electronic Studies</b>	Powers Systems Operations and Maintenance
Avionics	Telecommunications Systems
Electronic Systems	
Electrical Systems	
<b>Applied Health Studies</b>	<b>Environmental, Safety and Security Technologies</b>
Dental Technician	Chemical and Biological
Diagnostic Medical	Specialists
Ultrasound	

\*Jointly with UNDNJ

Environmental Specialist and Technician	<b>Occupational Studies</b>
Intelligence Operations	Biotechnology
Military Police	Emerging Technologies
	Fiber Optics
	Food Service
<b>Mechanics and Maintenance</b>	Mortuary Science
Automotive Mechanics	Other Career Tracks
Heating, Ventilating and Air Conditioning	
Mechanical Technology	

The Associate in Applied Science (AAS) degree is intended to meet the educational and professional needs of midcareer adults in a wide range of applied fields. The student selects the option and career track that matches his/her expertise. For most students this reflects their occupation. While the Associate in Applied Science is considered to be a terminal degree, many, but *not all*, of the credits would be applicable to one of the College's baccalaureate degrees.

## Degree Requirements

The Associate in Applied Science degree requires 60 credits: 21 credits in the general education requirement, 21 credits in the option and 18 credits in free electives. There are few specific requirements to allow maximum flexibility.

The 21-credit requirement in general education provides students with a broad background in humanities, social sciences and mathematics. Each student will complete a year of English composition and at least one course (3 credits) each in humanities, social sciences and mathematics.

The option includes 21 credits of courses within the option area selected. There are many career tracks available within each broad option area. New career tracks are developed as needed. Since this is usually a field in which the student is employed, students will usually come in with all or most of the credits in their option completed. Since students have a number of different subspecialties, there are no specific requirements within the option: the 21 credits must form a coherent set of courses covering the field.

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

### How Students Earn Credit in the Associate in Applied Science (AAS):

Students usually enter with all of the credits in the career track completed, but not always, from military training. If the option has not already been completed, students may often use Prior Learning Assessment (PLA) to gain college credit for their knowledge. While there are some examinations in auto mechanics and electronics, there are few distance learning opportunities in most of the AAS career tracks. Credits in general education and free electives may be earned by a wide variety of methods.

# Associate in Science in Applied Science and Technology

## Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>I. General Education Requirements .....</b>	<b>30</b>
A. English Composition	6
B. Humanities	6
C. Social Sciences	6
D. Natural Sciences and Mathematics	12
1. Intermediate & Precalculus	
Algebra or above**	(6)
2. General Physics or General Chemistry, depending on option	(6)
<b>II. Option.....</b>	<b>21</b>
<b>III. Computer Requirement .....</b>	<b>3</b>
<b>VI. Free Electives .....</b>	<b>6</b>
	<b>Total 60</b>

The Associate in Science in Applied Science and Technology (ASAST) degree is intended to meet the educational and professional needs of midcareer adults in a wide range of applied science and technology fields. The student selects the option that matches his/her expertise. For most students this reflects their occupation.

## Degree Requirements

The Associate in Science in Applied Science and Technology degree requires 60 credits: 30 credits in general education, 21 credits in the option within Applied Science and Technology, 3 credits in the computer requirement and 6 credits in free electives.

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

### How Students Earn Credit in the Associate in Science in Applied Science and Technology Degree (ASAST):

Students usually enter with all of the credits in the option completed often, but not always, from military training. If the option has not already been completed, students may often use Prior Learning Assessment (PLA) to gain college credit for their knowledge. There are few distance learning opportunities in most of the ASAST option areas. Credits in general education and free electives may be earned by a wide variety of methods.

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

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

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

### General Education Requirements

The 30-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and provides students with a foundation for the Applied Science and Technology option.

A minimum of 6 credits of mathematics and 6 credits of general physics or general chemistry is required of all students in the Associate in Science in Applied Science and Technology degree. While more advanced mathematics may usually be substituted for the minimum mathematics requirement, options require a minimum mathematics 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 may 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 mathematics and science courses are required.

### **Option**

The option includes 21 credits of courses within the option selected. These credits will include both required courses and professional electives (refer to the following pages). Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by Prior Learning Assessment (PLA), if he/she has not already completed appropriate course work in that area. The required courses and corollary requirements are subject to change. A current option Guidesheet, showing detailed requirements, will be sent with the student's first evaluation.

**Computer Requirement:** One 3-credit course in the broad area of computer science or computer concepts is required. For some options, the computer requirement must be met by a computer programming course, and for others it may be satisfied by a wide variety of computer courses. Courses that only cover the use of applications packages are not acceptable.

### **Free Electives**

The free elective category can be satisfied by almost any college credits. Academic policies should be reviewed for limitations on credits.

### **Additional Degree Requirements**

**Professional Certification:** Certain health-related and aviation-related options are open only to professionally certified individuals. These options require the student to submit evidence of professional registration or licensure, as listed under the option, in order to enter that degree program.

**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 (DOC) is the process that enables students to show that they have remained current and thus enables them to use the older credits toward their degree options. If more than half of the credits in a student's option are more than 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 mentor 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

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## Options

### Air Traffic Control

This option is limited to licensed air traffic control specialists. Credit is derived from the FAA certification.

#### Required Certification and Courses:

FAA license as an Air Traffic Control Specialist.

#### Corollary Requirements:

Intermediate and Precalculus, Algebra, Physics I and II, Computer Concepts

#### How Students Earn Credit in the Option:

Students' 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 Prior Learning Assessment (PLA) or classroom work to complete their options.

### Aviation Flight Technology

This option is designed for FAA licensed pilots.

#### Required Certification and Courses:

FAA license as a Commercial Pilot with Instrument Rating. Equivalent military training may be considered.

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

#### How Students Earn Credit in the Option:

Students' options are completed by the required licenses.

### Aviation Maintenance Technology

This option is designed for FAA licensed airframe and powerplant mechanics.

#### Required Certification and Courses:

FAA license as an Airframe and Powerplant Mechanic. Equivalent military training may be considered.

#### Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

#### How Students Earn Credit in the Option:

Students' options are completed by the required license.

### Biomedical Electronics

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

#### Required Courses:

DC Circuits, AC Circuits, Electronic Devices, Digital Electronics, Biomedical Equipment (three courses)

#### Corollary Requirements:

Precalculus Algebra I and II, Physics I and II, Anatomy and Physiology, Computer Programming

#### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their specializations.

## Civil and Construction Engineering Technology

This option is designed for individuals working in civil engineering-related and construction industries.

### Required Courses:

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

### Corollary Requirements:

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

### How Students Earn Credit in the Option:

Some of the courses required for the option are available by independent study and distance education courses from other universities. Other credits may be earned by Prior Learning Assessment (PLA) or in the classroom.

## Clinical Laboratory Science

This area of study is designed for individuals involved in the clinical laboratory industry.

### Required Certification:

ASCP or AMT: MLT or MT or NCA: CLS or CLT copy of original certificate and current renewal card.

### Required Courses:

Microbiology, Clinical Microbiology, Hematology, Immunohematology, Clinical Chemistry, Clinical Practicum

### Corollary Requirements:

Intermediate and Precalculus Algebra, Anatomy and Physiology, Chemistry I and II, Computer Concepts

### How Students Earn Credit in the Option:

Students whose medical laboratory technology training was not completed in a college credit setting should have no difficulty earning credits by Prior Learning Assessment (PLA) for their options, assuming current for recent employment using a variety of laboratory methods.

## Computer Science Technology

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

### Required Courses:

Data Structures, Programming Languages (limit 9 credits), Advanced Computer Science

### 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.

## 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 Concepts

### How Students Earn Credit in the Option:

The option may be completed using independent study and distance education course from other universities.

## Electronics Engineering Technology

This option is designed for individuals employed in various phases of the electronics industry: computer hardware, avionics, communications, etc.

### Required Courses:

DC Circuits, AC Circuits, Digital Electronics, Electronic Devices, Communications Electronics, Microprocessors

### Corollary Requirements:

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

### How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

## Engineering Graphics

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

### Required Courses:

Statics, Engineering Graphics, Descriptive Geometry, Computer Aided Design, Mechanical or Electrical Drafting

### Corollary Requirements:

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

### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

## Environmental Sciences

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

### Required Courses:

Advanced Sciences, Environmental Law/Regulations, Environmental Sampling, Environmental Technologies

### Corollary Requirements:

Precalculus I and II, Chemistry I and II, Computer Concepts

### How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

## Fire Protection Science

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

### Required Courses:

Building Construction, Hazardous Materials, Fire Protection, Fire Investigation, Fire Fighting Tactics, Fire Department Administration

### Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Computer Concepts

### How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

## Forestry

This option is designed for forestry personnel.

### Required Courses:

Soil Science, Plant Science, Dendrology, Silviculture, Forestry electives

### Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Computer Concepts

### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) 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 Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Computer Concepts

### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.



## Kitchen & Bath Design

This area of study provides the basic knowledge for the layout of kitchens and bathrooms to meet the needs of residential and commercial customers in accordance with regulatory safety requirements, environmental standards and desired decor.

### Required Courses:

Completion of a combination of National Kitchen & Bath Association certifications equal to 21 credits.

### Corollary Requirements:

College Algebra, General Physics, General Chemistry, Statistics and computer requirement

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

Students may earn credits by selected licenses, certifications, transfer credits, courses or Prior Learning Assessment.

## Laboratory Animal Science

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

### Required Courses:

Anatomy and Physiology, Microbiology, Laboratory Procedures, Medical and Surgical Procedures, Animal electives

### Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Computer Concepts

### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) 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, Manufacturing electives

### Corollary Requirements:

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

### How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

## Marine Engineering Technology

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

### Required Courses:

Statics, Fluid Mechanics or Thermodynamics, Naval Engineering Systems, 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 Prior Learning Assessment (PLA) 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, Computer-Aided Design

### Corollary Requirements:

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

### How Students Earn Credit in the Option:

The courses required for the option are available by independent study and distance education course from other universities.

## Medical Imaging

This area of study is designed for individuals who are already involved and certified in the Medical Imaging field.

### Required Certification:

ARRT RT(R) or NJ license NJ-LRT(R) copy or original certification and current renewal card.

### Required Courses:

Radiation Physics, Radiographic Exposure, Radiographic Positioning, Contrasts and Media, Clinical Practice

### Corollary Requirements:

General Physics I and II, Anatomy and Physiology, Computer Concepts

### How Students Earn Credit in the Option:

Required license (earned after 1980) provides the credits necessary in the option.

## **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, Computer Concepts

### **How Students Earn Credit in the Option:**

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options. Credit is awarded for Level II and III 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 option.

## **Nuclear Medicine Technology**

### **Required Certification:**

ARRT-RT(N) or NMTCB-CNMT or NJ-LNMT copy of original certification and current renewal card.

### **Required Courses:**

Anatomy and Physiology, Nuclear Physics or Biology, Nuclear Medicine Technology (five courses)

### **Corollary Requirements:**

Intermediate and Precalculus Algebra, Physics I and II, Chemistry I, Computer Concepts

### **How Students Earn Credit in the Option:**

The required certification covers almost all of the credits required in the option.

## **Radiation Protection**

This option is designed for health physics technicians and other radiation workers in the nuclear power industry, hospitals, manufacturing and the armed forces.

### **Required Courses:**

Nuclear Physics, Radiation Biology or Chemistry, Health Physics, Radiation Measurements

### **Corollary Requirements:**

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

### **How Students Earn Credit in the Option:**

Students who have completed NRRPT certification will have completed the option. Students who completed Navy Nuclear Power School will have completed most of the option.

## **Radiation Therapy**

This option is limited to certified/licensed radiation therapy technologists.

### **Required Certification:**

ARRT-RT(T) or NJ-LRT copy of original certification and current renewal card.

### **Required Courses:**

Anatomy and Physiology, Radiation Physics, Radiation Therapy (five courses)

### **Corollary Requirements:**

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

### **How Students Earn Credit in the Option:**

The required certification covers almost all of the credits required in the option.

## **Respiratory Care**

### **Required Certification:**

NBRC RRT Registered Respiratory Therapist copy of original certification and current renewal card.

### **Required Courses:**

Cardiopulmonary Anatomy, Physiology and/or Pathology, Microbiology, Respiratory Techniques (five courses)

### **Corollary Requirements:**

Intermediate and Precalculus Algebra, Chemistry I and II, Anatomy and Physiology, Computer Concepts

### **How Students Earn Credit in the Option:**

The required certification covers almost all of the credits required in the option.

## Surveying

This option is designed for surveyors.

### Required Courses:

Surveying Computations, Route Surveying, Surveying electives

### Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Concepts

### How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

# Bachelor of Science in Applied Science and Technology

## Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>I. General Education Requirements .....</b>	<b>54</b>
A. English Composition	6
B. Humanities	12
1. Technical Report Writing (3)	
2. Humanities Electives (9)	
Must include at least two subject areas.	
C. Social Sciences	12
1. Psychology or Sociology (3)	
2. Social Sciences Electives (9)	
Must include at least two subject areas.	
D. Natural Sciences and Mathematics	21
1. College Algebra or above** (6)	
2. Statistics (3)	
3. General Physics or Chemistry, (6)	
depending on area of study	
4. Second Science*** (3)	
5. Natural Sciences Elective (3)	
E. General Education Electives	3
<b>II. Area of Study .....</b>	<b>45</b>
<b>III. Computer Requirement .....</b>	<b>3</b>
Computer Programming or Computer Concepts, depending on area of study	
<b>IV. Free Electives .....</b>	<b>18</b>
<b>Total 120</b>	

The following areas of study have been approved:

- Air Traffic Control\*
- Architectural Design
- Aviation Flight Technology\*
- Aviation Maintenance Technology\*
- Biomedical Electronics
- Civil Engineering Technology
- Clinical Laboratory Science
- Computer Science Technology
- Construction
- Cytotechnology
- Dental Hygiene\*
- Electrical Technology
- Electronics Engineering Technology
- Energy Utility Technology
- Engineering Graphics
- Environmental Sciences
- Fire Protection Science
- Forestry
- Information Technology
- Health Services Technology
- Horticulture
- Kitchen & Bath Design
- Laboratory Animal Science
- Manufacturing Engineering Technology
- Marine Engineering Technology
- Mechanical Engineering Technology
- Medical Imaging
- Nondestructive Testing Technology
- Nuclear Engineering Technology
- Nuclear Medicine Technology
- Perfusion Technology\*
- Radiation Protection
- Radiation Therapy\*
- Respiratory Care
- Surveying
- Technical Studies

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

Once students have earned 99 credits toward a baccalaureate degree, they may apply for provisional admission to the graduate program at Thomas Edison State College. Once accepted, they may earn 9 graduate credits that will satisfy the requirements for both the undergraduate and graduate degrees.

\*\* Many areas of study require mathematics through Calculus II.

\*\*\* Between 3 and 12 credits required; see Areas of Study corollary requirements, starting on Page 27.

## Bachelor of Science in Applied Science and Technology (BSAST)

The Bachelor of Science in Applied Science and Technology (BSAST) degree is intended to meet the educational needs of midcareer adults in a wide variety of applied science and technology fields. The student selects the area of study that matches his/her expertise. For most students this reflects their occupation.

### Degree Requirements

The Bachelor of Science in Applied Science and Technology degree requires 120 credits; 54 credits in general education distribution, 45 credits within the area of study, 3 credits in the computer requirement and 18 credits in free electives.

#### General Education Requirements

The 54-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics. Emphasis is placed on the natural sciences/mathematics area, which provides the foundation for study in applied science and technology areas.

A full year of general physics or a full year of general chemistry, depending on the area of study, is required of all students in the Bachelor of Science in Applied Science and Technology degree program. Between 3 and 12 additional credits are required in a second and sometimes third science, depending on the area of study. Students in a number of areas of study are required to complete a full year of calculus.

#### Area of Study

The area of study includes 45 credits. The credits used in the area of study must exhibit depth and breadth to cover both theoretical and applied aspects of the field. Requirements are given in terms of specific courses; areas to be completed and elective areas enable individualization of the area of study. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits through Prior Learning Assessment (PLA), if he/she has not completed appropriate course work in that area. The lists of requirements for the area of study are subject to change. A current area of study Guidesheet, showing detailed requirements, will be sent with the student's first Academic Program Evaluation.

#### Computer Requirement

One 3-credit course in the broad area of computer science or computer concepts is required. Courses in the use of specific computer applications packages do *not* meet this requirement. A number of areas of study require computer programming rather than computer concepts.

#### Free Electives

The free elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

### Additional Degree Requirements

**Professional Certification:** Certain health-related and aviation-related areas of study are open only to professionally certified individuals. These areas of study require the student to submit evidence of professional registry or licensure, as listed under the area of study, in order to enter that degree program.

**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 (DOC) is the process that enables students to show that they have remained current and thus enables them to use the older credits toward their areas of study. If more than half of the credits in a student's area of study are more than 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 is validated through an oral conference with a mentor covering contemporary developments in these subjects. These courses will not be used toward the area of study until currency has been demonstrated. Students required to demonstrate currency will be informed of the requirement 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

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## Areas of Study

### Air Traffic Control

This area of study is limited to licensed air traffic controllers. Credit is derived from the FAA certification.

#### Required Certification:

FAA Air Traffic Control Specialist.

#### Required Courses:

Meteorology, Aerodynamics, Navigation, Air Traffic Control Techniques, Aviation Safety, Air Traffic Control System Equipment, Weather Briefing

#### Corollary Requirements:

Physics I and II, Computer Concepts

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

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

### Architectural Design

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

#### Required Courses:

Architectural Drafting and Design (six courses), Building Construction (three courses), Computer-Aided Design, Statics, Strength of Materials, History of Architecture

#### Corollary Requirements:

Physics I and II, Calculus I, Computer Programming

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

### Aviation Flight Technology

This area of study is limited to professional pilots.

#### Required Certification and Courses:

FAA license in Commercial Pilot with Instrument rating (Airline Transport Pilot recommended). Equivalent military training may be considered.

#### Corollary Requirements:

Physics I and II, Meteorology, Computer Concepts, Principles of Management

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

Students usually have requirements of their area of study credit requirements complete from their FAA certification. Remaining credits are completed by additional certification, certain airline training, independent study and distance education courses, Prior Learning Assessment (PLA) or classroom work.

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

## Aviation Maintenance Technology

This area of study is limited to airframe and powerplant mechanics.

### Required Certification and Courses:

FAA license in Airframe and Powerplant Mechanics. Equivalent military training may be considered.

### Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts, Electricity, Principles or Management

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

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

## Biomedical Electronics

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

### Required Courses:

DC Circuits, AC Circuits, Physiology, Biomedical Equipment (four courses), General Electronics (four courses)

### Corollary Requirements:

Physics I and II, Biology I, Calculus I and II, Computer Programming

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study. A limited selection of general electronics courses are available by independent study and distance education courses and examination.

## Civil Engineering Technology

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

### Required Courses:

Statics, Strength of Materials, Soil Mechanics, Fluid Mechanics, Structural Analysis, Structural Steel Design, Reinforced Concrete Design, Construction Methods, Transportation Design and/or Wastewater Systems, Computer-Aided Design, Surveying

### Corollary Requirements:

Physics I and II, Calculus I and II, Computer Programming

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Clinical Laboratory Science

This area of study is designed for individuals involved in the clinical laboratory industry.

### Required Courses:

Microbiology, Clinical Microbiology, Hematology, Immunology/Serology, Immunohematology, Clinical Chemistry, Urinalysis, Anatomy and Physiology I and II, Organic and/or Biochemistry (two courses)

### Corollary Requirements:

Chemistry I and II, Biology I, Computer Concepts

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

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

## Computer Science Technology

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

### Required Courses:

Discrete Mathematics, Calculus III or Linear Algebra, Programming Languages (maximum 6 credits), Data Structures, Operating Systems, Software Engineering, Computer Architecture, Assembly Language, [three additional advanced courses]

### Corollary Requirements:

Physics I and II, Calculus I and II

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

Most of the area of study courses are available by Guided Study or independent study and distance education courses/Internet courses from other universities. Prior Learning Assessment (PLA) is also a frequently used method.

## Construction

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

### Required Courses:

Statics, Strength of Materials, Soil Mechanics, Construction Techniques, Structural Mechanics (two courses, e.g., Structural Steel Design, Reinforced Concrete Design), Construction Management, Estimating, Codes (two specifications), Engineering Graphics, Surveying

### Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Cytotechnology

### Required Courses:

Anatomy and Physiology I and II, Microbiology, Cell Biology, Pathology, Specific Cytologies (minimum 15 credits), Cytology Preparation Techniques, Clinical Practice

### Corollary Requirements:

Chemistry I and II, Biology I and II, Computer Concepts

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

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

## Dental Hygiene

### Required Certification:

State license and American Dental Association National Board of Dental Hygiene Examiners. Copy of original certificate and current renewal card.

### Required Courses:

Anatomy and Physiology I and II, Microbiology, Dental Anatomy, Nutrition, Pharmacology, Radiology, Periodontics, Community Dental Health, Dental Hygiene Techniques, Clinical Practice

### Corollary Requirements:

Chemistry I and II, Biology I, Computer Concepts

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Electrical Technology

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

### Required Courses:

DC Circuits, AC Circuits, Digital Electronics, AC and DC Machinery, Motor Controls, Power Systems, Electric Construction, Engineering Graphics

### Corollary Requirements:

Physics I and II, Computer Concepts

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

Many of the credits in the area of study may be completed by independent study and distance education courses from other universities. Many students use Prior Learning Assessment (PLA).

## Electronics Engineering Technology

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

### Required Courses:

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

### Corollary Requirements:

Physics I and II, Calculus I and II, Computer Programming

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

Most of the credits in the area of study may be completed by independent study and distance education course from other universities. Many students use Prior Learning Assessment (PLA). Some examinations are also available.



## Energy Utility Technology

This area of study is designed for individuals employed in the energy utility industry involved in providing vital services including electric power, gas, telecommunications and water.

### Required Courses:

Energy Utility Technology (minimum 30 credits), DC Circuits, Regulatory Policy and Procedures, Computer-Aided Design, Safety Management, Applied Economic Analysis, Business Management (12 credits) and Labor Relations and Collective Bargaining

### Corollary Requirements:

Physics I and II, College Algebra, Statistics, Computer Programming

### How Students Earn Credit:

Most students have transfer credit from an associate degree earned at a two-year college. Credit may also be earned through company training and apprenticeship programs (please see Page 115). Credit may also be earned by Prior Learning Assessment (PLA) and independent study.

## Engineering Graphics

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

### Required Courses:

Statics, Engineering Mechanics, Drafting Techniques (six courses), Computer-Aided Design (three courses) secondary area [such as electronics, mechanical, civil, etc.]

### Corollary Requirements:

Physics I and II, Calculus I, Computer Programming

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Environmental Sciences

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

### Required Courses:

Ecology, Organic and/or Environmental Chemistry, Environmental Overview courses, Specialized Environmental Courses (six courses), Environmental Law and Regulations

### Corollary Requirements::

Biology I and II, Physics I and II, Chemistry I and II, Calculus I and II, Computer Concepts

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

All of the courses in the area of study may be completed by independent study and distance education course from other universities. Prior Learning Assessment (PLA) is also widely used.

## Fire Protection Science

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

### Required Courses:

Fire Protection and Prevention (three courses), Hazardous Materials (two courses), Fire Detection and Suppression Hydraulics, Arson Investigation, Building Codes and Construction

### Corollary Requirements:

Chemistry I and II, Physics I, Computer Concept

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

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

## Forestry

This area of study is designed for forestry personnel.

### Required Courses:

Dendrology, Silviculture, Mensuration, Forest Protection, Forest Resource Management, Forest Policy and Administration, Forest Ecology, Soil Science Timber and Wood Science

### Corollary Requirements:

Botanology, Chemistry I and II, Computer Concepts

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Health Services Technology

This specialization is designed for health professionals interested in coordination of medical technology support services.

### Required Areas of Study or Equivalent Prior Learning:

Clinical Laboratory, Radiography, Respiratory Technology, Cytotechnology, Radiation Technology, Cardiovascular Technology and Perfusion Technology

### Corollary Requirements:

College Algebra, Principals of Statistics, Anatomy and Physiology I and II, Chemistry, Biology, Computer Concepts and additional Mathematics and Science

## Horticulture

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

### Required Courses:

Plant Physiology, Soil Science, Entomology, Plant Propagation, Plant Pathology, Ornamental Horticulture (two courses), Landscape Design, Nursery Management, Genetics, Organic or Biochemistry

### Corollary Requirements:

Botany, Chemistry I and II, Computer Concepts

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Information Technology

This area of study is designed for those working at a technical level in Information Technology support functions and desiring further education in the discipline, or for those who desire to enter the field.

### Required Courses:

Foundations of Information Technology, Computer Architecture, C++ Programming, Data Structures, Operating Systems, Database Management, Software Engineering, Network Technology, Management Information Systems, Project Management, Current Trends & Applications of Applied Science & Technology.

### Corollary Requirements:

College Algebra or above, Statistics, Chemistry or Physics, Introduction to Computers.

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

Students may earn credits by selected technical certifications, testing, online courses, courses at other regionally accredited institutions or through Prior Learning Assessment (PLA).

## Kitchen & Bath Design

This area of study provides the advanced knowledge for the layout of kitchens and bathrooms to meet the needs of residential and commercial customers in accordance with regulatory safety requirements, environmental standards and desired decor.

### Required Courses:

Project Management, Applied Science and Technology: Current Trends & Applications, and completion of a combination of National Kitchen & Bath Association certifications equal to 42 credits.

### Corollary Requirements:

College Algebra, General Physics, General Chemistry, Statistics and computer requirement

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

Students may earn credits by selected licenses, certifications, transfer credits, courses or Prior Learning Assessment (PLA).

## Laboratory Animal Science

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

### Required Courses:

Anatomy and Physiology, Pharmacology, Pathology, Microbiology, Animal Procedures (five courses), Animal Biology (two courses)

### Corollary Requirements:

Biology I and II, Chemistry I and II, Computer Concepts

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## **Manufacturing Engineering Technology**

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

### **Required Courses:**

Statics, Materials Science, Engineering Mechanisms, Industrial Engineering (two courses; e.g., Time and Motion Study, Plant Layout and Design), Automated Manufacturing (two courses), Electronics and Control Systems, Quality Control, Manufacturing Processes, Computer-Aided Design, Engineering Economy

### **Corollary Requirements:**

Physics I and II, Chemistry I, Calculus I and II, Computer Programming

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

Most of the credits in the area of study may be completed by independent study and distance education course from other universities. Many students use Prior Learning Assessment (PLA).

## **Marine Engineering Technology**

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

### **Required Courses:**

Statics, Fluid Mechanics, Strength of Materials, Thermodynamics, Naval Engineering Systems, Naval Electronics (two courses), Diesel and Steam Propulsion (three courses), Computer-Aided Design, Naval Architecture, HVAC

### **Corollary Requirements:**

Physics I and II, Chemistry I, Calculus I and II, Computer Programming

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## **Mechanical Engineering Technology**

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

### **Required Courses:**

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

### **Corollary Requirements:**

Physics I and II, Chemistry I, Calculus I and II, Computer Programming

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

All of the courses in this area of study may be completed by Guided Study and/or independent study and distance education courses from other universities. Many students also use Prior Learning Assessment (PLA).

## **Medical Imaging**

This area of study is designed for those desiring a baccalaureate degree who are already involved, and certified, in the Medical Imaging field.

### **Required certification:**

ARRT Radiographer ARRT-RT (R) or NJ license NJ-LRT(R). Copy of original certificate and current renewal card.

### **Required Courses:**

Radiation Physics, Anatomy and Physiology I and II, Pathology, Radiologic Exposure, Radiation Biology and Protection, Radiographic Positioning, Pathology, Contrasts and Media, Clinical Practice

### **Corollary Requirements:**

Physics I and II, Biology I, Computer Concepts

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

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

## **Nondestructive Testing Technology**

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

### **Required Courses:**

Statics, Strength of Materials, Materials Science, Metallurgy, Nondestructive Testing (seven courses), Codes and Safety

### **Corollary Requirements:**

Physics I and II, Chemistry I, Computer Concepts

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study. Credit is awarded for level II and III ASNT certifications.

## **Nuclear Engineering Technology**

This area of study is designed for reactor operators and related workers in the nuclear industry or in the U.S. Navy nuclear power program.

### **Required Courses:**

Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors (four courses), Nuclear Power Plant Instrumentation, Radiation Effects, Radiation Safety

### **Corollary Requirements:**

Physics I and II, Chemistry I, Calculus I and II, Computer Programming

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

Most students have earned

credit from the Navy Basic Nuclear Power School, which covers more than half of the area of study. Credit may also be earned by advanced Navy training, Prior Learning Assessment (PLA), NRC license, NRRPT certification or ACE-reviewed company training.

## **Nuclear Medicine Technology**

This area of study is designed for those desiring a baccalaureate degree who are already involved, and certified, in the Nuclear Medicine field.

### **Required certification:**

ARRT Nuclear Medicine Technologist ARRT-RT (N) or NMTCB-CNMT or NJ-LNMT. Copy of original certificate and current renewal card.

### **Required Courses:**

Anatomy and Physiology, Nuclear Physics, Radiopharmacy, Radiation, Biology and Protection, Nuclear Medicine Techniques (five courses), Clinical Practice

### **Corollary Requirements:**

Physics I and II, Biology I, Chemistry I, Computer Concepts, one full year of General Chemistry

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

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

## **Perfusion Technology**

This area of study is designed for those desiring a baccalaureate degree who are already involved, and certified, in the Perfusion Technology field.

### **Required Certification:**

ABCP CCP. Copy of original certificate and current renewal card.

### **Required Courses:**

Anatomy and Physiology I and II, Cardiovascular Anatomy, Physiology/Pathology (six courses), Perfusion Technology, Pharmacology, Clinical Practice

### **Corollary Requirements:**

Chemistry I and II, Biology I and II, Physics I, Computer Concepts

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## **Radiation Protection**

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

### **Required Courses:**

Nuclear Physics, Radiochemistry or Radiobiology, Radiation Protection, Radiation Measurement, Radiation Effects, Physics, Applied Health

### **Requirements:**

Physics I and II, Chemistry I and II, Biology I and II, Calculus I and II, Computer Programming

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

College credit is awarded for NRRPT certification, Navy Basic

Nuclear Power School and ACE-recommended company training. The remaining credits may be earned by Guided Study, Prior Learning Assessment (PLA) or classroom instruction.

## Radiation Therapy

This area of study is designed for those desiring a baccalaureate degree who are already involved, and certified, in the Radiation Therapy field.

### Required Certification:

ARRT RT(T) or NJ LRT. Copy of original certificate and current renewal card.

### Required Courses:

Nuclear Physics, Anatomy and Physiology I and II, Pathology, Radiation Oncology, Technical Oncology, Radiation Biology and Protection, Clinical Practice

### Corollary Requirements:

Physics I and II, Biology I and II, Computer Concepts

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

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

## Respiratory Care

This area of study is limited to registered respiratory therapists.

### Required Certification:

NBRC RRT Registered Respiratory Therapist. Copy of original certificate and current renewal card.

### Required Courses:

Anatomy and Physiology I and II, Cardiopulmonary Anatomy

and Physiology, Microbiology, Pulmonary Function, Pharmacology, Respiratory Techniques (three courses), Pediatric Respiratory Care, Clinical Practice

### Corollary Requirements:

Chemistry I and II, Physics I, Computer Concepts

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

The area of study is completed by the required license.

## Surveying

This area of study is designed for land surveyors.

### Required Courses:

Surveying I and II, Route Surveying, Surveying Law, Photogrammetry, Surveying Computations, Land Development, Geodesy, Mapping

### Corollary Requirements:

Physics I and II, Calculus I and II, Computer Concepts, Geology

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

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

## Technical Studies

This area of study is designed to trend toward multiple discipline knowledge of technologies. It prepares technologies with diversified knowledge within applied science and technology that aligns with the cross disciplinary career positions.

### Required Courses:

Project Management, Applied Science and Technology: Current Trends & Applications, 21 credits from a single discipline and 18 credits from other applied science and technology disciplines. A total of 12 credits should be in 300 or 400 level courses.

### Corollary Requirements:

College Algebra, General Physics, General Chemistry, Statistics and computer requirement

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

Students may earn credits by selected licenses, certifications, related military or industrial training, transfer credits, Thomas Edison State College course, or Prior Learning Assessment.

# Bachelor of Science in Health Sciences\*

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

## Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>I. General Education Requirements .....</b>	<b>48</b>
A. English Composition	6
B. Humanities	9
C. Social Sciences	9
D. Natural Sciences and Mathematics (including at least 3 credits of mathematics)	12
E. General Education Electives	12
<b>II. Professional Health Sciences Requirements.....</b>	<b>64</b>
A. Specialization	24
Prior preparation and college-level learning in a health area such as: Dental Assisting, Dental Hygiene, Dietetics, Diagnostic Medical Sonography, Imaging Sciences, Nuclear Medicine, Vascular Technology	
B. Interdisciplinary Health Sciences Core (UMDNJ)**	15
1. Health Care Organizations (3)	
2. Cultural Issues and Health Care (3)	
3. Principles of Scientific Inquiry (3)	
4. Legal and Ethical Dimensions of Practice (3)	
5. Applications of Computers in Health Care (3)	
C. Area of Study (UMDNJ)**	25
• Advanced Practice* with tracks in:	
• Advanced Imaging Sciences	
• Allied Dental Concentration	
• Coordinated Dietetic Program	
• Health Services Management and Education	
<b>III. Free Electives .....</b>	<b>9</b>
<b>Total</b>	<b>121</b>

## The Bachelor of Science in Health Sciences (BSHeS)

The Bachelor of Science in Health Sciences (BSHeS) is a joint degree program with the University of Medicine and Dentistry of New Jersey (UMDNJ) School of Health Related Professions (SHRP). The degree program is designed for students who are already in the allied health field. For most students, the core and area of study credits will be earned through UMDNJ courses, which will be available both in the classroom and on the Internet. Those credits in general education, specialization and free electives that are not complete at the time of enrollment may be completed using Thomas Edison State College's credit-earning options, particularly Guided Study and Prior Learning Assessment (PLA). Students are required to complete at least 12 credits from Thomas Edison State College.

The program is specifically geared toward advancing and broadening the skills of health-related professionals prepared at the associate degree/certificate levels. Health-related professionals are entering a challenging era of practice as the healthcare delivery environment continues to change and grow. The new delivery systems and challenging demographics are creating new career opportunities for individuals in the healthcare field.

## Admission to Program

Prospective students must apply through UMDNJ – SHRP, observing the APPLICATION DEADLINES of March 1 for the fall semester and July 1 for the spring semester. Note that Dietetics is only offered once per year, with an application deadline of March 1. Applications may be obtained from UMDNJ – SHRP by calling (973) 972-5454 or by e-mailing [shrpadm@umdnj.edu](mailto:shrpadm@umdnj.edu). For information contact Program Director Cheryl Bellamy at (973) 972-8512 or [bellamcg@umdnj.edu](mailto:bellamcg@umdnj.edu). Once students are admitted, they are assigned an academic advisor from UMDNJ, who will work with them on planning their academic programs.

\* Professional certification required for admission to program. Dietetics requires certain specific courses under the liberal arts and free electives. Imaging Science requires 6 credits of English and 3 credits of Algebra or equivalent prior to admission to BSHeS degree program.

\*\* Credits in the core and an area of study are usually completed through UMDNJ courses, either in the classroom or on the Internet. It may be possible to use transfer credit or Prior Learning Assessment (PLA) for some of these credits.

## Degree Requirements

The Bachelor of Science in Health Sciences degree requires 121 credits: 48 credits in general education distribution, 24 credits in the specialization, 15 credits in the Interdisciplinary Health Sciences core, 25 credits in the area of study and 9 credits in free electives.

### General Education Requirements

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

Students may use Thomas Edison State College courses, Prior Learning Assessment (PLA) or transfer credits from regionally accredited colleges to meet general education requirements and free electives.

### Professional Health Sciences Requirements

This consists of a 24-credit specialization, a 15-credit Interdisciplinary Health Sciences core and a 25-credit area of study.

#### Specialization

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

#### Interdisciplinary Health Sciences Core

The Interdisciplinary Health Sciences core is a series of five courses offered by UMDNJ in the classroom and on the World Wide Web.

#### Area of Study

The area of study generally includes both specific required courses and electives. See the listings on the following page. These courses will generally be completed through UMDNJ – SHRP.

### Free Electives

The free elective category may be satisfied with almost any college credits. Academic policies should be reviewed for limitation of credits.

## Additional Degree Requirements

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

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

# Bachelor of Science in Health Sciences

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## Areas of Study

### Advanced Imaging Sciences

This program is limited to licensed/registered diagnostic radiologic technologists.

#### Required Area of Study Courses:

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

#### Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications or Prior Learning Assessment (PLA) for their specializations.

### Allied Dental Concentration

This program is designed for licensed dental assistants and hygienists.

#### Required Area of Study Courses:

Current Issues in Allied Dental Practice, Designing and Planning Research Projects, Clinical Allied Dental Internship, Educational Methodologies for the Health Professions, Curriculum Development in the Health Professions Education, Human Resources Management in Health Care, Quality and Leadership in Health Care, and Health Services Practicum

#### Specialization Requirements:

Students will either use college credit transferred from their earlier dental assisting or hygiene program or will use Prior Learning Assessment (PLA) if this original program did not carry college credit.

### Coordinated Dietetic Program

This program is limited to registered dietetic technicians.

#### Required Area of Study Courses:

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

#### Specialization Requirements:

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

#### Corollary Requirements:

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

### Health Services Management and Education

This specialization is designed for health professionals interested in management and education.

#### Required Area of Study Courses:

Health Care Finance and Budgeting, Quality and Leadership in Health Care, Human Resources Management in Health Care, Curriculum Development in Health Professions Education, Educational Methodology for the Allied Health Professions, Designing and Planning Research Projects, Health Services Management, Health Services Practicum

#### Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications or Prior Learning Assessment (PLA) for their specializations.



## Undergraduate Certificates:

### Computer-Aided Design

#### Required Courses:

Drafting Fundamentals 3 credits

Computer-Aided Drafting 3 credits

Computer-Aided Design and Drafting 3 credits

*Students select 9 credits\* from the following:*

CAD/CAM  
(Computer Assisted Manufacturing) 3 credits

Advanced Techniques in CAD 3 credits

Intermediate Drafting 3 credits

Printed Circuit Board Design in CAD 3 credits

Computer Graphics 3 credits

Descriptive Geometry 3 credits

**Total 18 credits**

\*There should be no more than two computer (non-CAD) courses and no more than two drafting (non-CAD) courses. There should be at least three courses in CAD.

### Dental Assistant

The 36-credit Certificate in Dental Assistant program is jointly sponsored by UMDNJ and Thomas Edison State College. The certification program is designed to develop the knowledge and skills necessary for acquiring Dental Assistant credentials.

Dental assistants' occupational duties encompass preparing patients for treatment, preparing instruments for operations, supporting treatment, providing patient instructions and performing laboratory function. The dental assistant works in private offices, community and school health programs, community and hospital clinics, armed services, manufacturing and researching positions in the support of dentists.

### Electronics

#### Required Courses:

AC/DC Circuits 3 credits

Basic Electronics 3 credits

Digital Electronics 3 credits

*Students select 9 credits from the following:*

Automatic Control Systems 3 credits

Electromagnetic Devices and Machines 3 credits

Industrial Electronics 3 credits

Microprocessors 3 credits

Robotics and Automation 3 credits

Solid State Theory-Analog Electronics 3 credits

**Total 18 credits**

### Imaging Sciences

This program is limited to registered technologists in such areas as radiography, nuclear medicine, vascular technology and diagnostic medical sonography.

#### Required Area of Study Courses:

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

#### Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications or Prior Learning Assessment (PLA) for their specializations.

# Graduate Certificate:

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## Clinical Trials Management

12 credits

The Clinical Trials Management certificate program was conceived and designed by pharmaceutical, biotechnology and contract research organization experts who work in the clinical research field. It is intended for those who seek entrance to or advancement in the clinical research industry. Students learn the fundamentals of the clinical trials environment, study design and management. The program prepares students for the day-to-day decision making in their work environment. Each course has exercises designed to further enhance drug development knowledge through reading, interactive discussions between students and instructors, and assignments that mirror workplace requirements. Courses include:

CTM-510

Introduction to Clinical Trials  
Research and Drug Development                      3 credits

CTM-520

Clinical Trials Research:  
Practice to Policy    3 credits

CTM-530

Introduction to Clinical Trials  
Data Management    3 credits

CTM-540

Ethical Issues and Regulatory  
Principles in Clinical Trials                              3 credits

# HEAVIN SCHOOL OF ARTS AND SCIENCES

## MISSION AND PURPOSE:

The Heavin School of Arts and Sciences is dedicated to the intellectual and professional development of its students. The School offers rigorous degree programs, which provide students with significant depth and breadth of knowledge. Arts and Sciences degree programs feature an interdisciplinary approach to lifelong learning that is particularly important to those seeking management career paths in both government and private sector organizations. The liberal studies curriculum is designed to support management skills such as communications, writing, critical thinking and decision making. The Bachelor of Arts and Master of Arts in Liberal Studies programs can be individually designed for learners who have interests in multiple areas of study.

Students working in the human services field will find innovative degree programs that allow students working in their chosen profession to apply work experiences toward an academic program. The human services curriculum is designed to emphasize theory and practice. The Master of Arts in Educational Leadership prepares students to become effective school leaders in addition to preparing students interested in NJ Supervisor and Principal certification. All of the Heavin School's degree programs provide students with flexible, high-quality learning experiences.

The Heavin School also offers a unique opportunity for those who wish to pursue a master's degree at Thomas Edison State College. Students who have earned at least 99 credits toward their baccalaureate degree may apply for provisional admission to a Thomas Edison State College graduate degree. Students can earn up to 9 credits that will concurrently satisfy both the undergraduate and graduate degree requirements.

## DEGREES AND CERTIFICATES:

### Undergraduate Degrees

- ▶ Associate in Arts
- ▶ Associate in Science in Natural Sciences and Mathematics
- ▶ Associate in Science in Public and Social Services
- ▶ Bachelor of Arts
- ▶ Bachelor of Science in Human Services

### Undergraduate Certificates

- ▶ Computer Science
- ▶ Labor Studies
- ▶ Fitness and Wellness Services

### Graduate Degrees

- ▶ Master of Arts in Educational Leadership (MAEdL)
- ▶ Master of Arts in Liberal Studies (MALS)

### Graduate Certificates

- ▶ Homeland Security
- ▶ Online Learning and Teaching

## Heavin School of Arts and Sciences: Undergraduate Outcomes

### ▶ Learning Outcomes Goal:

Graduates of the **Bachelor of Arts** will have the ability to demonstrate depth and breadth in their area of study and think critically, integrate knowledge, collaborate and use research to solve problems.

### ▶ Learning Outcomes Objectives:

Graduates of the **Bachelor of Arts** will have the ability to:

- ▶ Use key terms, concepts and theories, and answer critical questions in their area of study.
- ▶ Describe the historical development of the field, its origins, conceptual frameworks and the interdependence of this field with research findings in other fields.
- ▶ Demonstrate independent thought and collaboration in decision making activities in a variety of settings.

### ▶ Learning Outcomes Goal:

Graduates of the **Bachelor of Science in Human Services** will have the ability to demonstrate depth and breadth in their area of study and think critically, integrate knowledge, collaborate and use research to solve problems and serve clients.

*continued on next page*

► Learning Outcomes Objectives:

Graduates of the **Bachelor of Science in Human Services** will have the ability to:

- Interpret and critically analyze the research in the field, and articulate how this research was developed and interpreted.
- Apply theory to professional practice.

- Demonstrate knowledge of the specific skills, techniques and agencies necessary to serve client populations.
- Communicate with clients and families from a range of backgrounds through written and oral means and provide effective services to diverse communities.

## Associate in Arts

Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>I. General Education Requirements.....</b>	<b>48</b>
A. English Composition	6
B. Humanities Must include at least two subject areas.	12
C. Social Sciences Must include at least two subject areas.	12
D. Natural Sciences and Mathematics	9
1. One college-level Mathematics course required.	(3)
2. One Computer Science course strongly recommended.	(3)
3. Other Natural Sciences/ Mathematics	(3)
Must include at least two subject areas.	
E. General Education Electives	9
<b>II. Free Electives .....</b>	<b>12</b>
	<b>Total 60</b>

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

### Degree Requirements

The Associate in Arts degree requires 60 credits: 48 credits in general education distribution and 12 credits in free electives.

#### General Education Requirements

The 48-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics.

#### Free Electives

The free elective category can be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

#### How Students Earn Credit in the Associate in Arts Degree:

All courses in this degree may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations also may be used.

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

# Associate in Science in Natural Sciences and Mathematics

## Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>I. General Education Requirements</b> .....	<b>30</b>
A. English Composition	6
B. Humanities	6
C. Social Sciences	6
D. Natural Sciences and Mathematics	6
1. One college-level Mathematics course required.	(3)
2. One Computer Science course strongly recommended.	(3)
OR	
3. Other Natural Sciences/Mathematics.	(3)
E. General Education Electives	6
<b>II. Option</b> .....	<b>21</b>
1. Introduction to the option	(3)
2. Required Basic Theory Areas	(9)
3. Option Electives	(9)
<p>The following options will emphasize areas appropriate to the degree and will articulate with areas of study in the Bachelor of Arts degree: Biology, Computer Science, Mathematics</p>	
<b>III. Free Electives</b> .....	<b>9</b>
<b>Total 60</b>	

The Associate in Science in Natural Sciences and Mathematics (ASNSM) degree emphasizes general education. The degree is designed to provide a basis for transfer into a Bachelor of Arts degree in the areas of Natural Sciences/Mathematics.

## Degree Requirements

The Associate in Science in Natural Sciences and Mathematics degree requires 60 credits: 30 credits in the general education distribution, 21 credits in the option and 9 credits in free electives.

### General Education Requirements

The 30-credit general education requirement provides students with a broad background in humanities, social sciences and natural sciences/mathematics.

### Option

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

### Free Electives

The free elective category can be satisfied by almost any college credits. 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, General Biology II with lab or Botany with lab (one semester, usually 4 credits) and Zoology with lab (one semester, usually 4 credits). Select 9 credits from the following for the theory and concepts area: Anatomy and Physiology, Cell Biology, Biochemistry, Ecology, Evolution, Genetics, Microbiology, Molecular Biology, Physiology, 6 elective credits

#### How Students Earn Credit in the Option:

Some courses in this option may be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations also may be used.

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

### Computer Science

This option is designed for students who desire a strong general education program with an area of study in computer science.

#### Required Courses:

Introduction to Computer Science. Select 9 credits from the following for the theory and concepts area: Assembly Language Programming, Compiler Construction, Data Structures, Numerical Analysis or Discrete Mathematics or Linear Algebra (Calculus based), Switching Theory and Automata, 9 credits of option electives which may include a maximum of two courses/6 credits 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:

All courses in this option may be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations also may be used.

### Mathematics

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

#### Required Courses:

Calculus I (Differential). Select 9 credits 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 option elective credits

#### Corollary Requirements:

General Physics I (Calculus based)

#### How Students Earn Credit in the Option:

Some courses in this option may be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations also may be used.

# Associate in Science in Public and Social Services

## Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>I. General Education Requirements .....</b>	<b>30</b>
A. English Composition	6
B. Humanities	6
C. Social Sciences	6
1. Introduction to Sociology	(3)
2. Introduction to Psychology	(3)
D. Natural Sciences and Mathematics	6
1. One college-level Mathematics course required.	(3)
2. Other Natural Sciences/ Mathematics	(3)
E. General Education Electives	6
1. Intercultural Communications or Race and Ethnic Relations	(3)
2. Other General Education Electives	(3)
<b>II. Option.....</b>	<b>21</b>
Introduction to the option	(3)
Theoretical Area	(9)
Applied Area	(6)
Practicum	(3)
<b>III. Free Electives .....</b>	<b>9</b>
A. Computer Science or Data Processing	(3)
B. Other Free Electives	(6)
<b>Total 60</b>	

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

- Administration of Justice
- Child Development Services
- Community Services
- Emergency Disaster Services
- Fitness and Wellness Services
- Gerontology
- Legal Services
- Recreation Services
- Social Services
- Social Services for Special Populations

## Associate in Science in Public and Social Services (ASPSS)

The Associate in Science in Public and Social Services (ASPSS) degree is intended to meet the educational and professional needs of midcareer adults in a wide variety of human services fields. The degree is designed for students who work in appropriate positions in the human services areas represented by the options.

### Degree Requirements

The Associate in Science and Public and Social Services degree requires 60 credits: 30 credits in general education distribution, 21 credits in the option in Public and Social Services and 9 credits in free electives.

One 3-credit course in the broad area of computer science or data processing is required. This course may be used to fulfill natural sciences, general education electives or free electives, depending on the nature of the course.

One 3-credit course in intercultural communications or race and ethnic relations is required. This course may be used to fulfill humanities, social sciences, general education electives or free electives, depending on the nature of the course.

### General Education Requirements

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

### Option

The option includes 21 credits of courses within the option area selected. These credits will include 3 credits of credit in introduction to the option, 9 credits of credit in the theoretical area, 6 credits in the applied area and 3 credits in the Practicum.

*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 Practicum. While this experience is usually current full-time paid employment, it also may be extensive part-time or volunteer experiences. This experience must be approved during the application process to the College. Near completion of the degree, students enroll in the online Practicum course. Students must work in the United States or be a U.S. citizen working at a U.S. armed forces base overseas.

### Free Electives

The free elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.



# Associate in Science in Public and Social Services

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## 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 credits in basic theory and 3 credits of Practicum in the area of the option.

#### How Students Earn Credits in the Option:

Students usually have a significant number of credits completed in the option. Remaining credits are completed by a combination of Prior Learning Assessment (PLA), examinations and courses.

### Child Development Services

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

#### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of the option.

#### How Students Earn Credits in the Option:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this option.

### Community Services

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

#### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of the option.

#### How Students Earn Credits in the Option:

Most students use a combination of examinations, Prior Learning Assessment (PLA) and courses to complete the option.

### Emergency Disaster Services

This option is designed for personnel responsible for the mitigation, preparedness, response and recovery in national and man-made disasters. They may work in government, industry and voluntary agencies such as the Red Cross, state and local agencies.

#### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of option.

#### How Students Earn Credits in the Option:

Students earn most of the credits by taking Thomas Edison State College courses. The remaining credits are usually completed by FEMA courses, military training/courses, National Fire Academy courses, Prior Learning Assessment (PLA) and examinations.

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

## Fitness and Wellness Services

This option is designed for those working in fitness and wellness settings such as health clubs, gyms, fitness centers, wellness centers and other similar settings.

### Required Courses:

Introduction to Biology or Anatomy and Physiology; Introduction to Human Services or an introductory course to the option. Nutrition, Kinesiology or Biomechanics of Exercise, Principles and Programs for Fitness and Wellness Services; Individual Assessment of Fitness and Wellness, Exercise and Nutrition for Special Populations, First Aid, Safety and CPR. Three credits of Practicum in the area of the option are required

### How Students Earn Credits in the Option:

Most students use a combination of examinations, Prior Learning Assessment (PLA) and courses, including Guided Study courses.

## Gerontology

This option is designed for providers of service for the aging in institutional or community settings.

### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the option

### How Students Earn Credits in the Option:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this option.

## 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 credits in basic theory and 3 credits of Practicum in the area of the option

### How Students Earn Credits in the Option:

Students use a combination of courses, examinations, Prior Learning Assessment (PLA) and assessment credits from training programs.

## 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 credits in basic theory and 3 credits of Practicum in the area of the option

### How Students Earn Credits in the Option:

Students use a combination of courses and Prior Learning Assessment (PLA) 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 credits in basic theory and 3 credits of Practicum in the area of the option

### How Students Earn Credits in the Option:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this option.

## Social Services for Special Populations

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

### Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of the option

### How Students Earn Credits in the Option:

Students use a combination of courses, examinations and Prior Learning Assessment (PLA) to complete this option.

# Bachelor of Arts

## Credit Distribution Requirements

<b>SUBJECT CATEGORY</b>	<b>CREDITS</b>
<b>I. General Education Requirements .....</b>	<b>60</b>
A. English Composition	6
B. Humanities Must include at least two subject areas.	12
C. Social Sciences Must include at least two subject areas.	12
D. Natural Sciences and Mathematics	12
1. One college-level Mathematics course required.	(3)
2. Recommend one Computer Science course.	(3)
3. Other Natural Sciences/ Mathematics	(6)
Must include at least two subject areas.	
E. General Education Electives	18
<b>II. Area of Concentration, Area of Study or Liberal Studies Area .....</b>	<b>33</b>
Student may choose A, B or C.	
A. Area of Concentration The area of concentration includes 33 credits which must be chosen from humanities, social sciences or natural sciences/mathematics. The concentration includes at least three subject areas. Twelve credits must be earned in one subject area. A maximum of 18 credits may be earned in any one subject area in order to have a balanced interdis- ciplinary concentration.	
OR	
B. Area of Study Single subject area of study. The area of study includes 33 credits in one subject area.	
OR	
C. Liberal Studies Area The liberal studies area includes 33 credits which include two or more liberal arts subject areas. For example, the areas of study may include humanities, natural sciences and social sciences courses.	
<b>III. Free Electives .....</b>	<b>27</b>
<b>Total</b>	<b>120</b>

The following is a list of approved areas of study:

### Humanities

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

### Natural Sciences/Mathematics

Biology  
Computer Science  
Mathematics  
Natural Sciences/Mathematics

### Multidisciplinary

Environmental Studies  
Liberal Studies

### Social Sciences

Anthropology  
Criminal Justice  
Economics  
History  
Labor Studies  
Political Science  
Psychology  
Sociology

Once students have earned 99 credits toward a baccalaureate degree, they may apply for provisional admission to the graduate program at Thomas Edison State College. Once accepted, they may earn 9 graduate credits that will satisfy the requirements for both the undergraduate and graduate degrees.

## Bachelor of Arts (BA)

The Bachelor of Arts (BA) 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 may prepare the student for career change or advancement, graduate education or provide personal satisfaction.

Credit requirements are distributed among the traditional liberal arts areas (e.g., humanities, social sciences, natural sciences/mathematics) and free electives. Students have the opportunity to pursue either a concentration, choosing from subjects within one of the liberal arts areas, or to select one of the individual subject areas of study, which provide for sequential course work in one particular subject of the individual student's interest, or to select liberal studies, choosing from two or more disciplines within general education subject areas.

## Degree Requirements

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

### General Education Requirements

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

### Concentration

For students who wish to combine course work in three or more subjects within a liberal arts area (e.g., humanities, social sciences or natural sciences/mathematics), the concentration is an appropriate option. Students complete 33 credits in a concentration in one of the three broad general education areas: humanities, social sciences or natural sciences/mathematics. At least three different subjects must be included, which provide for breadth of knowledge in the concentration. Also, students must earn at least 12 credits in one subject. A maximum of 18 credits may be earned in any one subject area in order to have a balanced interdisciplinary concentration. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A

maximum of two college-level courses equating to 100 level numbers may be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels 200, 300 or 400. Additional information on the concentrations can be found on Page 49.

### Areas of Study

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

### Liberal Studies

The BA degree in liberal studies is designed for students who wish to combine course work in two or more disciplines within liberal arts subject areas. For example, the areas of study may include humanities, natural sciences and social sciences courses with one or more areas of study. This program is ideal for students interested in interdisciplinary fields of study. Students complete 33 credits in the liberal studies area of study. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100 level numbers may be applied toward the liberal studies area of study. A deeper knowledge of some subjects is provided by requiring the remaining liberal studies area of study college-level courses be taken at levels 200, 300 or 400.

### Free Electives

The free elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

## Note: Limitation of Credits in One Subject Area

No more than 70 credits earned in one subject area (e.g., art, music, journalism) will be counted toward meeting the degree requirements of the BA degree.

# Bachelor of Arts Concentrations

## Humanities

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

### Required Courses:

At least three different subjects must be included which provide for breadth of knowledge in the humanities. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100 level numbers may be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels 200, 300 or 400. A student must earn at least 12 credits in one subject. A maximum of 18 credits may 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 may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Natural Sciences/Mathematics

This concentration is for those who wish to combine course work in three or more subjects within natural sciences/mathematics. Subject areas applicable toward the natural sciences/mathematics concentration include the following: astronomy, biology, computer science, earth science, environmental science, geology, mathematics, meteorology, oceanography and physical science.

### Required Courses:

At least three different subjects must be included, which provide for breadth of knowledge in natural sciences/mathematics. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100 level numbers may be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels 200, 300 or 400. A student must earn at least 12 credits in one subject. A maximum of 18 credits may 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 may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

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

# Bachelor of Arts Concentrations (con't)

## Social Sciences

This concentration is for those who wish to combine course work in three or more subjects within social sciences. Subject areas applicable toward the social sciences concentration include the following: anthropology, archaeology, economics, geography, history, labor studies, political science, psychology and sociology.

### **Required Courses:**

At least three different subjects must be included which provide for breadth of knowledge in the social sciences. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100 level numbers may be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels 200, 300 or 400. A student must earn at least 12 credits in one subject. A maximum of 18 credits may 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 may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

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

# Bachelor of Arts

## Areas of Study

### Anthropology

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

#### Required Courses:

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

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

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

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

### Art

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

#### Required Courses:

Art History Survey I and II; at least one course in each of the following: Two-Dimensional Design, Drawing, Painting, 18 area of study elective credits

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

Some credits in this area of study may be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

### Biology

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

#### Required Courses:

General Biology I and II with lab or Botany with lab (one semester, usually 4 credits) and Zoology with lab (one semester, usually 4 credits), Cell Biology, Genetics, Microbiology, 18 area of study elective credits

#### Corollary Requirements:

General Chemistry I and II with lab, General Physics I and II with lab, Organic Chemistry I and II with lab, Mathematics at least through Precalculus

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

All credits in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Communications

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

### Required Courses:

Select two of the following courses for the communication theory requirement: Fundamentals of Speech; Interpersonal Communications; Mass Communications, 27 area of study elective credits

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

All credits in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Computer Science

This area of study is designed for students who desire a strong liberal arts program with an 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 area of study elective credits, which may include a maximum of two courses/6 credits in the following: Database Management, Information Storage and Retrieval, Microcomputers, Systems Analysis and Design, Systems Programming

### Corollary Requirements:

Calculus I and II

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

All credits in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Criminal Justice

Criminal Justice is an interdisciplinary study of crime and the functioning of the criminal justice system. It includes study in the professional and theoretical areas, as well as the development of critical analytical skills, and knowledge of the research findings and methods used in this field.

### Required Courses:

Introduction to Criminal Justice, Research Methods in the Social Sciences, Terrorism, White Collar Crime, Public Policy and Criminal Justice, a multicultural course, and 18 credits of electives in Criminal Justice

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

All courses in the area of study may be completed with Thomas Edison State College courses. Students may also earn credit for New Jersey Basic Course for Police Officers training, Prior Learning Assessment (PLA), examinations, military training and American Council on Education (ACE) evaluated training.

## Economics

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

### Required Courses:

Macroeconomics, Microeconomics, Intermediate Macro, Intermediate Micro, one of the following: Advanced Economic Theory, Advanced Seminar in Economics, History of Economic Thought, 18 area of study elective credits

### Corollary Requirements:

Computer Science, Statistics

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

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## English

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

### Required Courses

Survey of Literature I and II, Non-Western Literature, Analysis and Interpretation of Literature, 21 area of study elective credits

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

All credits in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.



## Environmental Studies

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

### Required Courses:

Man and the Environment, Earth's Resources, Geology with Human Emphasis, 9 credits 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 area of study elective credits in subjects related to the environment and chosen from fields such as geography, sociology, biology, ecology, geology, etc.

### Corollary Requirements:

General Biology with lab, General Chemistry with lab

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

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Foreign Language

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

### Required Courses:

Twelve credits of language skills through the advanced level (e.g., Intermediate Language I and II and Advanced Language I and II), History of Civilization, 6 credits of Major Writers or Masterpieces of Literature, 12 area of study elective credits

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

Courses in this area of study may be completed by Prior Learning Assessment (PLA). Depending on the specific foreign language selected, some courses may also be completed by examinations and/or courses from other colleges.

## History

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

### Required Courses:

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

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

All courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Journalism

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

### Required Courses:

Law and Ethics or Communication Law; 12 credits of four theory courses/examinations 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 credits of four skills courses/examinations such as: Broadcast News Writing, Copy Editing, Feature Writing, Graphic Design for Print, Investigative Reporting, Magazine Article Writing; News Reporting I and II, Public Affairs Writing; 6 area of study elective credits

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

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations 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 area of study elective credits

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

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Liberal Studies

The BA degree in liberal studies is designed for students who wish to combine course work in two or more disciplines within liberal arts subject areas. This program provides the opportunity for a multidisciplinary degree.

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

### Required Courses:

At least two or more different subjects must be included to provide breadth of knowledge in the liberal studies area of study. For example, the area of study may include humanities, natural sciences and social sciences courses. Courses transferred to Thomas Edison

State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100 level numbers may be applied toward the liberal studies area of study. A deeper knowledge of some subjects is provided by requiring the remaining liberal studies area of study college-level courses be taken at levels 200, 300 or 400.

### How Students Earn Credit in the Liberal Studies Area:

All courses in this degree program may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Mathematics

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

### Required Courses:

Calculus I (Differential), Calculus II (Integral), Calculus III (Multivariate), Linear Algebra (Calculus based; Prerequisite of Calculus in description), Probability or Statistics, 18 area of study elective credits

### Corollary Requirements:

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

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

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Music

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

### Required Courses:

Survey of Music History I and II, Music Theory/Harmony I and II (must include harmony), 21 area of study elective credits

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

Courses in this area of study may be completed by Prior Learning Assessment (PLA), examinations or courses from other colleges.

## Philosophy

This area of study 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 credits in one area: major field of philosophy; major philosophers; history of philosophy; 15 area of study elective credits

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

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Photography

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

**Required Courses:**

Principles of Photography or Black and White Photography, History of Photography, Color Photography, 24 area of study elective credits

**Corollary Requirements:**

Survey of Art History I and II

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

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## 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 area of study elective credits

**Corollary Requirements:**

Macroeconomics

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

Some courses in this area of study may be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations 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, Experimental Psychology, 24 area of study elective credits

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

All courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Religion

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

**Required Courses:**

Religions of the World or Comparative Religions, Philosophy of Religion, 27 area of study elective credits

**Corollary Requirements:**

Introduction to Philosophy

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

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Sociology

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

**Required Courses:**

Introduction to Sociology, Social Theory, Methods of Sociological Research or Statistics, 24 area of study elective credits

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

Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

## Theater Arts

This area of study examines the theater arts in 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 area of study elective credits

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

Courses in this area of study may be completed by Prior Learning Assessment (PLA), courses from other colleges and/or examinations.

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

# Bachelor of Science in Human Services

## Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>I. General Education Requirements</b> .....	<b>48</b>
A. English Composition	6
B. Humanities	9
<i>No more than 6 credits may be taken from one subject area.</i>	
C. Social Sciences	15
1. Sociology, Introductory	(3)
2. Psychology, Introductory	(3)
3. Economics, Political Science, History or Geography	(3)
4. Additional Social Sciences	(6)
D. Natural Sciences and Mathematics	9
1. One college-level Mathematics course required.	(3)
2. Additional Natural Sciences or Mathematics	(6)
<i>No more than 6 credits may be taken from one subject area.</i>	
E. General Education Electives	9
1. Intercultural Communications or Race and Ethnic Relations	(3)
2. Other credits from any liberal arts subject	(6)

## Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>II. Area of Study in Human Services</b> .....	<b>54</b>
A. Core Requirements	21
1. Dynamics of Social Setting (Upper-level subjects in Sociology, Urban Politics, Social History and the like)	(3)
2. Dynamics of the Individual (Upper-level Psychology subjects)	(6)
3. Dynamics of Intervention (Covering such areas as counseling, interviewing, social work methods)	(3)
4. Social Planning (Covering such areas as social policy, planning, administration)	(3)
5. Statistics or Research Methodology	(3)
6. Computer Science or Data Processing	(3)
B. Individual Area of Study	33
1. Introduction to Human Services	(3)
2. Theory	(12)
3. Applied Areas	(12)
4. Advanced Level Practicum	(6)
<b>III. Free Electives</b> .....	<b>18</b>

**Total 120**

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

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

Once students have earned 99 credits toward a baccalaureate degree, they may apply for provisional admission to the graduate program at Thomas Edison State College. Once accepted, they may earn 9 graduate credits that will satisfy the requirements for both the undergraduate and graduate degrees.

## The Bachelor of Science in Human Services (BSHS)

The Bachelor of Science in Human Services (BSHS) degree is intended to meet the educational and professional needs of midcareer adults in a wide variety of human services fields. The Bachelor of Science in Human Services degree is designed for students who work in appropriate positions in the human services areas represented by the areas of study.

### Degree Requirements

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

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

#### General Education Requirements

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

#### Area of Study

The area of study contains a 21 credit core requirements and a 33 credit individual area of study.

##### Core

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

##### Individual Area of Study

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

The Advanced Level Practicum is the capstone requirement tying together theory with the practical experience the student has gained through employment. Students must have at least 500 hours of current experience in the field of their area of study in order to complete the Practicum. This experience must be approved during the application process to the College. While this is usually current full-time paid employment, it may also be extensive part-time or volunteer experiences. Near completion of the degree, students will enroll in the online Practicum. Students must work in the United States or be U.S. citizens working at a U.S. armed forces base overseas.

#### Free Electives

The free elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

# Bachelor of Science in Human Services

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## Areas of Study

### Administration of Justice

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

#### Required Courses:

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

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

Students usually have a significant number of credits completed in the area of study. Remaining credits are completed by a combination of courses, Prior Learning Assessment (PLA) and examinations.

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

### Child Development Services

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

#### Required Courses:

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

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

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this area of study.

### Community Services

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

#### Required Courses:

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

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

Most students use a combination of courses, examinations and Prior Learning Assessment (PLA) to complete the area of study.

### Emergency Disaster Services

This area of study is designed for personnel responsible for the mitigation, preparedness, response and recovery in natural and man-made disasters. They may work in government, industry and voluntary agencies such as the Red Cross, and state and local agencies.

#### Required Courses:

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

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

Some courses in this area of study may be completed with Thomas Edison State College courses. FEMA courses, military training courses, National Fire Academy courses, Prior Learning Assessment (PLA) and examinations can also be used.

## Gerontology

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

### Required Courses:

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

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

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this area of study.

## Health and Nutrition Counseling

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

### Required Courses:

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

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

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this area of study.

### Corollary Requirements:

General Biology, Anatomy and Physiology.

## Health Services

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

### Required Courses:

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

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

Most credits are earned through a combination of Prior Learning Assessment (PLA), examinations and courses.

## Health Services Administration

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

### Required Courses:

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

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

Most students earn credits using a combination of Prior Learning Assessment (PLA), examinations and courses.

### Corollary Requirements:

Economics, Accounting or Finance.

## Health Services Education

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

### Required Courses:

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

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

Credits are earned by a combination of Prior Learning Assessment (PLA), examinations and courses.

## Legal Services

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

### Required Courses:

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

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

Students use a combination of courses, examinations, Prior Learning Assessment (PLA) and assessment credits from training programs.

## Mental Health and Rehabilitative Services

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

### Required Courses:

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

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

Students use a combination of examinations, Prior Learning Assessment (PLA), courses and assessment credits from training programs.

## Recreation Services

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

### Required Courses:

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

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

Students use a combination of courses and Prior Learning Assessment (PLA) to complete this area of study.

## Social Services

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

### Required Courses:

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

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

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this area of study.

## Social Services Administration

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

### Required Courses:

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

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

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete the area of study.

### Corollary Requirements:

Economics, Accounting or Finance.

## Social Services for Special Populations

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

### Required Courses:

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

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

Students use a combination of courses, examinations and Prior Learning Assessment (PLA) to complete this area of study.



## Undergraduate Certificates:

### Computer Science

#### Required Courses:

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A High-Level Language (FORTRAN, APL, PL/1, PASCAL)	3 credits
Computer Architecture (or Computer Organization or Switching Theory)	3 credits
Data Structures	3 credits

#### Students select nine elective courses including credits from the following:

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Another Language	3 credits
Artificial Intelligence	3 credits
Assembly Language Programming	3 credits
Computer Programming Languages	3 credits
Database Design	3 credits
Microprocessors/Microcomputers	3 credits
Numerical Analysis	3 credits
Operating Systems	3 credits
Simulation	3 credits
<b>Total</b>	<b>18 Credits</b>

### Labor Studies

#### Required Courses:

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History of Labor Movement	3 credits
Labor Economics	3 credits
Labor Movement Theories	3 credits
Labor Relations and Collective Bargaining	3 credits

#### Students select six elective courses including credits from the following:

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Civil Rights and Labor	3 credits
Contemporary Labor Issues	3 credits
Labor Law	3 credits
Minorities in the Labor Force	3 credits
Trade Union Structure and Administration	3 credits
Women in the Labor Force	3 credits
<b>Total</b>	<b>18 Credits</b>

### Fitness and Wellness Services

#### Required Courses:

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Introduction to Human Services or Introduction to Fitness/Wellness Services	3 credits
Nutrition	3 credits
Safety, CPR, First Aid	3 credits
Biomechanics of Exercise or Kinesiology	3 credits
Principles and Programs for Fitness and Wellness Services	3 credits
Individual Assessment Fitness and Wellness	3 credits
<b>Total</b>	<b>18 Credits</b>

# The Master of Arts in Educational Leadership (MAEdL)

The Master of Arts in Educational Leadership (MAEdL) is a graduate degree that serves adults who wish to prepare for roles as school leaders. The scope and sequence of the educational leadership curriculum is designed to present a coherent set of learning experiences that build and deepen students' understanding of educational leadership throughout the program. The program aims to promote an understanding of educational leadership and administration through a process that draws upon the application of: a) the principles of adult learning; b) the effective design and delivery of distance learning environments; c) collaboration and collegial interaction among faculty and peers; and d) effective linking of theory, research and practice.

## ► Learning Outcomes Goal:

Graduates of the **Master of Arts in Educational Leadership** will be able to promote the success of all students by articulating a vision of school and student success, identifying themselves as instructional leaders able to collaborate in developing strategies aimed at improving student learning and school performance, and demonstrating performance standards that improve teacher effectiveness and enhance student learning.

## ► Learning Outcomes Objectives:

Graduates of the **Master of Arts in Educational Leadership** will be able to promote the success of all students by:

- Facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

- Acting with integrity, fairness and in an ethical manner.
- Responding to and influencing the larger political, social, economic, legal and cultural context.

Graduates holding a current New Jersey teacher's license will be eligible to earn the Principal's and Supervisor's endorsement in New Jersey.

## Master of Arts in Educational Leadership Curriculum Requirements (must be taken in order listed)

MAEdL	36 credits
EDL-500 Effective Leadership: From Theory to Practice	3 credits
EDL-510 The Inquiry Process: A Framework	3 credits
EDL-520 The Cycle of Instructional Leadership: Standards-Based Curriculum, Instruction and Assessment	3 credits
EDL-530 Assessing Educational Programs	3 credits
EDL-540 Effective School Leadership	3 credits
EDL-550 School Law	3 credits
EDL-660 Human Resources Administration	3 credits
EDL-670 Technology for Instruction and Administration	3 credits
EDL-680 Budget Forecasting and Fiscal Planning	3 credits
EDL-690 Developing School and Community Partnerships	3 credits
EDL-700 Field Based Practicum	3 credits
EDL-710 Professional Portfolio Development	3 credits
<b>Total</b>	<b>36 Credits</b>

## Master of Arts in Liberal Studies (MALS)

The Master of Arts in Liberal Studies (MALS) degree program provides working professionals an opportunity to study the liberal arts with an applied perspective and invites students to leverage what is learned from the rigorous study of the liberal arts to their chosen field. The program focuses on the links between the liberal arts and professional life. The core curriculum is drawn from a variety of disciplines and perspectives, and challenges students to examine their professional values and ways of approaching problems.

Students focus their degree program on their own interests by selecting the learner-designed area of study (LDAS).

### About Learner-Designed Area of Study

The learner-designed area of study (LDAS) gives students the opportunity to choose areas of interest to them and to plan and implement their own academically robust learning activities. Students develop a coherent plan of study that can link directly to their final Capstone Project.

Students may propose to complete their learner-designed area of study in several ways:

- ▶ Take additional online graduate courses from Thomas Edison State College;
- ▶ Apply up to 12 credits of American Council on Education courses that have been evaluated at the graduate level;
- ▶ Develop a graduate-level Prior Learning Assessment (PLA) portfolio; and/or
- ▶ Transfer up to 12 credits of graduate-level credit earned at other regionally accredited institutions.

### ▶ Learning Outcomes Goal:

Graduates of the **Master of Arts in Liberal Studies** will be able to demonstrate independent, complex thinking and advanced skill in evaluating, synthesizing, analyzing and applying information.

### ▶ Learning Outcomes Objectives:

Graduates of the **Master of Arts in Liberal Studies** will be able to:

- ▶ Demonstrate intellectual curiosity and independent thinking when analyzing theories and hypotheses within their individual learner area of study.
- ▶ Critically assess their own political, social and religious assumptions, and display sensitivity and flexibility toward value systems, beliefs and cultures that may conflict with their own.
- ▶ Evaluate various analytical thinking tools that are grounded in the liberal arts and apply those tools to their own personal and professional lives.
- ▶ Demonstrate advanced written and oral communication skills in their interactions with the community/organization, through a variety of communication methods.

### Master of Arts in Liberal Studies Curriculum Requirements (must be taken in order listed)

MALS	18 credits
LAP-500 The Liberal Arts and Professional Life	3 credits
SAM-501 Sense of Community: Art and Morality	3 credits
SAM-502 Sense of Community: Faith and Reason	3 credits
CCR-510 Change, Conflict and Resolution	3 credits
SIC-520 The Species, The Individual and Community	3 credits
THC-530 Technology and the Human Community	3 credits
Electives Learner-Designed Area of Study (LDAS)	12 credits
Final Project MLS-630; MLS-660	6 credits
<b>Total</b>	<b>36 Credits</b>

## Graduate Certificates:

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### Homeland Security

12 credits

The Homeland Security certificate provides students with a broad view of homeland security issues by going beyond a single discipline to consider policy, preparation, management and continuity throughout a crisis. Course work covers law enforcement, emergency management and business continuity issues. Courses include:

HLS-500 Terrorism and Homeland Security in the United States	3 credits
HLS-510 Protecting the Homeland: Balancing Security and Liberty	3 credits
HLS-520 Preparedness: Prevention and Deterrence	3 credits
HLS-530 Protecting the Homeland: Response and Recovery	3 credits

### Online Learning and Teaching

12 credits

Thomas Edison State College pioneered the use of technology in higher education and students can benefit from its experience. This 12-credit graduate certificate serves those who want to be well-prepared to teach online. Courses include:

OLT-510 Theory and Culture of Online Learning	3 credits
OLT-520 Learning Technology as an Issue in Online Learning	3 credits
OLT-530 Issues in Instructional Design in Online Learning	3 credits
OLT-540 Communication and Interactivity in Online Learning	3 credits

# SCHOOL OF BUSINESS AND MANAGEMENT

## MISSION AND PURPOSE:

The School of Business and Management aspires to be the leader in the development and delivery of flexible, innovative and relevant collegiate business, management and leadership programs for adults.

The School of Business and Management takes pride in offering flexible learning options to a diverse population of self-directed adults who seek to complement and integrate their previous educational and professional experiences with our business programs. We offer students the opportunity to choose from the wide range of business and interdisciplinary courses to complete their degree programs. Our commitment to continuous quality review and the development of programs responsive to market needs provides our students a unique advantage to compete in an ever-changing, highly complex and diverse business environment.

The School of Business and Management has been named the fifth best value in the top 10 rankings of online undergraduate programs by *GetEducated.com*.

## DEGREES AND CERTIFICATES:

### Undergraduate Degrees

- ▶ Associate in Science in Business Administration (ASBA)
- ▶ Bachelor of Science in Business Administration (BSBA)
- ▶ Bachelor of Science in Organizational Leadership (BSOL)

### Undergraduate Certificates

- ▶ Accounting
- ▶ Computer Information Systems
- ▶ Finance
- ▶ Human Resources Management
- ▶ Marketing
- ▶ Operations Management
- ▶ Public Administration

## Graduate Degrees

- ▶ Master of Science in Human Resources Management (MSHRM)
- ▶ Master of Science in Management (MSM)

## Graduate Certificates

- ▶ Human Resources Management
- ▶ Organizational Leadership
- ▶ Public Service Leadership (USDA and EPP graduates only)

## School of Business and Management: Undergraduate Outcomes

**Goal:** The Bachelor of Science in Business Administration program enables students to obtain competencies in the business core and a breadth of knowledge in liberal arts and sciences, preparing them to apply these competencies to business situations.

- ▶ Graduates will be able to identify concepts, theories and issues in contemporary business practice.
- ▶ Graduates will be able to identify, apply and evaluate various decision-making models.
- ▶ Graduates will be able to evaluate different organizational structures and ways in which organizations function.

# Associate in Science in Business Administration

## Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS	
<b>I. General Education Requirements</b> .....	<b>30</b>	<b>III. Business Electives</b> .....
A. English Composition	6	<b>IV. Free Electives</b> .....
B. Humanities	6	
C. Social Sciences	9	<b>Total 60</b>
1. Macroeconomics or Microeconomics	(3)	
2. Other Social Sciences	(6)	
Must include at least two subject areas.		
D. Natural Sciences and Mathematics	6	
1. Precalculus Mathematics or Quantitative Business Analysis	(3)	
2. Other Natural Sciences/ Mathematics	(3)	
E. General Education Electives	3	
<b>II. Management Core</b> .....	<b>18</b>	
A. Principles of Financial Accounting	(3)	
B. Principles of Managerial Accounting	(3)	
C. Legal Environment for Business	(3)	
D. Principles of Management	(3)	
E. Principles of Marketing	(3)	
F. Introduction to Computers/CIS	(3)	

*Note: The general education requirements, management core and electives may be completed solely through courses from other universities or a combination of Thomas Edison State College courses, TECEP® examinations, Prior Learning Assessment (PLA) and other courses.*

*Approximately half of the options may be completed through a combination of courses from other colleges and universities, Thomas Edison State College courses and TECEP® examinations. The addition of Prior Learning Assessment (PLA) theoretically allows all options to be completed through means other than attending class.*

## **Associate in Science in Business Administration (ASBA)**

The Associate in Science in Business Administration (ASBA) degree is composed of a curriculum that ensures college-level competence in business and the arts and sciences.

Thomas Edison State College offers the ASBA degree with a broad management core. Students may take 6 credits of business electives in fields of their interest.

The ASBA degree is designed so that it can be used as a foundation for the Bachelor of Science in Business Administration (BSBA) degree.

## **Degree Requirements**

To attain the ASBA degree, the student must earn 60 credits distributed as follows: 30 credits in general education, 24 credits in business and 6 credits in free electives.

### **General Education Requirements**

The 30-credit requirement in general education provides students with a background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are English composition (6 credits), Principles of Economics (3 credits) and precalculus mathematics (college algebra and trigonometry or above) (3 credits) or Quantitative Business Analysis (3 credits).

### **Management Core**

The 18 credits required in the management core consist of basic business subjects.

### **Business Electives**

The 6 credits of business electives may include any business related subjects.

### **Free Electives**

The free elective category may be satisfied by almost any college credit. Academic policies should be reviewed for limitation of credits.

# Bachelor of Science in Business Administration

## Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS	
<b>I. General Education Requirements.....</b>	<b>48</b>	
A. English Composition	6	
B. Humanities	12	
1. Managerial or Business Communications	(3)	
2. Other Humanities	(9)	
Must include at least two subject areas.		
C. Social Sciences	12	
1. Macroeconomics	(3)	
2. Microeconomics	(3)	
3. Other Social Sciences	(6)	
Must include at least two subject areas.		
D. Natural Sciences and Mathematics	9	
1. Precalculus Mathematics or Quantitative Business Analysis	(3)	
2. Principles of Statistics	(3)	
3. Other Natural Sciences	(3)	
Must include at least two subject areas.		
E. General Education Electives	9	
<b>II. Professional Business Requirements.....</b>	<b>54</b>	
A. Business Core	27	
1. Legal Environment for Business	(3)	
2. Computer Concepts and Applications/ Introduction to Computers/ Introduction to Computer Information Systems	(3)	
3. Principles of Financial Accounting	(3)	
4. Principles of Managerial Accounting	(3)	
5. Introduction to Marketing	(3)	
6. Business Finance	(3)	
7. Business in Society or International Management	(3)	
8. Business Policy	(3)	
9. Principles of Management	(3)	
B. Areas of Study	18	
		<p>Choose one of the following:</p> <ul style="list-style-type: none"> <li>Accounting</li> <li>Computer Information Systems</li> <li>Entrepreneurship</li> <li>Finance</li> <li>Financial Institution Management</li> <li>General Management</li> <li>Hospital Healthcare Administration</li> <li>Hospitality Management</li> <li>Human Resources/</li> <li>Organizational Management</li> <li>International Business</li> <li>Marketing</li> <li>Operations Management</li> <li>Public Administration</li> <li>Real Estate</li> </ul>
C. Business Electives	9	
<b>III. Free Electives.....</b>	<b>18</b>	
		<b>Total 120</b>

Once students have earned 99 credits toward a baccalaureate degree, they may apply for provisional admission to the graduate program at Thomas Edison State College. Once accepted, they may earn 9 graduate credits that will satisfy the requirements for both the undergraduate and graduate degrees.



## The Bachelor of Science in Business Administration (BSBA)

The Bachelor of Science in Business Administration (BSBA) degree 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 area of study in 15 different areas. Although the majority of business students elect to complete areas of study in the general management areas of business, a substantial proportion of students choose other more specific areas of business to emphasize in their area of study.

### Degree Requirements

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

#### General Education Requirements

The 48-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are English composition (6 credits), managerial/business communication (3 credits), micro- and macroeconomics (6 credits), precalculus mathematics or Quantitative Business Analysis or above (3 credits) and statistics (3 credits).

#### Professional Business Requirements

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

##### Business Core (27 credits)

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

##### Area of Study (18 credits)

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

##### Business Electives (9 credits)

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

#### Free Electives

The free elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

## Currency Requirements

Because of the rapid changes occurring in business today, it is important for college graduates to maintain current knowledge in the field of study. Students required to demonstrate academic currency are informed of the requirement when their transfer credits are evaluated. The importance of a student possessing current knowledge is especially critical to the area of the degree.

Demonstration of Currency (DOC) is determined after a student completes a DOC application. A mentor (who is an expert in the specific business areas) reviews the application, which includes contemporary developments in the student's past college education and/or training common to the credits in question. A conference may take place between the mentor and the student to clarify any questions that may arise during the review process. Other methods available to business students would be the completion of advanced, related courses or examinations that would validate currency for the older ones or the use of current certification and/or licenses or continuing education units (CEUs) that directly relate to the older credits in question. The completion of additional course work will be done with the advisement of College staff and the review of student credentials related to older credits will be conducted by the College and mentors, when necessary.

The area of study of the BSBA is unaffected by the role of Business Policy (BUS-421), and therefore, subject to currency review. Up to 9 credits (50 percent) of the 18-credit area of study may be older than 10 years from the date of application to the College and still be placed in the area of study. Any additional older credits applicable to the area of study would have to undergo currency review before being placed in this area of the degree. Students may demonstrate that they possess academic currency or possibly validate currency through one of a number of methods available to them.

Business Policy (BUS-421), a requirement in the business core, is a capstone requirement of the BSBA degree. This course will serve to validate currency for all core and business elective credits as long as the completion of Business Policy takes place five or less years from the date of application to the College. If the course is older than five years, the student will be required to complete this requirement, and any other currency requirement, again through Thomas Edison State College's course or examination in Business Policy, or complete a DOC Application.

# Bachelor of Science in Business Administration

## Areas of Study

### Accounting

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

#### Required Courses:

Intermediate Accounting I and II

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

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

Please note: Starting in the year 2000, students desiring to become certified public accountants (CPAs) were required to have 150 credits to sit for the CPA examination in New Jersey and many other states. Please contact your state board of accountancy for specific details concerning this change.

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

### Computer Information Systems

The major objective of this area of study is to provide an applied information systems educational base for business student 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 Courses:

Programming Language, Systems Analysis and Design

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

Students may complete these credits through independent study or a combination of Thomas Edison State College courses, independent study, TECEP® examinations and classroom courses. Some students also may utilize Prior Learning Assessment (PLA).

### Entrepreneurship

This major area of study is designed to develop entrepreneurs 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 and an understanding of the business environment. Students pursuing this major area of study should be able to assess their personal attitude and potential for small business, to

find and evaluate business opportunities, to secure essential funding and to organize and manage such functional business areas and manufacturing, marketing, accounting and finance.

#### Required Courses:

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

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

Students may complete these credits through independent study or a combination of Thomas Edison State College courses, independent study, TECEP® examinations and classroom courses. Some students also may utilize Prior Learning Assessment (PLA).

### Finance

The area of study in Finance is designed for students who are either employed in or plan to be employed in banking or other financial institutions, stock brokerage firms, 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.

#### Required Course:

Security Analysis and Portfolio Management

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

Students may complete these credits entirely through indepen-

dent study and distance education courses, TECEP® examinations and classroom courses.

## Financial Institution Management

This major area of study is designed for students working in fields of financial institutions or insurance. Students may concentrate their choice of electives in the field of most interest to them. Many of the electives listed below can be met through courses taken by the Center for Financial Training (CFT) that have been evaluated for credit by the American Council on Education (ACE) and other accrediting agencies.

### Required Courses:

Financial Institutions and Markets or Commercial Banking or Money and Banking (DANTES examination); Intermediate Macroeconomics and Practices of Insurance or Risk Management

## General Management

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

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

Students may complete these credits entirely through Thomas Edison State College courses, TECEP® examinations or independent study or a combination thereof.

## Hospital Healthcare Administration

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

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

Students may complete these credits entirely through independent study and distance education courses.

## Hospitality Management

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

### Required Courses:

Introduction to Hotel/Motel/Restaurant Management or Hospitality Management

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

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

## Human Resources Management/Organizational Management

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

The organizational management curriculum provides a foundation for careers in management, human resources management, small business management/entrepreneurship and public agency management.

### Required Courses:

Personnel/Human Resources Management, Organizational Behavior, Organizational Theory or Organizational Development and Change

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

Students may complete these credits entirely through a combination of Thomas Edison State College courses, independent study courses and TECEP® examinations.

## International Business

This area of study 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 toward a career upgrade. The central theme of this area of study is to adapt the operations of domestic, as well as multinational business firms, to the cultural needs of foreign nationals on a workable business basis.

**Required Courses:**

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

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

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

## 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 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 consider this area of study.

**Required Courses:**

Marketing Research

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

Students may complete these credits entirely through TECEP® examinations or classroom courses. Many students also include Prior Learning Assessment (PLA).

## Operations Management

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

**Required Courses:**

Introduction to Operations Management, Quality Assurance

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

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

## Public Administration

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

**Required Courses:**

Introduction to Public Administration

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

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

## Real Estate

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

**Required Course:**

Real Estate Principles and Practices

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

Students may complete these credits through Prior Learning Assessment (PLA) and/or independent study and classroom courses.

# Bachelor of Science in Organizational Leadership

## Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>I. General Education Requirements.....</b>	<b>48</b>
A. English Composition	6
B. Humanities	12
Must include at least two subject areas, including Managerial Communications.	
C. Social Sciences	12
Must include any Economics course and Introduction to Organizational Theory	
D. Natural Sciences and Mathematics	9
1. One college-level Mathematics	(3)
course required	
2. One Computer Science course	(3)
3. Other Natural Sciences/Mathematics	(3)
E. General Education Electives	9
Credits from any general education subjects	
<b>II. Leadership Foundations .....</b>	<b>18</b>
A. Organizational Behavior	3
B. Foundations of Leadership	3
C. Ethics and the Business Professional	3
D. Theories of Leadership	3
E. Leaders in History	3
F. Principles of Management	3
<b>III. Advanced Leadership Areas of Specialization .....</b>	<b>18</b>
A. Five 3-credit courses in Advanced Leadership	
and Management	
(e.g. Change Management, Project	
Management, Advanced Organizational	
Management, Leadership Communications,	
Leadership in a Global Environment,	
and Nonprofit Leadership).	15
B. Leadership Practicum (Required)	3
<b>IV. Management Electives</b>	
(one course in Accounting or Finance preferred) .....	<b>9</b>
<b>V. Free Electives .....</b>	<b>27</b>
<b>Total 120</b>	

Once students have earned 99 credits toward a baccalaureate degree, they may apply for provisional admission to the graduate program at Thomas Edison State College. Once accepted, they may earn 9 graduate credits that will satisfy the requirements for both the undergraduate and graduate degrees.

## The Bachelor of Science in Organizational Leadership (BSOL)

The Bachelor of Science in Organizational Leadership (BSOL) degree is composed of a curriculum that ensures college-level competence in business and the arts and sciences. The BSOL 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 BSOL degree with an emphasis in Leadership Foundation and Advanced Leadership areas of specialization.

### Degree Requirements

To attain the BSOL degree, the student must earn 120 credits distributed as follows: 36 credits in leadership, 9 credits of management electives and 27 credits of free electives.

#### General Education Requirements

The 48-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are English composition (6 credits), managerial/business communication (3 credits), economics (3 credits), one college-level mathematics course (3 credits), one computer science course (3 credits), one natural sciences/mathematics course (3 credits) and 9 credits of general education electives.

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

#### Leadership Foundations (18 credits)

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

#### Advanced Leadership

#### Areas of Specialization (18 credits)

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

#### Management Electives (9 credits)

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

#### Free Electives

The free elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

## Currency Requirements

Because of the rapid changes occurring in the business environment today, it is important for today's college graduate to maintain current knowledge in the field of study.

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

Up to 9 credits (50 percent) of the 18-credit area of study may be older than 10 years from the date of application to the College and still be placed in the area of study. Any additional older credits applicable to the area of study would have to undergo currency review before being placed in this area of the degree. Students demonstrate currency or possibly validate currency through one of a number of methods available to them.

Demonstration of Currency (DOC) is determined after a student completes a Demonstration of Currency Application. A mentor (expert in the business areas to be demonstrated) reviews a student application that covers contemporary developments common to the credits in question. A conference may take place between the mentor and the student to clarify any questions that may arise during the review process.

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

# Undergraduate Certificates:

## Accounting

### Required Courses:

Principles of Financial Accounting	3 credits
Principles of Managerial Accounting	3 credits
Intermediate Accounting I	3 credits
Intermediate Accounting II	3 credits

### Students select 6 credits from the following:

Advanced Financial Accounting	3 credits
Tax Accounting/Federal Income Taxation	3 credits
Cost Accounting	3 credits
<b>Total</b>	<b>18 Credits</b>

## Computer Information Systems

### Required Courses:

Introduction to Computer Information Systems	3 credits
Management Information Systems	3 credits
Programming Languages	6 credits

### Students select 6 credits from the following:

Computer Organization	3 credits
Computer Security and Information Theory	3 credits
Database Management	3 credits
Data Center Management	3 credits
Data Communications Systems	3 credits
Information Systems using Microcomputers	3 credits
System Analysis and Design	3 credits
Operating Systems	3 credits
Operations Research	3 credits
<b>Total</b>	<b>18 Credits</b>

## Finance

### Required Courses:

Corporate Finance	3 credits
Financial Institutions and Markets	3 credits
Security Analysis and Portfolio Management	3 credits

### Students select 9 credits from the following:

Advanced Security Analysis and Portfolio Management	3 credits
International Finance and Trade	3 credits
Principles of Finance	3 credits
Public Finance	3 credits
<b>Total</b>	<b>18 Credits</b>

## Human Resources Management

### Required Courses:

Labor Relations and Collective Bargaining	3 credits
Principles of Management	3 credits
Human Resources Management	3 credits

### Students select 9 credits from the following:

Advanced Labor Relations and Collective Bargaining	3 credits
Advanced Organizational Behavior	3 credits
Advanced Organizational Theory and Analysis	3 credits
Organizational Behavior	3 credits
Organizational Theory and Analysis	3 credits
Compensation Administration	3 credits
<b>Total</b>	<b>18 Credits</b>

## Undergraduate Certificates: (con't)

### Marketing

#### Required Courses:

Introduction to Marketing	3 credits
Marketing Research	3 credits
Marketing Communications	3 credits

#### Students select 9 credits from the following:

Advertising	3 credits
Channels of Distribution	3 credits
Marketing Management Strategy	3 credits
Sales Management	3 credits
Principles of Sale	3 credits

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<b>Total</b>	<b>18 Credits</b>
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### Public Administration

#### Required Courses:

Budgeting or Financial Management	3 credits
Public Administration I	3 credits

#### Students select 12 credits from the following:

Business in Society	3 credits
Principles of Management	3 credits
Public Administration II	3 credits
Public Personnel Management	3 credits
Public Policy	3 credits

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<b>Total</b>	<b>18 Credits</b>
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### Operations Management

#### Required Courses:

Introduction to Operations Management	3 credits
Introduction to Computer Information Systems	3 credits
Management Information Systems	3 credits

#### Students select 9 credits from the following:

Management of Quality Control	3 credits
Materials Management and Inventory Control	3 credits
Quantitative Managerial Decision Making	3 credits
Transportation and Traffic Management	3 credits
Work Methods and Measurements	3 credits
Statistics	3 credits

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<b>Total</b>	<b>18 Credits</b>
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## Graduate Degree Programs

The School of Business and Management offers two graduate degrees which were developed at the request of and designed with the assistance of industry leaders. The Master of Science in Management (MSM) was created for managers in the private, public and nonprofit sector who want to hone their management and leadership skills. The Master of Science in Human Resources Management (MSHRM) was created for human resources practitioners who have the vision and skills to become strategic partners in the business enterprise.

The School's graduate degrees invite students to engage intellectually with their classmates and graduate mentors to apply conceptual and theoretical knowledge to workplace issues. The classes create a powerful online community that is an exciting place to study and grow. It is a place where professionals develop skills to become better leaders as well as more effective team players. The academically prepared graduate mentors are actively involved in the business community and thus able to help students tackle real-world problems. Students admitted to the programs represent diverse personal and professional backgrounds. The online classroom creates an environment of inquiry helping students maximize their potential. The School emphasizes group work, allowing each student to benefit from the diverse backgrounds of their classmates and the opportunity to hone skills that will help them achieve their professional goals. Graduates report that their experience in the School's graduate programs has been an invaluable asset as they move forward in the workplace.

## Master of Science in Human Resources Management (MSHRM)

The Master of Science in Human Resources Management (MSHRM) degree was developed with the guidance of human resources practitioners. Society for Human Resource Management (SHRM) members from New Jersey and across the nation identified the characteristics that would make a graduate degree valuable: a broad-based knowledge of the business they serve; skills in managing a human resources enterprise; and the vision and ability to become strategic business partners. With the increasing demand for academic credentials in the human resources field, working professionals need high-quality, accessible degree options that they can complete while they continue to work.

The MSHRM, a practitioner focused degree, develops the human resources management competencies identified through extended research about what makes effective human resources practitioners. Large-scale studies, conducted at the University of Michigan Business School, queried respondents from different types of organizations both in the United States and abroad. They asked the question, "What are the competencies demonstrated by human resource professionals from high-performance as opposed to those from low-performance organizations?" The MSHRM degree curriculum was developed based on their answers.

The program's content and design are grounded in current best practices and directed toward preparing human resources professionals to become strategic partners within their organizations.

### What You Will Know and What You Will Be Able To Do

Human resource practitioners from high-performing organizations demonstrate competency in three critical areas:

- ▶ Knowledge of business practices.
- ▶ Ability to make strategic contributions to the organization through personal credibility.
- ▶ Effective management of the human resources function, including human resources technical skills.

The MSHRM degree program is designed to build these competencies. Graduates will:

- ▶ Develop the basic knowledge of business goals and functional areas.
- ▶ Be able to define the critical human resources role competencies and use the tools needed to become strategic partners in their organizations.
- ▶ Identify and select models critical to effective organizations (culture management, fast change, strategic decision-making and market-driven connectivity); apply them to practice (through simulations, case studies and workplace projects); and develop strategies to connect these elements to enhance organizational performance.
- ▶ Articulate strategies that capitalize on their organization's intellectual capital.
- ▶ Develop technical human resource skills in staffing, providing professional development, managing organizational culture, and measuring and rewarding performance.
- ▶ Assess and use research and best-practice standards from the human resource field to improve their practice.

**Master of Science in Human Resources Management  
Curriculum Requirements**

**(must be taken in order listed)**

MSHRM Core Courses	27 credits
HRM-530 Human Resources Management	3 credits
HRM-540 Lifestyle Benefits and Compensation in the New Millennium	3 credits
ORR-510 Organizational Research	3 credits
HRM-550 Strategic Recruiting, Retention and Succession Planning	3 credits
HRM-560 Intellectual Capital and the Workplace Learner	3 credits
HRM-570 The Effectiveness of a Market Connected Culture	3 credits
HRM-600 Managing the Human Resources Enterprise	3 credits
HRM-610 Human Resources as a Strategic Partner	3 credits
HRM-620 The Legal and Ethical Environment of Human Resources	3 credits
Electives*	6 credits
Capstone Project HRM 630	3 credits
<b>Total</b>	<b>36 Credits</b>

\*Students select electives from other Thomas Edison State College online courses, develop graduate Prior Learning Assessment (PLA) portfolio and apply American Council on Education (ACE) courses evaluated at the graduate level. Students may transfer graduate credit from other regionally accredited institutions or apply credits recommended by ACE.

**Gain Advanced Standing for Society of Human  
Resource Management (SHRM) Certification**

The SHRM Certification course HRM-520 offers an overview of key skills needed by human resources professionals. Participants may prepare for either the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification examinations offered by the Human Resource Certification Institute (HRCI). Students who take this course have typically worked in exempt-level human resources positions for at least two years. Students who complete the course will earn 3 credits toward a Thomas Edison State College graduate degree.

Enrolled students who have earned the SPHR certification will be awarded 3 credits. Students may either take the SHRM certification course or may earn credits through the certification.

# Master of Science in Management (MSM)

The Master of Science in Management (MSM) degree focuses on the development of leadership and management skills. At the request of major New Jersey employers, Thomas Edison State College designed the MSM degree program as an academically rigorous and practical educational experience for seasoned managers who demonstrate a promise for growth and advancement.

The program is structured for professionals with responsibilities in management, technical and administrative positions in profit and not-for-profit settings. It is an ideal program for those whose career paths include the management of people in complex, dynamic organizations that function in a global marketplace.

The MSM program has a strong focus on organizational leadership and provides the flexibility working adults need to control their own study schedules.

In addition, students may tailor their degree program to provide additional depth in one of four specialized professional focus areas such as human resources management, online learning and teaching, public sector auditing or public service leadership, and project leadership.

## What You Will Know and What You Will Be Able To Do

The MSM degree curriculum focuses on developing two types of competencies that affect managerial performance:

- ▶ Managerial role competencies.
- ▶ Generic decision-making competencies of information seeking, decision making and communications.

Students will be challenged to extend, redefine and enhance their managerial understanding and to apply their basic learning tools such as seeking, evaluating and communicating information and ideas. Grounded in the knowledge base of the well-informed manager, students will practice new ways of seeking and acquiring course-related knowledge, synthesizing information into models of effective practice and communicating their learning in ways that may positively affect the organizations in which they work.

Five key managerial role competencies are developed in the MSM degree program:

- ▶ Organizational Understanding
- ▶ Activity Management
- ▶ People Leadership
- ▶ Resource Utilization
- ▶ Managerial Self-Development

## Master of Science in Management Curriculum Requirements

MSM	36 credits
<b>Core Foundation Courses</b>	<b>15 credits</b>
ORG-502 Leadership and Management in the Twenty-First Century	3 credits
ORR-510 Organizational Research	3 credits
HRM-530 Human Resources Management	3 credits
EIO-520 Economic Issues in Organizations	3 credits
FAM-540 Finance for Accounting and Managers	3 credits
<b>Select ONE of the following courses</b>	<b>3 credits</b>
MKM-560 Marketing Management	3 credits
OR	
PJM-510 Project Management	3 credits
<b>Select 12 credits of Elective courses from the following options</b>	<b>12 credits</b>
Students select electives from Thomas Edison State College graduate courses and develop graduate Prior Learning Assessment (PLA) portfolios. Students may transfer graduate credits from other regionally accredited institutions or apply credits recommended by the American Council on Education (ACE).	
<b>Core Advanced Level Courses</b>	<b>6 credits</b>
MSM-620 Leadership, Vision & Strategic Planning	3 credits
MSM-630 Capstone Project	3 credits
<b>Total</b>	<b>36 Credits</b>

## Graduate Certificates:

### Human Resources Management

12 credits

Courses available for this graduate-level certificate focus on the most important strategic initiatives that HR professionals face as they lead their organizations through the uncharted waters of constant change. Students select four Thomas Edison State College graduate-level courses in Human Resources Management. Students who may eventually consider pursuing a Master of Science in Human Resources Management degree should see Page 80 to determine which of these course options can help meet core requirements of that graduate degree program. Students select four of the following course options:

HRM-520 SHRM Certification	3 credits
HRM-530 Human Resources Management	3 credits
HRM-540 Lifestyle Benefits and Compensation in the New Millennium	3 credits
HRM-550 Strategic Recruiting, Retention and Succession Planning	3 credits
HRM-560 Intellectual Capital and the Workplace Learner	3 credits
HRM-570 The Effectiveness of a Market Connected Culture	3 credits
HRM-600 Managing the Human Resources Enterprise	3 credits
HRM-610 Human Resources as a Strategic Partner	3 credits
HRM-620 The Legal and Ethical Environment of Human Resources	3 credits

### Organizational Leadership

12 credits

This certificate enables students to select the four courses from the core requirements of the Master of Science in Management (MSM) degree program that they feel, based on their management experience and future career goals, will further develop their leadership and management skills. Students select Thomas Edison

State College graduate-level courses listed below, totaling 12 credits, to complete the program. Students select four of the following course options:

ORG-502 Leadership and Management in the Twenty-First Century	3 credits
ORR-510 Organizational Research	3 credits
EIO-520 Economic Issues in Organizations	3 credits
HRM-530 Human Resources Management	3 credits
FAM-540 Finance and Accounting for Managers	3 credits
OML-610 Organizational Management and Leadership I	3 credits
OML-620 Organizational Management and Leadership II	3 credits

Students who may eventually consider pursuing a Master of Science in Management degree should see Page 78 to determine which of these course options can help meet core requirements of that graduate degree program.

### Public Service Leadership

12 credits

This graduate-level certificate is open only to graduates of the Executive Potential Program (EPP) offered by the United States Department of Agriculture's (USDA) Graduate School. Students who have graduated from the EPP program may earn a graduate-level certificate in Public Service Leadership by completing 12 credits of Thomas Edison State College graduate-level courses that best correlate to their educational and professional goals.

Credits earned taking these graduate-level courses for the Graduate Certificate in Public Service Leadership may be applied to the requirements of any graduate degree program at Thomas Edison State College.

Graduates of the EPP program at the USDA Graduate School also have the opportunity to earn advanced standing in Thomas Edison State College Graduate Programs.

For more information about this certificate, please contact the Office of Graduate Studies at (609) 984-1168 or [gradstudies@tesc.edu](mailto:gradstudies@tesc.edu).

# SCHOOL OF NURSING

## MISSION AND PHILOSOPHY:

The School of Nursing accepts and upholds the mission of the College in providing flexible, high-quality, collegiate learning opportunities for self-directed adult learners. As such, the School of Nursing Committee mentors believe that independent and self-directed study in a mentored, online environment is the hallmark of the academic programs offered to RNs by the School of Nursing. In this learning environment, the RN student, as an adult learner, interacts and collaborates with mentors and peers to create and enhance a dialogue within a community of learners. Through this innovative approach to programming, the School of Nursing assists in shaping the nursing profession by preparing nurses who are clinically competent and technologically adept to assume leadership positions in nursing education, practice and research.

The mentors believe that attainment of the baccalaureate degree is essential to the ongoing process of professional nursing education and development. The Bachelor of Science in Nursing (BSN) degree, building on the prior education and experience of the registered nurse student, prepares graduates to practice nursing in a variety of settings and roles and provides a foundation for graduate study and lifelong learning. The Master of Science in Nursing (MSN) degree prepares graduates to assume leadership roles in a diverse, technologically challenging and global healthcare environment as educators and practitioners, and for advanced study and lifelong learning. The Nurse Educator Certificate program offers opportunities for advanced specialized study to master's prepared nurses seeking teaching opportunities in nursing and healthcare education.

The mentors believe that nursing is a dynamic profession which provides an essential service to society. As such, nursing is engaged in multilevel roles and relationships and is accountable to society for its role in improving the health status of the community.

Nursing is practiced with respect for human dignity and individual differences. The art and science of nursing requires the ongoing application of specialized knowledge, principles, skills and values. As a distinct body of knowledge, nursing builds upon theories from various disciplines and works collaboratively with other professions to enhance the health status of individuals, families, groups and communities.

The mentors view the client as an open and dynamic system with unique psychophysiological, spiritual and

sociocultural characteristics. Within this system, the client interacts with the environment and experiences varying states of health. Health is described as a dynamic process fluctuating along a wellness-illness continuum.

Nurses assist clients to function and effectively adapt to the environment along that continuum. The environment encompasses numerous factors which affect the development and behavior of clients. These factors have an impact on the client's ability to function and maintain optimal health status. Nurses, through the systematic use of the nursing process are responsible for the promotion, maintenance and restoration of health.

The mentors are committed to the belief that the School of Nursing must: adhere to the principles of adult learning; demonstrate effective design and delivery of distance learning environments; provide for collaboration and collegial interaction among staff, mentors and peers; effectively link theory, practice, research and technology; and extend its reach to people of diverse ethnic, racial, economic and gender groups.

Through mentors' beliefs and contributions to the ongoing development of caring, competent, informed, ethical and accountable nurses, the School of Nursing strives to play an influential and positive role in helping to shape the future and practice of professional nursing.

## Purpose and Goals

In keeping with the mission of the College and the commitment to providing high-quality education to address the needs of the greater community, the purpose of the School of Nursing is to provide high-quality nursing education programs that meet the needs of RNs and the healthcare community, and the standards of the nursing profession.

### The Goals of the School of Nursing are to:

- ▶ Prepare graduates to assume leadership roles in a diverse society and changing healthcare environment.
- ▶ Provide nontraditional nursing education programs that meet the needs of adult learners.
- ▶ Provide a foundation for advanced study and lifelong learning.

## DEGREES AND CERTIFICATES:

### Undergraduate Degree

- ▶ RN-BSN Degree Program  
Bachelor of Science in Nursing (BSN)

### Graduate Degree

- ▶ Master of Science in Nursing (MSN)

### Graduate Certificate

- ▶ Nurse Educator Certificate Program  
(Post-Master's)

### BSN Degree Program Outcomes

On completion of the RN-BSN degree program, the graduate will be able to:

- ▶ Demonstrate the use of critical thinking skills in the integration of current nursing knowledge and research findings into clinical practice decisions.
- ▶ Apply knowledge of human diversity, ethics and safe, client-focused care in the design, implementation, evaluation and management of healthcare.
- ▶ Use effective communication strategies to identify, manage and exchange knowledge with clients, healthcare professionals and community members.
- ▶ Analyze the effect of health policy and health information technologies on the practice of nursing.
- ▶ Synthesize the multidimensional roles of professional nursing to provide leadership for nursing practice.
- ▶ Demonstrate a commitment to advanced study and lifelong learning.

### MSN Degree Program Outcomes

On completion of the MSN degree program the graduate will be able to:

- ▶ Apply research methods to evaluate current knowledge from nursing theory, nursing science and related disciplines to inform and/or initiate change in educational, clinical and organizational decision making.
- ▶ Demonstrate the use of scholarly inquiry to inform educational and clinical practice management.
- ▶ Apply ethical decision making in research, evaluation, education, clinical practice and management.
- ▶ Analyze the effect of health policy, finance, healthcare technologies and organizational structure on the development and implementation of quality educational programs and healthcare delivery systems.
- ▶ Demonstrate the use of leadership strategies that advance the design and implementation of quality education programs and improve clinical practice.
- ▶ Analyze the effect of sociopolitical and cultural influences on nursing education and healthcare practices.
- ▶ Utilize effective communication to enhance clinical and educational practice.
- ▶ Integrate advances in healthcare technology into nursing education and healthcare.
- ▶ Demonstrate a commitment to advanced study and lifelong learning.

### Nurse Educator Certificate Competencies

On completion of the Nurse Educator track in addition to the MSN degree the graduate will be able to:

- ▶ Apply theories of education and related sciences to the development and evaluation of nursing and healthcare curricula.
- ▶ Facilitate learning of individuals and groups using theories of education, nursing, testing and evaluation and technological innovation.
- ▶ Apply leadership strategies to contribute to the ongoing development of the profession of nursing and nursing education.

- ▶ Utilize research to analyze the outcomes of nursing interventions and improve nursing practice and nursing pedagogy.
- ▶ Apply strategies that recognize multicultural factors in teaching and learning.
- ▶ Utilize theories of change to advance the profession of nursing.
- ▶ Analyze ethical theories and ethical decision making in the educational setting.
- ▶ Analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education and the delivery of patient care.
- ▶ Design curriculum, implement and evaluate curriculum based on sound educational principles, theory and research.

## The School of Nursing

The School of Nursing was established in 1983 as an RN-BSN degree program for RNs and in 2006 expanded to an RN-BSN/MSN Nurse Educator degree program. In 2008 the School will be celebrating 25 years of experience providing distance education programs for RNs.

The BSN degree program is accredited by the National League for Nursing Accrediting Commission (NLNAC).

**National League for Nursing Accrediting Commission (NLNAC)**

61 Broadway, 33rd Floor  
New York, NY 10006  
(800) 669-1656, ext. 153  
[www.nlnac.org](http://www.nlnac.org)

The School of Nursing has applied to the Commission on Collegiate Nursing Education for accreditation of its RN to BSN/MSN degree program. The onsite evaluation is scheduled for Nov. 5-7, 2008, and students and interested parties will be invited to attend the visit. An accreditation decision will be made in spring 2009.

**Commission on Collegiate Nursing Education**

One Dupont Circle, NW  
Suite 530  
Washington, DC 20036  
(202) 887-6791  
[www.aacn.nche.edu/accreditation](http://www.aacn.nche.edu/accreditation)

## RN-BSN/MSN Nurse Educator Degree Program

The RN-BSN/MSN degree program is designed for RN graduates of associate degree and diploma programs of nursing who want to conserve time and money in pursuing either a Bachelor of Science in Nursing (BSN) degree or a Master of Science in Nursing (MSN) degree or both. RNs may enroll and complete the BSN degree only, or may enroll and complete the BSN degree and continue on for the MSN degree. The BSN degree will be awarded on completion of all degree requirements for RNs pursuing the RN-BSN/MSN degree as well as for those pursuing the BSN degree only. Three graduate courses (9 credits) that are used toward MSN degree requirements are included in BSN degree requirements without additional tuition charge. These BSN degree graduates then complete only nine additional courses (27 credits) for the MSN degree. RNs with a previously completed BSN degree may enroll to complete the 36 credit MSN degree program. All graduates of the MSN degree program will receive a Nurse Educator Certificate on degree completion in addition to the diploma. RNs with an MSN degree in another area of specialty may enroll to complete the post-master's Nurse Educator Certificate program.

## BSN Degree Program

The BSN degree program is designed for experienced nurses who are independent adult learners. Policies are in place that allow for maximum credit transfer, and multiple methods of credit earning and degree completion. The online nursing courses include asynchronous group discussions that provide the opportunity for RNs to share and learn from their varied experiences in healthcare settings throughout the country. On completion of the BSN degree program, graduates are prepared to practice as nurse managers and leaders, as providers of care and for continued study.

### BSN Degree Requirements

The BSN degree requires a minimum of 120 semester hours of credit: 60 credits of general education, 48 credits of nursing and 12 credits of free electives. Graduates of associate degree and RN diploma programs will have satisfied approximately 60 credits toward degree requirements based on prior learning and a current RN license valid in the United States.

## Bachelor of Science in Nursing (BSN)

### Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
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<b>I. General Education Requirements .....</b>	<b>60</b>
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- |  |     |
|--|-----|
| A. English Composition                     | 6   |
| B. Humanities                              | 12  |
| At least two subjects must be represented. |     |
| C. Social Sciences                         | 15  |
| At least two subjects must be represented. |     |
| D. Natural Sciences and Mathematics        | 15  |
| Mathematics                                | (3) |
| Anatomy and Physiology                     | (3) |
| Microbiology                               | (3) |
| Other Natural Sciences/<br>Mathematics     | (6) |
| E. General Education Electives             | 12  |

<b>II. Professional Nursing Requirements.....</b>	<b>48</b>
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- |   |                 |
|---|-----------------|
| A. Lower-Division   | 20              |
| B. Upper-Division   | 28              |
| Nursing Informatics   | (3)             |
| Health Assessment   | (3)             |
| Research in Nursing   | (3)             |
| Leadership and Management<br>in Nursing                       | (3)             |
| Emerging Trends in<br>Healthcare Technology                   | (3)*            |
| Health Policy   | (3)*            |
| Community Health Nursing<br>Seminar in<br>Clinical Competence | (7)<br><br>(3)* |

\*denotes graduate-level courses

Note: Course descriptions, advisories and prerequisites for the upper-division nursing requirements can be found in the *Registration Bulletin* and on the College's Web site at [www.tesc.edu](http://www.tesc.edu). It is the student's responsibility to satisfy all advisories and prerequisites prior to course registration.

<b>III. Free Electives .....</b>	<b>12</b>
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**Total 120**

### General Education Requirements

While there are few subjects specified in general education requirements for the BSN degree, it is expected that all students in the BSN degree program will choose those subjects with content supportive to the discipline of nursing and those that prepare graduates for continued study. Subjects required of all BSN degree students are English composition (6 credits), mathematics (3 credits), anatomy and physiology (3 credits) and microbiology (3 credits). The anatomy and physiology, and microbiology requirements are generally satisfied by course work completed in the associate or diploma nursing program. If taken at a regionally accredited college or university, previously completed college-level English composition and mathematics courses will be accepted in transfer.

A strong foundation in both written communication and mathematics is essential for success in higher education. Advanced study and practice of nursing requires that RNs be proficient in communicating through writing in preparation for research and publication. Assessment of all major written assignments in both the undergraduate and graduate nursing courses at Thomas Edison State College will include the student's use of written skills as well as their knowledge of the subject matter. Students in the BSN degree program are encouraged to complete a course in statistics as part of the natural sciences/mathematics or general education elective requirements whenever possible to be prepared for graduate study. While not required in the Thomas Edison State College BSN degree program or for admission to the Thomas Edison State College MSN degree program, a course in statistics or a knowledge of statistics is a prerequisite for one of the MSN degree requirements, Evidence Based Nursing Practice, and is required for admission to many graduate nursing programs elsewhere.

### Professional Nursing Component

#### Lower-Division Nursing

The 20-credit lower-division nursing requirement will be satisfied by transfer credit from an associate degree nursing program or by award of credit for diploma nursing program course work.

#### Upper-Division Nursing

The 28-credit upper-division nursing requirement may be completed entirely by online courses offered by the School of Nursing. Three graduate courses, Health Policy, Emerging Trends in Healthcare Technology and Seminar in Clinical Competence will be completed by all BSN degree students as part of upper-division nursing requirements without additional charge. These 9 graduate credits will apply to MSN degree requirements at Thomas Edison State College, and graduates of the BSN degree



program at Thomas Edison State College will then complete only 27 additional credits (nine courses) for the MSN degree. All information related to the nursing courses offered by the School of Nursing may be found in the *Registration Bulletin* and on the College's Web site at [www.tesc.edu](http://www.tesc.edu). Students interested in using examination, transfer credit or Prior Learning Assessment (PLA) options for these online courses should first consult with the academic advisor for nursing.

#### **Suggested Scheduling of Upper-Division Nursing Requirements**

Students may schedule upper-division nursing requirement courses in any order as long as prerequisites are satisfied prior to course registration. Seminar in Clinical Competence is scheduled to be taken as the last course in the BSN degree program as indicated by course prerequisites, and the Community Health Nursing course is scheduled to be taken just prior to Seminar in Clinical Competence. While not required, students may choose to delay taking the graduate courses, Health Policy and Emerging Trends in Healthcare Technology, until the undergraduate nursing courses, other than Community Health Nursing, are completed.

#### **Free Electives**

Twelve credits of college-level course work or examinations that do not duplicate other credits may be used, with a maximum of 8 credits from physical education activity courses.

## **MSN Degree Program**

The MSN degree program is designed for experienced nurses with a BSN degree who are independent learners and who want the convenience and flexibility an online program can offer.

Graduates of the MSN Nurse Educator degree program are prepared as providers of care, as nurse managers and leaders, as educators in schools of nursing and health-care settings and for advanced study. Both an onground education Practicum and an online education Practicum are included in MSN degree requirements. The student will select a preceptor and teaching site for the Ongoing Practicum. An online learning environment provided by the School of Nursing will be the setting for the Online Practicum and the student will be precepted by the Practicum course mentor. The MSN degree requires twelve courses (36 credits): five core courses, two electives and five courses in the major area of study—Nursing Education. On completion of the MSN degree program, a Nurse Educator Certificate is awarded in addition to the diploma.

## Master of Science in Nursing (MSN)

Credit Distribution Requirements

SUBJECT CATEGORY	CREDITS
<b>I. Core courses: .....</b>	<b>15</b>
Seminar in Clinical Competence	3
Emerging Trends in Healthcare Technology	3
Health Policy	3
Evidence Based Nursing Practice	3
Nursing Leadership in a Global Community	3
<b>II. Electives .....</b>	<b>6</b>
<b>III. Area of Study/Specialty .....</b>	<b>15</b>
Theoretical Foundations and Instructional Strategies in Nursing Education	3
Curriculum Theory and Development in Nursing Education	3
Testing, Assessment and Evaluation	3
Nursing Education Seminar and Onground Practicum	3
Nursing Education Seminar and Online Practicum	3
<b>Total credits: 36</b>	

*Note: Course descriptions, advisories and prerequisites can be found in the Registration Bulletin and on the College's Web site at [www.tesc.edu](http://www.tesc.edu). It is the student's responsibility to know and to satisfy advisories and prerequisites prior to course registration. In the MSN degree program Seminar in Clinical Competence is designed as the first course and the Nursing Education Seminar and Online Practicum as the last course.*

## Nurse Educator Certificate Program (Post-Master's)

The 12- to 15-graduate-credit post-master's Nurse Educator Certificate program is designed for experienced RNs with a master's in nursing degree who want to develop the knowledge and skills needed to teach in schools of nursing and healthcare settings. The program includes three theory courses and the student's choice of either an onground education Practicum or an online education Practicum, or both. The student will select a preceptor and teaching site for the Onground Practicum. An online learning environment provided by the School of Nursing will be the setting for the Online Practicum and the student will be precepted by the Practicum course mentor. The total number of credits required for the certificate is determined by the student's choice of one or both Practicums. A Nurse Educator Certificate is awarded on completion of the final Practicum.

### Nurse Educator Certificate Program Requirements:

Theoretical Foundations and Strategies in Nursing Education	3
Curriculum Theory and Development in Nursing Education	3
Testing, Assessment and Evaluation	3
Nursing Education Seminar and Onground Practicum	3
<i>and/or</i>	
Nursing Education Seminar and Online Practicum	3
<b>Certificate: .....</b>	<b>12-15 credits</b>

*Note: Course descriptions, advisories and prerequisites can be found in the Registration Bulletin and on the College's Web site at [www.tesc.edu](http://www.tesc.edu). It is the student's responsibility to know and to satisfy all advisories and prerequisites prior to course registration. The certificate program is designed for the three theory courses to be taken prior to the education Practicum(s).*

# School of Nursing

## Policies and Procedures

The policies stated here apply to students enrolling in the RN-BSN/MSN degree program with degree requirements effective July 1, 2006, and students enrolling in the Nurse Educator Certificate program with requirements effective July 1, 2005.

RN applicants to the School of Nursing may pursue the BSN degree only, or both the BSN degree and the MSN degree by selecting the BSNM option on the School of Nursing Application. For students enrolled in the BSNM option, the 9 graduate nursing credits included in BSN degree requirements will be applied to MSN degree requirements and recorded on an MSN degree evaluation as the credits are earned, and the student will continue on to complete remaining MSN degree requirements on BSN degree completion without additional admission requirements. The undergraduate nursing per credit tuition charge will pertain to the required graduate nursing courses while the student is enrolled in the BSN degree. RNs with a previously completed BSN degree may apply for the MSN degree. RNs with a Master's of Nursing in another area of nursing specialty may enroll in the Nurse Educator Certificate program.

### Admissions

- ▶ Admission to all programs offered by the School of Nursing will be open and rolling.
- ▶ All applicants to the School of Nursing must be graduates of an RN diploma program of nursing, a regionally accredited college or university in the United States or recognized foreign institution with an associate degree in nursing, a Bachelor of Science in Nursing degree or a Master's in Nursing degree.
- ▶ All applicants to the School of Nursing must possess a current and valid RN license recognized in the United States.
- ▶ Two years experience in nursing is recommended for the MSN degree and for the Nurse Educator Certificate programs.

### Admissions Process

All applicants to the School of Nursing must:

- ▶ Submit the completed School of Nursing application with nonrefundable fee along with a notarized copy of their current registered nurse (RN) license, valid in the United States, to the Office of Admissions.
- ▶ Have official transcripts sent to the Office of the Registrar from the institution where all previous degrees and credits were awarded.
- ▶ Have the ability to send and receive e-mail, including attachments.
- ▶ Have computer capability compatible with the technology specified for the Thomas Edison State College's online courses, access to PowerPoint software and, for selected MSN courses, access to Excel software.
- ▶ Submit the BSN Credential Review Fee along with the application fee when applying to the BSN degree program.

### Provisional Admissions

- ▶ RNs completing their final requirement for the BSN degree, or who have completed their final requirement but have not been awarded the degree, may apply for admission to the MSN degree program on a provisional basis and register for a graduate nursing course. All other requirements for admission to the MSN degree program as specified in admissions policies must be satisfied for the student to continue in the MSN degree program.

### Enrollment

- ▶ For students in the BSN degree program, the MSN degree program and the Nurse Educator Certificate program will be in effect on completion of the admissions process.
- ▶ In the MSN degree program for students selecting the BSNM option will be in effect on certification for graduation from the BSN degree program.
- ▶ Materials will be provided, and students will be given access to advisement services.
- ▶ Will include an academic program evaluation for students in the BSN degree program; students enrolled in the MSN degree program and the Nurse Educator Certificate program will have credits transcribed as they are applied to program requirements.

- ▶ Will remain in effect as long as students earn a minimum of 3 credits in each 12 month period that apply to their degree or certificate program.

### Re-enrollment

- ▶ Students returning to the BSN or to the MSN degree program or the Nurse Educator Certificate program from Inactive or Leave of Absence status must submit the appropriate completed Re-enrollment from Inactive or Re-enrollment from Leave of Absence form along with the required fees and a notarized copy of their current RN license, valid in the United States, to the Office of Admissions.
- ▶ Students returning to the BSN degree program from Inactive status will pay the application fee and the BSN Credential Review Fee.
- ▶ Students returning to the BSN degree program from Leave of Absence status will pay the BSN Credential Review Fee.

### Degree/Certificate Program Requirements

- ▶ Students may complete degree requirements by course, exam or Prior Learning Assessment (PLA).
- ▶ No residency is required for programs offered by the School of Nursing.
- ▶ Credits taken elsewhere or by any method other than by Thomas Edison State College online nursing course must be approved by the academic advisor for nursing prior to earning the credit to insure acceptance.
- ▶ Nursing credits earned prior to application that may satisfy requirements for the MSN degree or certificate program will be reviewed for acceptance upon student written request to the academic advisor for nursing.
- ▶ Nursing credits earned prior to application to the degree or certificate programs must be newer than 10 years at the time of application to the degree or certificate program to be considered for acceptance.
- ▶ Nursing credits earned prior to application that may satisfy upper-division nursing requirements for the BSN degree must carry a grade equivalent of C or better and must be from a regionally accredited college or university or recognized foreign institution to be considered for acceptance.

- ▶ One previously completed 3 credit lower-division nursing course may be accepted to satisfy an undergraduate upper-division nursing requirement in the BSN degree program.
- ▶ Nursing credits earned prior to application that may satisfy requirements for the MSN degree or certificate programs must carry a grade equivalent of B or better and must be from a regionally accredited college or university or recognized foreign institution to be considered for acceptance.
- ▶ Students enrolled in the BSN degree program must maintain a minimum cumulative GPA of C (2.00) or better.
- ▶ Students enrolled in the BSN degree program, and the MSN degree program must earn a grade of C (73) or better in the nursing courses for the credit to be accepted toward the degree.
- ▶ Students enrolled in the MSN degree program must achieve a minimum cumulative GPA of B (3.00) or better to graduate.
- ▶ Students enrolled in the Nurse Educator Certificate program must earn a grade of B (83) or better for the course to be applied to program requirements.
- ▶ Students enrolled in the BSN degree program may repeat each nursing course, one time each.
- ▶ Students enrolled in the MSN degree program may repeat two nursing courses, one time each.
- ▶ Students enrolled in the Nurse Educator Certificate program may repeat each nursing course, one time each.
- ▶ Students enrolled in the BSN degree program will be governed by academic policies for graduate nursing courses while enrolled in the graduate nursing courses required for the BSN degree.
- ▶ Students enrolled in the BSN degree will be governed by College policies in regard to general education credit requirements.
- ▶ Online nursing courses required for completion of the nursing degree or certificate programs are open only to RNs.

## Grading Scale

Letter grades are assigned to online nursing courses according to the following scale.

A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D	60-69
F	below 60
I	Incomplete (temporary grade)
IF	below 60

## Nursing (RN Diploma License) up to 60 credits awarded

### Distribution of credit

BIO-211/212	Anatomy and Physiology	6
CHE-104	Chemistry	3
BIO-251	Microbiology	3
BIO-108	Nutrition	3
PSY-101	Psychology	3
SOC-101	Sociology	3
PSY-210	Growth and Development	3
SOC-310	Social Discussions of Health	3
PHA-101	Pharmacology	3
NUR-110	Nursing Fundamentals I	3
NUR-111	Nursing Fundamentals II	3
NUR-105	Professional Adjustments	3
NUR-213	Psychiatric Mental Health Nursing I	3
NUR-214	Psychiatric Mental Health Nursing II	3
NUR-221	Adult Nursing I	3
NUR-222	Adult Nursing II	3
NUR-223	Adult Nursing III	3
NUR-244	Maternal Child Health I	3
NUR-245	Maternal Child Health II	3

## Graduation

- ▶ All students in the School of Nursing degree programs will submit the Request for Graduation with graduation fee according to College guidelines.
- ▶ All students in the School of Nursing degree programs must maintain the established GPA and have satisfied all financial obligations to be eligible for graduation.
- ▶ Students in the Nurse Educator Certificate program must complete all course requirements, submit the request for Nurse Educator Certificate according to College guidelines for graduation, and have satisfied all financial obligations to be eligible for certificate award.
- ▶ Students completing the MSN degree Nurse Educator program will be awarded a Nurse Educator Certificate in addition to the MSN degree on program completion.

## Appeals

- ▶ All students in the School of Nursing will follow College policies on appeals as outlined in the *College Catalog*.

## Nonenrolled RNs

- ▶ RNs not enrolled in the School of Nursing may take two unrestricted nursing courses prior to enrolling in the RN-BSN/MSN degree program or the Nurse Educator Certificate program.
- ▶ Courses restricted to students enrolled in the School of Nursing include Community Health Nursing, Seminar in Clinical Competence, Nursing Education Seminar and Onground Practicum and Nursing Education Seminar and Online Practicum.

## Updated Credentials for Selected Courses

- ▶ Evidence of a current and valid RN license is required at the time the student registers for the Community Health Nursing course and the Seminar in Clinical Competence course in the BSN degree program.
- ▶ Evidence of a current and valid RN license is required at the time the student registers for the Nursing Education Seminar and Onground Practicum and the Nursing Education Seminar and Online Practicum in the MSN degree and Nurse Educator Certificate programs.
- ▶ Students must be in compliance with state and institutional requirements for criminal background check and/or child abuse background check prior to registering for Nursing Education Seminar and Onground Practicum and for Nursing Education Seminar and Online Practicum in the MSN degree and the Nurse Educator Certificate programs.

- ▶ Students in the MSN degree program and the Nurse Educator Certificate program must be in compliance with all requirements specified in the Practicum Packet for the education Practicums.

### **Formal Complaints**

A formal complaint is an expression of dissatisfaction about the Thomas Edison State College School of Nursing, its programs or its processes, by a student enrolled in the School of Nursing, or by parties interested in the School of Nursing. (Student appeal of academic decisions will follow the College policy on appeals as stated in the *College Catalog*.)

- ▶ A formal complaint must be addressed in writing and signed, dated and sent to the School of Nursing via fax at (609) 292-8279, e-mail at [nursing@tesc.edu](mailto:nursing@tesc.edu) or the U.S. Postal Service to the School of Nursing, Thomas Edison State College, 101 W. State St., Trenton, NJ, 08608-1176.
- ▶ Receipt of the complaint will be acknowledged in writing within five business days. The acknowledgement will include information on disposition of the complaint and will provide information on when the complainant will be notified of the resolution, depending on the nature of the complaint. In general, it is expected that all complaints will be resolved as quickly as possible, but within 30 days of receipt.
- ▶ The written complaint should provide specific details of the dissatisfaction, including dates and names where appropriate, and documentation of specific incident or issue.
- ▶ If the complaint is from an enrolled student, receipt of the complaint will be noted in the student's electronic file.
- ▶ The complaint will be forwarded to the dean for review and determination of process for resolution.
- ▶ A record of all complaints and their resolution will be kept on file in the nursing office in a location designated by the dean of the School of Nursing.

# SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES

## MISSION AND PURPOSE:

The School of Professional and Continuing Studies provides online noncredit professional development opportunities for individuals and organizations.

The School responds to the ever-changing education and training needs of individual students and organizations, and works with partners to assess workforce trends, create new opportunities for lifelong learning and develop programming of the highest academic standards.

Individual students have access to a wide array of high-quality, professional certificates, seminars, workshops and other programs designed for working adults to gain new knowledge and skills, enhance knowledge, skills and competencies in their current workplace or to facilitate a career change.

In addition to offering programs for individual enrollment, the School of Professional and Continuing Studies works with corporations, government agencies and nonprofit organizations to develop customized professional development programs.

## Professional Certificate Programs

All the certificate programs have been designed by teams of professionals from the respective industries using the leading texts and educational technologies to provide the most effective, high-quality online learning experience. The programs are facilitated by expert mentors in the field who guide and motivate students to succeed.

## Current Professional Certificate offerings include:

### PARALEGAL STUDIES AREAS

#### Paralegal Studies

- PAR-001-PS Introduction to Paralegalism
- PAR-002-PS Contracts
- PAR-003-PS Torts
- PAR-004-PS Legal Research and Writing
- PAR-005-PS Litigation
- PAR-007-PS Administrative Law
- PAR-011-PS Introduction to Technology in the Law

#### Nurse Paralegal Studies

- PAR-008-PS Introduction to Nurse Paralegal
- PAR-003-PS Torts
- PAR-004-PS Legal Research and Writing
- PAR-005-PS Litigation
- PAR-007-PS Administrative Law
- PAR-011-PS Introduction to Technology in the Law

#### SmartDraw Legal® Certificate

- PAR-018-PS SmartDraw Legal® Certificate

### BUSINESS/MANAGEMENT AREAS

#### MBA Essentials

- MBA-001-PS Leadership and Management
- MBA-002-PS Principles of Accounting and Finance
- MBA-003-PS Principles of Marketing
- MBA-004-PS Fundamentals of Strategy
- MBA-005-PS Economics for Managers

#### Microsoft Certification Training Programs

- CPS-008-PS Administrative Professional w/MOS
- CPS-010-PS Microsoft Office Specialist (MOS)
- CPS-027-PS Microsoft Certified Database Administrator (MCDBA)
- CPS-028-PS Microsoft Certified System Administrator 2003 (MCSA)
- CPS-029-PS Microsoft Certified System Administrator Plus 2003 (MCSA+)
- CPS-030-PS Microsoft Certified System Engineer 2003 (MCSE)
- CPS-039-PS Microsoft Certified Desktop Support Tech
- CPS-045-PS Microsoft Certified Application Specialist Training (MCAS)
- CPS-057-PS Administrative Professional with Microsoft Certified Application Specialist Training

### **Additional Business Programs**

CPS-009-PS	Bookkeeping the Easy Way
CPS-011-PS	Introduction to Project Management
CPS-012-PS	Lean Mastery
CPS-013-PS	Records Management
CPS-014-PS	Six Sigma Green Belt
CPS-015-PS	Six Sigma Black Belt
CPS-016-PS	Travel Agent Training
CPS-018-PS	Seven Steps to Leading High Achieving Teams
CPS-040-PS	Principles of Private Investigation
CPS-044-PS	Pay Per Click Marketing
CPS-047-PS	Purchasing Management
CPS-050-PS	Management for IT Professionals
CPS-051-PS	Entrepreneurship: Start Up and Business Owner Management
CPS-054-PS	Technical Writing
CPS-055-PS	Personal Financial Planning
CPS-056-PS	Non-Profit Management Training

### **FITNESS, HEALTH AND WELLNESS**

#### **Personal Fitness Training**

PFT-001-PS	Introduction to Exercise Science- Level I (Anatomy and Kinesiology)
PFT-002-PS	Introduction to Exercise Science- Level II (Exercise Physiology)
PFT-003-PS	Health Risk Profiles and Fitness Assessment Techniques
PFT-004-PS	Business Administration and Management Aspects for Personal Trainers
PFT-005-PS	Designing Exercise Prescriptions for Normal/Special Populations
PFT-006-PS	Optional Field Internship in Personal Training

#### **Personal Fitness Training Advanced Certificate**

PFT-007-PS	Nutritional Analysis and Management
PFT-008-PS	Functional Flexibility, Core and Balance Training
PFT-009-PS	The Science and Biomechanics of Resistance/Weight Training Techniques

#### **Nutrition for Optimal Health, Wellness and Sports**

PFT-010-PS	Nutrition and You: Functional Foods
PFT-011-PS	Weight Management and Nutrition in the Lifecycle
PFT-012-PS	Introduction to Sports Nutrition and Performance
PFT-013-PS	Public Nutrition and Wellness Education

#### **Women's Personal Exercise Training and Wellness**

PFT-014-PS	Female Anatomy and Physiology
PFT-015-PS	Designing Women's Exercise Programs
PFT-016-PS	Women's Health and Wellness for Special Populations
PFT-017-PS	Medically-Based Fitness Management and Administration



### **Fitness Management**

- PFT-018-PS Business Development and Entrepreneurship in Fitness
- PFT-019-PS Financial Principles and Business Concepts
- PFT-020-PS Marketing, Sales, and Customer Service Management (CSM)
- PFT-021-PS Fitness Management and Business Administration
- PFT-022-PS Optional Elective-Field Internship in Fitness Management

### **Personal Training and Group Exercise Training for Older Adults**

- PFT-023-PS Socio-Physiological Aspects of Aging
- PFT-024-PS Designing Older Adult Exercise Programs
- PFT-025-PS Business Management and Administration for the Mature Market
- PFT-026-PS Exercise and Aging for Special Populations
- PFT-027-PS Optional-Field Internship in Senior Personal Fitness Training

### **Healthcare Programs**

- CPS-001-PS Administrative Dental Assistant
- CPS-002-PS Administrative Medical Specialist
- CPS-003-PS ICD-10 Medical Coding: Preparation and Instruction for Implementation
- CPS-004-PS Medical Transcription
- CPS-005-PS Pharmacy Technician
- CPS-006-PS Veterinary Assistant
- CPS-007-PS Certified National Pharmaceutical Representative
- CPS-038-PS Medical Billing and Coding

### **OTHER PROGRAMS**

#### **Internet, Design and Technical Programs**

- CPS-019-PS Digital Arts Certificate
- CPS-020-PS Graphic Design
- CPS-037-PS Help Desk Analyst: Tier 1 Support Specialist
- CPS-022-PS Multimedia Design Certificate
- CPS-023-PS Web Database Developer
- CPS-024-PS Webmaster
- CPS-042-PS Search Engine Optimization
- CPS-043-PS Search Engine Marketing
- CPS-048-PS Web Site Design
- CPS-053-PS Interior Design

#### **Networking and CompTIA Certification Training Programs**

- CPS-025-PS CompTIA™ A+ Certification Training
- LNK-001-PS Linux Certification Online Self-Study Program

#### **Construction Technology**

- CPS-031-PS Home Inspection
- CPS-032-PS HVAC Core Technician Certificate

#### **Video Game Design and Development Programs**

- CPS-035-PS 3ds max
- CPS-036-PS Video Game Design and Development
- CPS-046-PS Video Game Art

#### **Workforce Career Coach Facilitator**

- CCF-001-PS Workforce Career Coach Facilitator

# AWARDS/HONOR SOCIETIES

## Arnold Fletcher Award

The Arnold Fletcher Award recognizes Thomas Edison State College baccalaureate graduates for achieving excellence in nontraditional learning. Award recipients are selected from each graduating class. The following areas have been identified as appropriate nontraditional learning modes to be considered:

- ▶ Advanced Level Practicum
- ▶ Credit for Courses Taught
- ▶ Thomas Edison State College Courses (online, Guided Study and e-Pack®)
- ▶ Licenses/Certificates/Registries
- ▶ Military Training Programs Evaluated by the American Council on Education (ACE)
- ▶ ACE
- ▶ Prior Learning Assessment (PLA)
- ▶ Testing Programs

Students selected for the award are required to have earned a minimum total of 90 credits in any of the methods listed above.

## Alpha Sigma Lambda Honor Society

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

For induction into this society, Thomas Edison State College students must meet the following requirements:

- ▶ Have an overall grade point average of 3.2.
- ▶ Have earned from Thomas Edison State College at least 60 graded credits of which 12 credits are in liberal arts/sciences.
- ▶ Student members will be selected only from the highest 10 percent of the group of qualified students.

## Upsilon Rho Chapter Sigma Theta Tau International Honor Society of Nursing

The Upsilon Rho Chapter of the Honor Society of Nursing, Sigma Theta Tau International, was chartered in 2008.

Sigma Theta Tau International was founded in 1922. Its vision is to create a global community of nurses who lead in using scholarship, knowledge, service and learning to improve the health of the world's people.

The purpose of the society is to recognize superior academic achievement and the development of leadership qualities; to foster high professional standards; to encourage creative work; and to strengthen commitment to the ideals and purposes of the nursing profession.

Criteria for membership in the Upsilon Rho chapter for **undergraduate students** are as follows:

- ▶ The student must have at least a 3.0 GPA on a 4.0 grading scale, and
- ▶ the student must be ranked in the top 35 percent of the graduating class (defined as students who are enrolled in or have completed the final two upper-division nursing requirements and have no more than 9 credits remaining in general education requirements), and meet the expectation of academic integrity.

Eligible undergraduate students will receive a letter in the spring.

Eligible graduate students and other candidates may apply for membership as nurse leaders. Criteria for membership in the Upsilon Rho chapter as a nurse leader are as follows:

- ▶ Candidates must be registered nurses, legally recognized to practice in their country, and
- ▶ candidates must have earned a minimum of a baccalaureate degree in any field and have demonstrated outstanding achievement in nursing.
- ▶ Eligible nurse leader candidates may apply for membership.

Students, alumni and community nurse leaders who would like more information regarding the society may contact the School of Nursing at [nursing@tesc.edu](mailto:nursing@tesc.edu).

# ACADEMIC POLICIES AND WAYS TO EARN CREDIT

## COLLEGE-WIDE POLICIES\*

- ▶ Undergraduate Policies
- ▶ Graduate Policies

## WAYS TO EARN CREDIT



**\*To view the Academic Policies for the School of Nursing, please see Page 83.**

# COLLEGE-WIDE POLICIES

## ACADEMIC INTEGRITY AND VALUES

### Purpose

The purpose of this policy is to define academic integrity, define institutional, student and mentor roles and responsibilities, identify what constitutes a violation under the policy and make clear the consequences for violations. It also provides an appeal process for students who believe they have been wrongly accused of policy violations.

### Statement of Values

Thomas Edison State College is committed to maintaining academic quality, excellence and honesty. The College expects all members of its community to share the commitment to intellectual integrity, an essential component of a quality academic experience.

The principles of academic integrity entail simple standards of honesty and truth, and the College recognizes that most students share this commitment to academic integrity.

The College has the responsibility to inform students and mentors about the expected standards, to provide tools that enable students to meet required standards, to uphold the standards of the community and to act when the standards are violated.

The College expects all members of the community to maintain the highest ethical standards regarding the information and materials presented to the College for review.

All members of the community are expected to be fully conversant with the academic integrity policy and to behave in keeping with the principles stated here.

### Violations

Acts of academic dishonesty or cheating, including plagiarism, forgery, fabrication or misrepresentation are violations to this policy. Violations are serious and will result in appropriate penalties. Students are considered to be in violation of the academic integrity policy when actions such as the following occur:

- ▶ Using words and ideas from others without appropriate attribution.
- ▶ Plagiarizing, including submitting the work of another person as your own.
- ▶ Fabricating information or citations.
- ▶ Falsifying documents.

- ▶ Cheating.
- ▶ Gaining unauthorized access to examinations.
- ▶ Tampering with the academic work of other students.
- ▶ Writing papers for other students or allowing them to submit your work as their own.
- ▶ Submitting work previously used without discussion with the mentor.
- ▶ Making up or changing data for a research project.
- ▶ Falsifying information about test proctors.
- ▶ Misrepresenting your work.

Violations may result in reduced or failing grades for the assignment or course and/or dismissal from Thomas Edison State College.

The College reserves the right to review all credits, degrees, certificates and fees. If any academic misconduct is revealed, those credits, degrees and certificates also may be rescinded by the College.

All official correspondence regarding issues of Academic Integrity initiated by Thomas Edison State College will be mailed to the student via registered mail.

Additional information regarding Academic Integrity policy, procedures and violations thereof can be found on the College's Web site.

## CODE OF CONDUCT

Students at Thomas Edison State College are expected to be mature, self-directed and responsible for their progress and the achievement of their personal academic goals. They are expected to know and comply with the policies, rules and procedures of the College; satisfy their financial obligations; and comply with requests of academic and administrative personnel in the conduct of their professional duties.

Interaction between students and the College is expected to be thoughtful, respectful and civil. Accordingly, any behavior that threatens or endangers the welfare of members of the College community, or substantially disrupts or threatens to substantially disrupt the operation of the College is prohibited and shall be grounds for disciplinary action, including dismissal from the College. Such prohibited behaviors include, but are not limited to, harassment, abusive actions, physical threats and disorderly conduct.

## ACCEPTABLE USE OF TECHNOLOGY

All members of the Thomas Edison State College community are expected to comply with the acceptable use of technology policy. It requires appropriate and civil communication. Students may access this policy, in its entirety on myEdison.

## APPEALS AND WAIVERS

### Appeals

Students may appeal an academic decision. Such appeals must be filed within 30 days of the date of the notification of that decision. All appeals must be submitted in writing to the dean of the school in which the student is enrolled.

Note that many academic decisions do not require a formal appeal. Students may begin by submitting a statement of why they believe the decision to be in error, including such supporting materials as course descriptions or syllabi, to the Advisement Center.

### Waivers

Request for a waiver of a specific requirement and/or College policy must be submitted in writing to the dean of the school in which the student is enrolled.

## EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION

Thomas Edison State College is an Equal Opportunity/Affirmative Action institution. In the operation of its programs and activities (including admissions counseling and advisement), the College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, gender, national origin, ethnic group, affectional or sexual orientation, atypical hereditary or cellular blood trait, age, disability, marital/familial status/domestic partnership status or liability for military service. This is in accord with Title VII of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color and/or national origin), Title XII of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (which prohibits discrimination against otherwise qualified people with disabilities) and other applicable laws and regulations. Inquiries may be directed to the Affirmative Action Officer and designated employee for compliance with Section 504 Handicap Regulations and the Americans with Disabilities Act, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176.

## DEGREE REQUIREMENTS

**Undergraduate:** Thomas Edison State College baccalaureate degrees require a minimum of 120 credits. Associate degrees require a minimum of 60 credits. Specific requirements are listed within each program description.

**Graduate:** Graduate degrees require the completion of a minimum of 36 credits of graduate-level course work. Courses are offered online.

## DRUG ABUSE PREVENTION

Policy on the Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol by Students.

**I. Thomas Edison State College students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug in the College.**

- A. A **drug** means a controlled dangerous substance, analog or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in schedules I through V of Section 202 of the Federal Controlled Substance Act (21 U.S.C. 812). The term shall not include tobacco or tobacco products or distilled spirits, wine or malt beverages as they are defined or used in N.J.S.A. 33:1 et seq.
- B. **“Student”** means all Thomas Edison State College students who are enrolled in degree programs or certificate programs.
- C. **“College”** means the physical area of operation of Thomas Edison State College, including buildings, grounds and parking facilities controlled by the College. It includes any field location or site at which a student is engaged, or authorized to engage, in academic work activity, and includes any travel between such sites.

### II. Sanctions

- A. Any student who is found to be involved in the unlawful manufacture, distribution or dispensation of a drug in the College may face disciplinary sanctions (consistent with local, state and federal law) up to and including termination of the 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 automobiles or houses 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 may be referred to treatment centers listed in the above directories.

Out-of-state students may 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 Drugs 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 and lack of interest and drive.

The College will provide information concerning drug abuse to any student, officer or employee of the College. Information and referrals to agencies offering drug abuse counseling can be obtained from the Office of Financial Aid & Veterans’ Affairs, (609) 633-9658.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Federal law governs how colleges and universities supervise student educational records. Thomas Edison State College adheres to the Family Educational Rights and Privacy Act of 1974, as amended, known as the Buckley Amendment. This act is designed 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 to establish the right of students to file complaints with the FERPA office concerning alleged failures by the institution to comply with the act. Thomas Edison State College makes public announcement of FERPA in its *College Catalog*, *Registration Bulletin* and *Undergraduate Prospectus*.

Students have the right to inspect and review their educational records within 45 days from the date when the College receives a written request for access.

Thomas Edison State College does not publish a student directory but has designated the following categories of student information as public information: student name, e-mail address, enrollment status, area of study, degree/honors conferred and dates of conferral. This information may be released for any purpose at the discretion of the College. Students have the right to withhold the disclosure of directory information by written notification to the Office of the Registrar.

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

request release of their educational records to a third party must provide written authorization to the Office of the Registrar.

Directory and nondirectory student information may be released to school officials designated by the College who have a valid, legitimate educational interest for its review, provided that the official is reviewing an educational record in order to fulfill his/her professional responsibility on behalf of the College. School officials with legitimate educational interest in a student's educational record are those officials who are designated as persons or agents with whom the College has contracted and who provide an academic service to Thomas Edison State College.

A copy of this policy is available in the Office of the Registrar.

## POLICY ON GRADING

### Courses

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

### Academic Standing: Grading System

Letter Grade	Quality Points	Numerical Equivalents
A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D	1.0	60-69
F	0	Below 60
I	Incomplete (temporary grade)	
IF	0	Below 60

### 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 State College will be converted to semester hours.

### Credit Without a Letter Grade

Thomas Edison State College will transcript credit (CR) without a letter grade for the following: Prior Learning Assessment (PLA); e-Pack®; all testing programs,

business, industry and corporate training programs evaluated and recommended for credit by the American Council on Education (ACE); military training programs evaluated and recommended for credit by the American Council on Education (ACE); 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. Credits earned are automatically applied to Thomas Edison State College degree programs for enrolled students but are not calculated into the GPA.

### Policy on Grade Point Average

An official Thomas Edison State College term and cumulative GPA will be calculated and posted on the official transcript for any student earning at least 1 semester credit of graded course work at the College. Only grades earned at the College will be considered in the calculation of the official Thomas Edison State College GPA. Transfer grades will not be used in calculating the official Thomas Edison State College GPA.

Only grades which reflect earned credits (A, A-, B+, B, B-, C+, C, C-, D) will be used to calculate the official Thomas Edison State College GPA.

(Note: Thomas Edison State College expects to implement the policies on the transcript format changes and the grade point average that are published in this *Catalog* during the first half of the 2008-2009 academic year. Please check [www.tesc.edu](http://www.tesc.edu) for updates regarding a specific implementation date.)

### Minimum Grade Point Average for Graduation

All undergraduate students at Thomas Edison State College are required to maintain an overall minimum average of C in their Thomas Edison State College courses in order to graduate.

All undergraduate students at Thomas Edison State College are required to maintain a minimum average of C in their area of study in order to graduate.

All undergraduate students at Thomas Edison State College are required to maintain a minimum average of C in all the credits applied to their degree (Thomas Edison State College and transfer credits) in order to graduate.

All undergraduate students at Thomas Edison State College are required to maintain an overall minimum average of C in their English composition requirement in order to graduate.

Graduate students are required to maintain an overall minimum average of B in their Thomas Edison State

College courses in order to graduate.

Students must also meet any minimum required GPA standards established by their School to graduate from Thomas Edison State College.

## RESIDENCY REQUIREMENT

Although Thomas Edison State College has certain academic residency requirements, there are no physical residency requirements for U.S. citizens or foreign students residing in the continental United States. Thomas Edison State College requires a minimum of 30 credits from a regionally accredited institution for baccalaureate degrees and 15 for associate degrees when all other earned credits applied to the degree are from a foreign country, including Canada.

### Academic Residency Requirement

- ▶ The Military Degree Completion Program (MDCP), eArmyU and the Navy College Program Distance Learning Partnership (NCPDLP) have academic residency requirements of 9 credits for an associate degree and 18 credits for a baccalaureate degree.
- ▶ The joint degree programs with University of Medicine and Dentistry of New Jersey have academic residency requirements. For associate degrees the requirement is 6 credits and for baccalaureate degrees the requirement is 12 credits. This number of credits must be taken from the College before a student in these programs is eligible for graduation.

## RESIDENCY FOR TUITION AND ENROLLMENT PURPOSES

Pursuant to NJAC 9A:5-1.1-1.2, persons who have resided within the state of New Jersey for a period of 12 months prior to enrollment in a public institution of higher education are presumed to be domiciled in this state for tuition and enrollment purposes. Persons who have resided within this state for less than 12 months prior to enrollment are presumed to be nondomiciliaries for tuition and enrollment purposes. To determine whether a person is a New Jersey domiciliary, the primary evidence is a New Jersey Resident Income Tax Return, or in the case of a dependent student, a copy of his/her parent(s)/legal guardian's/spouse's New Jersey Resident Income Tax Return. United States military personnel and their dependents, who are attending public institutions of higher education in New Jersey, shall be regarded as residents of the state for the purpose of determining tuition.

## ACTIVE STATUS FOR CONTRACTUAL PROGRAM STUDENTS

Students enrolled in Thomas Edison State College through contractual and military agreements [i.e., Corporate Choice, eArmyU, Military Degree Completion Program (MDCP), Navy College Program, and the University of Medicine and Dentistry of New Jersey (UMDNJ) joint degree program], must demonstrate academic activity by attempting a minimum of three (3) semester hour credits over the course of the 12-month period for which they are enrolled. For example, a student whose course or other credit earning option began on Sept. 1, 2008, must register for another 3-credit course before Sept. 1, 2009, to be considered an enrolled Thomas Edison State College student for the following year. Students who do not attempt 3 credits in an academic year will be deemed "Inactive."

"Inactive" students (those who were previously enrolled in the College but who have not demonstrated academic progress as described above) can reactivate their enrollment in one of two ways:

- a. Pay a \$75 reactivation fee and enroll in a course or other credit-earning option. Students who choose this route will be governed by the academic policies in place at the time of their reactivated enrollment.
- b. Pay the \$75 reactivation fee and provide transcripts demonstrating academic progress (i.e., that they have attempted at least 3 credits) for each 12-month period whose anniversary is the date on which their most recently attempted Thomas Edison State College course or other credit-earning option began. Students who choose this route will be governed by the academic policies in place at the time of their original enrollment with the College.

## STUDENTS WITH DISABILITIES

Thomas Edison State College adheres to the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Therefore, the College provides reasonable accommodations for otherwise qualified students who disclose and verify disability to the College. Students who wish to discuss reasonable accommodations for verifiable disabilities are responsible for identifying themselves to the ADA coordinator at (609) 984-1141, ext. 3415. The TTY number for hearing impaired students is (609) 341-3109.



## GRADUATION

In order to apply for graduation, students must be within their enrollment year. 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*, along with the graduation fee. The form may also be found on the College Web site at [www.tesc.edu/4784.php](http://www.tesc.edu/4784.php). A student does not automatically become a candidate for a degree.

To be considered for graduation, all academic requirements and financial obligations must have been met by the first day of the month two months prior to the graduation date. The official graduation months are March, June, September and December. Once the form and fee have been received and the Office of the Registrar has certified that all degree requirements and financial obligations have been met, the Office of the Registrar sends two official letters of degree certification to each graduate and degree seeking candidates' names are presented to the Thomas Edison State College Board of Trustees for formal approval.

Upon approval by the Board of Trustees, graduates receive written confirmation from the Office of the Registrar that the degree was conferred. Diplomas are ordered for each individual graduate and are mailed to graduates within two weeks of the graduation date.

# UNDERGRADUATE

## WAYS TO EARN CREDIT

### Course Options

Online Courses  
Guided Study Courses  
Prior Learning Assessment (PLA)

### Testing Options

TECEP® (Thomas Edison State College  
Examination Program)  
e-Pack®  
e-TECEP®  
CLEP, DANTES and Other Testing Programs

### Testing Guidelines and Information

### Military Education and Training Programs

### Servicemembers Opportunity Colleges

### Licenses and Certificates Honored

### Programs Recommended for College Credit by the American Council on Education (ACE)

Corporate and Business Training Programs  
Current ACE/College Credit Recommendation  
Service Sponsors

### Degree Completion Options Through Other Institutions

### Course Options

Students may register for courses in several different formats: Guided Study courses, online courses and Prior Learning Assessment (PLA). These approaches have proven most successful with well-motivated, self-disciplined individuals who enjoy learning independently. Additionally, students may register for courses offered by other regionally accredited colleges, independent study and distance education courses or traditional classroom courses.

#### Online Courses

Online courses (OL) create an active learning environment and are structured on a 12-week timeline. These courses are designed to provide an interactive learning experience in a structured format, but without imposing barriers of time and place. Online courses put students in contact with the wide array of learning resources on the Internet. Further, discussions allow students the opportunity to share ideas with each other regardless of where they live, making available the possibility for a unique sharing of ideas not always available in a traditional classroom. Mentors provide focus to the course and feedback on discussions. Individual assignments are submitted via myEdison, the College's online course management system that utilizes the Blackboard platform. Mentors are also available for consultation by e-mail or telephone. Thomas Edison State College nursing courses (NU and NG) are offered online.

#### Guided Study

Guided Study (GS) courses are designed to provide the experience of independent learning in a 12-week format with a minimum level of supervision. In addition to basic texts, many courses include a study guide, supplemental readings, and other media, including audio and video. Self-assessment tests and exercises are often incorporated into the course materials. Individual assignments are submitted via myEdison, the College's online course management system that utilizes the Blackboard platform. Mentors assess students' academic progress through written assignments and proctored examinations. Mentors are available for consultation by mail, e-mail or telephone.

#### Prior Learning Assessment (PLA)

Through the Prior Learning Assessment (PLA) process, the college-level skills and knowledge students have acquired from their work experience, volunteer

activities, training programs, hobbies, religious activities, homemaking skills, prior independent reading and special accomplishments can very often be translated into college credit. *PLA, however, is not independent study.*

PLA is the vehicle for demonstrating, to a mentor who is an expert in the field, the college-level knowledge that a student possesses in a particular course area. The mentor guides the student in the development of an online PLA electronic portfolio that matches his/her prior college-level learning.

Students may choose between standard PLA, where course descriptions are listed in the current *Registration Bulletin* and course codes are already assigned to specific subject areas, and individualized PLA, where students propose course descriptions that do not appear in the current *Registration Bulletin*. Please check the College Web site for more information.

With the exception of physical education activity courses, field experience, student teaching, cooperative study, Practicum courses, English Composition I & II, internships, seminars, independent study and/or labs, any college-level subject is eligible for PLA.

To learn more about the Prior Learning Assessment (PLA) process, students should visit the College Web site at [www.tesc.edu/698.php](http://www.tesc.edu/698.php). There is a self-assessment guide to help determine a student's readiness for PLA. To browse the PLA Description Database for potential PLAs, visit [www.tesc.edu/plasearch/php](http://www.tesc.edu/plasearch/php).

#### The Prior Learning Assessment (PLA) Process

The assessment of prior learning can help students advance their educational goals. Students begin the PLA process by identifying their areas of PLA college-level knowledge and skills through the PLA Self-Assessment Guide. Busy adults often do not have an opportunity to consider all they have learned. This early step in the PLA process often provides new insight into the richness and diversity of one's life. Next, the student chooses the areas for which he/she wants to seek college credit. Students evaluate each area of their prior learning to determine which ones to select for PLA. 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. Once the student has identified potential PLAs, he/she will discuss the viability of these choices with an advisor. For detailed information on the process, contact an advisor or visit the College Web site at [www.tesc.edu](http://www.tesc.edu). The only prerequisite for pursuing PLA is successful completion of the College's 6 credit English composition requirement.

## Testing Options

The College offers hundreds of examinations for evaluating prior college-level 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 State College Examination Program (TECEP®), and serves as a test center for the College-Level Examination Program (CLEP), DANTES, 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, such as the United States Armed Forces Institute (USAFI).

In addition, the College serves as a testing center for students who are enrolled in independent study courses from other institutions.

#### Thomas Edison State College Examination Program (TECEP®)

The Thomas Edison State College Examination Program (TECEP®) offers students an opportunity to earn college credit for college-level knowledge gained through work, hobbies, independent reading or other activities. Sixty 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 two to four hours.

The tests have been prepared by teams of other 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 in Thomas Edison State College may earn credit by passing any TECEP® examination, but are encouraged to contact the Advisement Center to be sure tests will satisfy their degree requirements. Students enrolled elsewhere should check directly with their institution to verify that credit will be granted for passing TECEP® examinations.

### **e-Pack® Courses**

e-Pack® courses (EP) provide a method of independent learning in which the student studies at his/her own pace, preparing for a comprehensive final examination by taking a series of short, ungraded diagnostic quizzes delivered online. This credit-earning option is designed for self-motivated students who want the freedom of self-paced learning within a semester timeframe, but would benefit from diagnostic testing to gauge their readiness for the comprehensive examination. The diagnostic quizzes serve to break up the subject matter into very manageable learning modules and provide simple feedback. By using the feedback, the student will know which topics need further review and which have been mastered. Each course is designed around a textbook, and features access to the Web-based diagnostic quizzes, and an opportunity to earn credit on the comprehensive examination.

### **e-TECEP® Online Testing**

Thomas Edison State College, in cooperation with ACT, Inc., is offering proctored online testing as an option for certain selected TECEP® examinations at more than 200 ACT Centers nationwide.

Information regarding e-TECEP® registration can be found on the College Web site at [www.tesc.edu/4818/php](http://www.tesc.edu/4818/php).

Students may also continue to take their proctored examinations in the standard paper-and-pencil format.

### **CLEP, DANTES and Other Testing Programs**

A full listing of tests offered in these programs is listed on Pages 108-110.

### **Testing Guidelines and Information**

#### ▶ Test Registration

Test Registration Forms are available online at [www.tesc.edu/4784.php](http://www.tesc.edu/4784.php) or in the back of the *Registration Bulletin*. Students may register online, by mail or by fax.

#### ▶ Test Administration

The College administers the examinations twice a month at Thomas Edison State College in Trenton, N.J. Students may also test at any regionally accredited American college, public library, American college abroad or U.S. military base, pending College approval of the proposed arrangements. Complete instructions are available at [www.tesc.edu/701.php](http://www.tesc.edu/701.php).

#### ▶ Repeating a TECEP® Examination

Students may repeat a TECEP® examination once if they do not pass, and they must wait at least three months before doing so.

#### ▶ Online Information

Complete information describing all aspects of the TECEP® program is available on the College Web site at [www.tesc.edu/701.php](http://www.tesc.edu/701.php).

#### ▶ Test Description Information

Each TECEP® test has an individual test description, containing a list of test topics, the relative importance of each topic on the test as well as sample questions and study materials. The test descriptions are available online at [www.tesc.edu/listalltecep.php](http://www.tesc.edu/listalltecep.php). Because TECEP® examinations are revised on a year-round basis, students should check the Web site before registering, to ensure that they have the most current test description.

#### ▶ 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 initiated cancellations.

In the event of an irregularity caused by the student, the College reserves the right to cancel the student's test score and the student will forfeit the test fee.

## TECEP® Examinations

TECEP® results are transcribed on a pass/fail basis only. Letter grades, numerical scores and failing scores are NOT transcribed. The minimum score required to earn credit is equivalent to a letter grade of C.

### BUSINESS AND MANAGEMENT

Federal Income Taxation.....	ACC-421-TE
Business in Society.....	BUS-311-TE
Business Policy.....	BUS-421-TE
Introduction to Computer Information Systems.....	CIS-102-TE
Database Management.....	CIS-311-TE
Principles of Finance.....	FIN-301-TE
Security Analysis and Portfolio Management.....	FIN-321-TE
Financial Institutions and Markets.....	FIN-331-TE
International Finance.....	FIN-334-TE
Business Law.....	LAW-201-TE
Principles of Management.....	MAN-301-TE
Organizational Behavior*.....	MAN-311-TE
Labor Relations & Collective Bargaining*.....	MAN-321-TE
Advanced Labor Relations & Collective Bargaining*.....	MAN-322-TE
Human Resources Management.....	MAN-331-TE
Introduction to Marketing.....	MAR-301-TE
Marketing Communications.....	MAR-321-TE
Sales Management.....	MAR-322-TE
Advertising.....	MAR-323-TE
Marketing Channels.....	MAR-331-TE
Marketing Research.....	MAR-411-TE
Marketing Management Strategy.....	MAR-425-TE
Introduction to Operations Management.....	OPM-301-TE

### COMPUTER APPLICATIONS

Word Processing Fundamentals.....	SES-131-TE
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### ENGLISH COMPOSITION

English Composition I.....	ENC-101-TE
English Composition II.....	ENC-102-TE

### HUMANITIES

History of Western Art I.....	ART-166-TE
History of Western Art II.....	ART-167-TE
Public Relations Thought & Practice.....	COM-210-TE
Technical Writing.....	ENG-201-TE
Introduction to the History of Film.....	FIL-160-TE

Introduction to News Reporting.....	JOU-110-TE
Shakespeare I.....	LIT-320-TE
Introduction to the Art of Theater.....	THA-101-TE

### HUMAN SERVICES

Counselor Training: Short-Term Client Systems.....	COU-322-TE
Kinesiology.....	FIT-211-TE
Community Health.....	HEA-301-TE
Introduction to Human Services.....	HUS-101-TE

### NATURAL SCIENCES/MATHEMATICS

The Science of Nutrition.....	BIO-208-TE
Anatomy and Physiology.....	BIO-211-TE
QBASIC.....	COS-110-TE
C Programming.....	COS-116-TE
BASIC.....	COS-117-TE
Operating Systems.....	COS-352-TE
Physical Geology.....	GEO-151-TE
Physics I.....	PHY-111-TE
Physics II.....	PHY-112-TE
Principles of Statistics.....	STA-201-TE

### SOCIAL SCIENCES

Labor Relations & Collective Bargaining*.....	LAS-321-TE
Advanced Labor Relations & Collective Bargaining*.....	LAS-322-TE
Introduction to Political Science.....	POS-101-TE
Introduction to Psychology.....	PSY-101-TE
Developmental Psychology.....	PSY-211-TE
Psychology of Women.....	PSY-270-TE
Thanatology: An Understanding of Death and Dying.....	PSY-300-TE
Research in Experimental Psychology.....	PSY-322-TE
Introduction to Counseling.....	PSY-331-TE
Behavior Modification Techniques in Counseling.....	PSY-339-TE
Abnormal Psychology.....	PSY-350-TE
Psychology of Personality.....	PSY-352-TE
Organizational Behavior*.....	PSY-361-TE
Industrial Psychology.....	PSY-363-TE
Introduction to Social Psychology.....	PSY-370-TE
Marriage and the Family.....	SOC-210-TE
Social Gerontology.....	SOC-315-TE
Alcohol Abuse: Fundamental Facts.....	SOS-301-TE
Substance Abuse: Fundamental Facts.....	SOS-303-TE

\* These examinations may be classified as either a social sciences or business concentration, depending on your degree program requirements.

All examinations are 3 credits except Anatomy and Physiology, which is 6.

## College-Level Examination Program (CLEP)

The following college-level examinations in the CLEP program (College-Level Examination Program) are administered at Thomas Edison State College in Trenton, N.J., once a month. Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students who want to test at another location or want more detailed information on the examinations and study materials may contact:

CLEP, P.O. Box 6600,  
Princeton, NJ 08541-6600  
(609) 771-7865  
[www.collegeboard.com/clep](http://www.collegeboard.com/clep)  
[clep@info.collegeboard.org](mailto:clep@info.collegeboard.org)

Students who wish to have their score reports sent to Thomas Edison State College should list the official college code, 2748, on their answer sheet at the time of testing.

The five general examinations test is what is usually taught in the first year of college and sometimes duplicate other credit students have earned. Refer to the academic policy on duplication of credit for additional explanation.

CLEP results are transcribed on a pass/fail basis only. The minimum score required to earn credit is equivalent to a letter grade of C.

\* Numbers in parentheses indicate credits.

Note: Information was accurate as of July 2008.

<b>EXAMINATION TITLE*</b>	<b>PASSING SCORE</b>
<b>BUSINESS ADMINISTRATION</b>	
ACC-101/102-CE Financial Accounting (6).....	50
COS-101-CE Information Systems and Computer Applications (3).....	50
LAW-201-CE Introductory Business Law (3).....	50
MAN-301-CE Principles of Management (3).....	50
MAR-301-CE Principles of Marketing (3).....	50
<b>ENGLISH COMPOSITION</b>	
ENC-101/102-CE English Composition with Essay (General) (6).....	50
ENC-101/102-CE Freshman College Composition with Essay (6).....	50
<b>HUMANITIES</b>	
FRE-101/102-CE French Language-Level 1 (6).....	50
FRE-101/102-CE 201/202-CE French Language-Level 2 (12).....	59
GRM-101/102-CE German Language-Level 1 (6).....	50
GRM-101/102-CE 201/202-CE German Language-Level 2 (12).....	63
HUM-101/102-CE Humanities (General) (6).....	50
LIT-111/112-CE American Literature (6).....	50
LIT-208/209-CE English Literature (6).....	50
LIT-291/292-CE Analyzing and Interpreting Literature (6).....	50
SPA-101/102-CE Spanish Language-Level 1 (6).....	50
SPA-101/102-CE 201/202-CE Spanish Language-Level 2 (12).....	66
<b>NATURAL SCIENCES/MATHEMATICS</b>	
BIO-111/112-CE Biology (nonlab) (6).....	50
CHE-111/112-CE Chemistry (nonlab) (6).....	50
MAT-102/103-CE College Mathematics (General) (6).....	50
MAT-121-CE College Algebra (3).....	50
MAT-129-CE Pre-Calculus (3).....	50
MAT-231-CE Calculus (3).....	50
NAS-101/102-CE Natural Sciences (General) (6).....	50
<b>SOCIAL SCIENCES</b>	
ECO-111-CE Principles of Macroeconomics (3).....	50
ECO-112-CE Principles of Microeconomics (3).....	50
HIS-101-CE Western Civilization I: Ancient Near East to 1648 (3).....	50
HIS-102-CE Western Civilization II: 1648 to the Present (3).....	50
HIS-113-CE History of the United States I: Early Colonizations to 1877 (3).....	50
HIS-114-CE History of the United States II: 1865 to the Present (3).....	50
POS-110-CE American Government (3).....	50
PSY-101-CE Introductory Psychology (3).....	50
PSY-211-CE Human Growth and Development (3).....	50
PSY-230-CE Introduction to Educational Psychology (3).....	50
SOC-101-CE Introductory Sociology (3).....	50
SOS-101/102-CE Social Sciences and History (General) (6).....	50

## DANTES Subject Standardized Tests (DSST)

The following college-level examinations in the DANTES Subject Standardized Tests program are administered at Thomas Edison State College in Trenton, N.J., twice a month. Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students who want to test at another location or want more detailed information on the examinations and study materials may contact:

Thompson Prometric  
DSST Program  
2000 Lenox Drive, 3rd floor  
Lawrenceville, NJ 08648  
Toll free (877) 471-9860  
[www.getcollegetcredit.com](http://www.getcollegetcredit.com)

Students who wish to have their score reports sent to Thomas Edison State College should list the official college code, 9001, on their answer sheet at the time of testing.

DANTES results are transcribed on a pass/fail basis only. The minimum score required to earn credit is equivalent to a letter grade of C.

\* Numbers in parentheses indicate credits.

\*\* This examination may be classified either as social sciences or business, depending on the student's degree program.

Note: Information was accurate as of July 2008.

## EXAMINATION TITLE\*

## PASSING SCORE

### BUSINESS

ACC-101-DE	Principles of Financial Accounting (3) .....	47
BUS-101-DE	Introduction to Business (3) .....	46
BUS-161-DE	Business Mathematics (3) .....	48
CIS-301-DE	Management Information Systems (3) .....	400
FIN-301-DE	Principles of Finance (3) .....	46
FIN-332-DE	Money and Banking (3)** .....	48
LAW-202-DE	Business Law II (3) .....	44
MAN-201-DE	Principles of Supervision (3) .....	46
MAN-311-DE	Organizational Behavior (3)** .....	48
MAN-331-DE	Human Resource Management (3) .....	46

### FREE ELECTIVES

BUE-101-DE	Personal Finance (3) .....	400
EDU-102-DE	Foundations of Education (3) .....	46

### HUMAN SERVICES

AOJ-101-DE	Introduction to Law Enforcement (3) .....	45
AOJ-102-DE	Criminal Justice (3) .....	400
COU-262-DE	Fundamentals of Counseling (3) .....	45
HEA-103-DE	Here's to Your Health (3) .....	400

### HUMANITIES

ART-166-DE	Art of the Western World (3) .....	48
ENG-201-DE	Technical Writing (3) .....	46
PHI-286-DE	Ethics in America (3) .....	400
REL-405-DE	Introduction to World Religions (3) .....	400

### NATURAL SCIENCES/MATHEMATICS

AST-101-DE	Astronomy (3) .....	48
COS-101-DE	Introduction to Computing (3) .....	400
ENS-201-DE	Environment and Humanity: The Race to Save the Planet (3) .....	46
GEO-151-DE	Physical Geology (3) .....	46
MAT-115-DE	Fundamentals of College Algebra (3) .....	400
NAS-131-DE	Principles of Physical Science I (3) .....	47
STA-201-DE	Principles of Statistics (3) .....	400

### SOCIAL SCIENCES

ANT-101-DE	General Anthropology (3) .....	47
ECO-332-DE	Money and Banking (3)** .....	48
GOG-120-DE	Human/Cultural Geography (3) .....	48
HIS-222-DE	Western Europe since 1945 (3) .....	45
HIS-252-DE	The Civil War and Reconstruction (3) .....	47
HIS-309-DE	An Introduction to the Modern Middle East (3) .....	47
HIS-351-DE	A History of the Vietnam War (3) .....	44
HIS-386-DE	Rise and Fall of the Soviet Union (3) .....	45
PSY-211-DE	Lifespan Developmental Psychology (3) .....	46
PSY-361-DE	Organizational Behavior (3)** .....	48
SOS-305-DE	Drug and Alcohol Abuse (3) .....	400

The following DANTES examination is not administered at Thomas Edison State College. However, Thomas Edison State College will accept it for credit if it has been taken elsewhere.

COM-209-DE	Principles of Public Speaking (3) .....	47
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## Other Testing Programs

### Advanced Placement Program (AP)

The College Entrance Examination Board administers the Advanced Placement Program (AP), a series of college-level examinations, to high school juniors and seniors. Thomas Edison State College will grant up to 6 credits for AP examinations for which a score of 3 or better has been awarded. Students should request that official score reports for these examinations be sent to the Office of the Registrar by writing to: Advanced Placement Program (AP), P.O. Box 6671, Princeton, NJ 08541-6671 or by calling (609) 771-7300.

### 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 may 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. Students should request that transcripts be sent to the Office of the Registrar by writing to: Commandant, DLIFLG, Attn. Academic Records (transcripts), Presidio of Monterey, Monterey, CA 93944-5006 or by calling (831) 242-5825.

### 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.

## New York University Proficiency Testing in Foreign Language

The following college-level examinations in the New York University Foreign Language Proficiency Testing program are administered at Thomas Edison State College in Trenton, N.J., on an as-requested basis. Each examination tests four basic areas: comprehension of the spoken language; the written language in composition; translation from English into the language; and translation from the language into English. Up to 16 hours of credit may be earned, depending on the level of performance.

Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students may also test at NYU in New York City or make arrangements to test at other locations by contacting:

New York University Center for  
Foreign Language and Translation  
10 Astor Place  
Suite 505  
New York, NY 10003  
(212) 998-7030

The following examinations were available as of January 2008:

Afrikaans	Hungarian	Romanian
Albanian	Ibo	Russian
Arabic	Icelandic	Serbian
Armenian	Indonesian	Spanish
Bengali	Irish	Swahili
Bosnian	Italian	Swedish
Bulgarian	Japanese	Tagalog
Cantonese	Korean	Thai
Catalan	Latin	Turkish
Chinese	Lithuanian	Ukrainian
Croatian	Malay	Urdu
Czech	Mandarin	Vietnamese
Danish	(traditional	Yiddish
Dutch	and simplified	
Finnish	characters)	
French	Norwegian	
German	Persian	
Gujarati	Polish	
Haitian Creole	Portuguese	
Hebrew	(Brazilian)	
Hindi	Punjabi	



## Transfer Credit Policy On Previously Earned College Credits

Thomas Edison State College will accept in transfer all courses applicable to a selected degree program providing that credit applies to the degree requirements and 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.

If your credits were earned on a quarter system, the following conversion applies:

- 2 quarter hours = 1.33 semester hours
- 3 quarter hours = 2 semester hours
- 4 quarter hours = 2.66 semester hours
- 5 quarter hours = 3.33 semester hours

## Foreign Transcript Evaluations for International Students

### Transfer Credit

The College will accept credit recommendations from a required course-by-course evaluation completed by any of the following agencies:

- ▶ American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
International Education Services  
One DuPont Circle, NW  
Suite 520  
Washington, DC 20036-1135  
(202) 296-3359  
[www.aacrao.org/international/](http://www.aacrao.org/international/)
- ▶ Educational Credential Evaluators, Inc. (ECE)  
P.O. Box 514070  
Milwaukee, WI 53203-3470  
(414) 289-3400  
[www.ece.org](http://www.ece.org)
- ▶ World Educational Services, Inc. (WES)  
P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
(212) 966-6311  
[www.wes.org](http://www.wes.org)
- ▶ Educational Perspectives, nfp. (EP)  
P.O. Box 618056  
Chicago, IL 60661-8056  
(312) 421-9300  
[www.edperspective.org](http://www.edperspective.org)

All costs associated with the international credit evaluation are the responsibility of the student. The College reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. Students may select one of the evaluations prepared on their behalf by one of the agencies identified above. There will be no mixing and matching of evaluations. An enrolled student may transfer a maximum of 90 credits from international 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.

### Additionally, credit will be awarded for:

- ▶ courses and examinations approved through the National Program on Noncollegiate Sponsored Instruction (National PONSI) and the American Council on Education's (ACE) College Credit Recommendation Service. (Limit of ACE credits is 90 for a baccalaureate degree and 45 for an associate degree.);

- ▶ military course equivalent training as recommended by the American Council on Education (ACE); and
- ▶ Thomas Edison State College approved licenses, certifications and programs of study.

Courses from nonaccredited institutions or institutions not recognized by one of the aforementioned organizations may be validated through a variety of testing options or through Prior Learning Assessment (PLA).

Students may be required to provide course descriptions or a copy of the catalog from the institution (and year) where the courses were taken to enable course-by-course evaluations and to determine if such courses may be accepted toward degree requirements. 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 must be submitted to be evaluated. Thomas Edison State College will not accept credits listed as “transfer” on an institution’s transcript.

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

If the registration at another college requires a counselor’s signature, students may need to see a counselor who handles visiting or “special” students at that college. If needed, the Office of the Registrar at Thomas Edison State College may provide a “Student in Good Standing” Form. Also, Thomas Edison State College’s Advisement Center may provide a “Visiting Student Form,” which indicates course approval.

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

## Transfer Credits from Two-Year Colleges

Baccalaureate degree candidates may transfer up to 80 credits from a junior, county or community college.

## Limitation on Physical Education Credits

Thomas Edison State College will accept a maximum of 4 physical education activity credits toward an associate degree and a maximum of 8 physical education activity credits toward a baccalaureate degree. Physical education courses that cover theory (i.e., Teaching Tennis, History of Physical Education, Kinesiology) will be accepted in addition to the activity courses.

## 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.

## Awarding Credit For College Courses Taught

Thomas Edison State College will award credit to enrolled students for college courses they have taught. The course(s) must be credit bearing. Students must have had the sole responsibility for teaching the course and evaluating student performance (i.e., he/she must have had faculty/instructor status) and be certified by their supervisor or department chair as possessing a sound grasp of the material taught. The course(s) must have been taught in a college accredited by one of the regional accrediting associations in the United States or be a course approved for credit through the American Council on Education. Because of the special handling required and the specific nature of the credit to be awarded, this form of evaluation will be completed only for enrolled students.

# Military Education and Training Programs

## 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 (ACE). Members of the armed forces currently on active duty should submit an AARTS or SMART transcript to receive credit.

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 Blvd., 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.

In certain circumstances Thomas Edison State College will accept the certification of a commissioned officer in the United States armed forces in lieu of a notary public's signature. See [www.tesc.edu](http://www.tesc.edu) for specific instructions if you wish to submit documents certified by a commissioned officer.

### Army

Army enlisted personnel and veterans who entered the military after Oct. 1, 1981, should request that a copy of their AARTS transcript be sent directly to the Office of the Registrar.

Army personnel who entered active duty on or after Oct. 1, 1981, who remained on active duty on or after Jan. 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: ECE Examination that has been passed and carries American Council on Education (ACE) credit recommendations. Transcripts may be ordered through the base Education Service Officer or by writing to: AARTS Operations Center, Fort Leavenworth, KS 66027-5073.

It is recommended that Army personnel review the AARTS transcript online for accuracy prior to submission to the College for credit review. Note: Missing experiences may be verified by submitting a notarized copy of the Enlisted Record Brief (ERB), Non-commissioned Officer Evaluation Report (NCOER), A DD-295 – Evaluation of Learning Experiences, or a command letter indicating the duty and dates held. All documents must be forwarded to the Office of the Registrar. Veterans should submit a notarized or certified copy of their Notice of Separation (DD214).

### Army National Guard

Army National Guard personnel should complete the online application for credit review through the ARNG Education Support Center (ESC) located on the Web at [www.virtualarmory.com](http://www.virtualarmory.com). ESC experts will match your military and educational experiences with the Thomas Edison State College degree of your choice. Thomas Edison State College personnel work closely with the ESC to ensure a smooth transition of transfer credit.

### Coast Guard

Active duty personnel should fill out form CGI Form 1560/07 and send it to the U.S. Coast Guard Institute, 5900 SW 64th St., Suite 235, Oklahoma City, OK 73169-6990; telephone, (405) 954-7275. This form may be obtained from the Education Service Officer or through the Web at [www.uscg.mil/hg/cgi](http://www.uscg.mil/hg/cgi). Veterans should submit a notarized or certified copy of their Notice of Separation (DD214).

### Navy/Marine

Navy and Marine enlisted personnel and veterans may request a copy of their SMART transcript be sent directly to the Office of the Registrar. SMART transcripts may be requested at <https://www.navycollege.navy.mil>. The College will accept CLEP/DSST/ECE examination scores directly from the SMART transcript.

### 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.

## **Servicemembers Opportunity Colleges**

Thomas Edison State College is a long standing member of the Servicemembers Opportunity Colleges (SOC). More than 1,800 colleges and universities hold membership in SOC, an organization that actively promotes articulation between members to assure service members transferability of credits between institutions.

Thomas Edison State College is also one of approximately 160 member institutions that comprise the SOC network. The SOC network works closely with the military to map military training to degree programs through a SOC agreement.

Even though service members may be stationed in several locations during their military career, they are assured their credits will transfer to other SOC colleges. Therefore, soldiers and sailors are able to earn degrees from regionally accredited colleges and universities, including Thomas Edison State College.

When service members from the Army, Navy, Marines, National Guard or Coast Guard apply to Thomas Edison State College, the College provides to both the service member and to SOC an agreement form and a copy of the Academic Program Evaluation, which shows the credits applied toward the degree and the credits needed to complete the degree. All applicants and enrolled service members have access to the advisement staff through telephone, e-mail, letters and individual appointments.

Army Education Offices, Navy College Offices as well as Coast Guard and Marine Education Service Offices have the SOC publications, which list the 1,300 member colleges and the degree programs included in their network. All Thomas Edison State College degree programs are available to all service members, in addition to those listed in the SOC publications.

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.

# Licenses and Certificates Honored

CREDITS

Thomas Edison State College will grant credit for professional licenses or certificates that have been evaluated and recommended for credit by the American Council on Education (ACE) or, in some cases, by the College itself through the Center for Academic Program Reviews. Students who have earned one of the licenses or certificates listed must submit appropriate documentation. This documentation is frequently a notarized copy of the license or certificate and a current renewal card when appropriate. In some cases additional documentation may be required.

## HEALTH-RELATED PROFESSIONAL CERTIFICATIONS AND LICENSES

N.J. Emergency Medical Technology—Ambulance (EMT-A) or BASIC (EMT-B).....	4
N.J. Emergency Medical Technology—Paramedic (EMT-P) .....	16
Histotechnology (HT [ASCP]) .....	4
Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT) .....	30
Nursing (RN) .....	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 Care (NBRC-RRT) .....	44
Respiratory Therapy Technician (NBRC-CRTT) .....	23

## 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 9 credits; for both commercial pilot licenses, 18 credits; and for both instrument pilot licenses, 9 credits.)*

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 .....	67
FAA Mechanic/Airframe.....	27
FAA Mechanic/PowerPlant.....	28
FAA Air Traffic Control Specialist .....	60

## BUSINESS CERTIFICATES

Certified Payroll Professional (CPP) # .....	up to 15
Awarded by the American Payroll Association .....	
Certified Professional Secretary (CPS) # .....	up to 20
Awarded by the International Association of Administrative Professionals .....	
Certified Public Accountant (CPA)*.....	up to 6
Awarded by state boards of accountancy .....	
Chartered Financial Consultant (ChFC).....	up to 30
Awarded by the Certification Board of The American College .....	
Chartered Property Casualty Underwriter (CPCU) # .....	up to 32
Awarded by the American Institute of Property and Liability Underwriter .....	
Certified Financial Planner (CFP) # .....	up to 15
Awarded by The College for Financial Planning .....	
Certified Employee Benefit Specialist (CEBS) # .....	up to 34
Awarded by The International Foundation of Employee Benefits Plans .....	
Certified Purchasing Manager (CPM).....	up to 9
Awarded by The National Association of Purchasing Management .....	
Credit recommendation by USNY PONSI program .....	
Certified Public Manager Program of New Jersey (CPM) # .....	up to 18
Awarded by the New Jersey Department of Personnel's .....	
Human Resource Development Institute .....	
National Certified Public Manager Consortium (CPM) .....	
(AL, AR, KS, MS, OK, UT and WI) # .....	up to 15
Awarded by the consortium .....	
Designation: The Fellow, Life Management Institute (FLMI) .....	
Insurance Education Program .....	up to 30
Awarded by LOMA .....	
Credit recommendation by USNY National PONSI .....	

# Credit recommendations made by the American Council on Education (ACE).

\* Graduate credits

**OTHER CERTIFICATES OR LICENSES**

Automotive Service Excellence Examinations (NIASE) #

- Automobile, nine examinations .....up to 36
- Auto Body, four examinations .....up to 19
- Heavy-Duty Truck, nine examinations .....up to 42
- School Bus, seven examinations .....up to 30

National Kitchen and Bath Association Certifications

- Associate Kitchen and Bath Designer (AKBD) .....12
- Certified Bath Designer (CBD).....21
- Certified Bath Educator (CBE).....21
- Certified Kitchen Designer (CKD) .....21
- Certified Kitchen Educator (CKE) .....21
- Certified Master Kitchen and Bath Designer (CMKBD) .....3

Microsoft Certifications:

- Database Administrator (MCDBA).....7
- MCP + Internet ..... 5
- MCP + Site Building ..... 2
- Solutions Developer (MCSO) ..... 7
- Systems Engineer (MCSE) .....10
- Systems Engineer + Internet (MCSE+Internet) .....16

Novell Certifications:

- Administrator # .....2
- Instructor # .....12
- Engineer # .....14

- New Jersey State Land Surveyor License .....7
- Navy Basic Nuclear Power School (after 1961) .....41
- Navy Qualifications Beyond Basic Nuclear Power School .....3-20
- Nuclear Regulatory Commission Reactor Operator or Senior  
Reactor Operator License .....27
- National Registry of Radiation Protection Technologists (NRRPT®) # .....30
- Child Development Associate (CDA) .....9
- New Jersey Basic Course for Investigators in County Prosecutor's Offices (1986 to present) .....16
- New Jersey Basic Course for Police Officers (January 1986 to December 1999) .....16
- New Jersey Basic Training for Corrections Officers (July 1989 to June 1999) .....12
- New Jersey Basic Training for Corrections Officers (July 2000 to Present) .....18
- New Jersey Juvenile Justice Corrections Officer Training (1996 to Present) .....12
- New Jersey Municipal Basic Course for Police Officers (January 2000 to Present) .....24
- New Jersey State Police Basic Course for Police Officers (January 2000 to Present) .....34
- New Jersey State Police In-Service Training (January 2000 to Present) .....up to 32
- Pennsylvania Police Academy Training (1988 to Present) .....15
- PSE&G Apprentice Training .....up to 45

Thomas Edison State College has evaluated the following training and apprenticeship programs for credit:

- Apprentice Division Mechanic .....8
- Apprentice Substation Operator .....12
- Apprentice Service Dispatcher .....5
- Apprentice Substation Mechanic .....9
- Apprentice Relay Technician.....9
- Apprentice Engineering Technician .....3
- Apprentice Meter Technician .....6
- Apprentice Lineman/Linewoman .....8
- Apprentice Street Mechanic .....2
- Apprentice Service Technician .....15

- Federal Emergency Management Agency (FEMA) Emergency Management  
Institute selected Independent Study Program Courses .....1 to 25
- West Point Command and Leadership.....6

# Credit recommendations made by the American Council on Education (ACE).

## Licenses and Certificates Honored (continued)

### 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

## Programs Recommended for College Credit by the American Council on Education (ACE)

### Credits from American Council on Education (ACE) Evaluations

Thomas Edison State College will accept the recommendations of the American Council on Education (ACE), for courses completed through business, industry, government and special organizations. These recommendations may be found at [www.acenet.edu/nationalguide/](http://www.acenet.edu/nationalguide/).

Thomas Edison State College also will accept the recommendations of the American Council on Education (ACE) for examinations as listed in the *Guide to Educational Credit by Examinations*, 1981 edition and subsequent editions. The maximum credit award for ACE recommended credit is 90 credits for the baccalaureate degree and 45 credits for the associate degree.

### Corporate and Business Training Programs

#### How to Earn College Credit for Education and Training Courses

Students may be able to earn credit for courses taken at the workplace; through union, governmental or professional associations; or through specialized training programs. Students should first check whether the courses they have completed have been evaluated by the College Credit Recommendation Service (CREDIT) of the American Council on Education (ACE).

The College Credit Recommendation Service is a program through which company and other noncollegiate courses are evaluated by a team of college professors. The evaluating team determines whether such courses are college-level and, if they are, the team then recommends appropriate academic credit for each course. College credit recommendations resulting from these evaluations are published online at the ACE National Guide to College Credit for Workforce Training at [www.acenet.edu/nationalguide/](http://www.acenet.edu/nationalguide/). To contact the American Council on Education regarding courses evaluated by the College Credit Recommendation Service, call (866) 205-6267, (202) 939-9434 or

(202) 939-9470, or e-mail [credit@ace.nche.edu](mailto:credit@ace.nche.edu). The mailing address is: American Council on Education, College Credit Recommendation Service (CREDIT), One Dupont Circle, NW, Washington, DC 20036-1193. The Web site address is: [www.acenet.edu](http://www.acenet.edu).

Similar evaluations are conducted by the Board of Regents of the University of the State of New York under the program title, The National Program on Noncollegiate Sponsored Instruction. These credit recommendations and descriptions are published online at <http://www.nationalponsi.org>. To contact the National PONSI Program office, call (518) 486-2070 or e-mail [NATPONSI@Mail.NYSED.gov](mailto:NATPONSI@Mail.NYSED.gov). The mailing address is: The National Program on Noncollegiate Sponsored Instruction, The University of the State of New York, Education Building Addition, Room 975, 89 Washington Ave., Albany, NY 12234.

Students may use these credit recommendations toward their degree at Thomas Edison State College if they successfully complete the course(s) during the timeframe of the credit recommendation, e.g., January 2000 – present means that anyone taking the course in this timeframe would be eligible for the credit recommendation. At Thomas Edison State College, courses may be accepted into any part of the degree, including the area of study, as long as they are appropriate and do not exceed the limitation of transferable courses from any one source.

To see if courses taken have been recommended for credit:

1. Go to the ACE Web site at [www.acenet.edu/nationalguide/](http://www.acenet.edu/nationalguide/).

Students may also want to check with their human resources or training office at work, or the office where they have taken professional or training courses.

2. If you know your organization had courses evaluated by ACE College Credit Recommendation Service, but are not on the list or on the ACE Web site, please call the ACE Call Center at (866) 205-6267, (202) 939-9434 or (202)939-9470.

#### How to Convert American Council on Education (ACE) Credit Recommendations into College Credit

To be awarded college credit for the ACE credit recommendations, students must first establish a record of these courses with the ACE Registry in Washington, D.C. This may be done in one of two ways: access the ACE online Transcript System at <https://www.acenet.edu/transcripts> or contact the ACE Call Center at (866) 205-6267, (202) 939-9434 or (202) 939-9470 to request a student registration packet.



Once a record is established, request an ACE transcript to be sent to the College.

### **How To Initiate a Thomas Edison State College Transcript**

If you are not a degree seeking student at Thomas Edison State College and wish to have your credit recommendations placed on a Thomas Edison State College transcript, you must:

1. Establish your record at the ACE Registry (see paragraph above) and request an ACE transcript be sent to Thomas Edison State College.
2. Complete and submit the Nondegree Services Application with the required fee. This application is located on the College Web site at [http://www.tesc.edu/files/nondegreesserviceapp\(1\).pdf](http://www.tesc.edu/files/nondegreesserviceapp(1).pdf), or call the Office of Admissions at (888) 442-8372 or via e-mail at [info@tesc.edu](mailto:info@tesc.edu) to request a Nondegree Services Application be mailed to you.

### **If Courses Have Not Been Evaluated, You May Consider Prior Learning Assessment (PLA)**

If the courses completed have not been evaluated by College Credit Recommendation Service but students want to capitalize on the learning, they should consider Prior Learning Assessment (PLA). PLA helps students define and demonstrate both their formal and informal college-level learning in terms of college courses. (See the Prior Learning Assessment (PLA) section of this Thomas Edison State College *Catalog* on Page 102.)

### **If You Have Questions or Need Assistance with College Credit Recommendation Service Courses**

contact Thomas Edison State College's Office of Admissions at (888) 442-8372 or (609) 633-6271, or e-mail the College at [admissions@tesc.edu](mailto:admissions@tesc.edu).

### **Center for Academic Program Reviews**

The Center for Academic Program Reviews was established to coordinate the academic review of specific courses, licenses, certificates or exams to determine college-level learning.

An Academic Program Review (APR) can result in an award of college credit for training/education courses, certifications, licenses or registries.

The Center for Academic Reviews works with corporations, government agencies, career schools and professional associations that are interested in establishing an academic partnership with Thomas Edison State College.

## **Degree Completion Options Through Other Institutions**

Several of Thomas Edison State College's degree programs require course work that must be completed through other institutions or Prior Learning Assessment (PLA). Students should read the specific information for earning credit in their chosen area of study to determine how to fulfill the individual degree requirements.

While most students are encouraged to utilize Thomas Edison State College methods of earning credit, they may select distance learning or classroom-based courses from a number of other institutions. Such institutions must be regionally accredited, and the courses selected must satisfy Thomas Edison State College degree requirements. It is the student's responsibility to ensure that courses taken through other institutions meet his/her degree requirements at Thomas Edison State College.

Thomas Edison State College allows students to make use of a number of independent study and distance education courses that are offered by regionally accredited colleges and universities throughout the United States. Students may make arrangements with the College's Office of Test Administration to have their independent study and distance education course examinations proctored by Thomas Edison State College.

Students also may attend regionally accredited colleges in their own communities, transferring credits they earn to their Thomas Edison State College degree program.

# UNDERGRADUATE

## ACADEMIC POLICIES

### Undergraduate Admissions Policy

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

Those students best served by this institution are strongly motivated adult learners who have, 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 may include competencies developed through jobs, professions or careers; previous noncollegiate post-secondary education; formal learning experiences acquired in business, labor, military and leisure activities; and 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 required to be at least 21 years of age (unless participating in a special College program) and to possess a U.S. 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 VII of the Civil Rights Act of 1964, Title XII of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Educational Rights and Privacy Act of 1974 and other applicable laws and regulations.

### New Jersey Transfer and Acceptance Policy

(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 col-

lege or Thomas Edison State College. This policy applies to Thomas Edison State College 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 they impose upon any transfer student. Acceptability for admission and acceptance of credits shall be at the discretion of the state college.

**C. Graduates and nongraduates of Associate in Applied Science programs.** State colleges may admit graduates or nongraduates of applied science programs and decide on the transferability of credits at their discretion.

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

### Degree Requirements

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

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

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

- ▶ Bachelor of Science in Health Sciences (BSHeS)
- ▶ 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.

- ▶ Bachelor of Science in Applied Science and Technology (BSAST)
- ▶ Bachelor of Science in Business Administration (BSBA)
- ▶ Bachelor of Science in Organizational Leadership (BSOL)
- ▶ Associate in Science in Applied Science and Technology (ASAST)

### Sequential Course Work

With the exception of English Composition I and II, if a student has successfully completed a second course of sequential courses, he/she does not have to complete the first course. Please note that the reference to “sequential courses” means that knowledge of the second course is reliant on knowledge of the first course such as Calculus I and II. Students do, however, have to complete the minimum number of credits in each area to fulfill graduation requirements.

### Course Repeat Policy

Students may repeat, without limitation, a course for the purpose of raising the course grade. Only the highest grade will be calculated in the GPA. All passing grades will appear on the official transcript.

Students must also adhere to any repeat policy standards established by their school or specific method of earning credit.

### Duplication of Credit

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

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.

### Evaluation of Transcripts and Credentials

After students apply, the College will evaluate all official documents and notify applicants of the credits accepted by the College. Evaluation may be done for one associate and one baccalaureate degree at the same time. Applicants 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, applicants will be asked to submit additional information such as a course syllabus or outline.

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

A review for acceptance of credits will be made each time enrolled students submit new credentials from other colleges and programs to the Office of the Registrar.

### Thomas Edison State College Transcripts

All credits evaluated by the College will appear on the transcript.

If a student repeats a course for a better grade after this point, the course with the better grade may 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 and year completed.

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

Thomas Edison State College credits will be identified by the title of the course, credits, grade and term completed. Courses with a grade of F, W (Withdrawn), IF (Incomplete Failure), NC (No Credit) or E (Extension) will not be transcribed.

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

Examples of such assessments include the American Council on Education's (ACE) College Credit Recommendation Service and military training programs.

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

(Note: Thomas Edison State College expects to implement the policies on the transcript format changes and the grade point average that are published in this *Catalog* during the first half of the 2008-2009 academic year. Please check [www.tesc.edu](http://www.tesc.edu) for updates regarding a specific implementation date.)

## Procedure for Having Official Documentation Submitted

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*, standardized tests and examinations. Documents not included above should be retained by a student until after enrollment for possible submission if Prior Learning Assessment (PLA) is attempted.

1. Transcripts from all regionally accredited colleges that were attended must be sent by the college attended directly to the Office of the Registrar at 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. A transcript from their diploma program in nursing must be submitted by RNs if applying to the BSN degree program.
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 Office of the Registrar. Military personnel in the Army, Navy and Marines should submit an AARTs or SMART transcript. Coast Guard and Army National Guard members should have an official transcript forwarded from their respective institutes. College transcripts will be accepted (if available) directly from a Military Education Office. For details, refer to the Military Training Programs and Schools section of this *Catalog*.

3. Training programs reviewed and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service must be submitted on an ACE Registry transcript. To have an ACE transcript sent to the College, call (202) 939-9434 or e-mail [creditatace@nce.edu](mailto:creditatace@nce.edu).
4. Official transcripts for any completed college-level examinations must be mailed to the Office of the Registrar by the organization responsible for the tests.
5. The College will accept credit recommendations from the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Educational Credential Evaluators, Inc. (ECE), World Educational Services, Inc. (WES) and Educational Perspectives, nfp. (EP). An enrolled student may transfer a maximum of 90 credits from international institutions. Foreign students in the United States on student (F-1) visas may use all methods available to U.S. students for completing their degree requirements. See Page 111 for more information.
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. In certain circumstances Thomas Edison State College will accept the certification of a commissioned officer in the United States armed forces in lieu of a notary public's signature. See [www.tesc.edu](http://www.tesc.edu) for specific instructions if you wish to submit documents certified by a commissioned officer.

## Certification of Good Academic and Financial Standing

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

dean of the school in which the student is enrolled.

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

## International Student Policies

### American-Earned Credits

International students with college-level learning assessed from another country must complete at least 30 additional U.S. college credits and meet all the area of study or concentration degree requirements to obtain a Thomas Edison State College baccalaureate degree, and at least 15 additional U.S. college credits to earn an associate degree. All other conditions that apply to local students will apply to international students as well.

### Eligibility

Foreign citizens interested in becoming undergraduate students will be eligible for enrollment if they have, at a minimum, scored 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based 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 official scores sent to Thomas Edison State College by the Educational Testing Service (ETS). For information on TOEFL, write to TOEFL, Box 2877, Princeton, NJ 08541-2877, USA.

Thomas Edison State College recognizes the 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 consider their higher education options before enrolling with the College.

Non-United States citizens who are residing outside the United States should be aware of the limitations and restrictions on services available to students.

### Apostille Certifications

An Apostille is a form of authentication appropriate to countries which have signed the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents.

Thomas Edison State College will honor requests for Apostille certifications. The process requires the College to prepare the transcript, diploma or letter certifying graduation, and submit the notarized documents

to the state of New Jersey for authentication. When the Apostille is received back from the state of New Jersey, the College forwards the package on to the student.

The state of New Jersey charges \$25 to authenticate the Apostille. (Additional charges will also be assessed by the College for specifically requested documents.) Payment of all fees, to the state and to the College, associated with the Apostille must be made in U.S. dollars by international money order or personal check drawn from a U.S. Bank.

Please send signed written requests for an Apostille to:

**Thomas Edison State College  
Office of the Registrar  
Attn: Apostille Request  
101 W. State St.  
Trenton NJ 08608-1176**

Requests must include the following:

- ▶ The student's contact information.
- ▶ A clear statement of the document for which the Apostille authentication is required, the country to which it will be sent and the purpose of the Apostille.
- ▶ If the College is providing documents for authentication (official transcripts, diploma copies, or letters certifying graduation) clearly state the information to be included in the document.
- ▶ An international money order or personal check (drawn from a United States bank) payable to "The State of New Jersey" in the amount of \$25.
- ▶ A separate international money order or personal check (drawn from a United States bank) payable to "Thomas Edison State College" for the required amount in accordance with our current fee schedule. (Currently the college charges \$5 for each official transcript and \$35 for each duplicate diploma requested.)
- ▶ A self-addressed return envelope so that these documents may be returned directly to the student once they have been processed.

Preparing an Apostille requires coordination with other state agencies. The entire process takes approximately three to four weeks from the date the College receives all information and required documentation. Please be aware that the absence of any of the requested information will delay the Apostille process.

## International Credit Policy

### Testing

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

United States and international citizens living abroad (both enrolled and nonenrolled) may request approval to register for TECEP® examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison State College. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Students requesting approval must also submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering for the examination if English is not the official language of their country of citizenship. Examinations are mailed via overnight express service, and students are responsible for all mailing costs and proctoring fees. Thomas Edison State College reserves the right to approve the proctoring arrangement.

### Prior Learning Assessment (PLA)

United States and international citizens living abroad (both enrolled and nonenrolled) will be given consideration for PLA. These students must submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering for PLA if English is not the official language of their country of citizenship; have completed 24 college-level credits prior to the time of application, at least 6 credits of which are in English composition; and have a thorough understanding of the additional time and costs associated with this process (postage, phone calls, etc.).

### Guided Study, Online Courses, e-Pack® Courses

American citizens and international students residing outside of the continental United States are restricted to enrolling in Guided Study, online courses or e-Pack® courses. Prior to registering, students must first secure special approval. Such approval is usually based on the student's ability to arrange for proctored test administration approved by Thomas Edison State College and the willingness to absorb additional costs for sending course and examination materials. All tests must be proctored by a full-time faculty member or an aca-

ademic dean at an approved American university abroad, or with an approved DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Prior to registering for a Guided Study course, online course or e-Pack® course, students living outside the United States must contact the Office of Test Administration to have a test proctor approved. Students are responsible for all mailing or other transport costs and proctoring fees. *Military and diplomatic personnel and their families who have APO/FPO addresses are exempt from this restriction.* United States military personnel are expected to take examinations through the education officer at a military base.

### Transfer Credit

An enrolled student may transfer a maximum of 90 credits from international 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.

### International Credit Evaluations

The College will accept credit recommendations from a required course-by-course evaluation completed by any of the following agencies:

- ▶ American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
International Education Services  
One DuPont Circle, NW  
Suite 520  
Washington, D.C. 20036-1135  
(202) 296-3359  
[www.aacrao.org/international/](http://www.aacrao.org/international/)
- ▶ Educational Credential Evaluators, Inc. (ECE)  
P.O. Box 514070  
Milwaukee, WI 53203-3470  
(414) 289-3400  
[www.ece.org](http://www.ece.org)
- ▶ World Educational Services, Inc. (WES)  
P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
(212) 966-6311  
[www.wes.org](http://www.wes.org)
- ▶ Educational Perspectives, nfp. (EP)  
P.O. Box 618056  
Chicago, IL 60661-8056  
(312) 421-9300  
[www.edperspective.org](http://www.edperspective.org)

All costs associated with the international credit evaluation are the responsibility of the student. The College reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. There will be no mixing or matching of evaluations. An enrolled student may transfer a maximum of 90 credits from international 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.

### **Application and Enrollment Procedure for International Students**

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); and
3. a TOEFL score report sent directly to Thomas Edison State College from the Educational Testing Service.

To enroll in Thomas Edison State College, pay the Comprehensive Tuition Plan or the Enrolled Options Plan and Technology Services Fee. After enrollment, 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 State College. 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 State College 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.

## **Enrollment**

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

Students enrolled in Thomas Edison State College through contractual and military agreements [i.e., Corporate Choice®, eArmyU, Military Degree Completion Program (MDCP), Navy College Program, and the University of Medicine and Dentistry of New Jersey (UMDNJ) joint degree program], must demonstrate academic activity by attempting a minimum of 3 semester hour credits over the course of the 12 month period for which they are enrolled. For example, a student whose course or other credit earning option began on Sept. 1, 2008, must register for another 3-credit course before Sept. 1, 2009, to be considered an enrolled Thomas Edison State College student for the following year. Students who do not attempt 3 credits in an academic year will be deemed “Inactive.”

“Inactive” students (those who were previously enrolled in the College but who have not demonstrated academic progress as above) can reactivate their enrollment in one of two ways:

- a. Pay a \$75 reactivation fee and enroll in a course or other credit earning option. Students who choose this route will be governed by the academic policies in place at the time of their reactivated enrollment.
- b. Pay the \$75 reactivation fee and provide transcripts demonstrating academic progress (i.e., that they have attempted at least 3 credits) for each 12 month period whose anniversary is the date on which their most recently attempted Thomas Edison State College course or other credit earning option began. Students who choose this route will be governed by the academic policies in place at the time of their original enrollment with the College.

When students have received the Academic Program Evaluation showing how credits will apply to their degree program, they are urged to proceed with program planning and contact the Advisement Center, (888) 442-8372. The services of this Center are explained in full in the section, “Academic Advisement” (see Page 10 of this *Catalog*).

Should it become necessary to temporarily “stop-out,” students are urged to officially request a Leave of Absence from the College at the end of their enrollment year. An explanation of this policy may be found under the heading, “Leave of Absence and Readmission” (see Page 128 of this *Catalog*).

Note: Students are considered enrolled in the School of Nursing when they pay the appropriate fees and submit the documents required for admission. Enrollment continues as long as at least 3 credits are earned in each 12-month period.

## Catalog Currency

Students must use the Thomas Edison State College *Catalog* that is in effect on the date of enrollment to determine graduation requirements. However, if students change their degree program or allow their enrollment to lapse; necessary graduation requirements will be required as listed in the *Catalog* in effect at the time the official change or re-enrollment is recorded in the Office of the Registrar.

## Credit Banking

Credit Banking is available to individuals who wish to document college-level military experience, licenses, college proficiency examinations and college-level corporate training programs. To apply for Credit Banking, complete a Nondegree Services Application, which may be accessed on the College Web site at [www.tesc.edu](http://www.tesc.edu) or request that a copy be mailed to you by calling the Office of Admissions toll free at (888) 442-8372.

The Credit Banking application fee entitles students to transcription services for one year. Students are advised that credits transcribed under the Credit Banking program may or may not apply to a degree program at Thomas Edison State College 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 will not be transcribed in cases of obvious or apparent duplication or for courses deemed to be developmental.

Credit Banking students who later decide to enroll at Thomas Edison State College should file an application for admission and submit the appropriate fees. At that time all credits will be reviewed for acceptance in the degree and the student will be informed as to which credits are appropriate for the specific degree. Credit Banking is not available for foreign credentials nor is credit given for courses taught.

## Change of Records

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

## Keeping Records Current

A student’s demographic information should be kept current at all times. Such information can only be changed on the written request of the student. Students are responsible for updating their information on iTESC® or by notifying the Office of the Registrar of changes in the following: name, address (including county), employment, e-mail address, telephone and/or degree.

## Change of Program/ Degree Status

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

Students are required to request change of degree or an area of study/concentration/option in writing. Such requests should be addressed to the Advisement Center. A form for this purpose is included in the *Program Planning Handbook*.

## Score Reports

TECEP® examination results are not awarded a letter grade. They are transcribed on a pass/fail basis only and therefore are not calculated into the student’s GPA. Further information about TECEP® examinations can be found at [www.tesc.edu/701.php](http://www.tesc.edu/701.php). After testing, students will receive a score that indicates whether or not they passed. Please note that TECEP® examination results may not be given out over the telephone or via e-mail. This is in keeping with the Family Educational Rights and Privacy Act of 1974.

## Transcript Fee

This fee is charged for each transcript (official or student copy) that a student requests be issued and released. This fee will be used to defray the cost involved in the issuance of each transcript.

## Refund Policy

Enrollment Tuitions: If a student requests a refund to terminate enrollment within 30 days after the payment was received, 50 percent of the enrollment tuition may



be refunded. All requests for refunds must be submitted in writing to the Office of the Registrar. See the *Registration Bulletin* for the course tuition refund policy.

## Nonrefundable Tuition and Fees

The following tuition and fees are nonrefundable: application, graduation, course extension, late registration for courses, Credit Banking, TECEP® registration and transcripts.

## Nonenrolled Students

Nonenrolled students use services at the College and pay for them on a per-service fee basis. Nonenrolled students may take Thomas Edison State College courses, TECEP® examinations and Prior Learning Assessment (PLA) by paying for each on an individual basis. However, they are not eligible for any degree until they become an enrolled student by paying the Comprehensive Tuition, the Annual Enrollment Tuition or the School of Nursing Tuition. The College also offers nondegree services such as Credit Banking.

## Military Fees

A separate tuition and fees schedule is provided to students in the military. Note: Active-duty military personnel who enroll in the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP) or nursing programs will pay the respective tuition rates. Regardless of residency, full-time active duty military personnel and their dependents have the option to pay New Jersey residency tuition and fees.

## Undergraduate Tuition and Fee Definitions

The tuition and fees are adjusted on July 1 each year. Information on tuition and fees is available to students through the College Web site at [www.tesc.edu](http://www.tesc.edu) or through the College's *Guide to Tuition and Fees* brochure. Information on graduate tuition and fees is available in the *Graduate Prospectus* and on the College Web site.

Tuition and fees are subject to change without prior notice.

## Application Fee

This nonrefundable fee and a completed application establish the applicant's file. The Application Fee extends for six months from the date of application. Applicants who do not enroll during this period of eligibility will have to reapply to the College before enrolling.

## Comprehensive Tuition Plan

The Comprehensive Tuition Plan allows students to pay one convenient tuition each year they are enrolled and includes tuition for up to 36 credits of Thomas Edison State College courses (Guided Study, online courses, and e-Pack® courses) as well as TECEP® examinations and Prior Learning Assessment (PLA).

This tuition covers all administrative costs associated with a Thomas Edison State College education except the Graduation Fee, Course Extension Fee, TECEP® Rescheduling Fee, Transcript Fee, Late Course Registration Fee and Took Final Exam After Term End Fee or textbooks. Students may take up to 12 credits per term for a maximum of 36 course credits a year. All audiotapes and videotapes associated with various courses are also covered in the tuition although a refundable deposit is required of students ordering the materials from MBS Direct, the College's textbook supplier. (See the College's *Registration Bulletin* for details or go to <http://direct.mbsbooks.com/tesc.htm>.)

## Enrolled Options Plan

Some undergraduate students may not require the full complement of credit-earning options and student services covered under the Comprehensive Tuition Plan. For those students who want or need to choose only certain components of the plan, the College offers the Enrolled Options Plan. With this option, students are required to pay the Annual Enrollment Tuition and the Technology Services Fee. Payment of this tuition component entitles students to a full year of College services, including academic advisement and program planning. The initial payment of this tuition provides students with a complete review of all the academic credentials they present to the College upon application. This evaluation will be the basis for the student's program plan and student advisement services. Students may then choose what College credit-earning methods they require and will be charged for each option.

## Technology Services Fee

This fee provides for the student services that are delivered through technologies and supports the maintenance and replacement of electronic hardware used to deliver these services. *Unless they choose the Comprehensive Tuition alternative, students must pay the fee along with the Annual Enrollment Tuition before they can receive College services.*

## Credential Review Fee for BSN Degree Students

The Credential Review Fee is a one-time fee paid to enroll in the Bachelor of Science in Nursing (BSN) degree program, rather than paying the Comprehensive Tuition or Annual Enrollment Tuition. (A separate tuition and fee schedule is provided to students in the School of Nursing. Note: Active duty military personnel who enroll in the School of Nursing will pay the nursing program tuition rate.) Visit [www.tesc.edu/1674.php](http://www.tesc.edu/1674.php) to view the School of Nursing Tuition and Fees Schedule.

## Late Re-Enrollment Fees

A late fee is charged if a student does not pay the Comprehensive Tuition or Annual Enrollment Tuition within 30 days of his/her anniversary date. A student's anniversary date is the first year date that payment of either the Comprehensive Tuition or Annual Enrollment Tuition is received by the College. If a student does not re-enroll within 90 days of his/her anniversary date, he/she will have to reapply and pay all first-time student fees.

## Graduation Fee

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

## Leave of Absence and Readmission

### Leave of Absence

If it is necessary for an enrolled student to "stop out" at the end of his/her enrollment year, it is to the student's advantage to request an official Leave of Absence from the College. A student may request a Leave of Absence from the College for a one-year period by filling out the Leave of Absence Form and returning it to the Office of the Bursar with the processing fee. The request may also be made in writing if the student does not have the form. It is to a student's advantage to wait until the enrollment fee is ready to expire before requesting a Leave of Absence (LOA) as the enrollment fee is due again upon returning from LOA. Requesting an LOA does not entitle a student to an enrollment fee refund, nor does it freeze a student's year of service.

The Leave of Absence should be requested if the student does not plan, for any reason, to pay the Annual Enrollment Tuition. Being on a leave of absence from your degree program does NOT automatically withdraw you from your course enrollments. If you are currently enrolled in Thomas Edison State College courses,

TECEP® examinations or portfolios, you must continue to work on them and adhere to all deadlines. If you are unable to continue with your courses, TECEP® examinations or portfolios, you must withdraw from them in accordance with the instructions given in your materials in addition to filing for a leave of absence.

A student who requests a Leave of Absence may, within one year, become active by notifying the Office of the Bursar, paying the appropriate enrollment fees and completing the degree requirements for the year of his/her enrollment.

### Readmission

Applicants who do not enroll by paying the Annual Enrollment Tuition during the six-month period from the date of application must reapply by paying the Application Fee again and resubmitting all documents.

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

Students returning to the School of Nursing from Leave of Absence will need to submit the Re-enrollment From Leave of Absence Form with appropriate fees.

Students returning to the School of Nursing from Inactive Status will need to submit the Re-enrollment from Inactive Form with appropriate fees.

### Readmission of Thomas Edison State College Graduates

Graduates of the College who return for a second degree must fill out an application for admission and pay only the current Annual Enrollment Tuition and technology fee.

### Degree Requirements for Returning Students

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

Enrolled students who do not officially request a Leave of Absence from the College and re-enroll will be required to complete the degree requirements in accordance with academic policies in effect at the time of re-enrollment.

## Two Areas of Study Within One Degree

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

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

## Award of Degrees

### First Associate Degree

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

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

### First Baccalaureate Degree

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

If a student has completed a graduate degree and applies for a baccalaureate degree, he/she must complete a minimum of 30 credits beyond credits completed on the date of all prior degrees awarded. The student must also meet all the requirements specific to the degree. Course work used to fulfill requirements for a previous advanced or professional degree may not be used to fulfill requirements for the first baccalaureate degree area of study.

### Second Associate and Baccalaureate Degree

The following criteria are for students who have received one associate degree at Thomas Edison State College or another regionally accredited institution and wish to earn a second associate degree, or if they have received one baccalaureate degree at Thomas Edison State College or another regionally accredited institution and wish to earn a second baccalaureate degree:

1. Students must complete a minimum of 15 additional credits for a second associate degree and 30 additional credits for a second baccalaureate

degree beyond the date all prior degrees were completed.

2. Students must select an option which is significantly different from their previous degree(s).
3. Students must complete all requirements for the degree as listed in the current Thomas Edison State College *Catalog*.
4. Course work used to fulfill requirements for a previous associate degree major or any other undergraduate, advanced or professional degrees may not be used to fulfill requirements for the second associate degree option or a second baccalaureate degree area of study. The College will not award a third baccalaureate degree.

## ACADEMIC POLICIES

Students in the School of Nursing should refer to the policies that pertain to them in the School of Nursing section of the *College Catalog*.

### Academic Probation

Candidates who fall below a 3.0 average will be placed on academic probation.

### Admissions

Admission to the program is competitive and based on a quantitative and qualitative assessment. Students are assessed according to the following:

- ▶ Candidates must have three to five years of appropriate experience. MSHRM applicants should have at least three years of exempt-level experience. MSM applicants should have managerial or supervisory experience. MALS candidates should have professional, managerial or significant volunteer experience. MAEdL candidates must have three years teaching experience and appropriate educational/instructional certification.
- ▶ Candidates must have an earned undergraduate degree from a regionally accredited college or university in the United States or from a recognized foreign institution.
- ▶ Foreign students must submit TOEFL scores of at least 550 for the written exam, 213 for the computer exam or 79 on the Internet-based exam.
- ▶ Candidates must submit an official transcript from the college or university where their undergraduate degree was earned.
- ▶ Candidates must complete the essay portion of the application.
- ▶ Candidates must submit at least two Letters of Recommendation from individuals able to attest to their ability to complete a graduate degree. At least one should be from a person who has supervised the applicant.
- ▶ Candidates must submit a recent resume.
- ▶ Candidates are required to have the following basic computer skills: ability to access the Internet and experience with/knowledge about sending e-mail.

The Admissions Committee reviews the application to assess the fit between the program and the applicant's goals, the appropriateness of the applicant's experience and the applicant's potential for success.

The College maintains sole discretion for determining those students who would benefit appropriately from the learning and educational processes of the institution. Conversely, the College maintains sole discretion for determining those students who would not benefit appropriately from the learning and educational processes of the institution.

### Residency Requirements

Students are not required to live in New Jersey to enroll in Graduate Programs at Thomas Edison State College.

### Enrollment

Graduate students are considered "enrolled" when they have been accepted into the graduate program and have registered for their first course.

a. Date of Enrollment. The date of enrollment is defined as the first day of class for the first semester they start taking courses as a matriculated student. As long as students continue to take courses, they are enrolled. This status may change if they become inactive or take a leave of absence.

b. Catalog in Effect. Graduate students must use the catalog that was in effect on the date of enrollment to determine graduation requirements. If students become inactive and re-enroll, graduation requirements will be those listed in the catalog in effect at the time of re-enrollment.

c. Time Frame for Completion. Students enrolling in a graduate program at Thomas Edison State College are expected to complete the program within two years, but may, at the discretion of the director of the Office of Graduate Studies, take up to seven years from the date of first enrollment. To go beyond this time frame, students must petition the Office of Graduate Studies in writing. Additional course work may be required to authenticate currency of knowledge.

d. Deferred Enrollment. A graduate student who has been accepted may defer enrollment for one term. This request for deferment must be done in writing.

### **Graduate Transfer Policy**

In addition to graduate credit earned through Thomas Edison State College methods, students in a graduate program at the College may transfer graduate-level credit in the following ways:

- ▶ Graduate credits previously earned at other regionally accredited colleges or universities;
- ▶ Courses that have been evaluated by American Council on Education (ACE) and recommended for graduate credit; and
- ▶ Military service schools that have been evaluated by the ACE Office of Educational Credit and Credentials and recommended for graduate credit.

Transfer credit meeting the criteria may be used to meet core and elective graduate program requirements. The grade received for a transfer course must be a B or better. When the grade received is P for Pass or CR for Credit, the sending institution must equate it to a B or better. Students may transfer up to 12 credits. Transferred graduate credits that were earned seven or more years prior to the student's enrollment date may not be applied to the degree without permission of the appropriate school dean.

### **Auditing Graduate Courses**

Graduate courses at Thomas Edison State College may be audited. A student wishing to audit a graduate course(s) must make his/her intentions clear in writing to the Office of Graduate Studies prior to registering. Students will register and pay the full tuition. A grade of AU will be awarded.

### **Bachelor's to Master's Policy**

Undergraduate students who have earned at least 99 transcribed credits at a regionally accredited college or university may apply for conditional admission to the Thomas Edison State College graduate program of their choice. Conditional acceptance provides the opportunity for a student to earn up to 9 graduate credits to meet requirements for both the baccalaureate and master's degrees. Conditional acceptance does not guarantee official admission to Thomas Edison State College graduate programs. Official admission is contingent upon completing an undergraduate program at a regionally accredited college or university and meeting all graduate program admission requirements.

### **Course Extension**

Students may apply for a course extension by submitting the appropriate form prior to the last day of the term.

# Thomas Edison State College Undergraduate Courses

Most of the courses listed below are offered as both Guided Study and online courses. Some are also offered as e-Pack® courses. To check delivery methods and read descriptions, please see the current *Registration Bulletin*, or check the Web site at [www.tesc.edu](http://www.tesc.edu).

## **BUSINESS AND MANAGEMENT**

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ACC-101.....Principles of Financial Accounting  
ACC-102.....Principles of Managerial Accounting  
ACC-201.....Intermediate Accounting I  
ACC-202.....Intermediate Accounting II  
ACC-303.....Cost Accounting  
ACC-401.....Advanced Accounting  
ACC-411.....Auditing  
ACC-421.....Federal Income Taxation  
BUE-101.....Personal Finance for 2000  
and Beyond  
BUS-101.....Introduction to Business  
BUS-161.....Business Mathematics  
BUS-421.....Business Policy  
CIS-107.....Computer Concepts and  
Applications  
CIS-301.....Management Information Systems  
CIS-351.....Software Engineering  
FIN-301.....Principles of Finance  
LAW-201.....Business Law  
MAN-230.....Introduction to Entrepreneurship  
MAN-301.....Principles of Management  
MAN-311.....Organizational Behavior\*  
MAN-331.....Human Resources Management  
MAN-372.....International Management  
MAN-373.....Managerial Communications  
MAN-376.....Leadership Communication  
MAN-415.....Change Management  
MAN-425.....Advanced Organizational  
Management  
MAN-432.....Small Business Management  
MAN-435.....Project Management  
MAR-301.....Introduction to Marketing  
MAR-306.....Creating and Implementing the  
Electronic Enterprise

MAR-310.....Principles of Sales  
MAR-335.....New Product Development  
and Marketing  
MAR-441.....Marketing with Electronic Media  
MAR 479.....Applied Marketing Practices  
OPM-301.....Introduction to Operations  
Management  
OPM-411.....Total Quality Management  
OPM-415.....Logistics  
OPM-420.....Supply Chain Management

## **ELECTRICAL/ELECTRONIC**

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CTR-211.....Electronic Instrumentation  
and Control  
CTR-212.....Programmable Logic Controllers  
ELE-211.....DC Circuits  
ELE-212.....AC Circuits

## **ENERGY UTILITY TECHNOLOGY**

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EGM-211.....Statics  
EUT-302.....Gas Combustion  
EUT-309.....Gas Distribution  
EUT-401.....Regulatory Policy and Procedure  
EUT-402.....Applied Economic Analysis  
EUT-403.....Safety Management

## **HUMAN SERVICES**

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FIT-190.....First Aid, CPR, Safety  
FIT-211.....Kinesiology  
FIT-230.....Individual Assessment of  
Fitness and Wellness  
FIT-250.....Principles and Programs of  
Fitness and Wellness  
FIT-280.....Exercise and Nutrition for  
Special Populations  
HEA-305.....Women's Health

\* This may be classified as either business or social sciences, depending on the degree program requirements.

## **HUMANITIES**

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ART-100.....A World of Art  
ART-166.....History of Western Art I  
ART-167.....History of Western Art II  
COM-120.....Introduction to Mass  
                  Communications I  
COM-121.....Introduction to Mass  
                  Communications II  
COM-209.....Public Speaking  
COM-335.....Elements of Intercultural  
                  Communication  
ENG-201.....Technical Writing  
ENG-298.....Jane Austen: Pride and Prejudice  
ENG-393.....One Writer's Vision: Jane Austen  
FIL-110.....American Cinema  
HLS-355.....Critical Thinking for  
                  Homeland Security  
HUM-101.....Humanities I  
HUM-102.....Humanities II  
JOU-352.....News Writing  
LIT-111.....American Literature I  
LIT-112.....American Literature II  
LIT-202.....Literary Roots of Western Culture  
LIT-221.....Introduction to Children's Literature  
LIT-291.....Analysis and Interpretation  
                  of Literature  
LIT-301.....Advanced American Literature I  
LIT-302.....Advanced American Literature II  
LIT-331.....African Encounters  
PHI-286.....Contemporary Ethics  
PHI-384.....Ethics and the  
                  Business Professional  
PHO-101.....Introduction to Photography  
REL-275.....Introduction to Islam  
REL-405.....Introduction to World Religions  
REL-406.....Eastern Religions  
REL-407.....Western Religions  
SPA-101.....Elementary Spanish I  
SPA-102.....Elementary Spanish II  
SPA-103.....Elementary Spanish III

## **LEADERSHIP**

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LDR-305.....Foundations of Leadership  
LDR-324.....Leaders in History  
LDR-345.....Theories of Leadership  
LDR-419.....Nonprofit Leadership  
LDR-422.....Leadership in a Global  
                  Environment  
LDR-435.....Leadership Practicum

## **NATURAL SCIENCES/MATHEMATICS**

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AST-101.....Introductory Astronomy  
BIO-101.....Introductory Biology  
BIO-208.....The Science of Nutrition  
CHE-101.....Survey of Chemistry  
CHE-111.....General Chemistry I  
CHE-112.....General Chemistry II  
COS-101.....Introduction to Computers  
COS-116.....C Programming  
COS-213.....C++ Programming  
COS-231.....Assembly Language  
COS-241.....Data Structures  
COS-330.....Computer Architecture  
COS-352.....Operating Systems  
COS-451.....Artificial Intelligence  
EAS-101.....General Earth Science  
ENS-314.....Global Environmental Change  
GEO-151.....Physical Geology  
GER-412.....Biological Aspects of Aging  
MAT-105.....Applied Liberal Arts Mathematics  
MAT-115.....Intermediate Algebra  
MAT-119.....Quantitative Business Analysis  
MAT-121.....College Algebra  
MAT-128.....Precalculus for Business  
MAT-129.....Precalculus for Technology  
MAT-231.....Calculus I  
MAT-232.....Calculus II  
MAT-270.....Discrete Mathematics  
PHY-111.....Physics I  
PHY-112.....Physics II  
STA-201.....Principles of Statistics

## **NUCLEAR ENGINEERING TECHNOLOGY**

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NUC-412.....Radiation Biophysics  
NUC-413.....Radiation Interactions

## **NURSING (Undergraduate and Graduate Courses)**

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NUR-340.....Nursing Informatics  
NUR-416.....Health Assessment  
NUR-418.....Research in Nursing  
NUR-428.....Leadership and Management  
in Nursing  
NUR-441.....Community Health Nursing  
NUR-500.....Seminar in Clinical Competence  
NUR-501.....Emerging Trends in  
Healthcare Technology  
NUR-529.....Health Policy  
NUR-530.....Evidence Based Nursing Practice  
NUR-600.....Nursing Leadership in a  
Global Community  
NUR-611.....Mediation in Healthcare Settings  
NUR-612.....Healthcare Finance for Nursing  
NUR-613.....History of American Nursing  
NUR-621.....Instructional Technology for  
Nurse Educators  
NUR-622.....Independent Study in  
Instructional Technology  
NUR-630.....Theoretical Foundations and  
Instructional Strategies in  
Nursing Education  
NUR-700.....Curriculum Theory and  
Development in Nursing  
Education  
NUR-710.....Testing, Assessment  
and Evaluation  
NUR-720.....Nursing Education Seminar  
and Onground Practicum  
NUR-730.....Nursing Education Seminar  
and Online Practicum  
HPS-200 .....Statistics for the Health Professions

## **SOCIAL SCIENCES**

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AOJ-102.....Introduction to Criminal Justice  
AOJ-303.....White Collar Crime  
AOJ-381.....Victimology and Criminal Behavior

AOJ-484.....Public Policy, Crime and  
Criminal Justice  
ANT-101.....Introduction to Anthropology  
ECO-111.....Macroeconomics  
ECO-112.....Microeconomics  
ECO-490.....International Economics  
HIS-101.....Western Civilization I  
HIS-102.....Western Civilization II  
HIS-113.....American History I  
HIS-114.....American History II  
HIS-210.....American Civil Rights Movement  
HIS-235.....American Civil War  
HIS-261.....Introduction to Chinese History  
and Culture  
HIS-301.....African History and Culture  
HIS-310.....The Middle East  
HIS-356.....War and American Society  
HLS-410.....Counter-Terrorism: Constitutional  
and Legislative Issues  
HLS-420.....Preparedness: Prevention &  
Deterrence  
HLS-429.....Protecting the Homeland:  
Response & Recovery  
POS-110.....American Government  
POS-310.....Constitutional Issues  
PSY-101.....Introduction to Psychology  
PSY-211.....Developmental Psychology  
PSY-300.....Thanatology: An Understanding of  
Death and Dying  
PSY-317.....Worlds of Childhood  
PSY-322.....Research in Experimental  
Psychology  
PSY-331.....Introduction to Counseling  
PSY-350.....Abnormal Psychology  
PSY-352.....Psychology of Personality  
PSY-360.....Organizational Theory  
PSY-361.....Organizational Behavior\*  
PSY-363.....Industrial Psychology  
PSY-370.....Introduction to Social Psychology

*\* This may be classified as either business or social sciences, depending on the degree program requirements.*



PSY-379.....Social Psychology  
SOC-101.....Introduction to Sociology  
SOC-210.....Marriage and the Family  
SOC-242 .....Juvenile Delinquency  
SOC-291 .....Criminology  
SOC-315.....Social Gerontology  
SOC-322.....Cultural Diversity in the  
United States  
SOC-361.....Complex Organizations  
SOC-362.....Sociology of Work  
SOC-376.....Women and Social Action  
SOC-384.....Gangs  
SOC-387.....Modern Sociological Foundations  
SOC-417.....Contemporary Sociological Theory  
SOS-110.....Living in the Information Age  
SOS-150.....Self-Assessment and  
Career Exploration  
SOS-304.....Drugs and Society  
SOS-320.....Management of Stress and Tension  
SOS-440.....Terrorism  
SOS-492.....Research Methods in the  
Social Sciences

## Standard Prior Learning Assessment (PLA)

The following are Standard Prior Learning Assessment (PLA) offerings available online at Thomas Edison State College. If the course descriptions below do not match the subject area in which the student wishes to seek credit, the student may propose an Individualized PLA by selecting a course description from the PLA Database <http://www.tesc.edu/plasearch.php> or by submitting a course description from a catalog — no more than two years old — from another regionally accredited institution of higher education within the United States. A PLA proposal that uses a description from either of these sources must be reviewed and accepted by the dean of the appropriate School before the student can be allowed to register for the PLA.

### **ADMINISTRATION OF JUSTICE**

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AOJ-115 .....Report Writing for Police  
AOJ-131 .....Introduction to Security  
AOJ-244 .....Narcotics Identification and Investigation  
AOJ-281 .....Police Instructor Development  
AOJ-341 .....Interviewing and Interrogating

### **BUSINESS AND MANAGEMENT**

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ACC-121 .....Payroll Taxes  
BUS-212 .....Records Management  
BUS-311 .....Business in Society  
BUS-421 .....Business Policy  
CIS-107 .....Computer Concepts and Applications  
CIS-301 .....Management Information Systems  
CIS-320 .....System Analysis and Design I  
HRM-366 .....Training Administration  
MAN-301 .....Principles of Management  
MAN-373 .....Managerial Communications  
MAR-310 .....Principles of Sales

### **CHILD DEVELOPMENT SERVICES**

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CDS-110 .....Creative Arts for Preschool Children  
CDS-210 .....Introduction to Early Childhood Education  
CDS-212 .....Pre-Kindergarten Methods  
CDS-352 .....Parent Involvement in Daycare

### **COMPUTER APPLICATIONS**

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CAP-104 .....Hardware and Software  
CAP-171 .....Windows  
CAP-302 .....Computer Networking Systems  
CAP-350 .....Web Page Development

### **ELECTRICAL TECHNOLOGY**

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ELE-212 .....AC Circuits  
ELE-321 .....Control of Industrial Motors

### **ENGINEERING TECHNOLOGY**

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ELD-201 .....Digital Electronics

### **HOTEL MANAGEMENT**

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HMM-140 ....Introduction to the Hospitality Industry

### **HUMANITIES**

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ART-101 .....Drawing I  
COM-108 ....Fundamentals of Speech  
COM-209 ....Public Speaking  
COM-330 ....Interpersonal Communication  
COM-402 ....Interviewing  
ENG-201 .....Technical Writing  
ENG-216 .....Business Letter and Report Writing  
ENG-217 .....Business Letter and Report Writing II  
ENG-231 .....Fiction Writing  
ENG-243 .....Writing Poetry I  
JOU-280 .....Public Relations Writing and Editing  
JOU-393 .....Desktop Publishing  
MUS-128 .....Piano Pedagogy  
MUS-160 .....Elementary Piano I  
MUS-161 .....Elementary Piano II  
MUS-168 .....Guitar I  
MUS-182 .....Music History I  
MUS-183 .....Music History II  
PHO-101 .....Introduction to Photography  
PHO-363 ....Digital Camera I

REL-201.....Women in Religion  
REL-229.....Principles of Christian Faith  
REL-296.....The Nature of the Bible  
SPA-301.....Advanced Spanish I  
SPA-302.....Advanced Spanish II  
SPA-327.....Advanced Conversation I  
SPA-378 .....Advanced Translation I

### **HUMAN SERVICES**

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HEA-195 .....First Aid  
HEA-198 .....Cardio-Pulmonary Resuscitation

### **LIBRARY SCIENCE**

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LIS-101 .....Introduction to Library Resources

### **NATURAL SCIENCES**

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COS-101.....Introduction to Computers  
COS-191.....Visual BASIC  
COS-283.....UNIX  
EAS-131.....Elements of Meteorology

### **NUCLEAR ENGINEERING TECHNOLOGY**

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NUC-342 ....Radiological, Reactor &  
Environmental Safety  
NUC-351.....Nuclear Instrumentation  
and Control  
PHY-271 .....Nuclear Physics

### **REAL ESTATE**

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REE-103.....Real Estate Principles/Practices I  
REE-104.....Real Estate Principles/Practices II

### **SOCIAL SCIENCES**

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PSY-300.....Thanatology: An Understanding of  
Death and Dying  
PSY-334.....Psychology of Sport  
PYT-396.....Coaching Theory & Techniques  
SOC-305.....Crisis Intervention  
SOC-316 ....Child Abuse/Maltreatment  
SOC-322 ....Cultural Diversity in the  
United States

## COMMENCEMENT CEREMONY

Although the College graduates students four times during the year, the Commencement ceremony is held annually in October. Unlike most colleges, which hold their commencement ceremonies in the spring, Thomas Edison State College holds Commencement in the fall, reflecting the unique nature of the College. Students who have graduated on or prior to the September graduation date are invited to attend the Commencement ceremony. Graduates are provided with specific information about the ceremony in early July.

### Ceremony Date for 2008

Saturday, Oct. 11, 2008  
Soldiers and Sailors' War Memorial  
Trenton, N.J.

## Alumni Association

All graduates of Thomas Edison State College are automatically members of the Alumni Association – a worldwide organization of nearly 27,000 members.

The Alumni Association supports and connects alumni in ways that provide advocacy and support for the College and its mission, while enhancing the personal and professional development of the individual alumnus.

The Office of Alumni Affairs welcomes inquiries from prospective and current members of this vibrant organization. The College seeks the collective support of alumni in the initiatives of the College that are structured around service, support and advocacy.

Alumni within corporate or governmental organizations are encouraged to identify themselves as potential spokespersons within their professional and personal communities. Individuals are also urged to support the Annual Fund of the College and to identify others who may be of assistance in the development of the College's academic and fiscal programming.

The Alumni Association also encourages its members to take part in as many activities as possible, including the Alumni Ambassador Program, Commencement activities and outreach initiatives.

*Invention* magazine, published quarterly, is designed to provide profiles of alumni in their daily pursuits of life and living. The Alumni section of the College's Web site, [www.tesc.edu](http://www.tesc.edu), provides current news, contact information, souvenir ordering guidelines, online giving information and the opportunity to network with students and alumni.

Current news items for either publication can be submitted to the Office of Alumni Affairs at [alumni@tesc.edu](mailto:alumni@tesc.edu). Updated e-mail addresses may be sent in this same manner; alumni may also send letters or faxes to the following location:

Office of Alumni Affairs  
Thomas Edison State College  
101 W. State St.  
Trenton, NJ 08608-1176  
Phone: (609) 633-8592  
Fax: (609) 943-3023

# GOVERNANCE

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

Members are 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.

## Board of Trustees Thomas Edison State College

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## Academic Council

The Academic Council is designed to promote and maintain the quality of the College's academic offerings and to facilitate the work of the College in achieving its mission and goals. The Academic Council has been delegated authority to review and make recommendations to the Board of Trustees on matters concerning the academic policies and programs of the College.

In meeting this obligation, the Academic Council is responsible for making recommendations concerning the nature of degrees, academic program structure, content for general education standards, guidelines for areas of study, concentrations and specialization, distance learning, academic integrity, the evaluation of courses, student learning, methods of earning credit, and issues related to academic standing.

The Academic Council consists of members representing two- and four-year public and private higher education institutions in New Jersey and its surrounding region, educational organizations from the non-collegiate sector, Thomas Edison State College students, and members of the academic leadership.

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Heavin School of Arts and Sciences

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Heavin School of Arts and Sciences

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School of Nursing

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(Immediate Past President)

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Thomas Edison State College

**Thomas M. Patrick, PhD**  
School of Business and Management

**Joseph Santora**, Dean, School of Business  
and Management, Thomas Edison State College

**Diane Trainor, PhD**  
Heavin School of Arts and Sciences

**Karen Wisniewski, MBA**  
School of Business and Management

**Joseph Youngblood II**, Dean, The John S. Watson  
School of Public Service

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& Secretary to the Board of Trustees,  
BA (Hood College), MS (University of Wisconsin)

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MS (Rutgers, The State University of New Jersey),  
MS (Stanford University),  
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BA (Drew University),  
MS (University of Pennsylvania),  
PhD (University of Nebraska, Lincoln)

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**Ray Young**, Vice Provost for Learner Services,  
BPA (National University),  
MS (University of Southern California),  
MAEd (East Carolina University),  
EdD (East Carolina University)

---

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MS (United States Naval War College)

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MEd (University of Virginia)

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MBA (Rosemont College)

**Susan C. Cobb**, RN, Nursing Program Advisor  
BSN (State University of New York at Binghamton),  
MSN (University of Pennsylvania),  
PhD (Duquesne University)

**Carla Colburn**, Program Advisor,  
BA (Niagara University),  
MS (State University College of New York at Buffalo),  
MA (University of Delaware)

**Donald S. Cucuzzella**, Admissions Counselor,  
BA (The College of New Jersey)

**Robert Devine**, Learner Services Representative,  
BA (Rutgers, The State University of New Jersey)

**Cheryl Dienes**, Assistant Director of Test  
Administration

**Jessica Dougherty**, Administrative Assistant,  
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BA (LaSalle University)

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MS (Rutgers, The State University)

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**Janet Lee Eickhoff**, Account Executive,  
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MPA (Rutgers, The State University of New Jersey)

**Rosa Lee Eickhoff**, Program Advisor,  
Liberal Arts Degrees, BS (University of Missouri),  
MS (Ft. Hays State University)

**Barbara W. Eklund**, Assistant Dean, School of  
Professional and Continuing Studies,  
BS (Syracuse University),  
MEd (Rutgers University)

**Susan Fischer**, Administrative Assistant

**Arlene Futey**, Learner Services Representative -  
Financial Aid,  
AS (Burlington County College),  
BS (University of Southern Colorado)

**Edward Gall**, Coordinator of SOC Programs,  
Office of Military Education,  
BSBA (Villanova University)

**Susan J. Garver**, Instructional Designer,  
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University

**William P. Statsky**  
JD, Boston College School of Law

# Directions to Thomas Edison State College

**ACADEMIC CENTER**  
167 W. Hanover St.  
Trenton, NJ 08608-1176  
(609) 292-0078

**KELSEY BUILDING AND TOWNHOUSES**  
101 W. State St.  
Trenton, NJ 08608-1176  
(609) 633-1400

**KUSER MANSION/WATSON INSTITUTE**  
315 W. State St.  
Trenton, NJ 08608-1176  
(609) 292-5629

**CANAL BANKS BUILDING**  
221 W. Hanover St.  
Trenton, NJ 08608-1176  
(609) 292-0078



KELSEY BUILDING AND TOWNHOUSES



ACADEMIC CENTER

## **FROM THE NEW JERSEY TURNPIKE, NORTH OR SOUTH**

---

- Take the New Jersey Turnpike South to exit 7A, exiting the Turnpike to take Interstate 195 West. Follow the Directions "From the East" below.

## **FROM THE EAST**

---

- Follow 195 West toward Trenton, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North; follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.

## **Or**

- Take Route 80 or Route 78 East to Route 287 South.
- Take Route 287 South to Route 202 South.
- Take Route 202 South to Route 179 South toward Lambertville. Follow Route 179 South to Route 29 South. The Delaware River will be on your right.
- Exit Route 29 at Calhoun Street.

## **FROM THE CALHOUN STREET EXIT:**

### **To the ACADEMIC CENTER and CANAL BANKS BUILDING**

---

- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.
- Thomas Edison State College's Canal Banks Building is located at 221 W. Hanover St.

### **To the KELSEY BUILDING AND TOWNHOUSES**

---

- Turn right at the first traffic light onto West State Street and proceed one full block.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

### **To the KUSER MANSION/ WATSON INSTITUTE**

---

- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and The John S. Watson Institute for Public Policy are located at 315 W. State St.



## FROM U.S. ROUTE 1, NORTH OR SOUTH

---

- Take Route 1 North to Perry Street.
- At the end of the ramp, make a left onto Perry Street.
- Proceed to the sixth traffic light and make a left onto Willow Street (Willow Street becomes Barrack Street south of West State Street).

### To the ACADEMIC CENTER and CANAL BANKS BUILDING

---

- Make a right at the first light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.
- Thomas Edison State College's Canal Banks Building is located at 221 W. Hanover St.

### To the KELSEY BUILDING AND TOWNHOUSES

---

- Make a right at the second light onto West State Street.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

### To the KUSER MANSION/WATSON INSTITUTE

---

- Make a right at the second light onto West State Street. Continue on West State Street through one traffic light (Calhoun Street).
- Make the second left after the traffic light into the driveway of the parking lot.
- Thomas Edison State College's Kuser Mansion and The John S. Watson Institute for Public Policy are located at 315 W. State St.



KUSER MANSION/WATSON INSTITUTE



CANAL BANKS BUILDING

## FROM PENNSYLVANIA AND DELAWARE

---

- If you are coming from Pennsylvania or Delaware, take Interstate 95 North over the Delaware River at the Scudders Falls Bridge.
- Take Route 29 South to Trenton. The Delaware River will be on your right.
- Exit Route 29 at Calhoun Street.

### FROM THE CALHOUN STREET EXIT:

### To the ACADEMIC CENTER and CANAL BANKS BUILDING

---

- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.
- Thomas Edison State College's Canal Banks Building is located at 221 W. Hanover St.

### To the KELSEY BUILDING AND TOWNHOUSES

---

- Turn right at the first traffic light onto West State Street and proceed one full block.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

### To the KUSER MANSION/WATSON INSTITUTE

---

- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and The John S. Watson Institute for Public Policy are located at 315 W. State St.

## DIRECTIONS TO THOMAS EDISON STATE COLLEGE BY PUBLIC TRANSPORTATION

---

- If you wish to take public transportation to Thomas Edison State College, the Trenton train station is served by Amtrak and New Jersey Transit from locations north and south, by SEPTA from Philadelphia, and various bus routes.
- Taxis are available at Trenton station to Thomas Edison State College, which is less than three miles away.
- To return to the Trenton station, taxi services may be called from the College.



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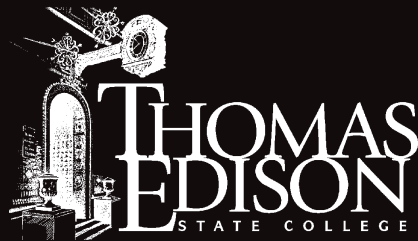
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