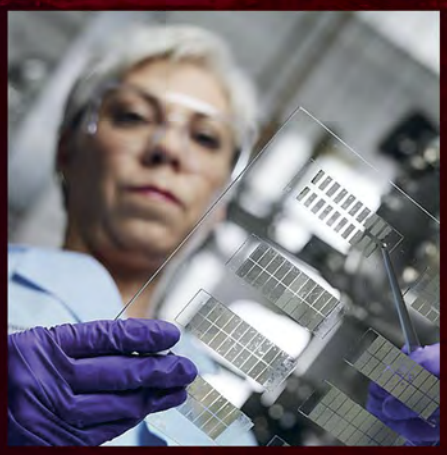
Thomas Edison State College

2013 College Catalog 2014



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The Thomas Edison State College *Catalog* is published annually and provides a summary of College policies, procedures, programs and services as well as course descriptions, course registration materials and forms, and registration schedules for the academic year.

Content for this *Catalog* was current as of July 1, 2013. While every effort has been made to ensure the accuracy of the information contained in this publication, the College reserves the right to make changes without prior notice.

For prospective students, the College publishes an *Undergraduate Prospectus, Graduate Prospectus* and a *W. Cary Edwards School of Nursing Prospectus*. These publications include admissions information that can be found online at *www.tesc.edu*. Enrolled 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.

Each student is held responsible for the information contained in this *Catalog.* 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®; FlashTrack®; iTESC®; TECEP®; *e*-TECEP®; myEdison®; and Thomas Edison State College®.

message from the president

Welcome to Thomas Edison State College!

For four 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 Heavin School of Arts and Sciences, the School of Applied Science and Technology, the School of Business and Management, the W. Cary Edwards School of Nursing and the John S. Watson School of Public Service and Continuing Studies.

Since our inception in 1972, Thomas Edison State College has helped nearly 43,000 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,

George A. Pruitt
President

section 1

Methods of Learning and Earning Credit

About our

Courses

The course lists and descriptions contained in this publication cite the offerings beginning with the July 2013 semester. It is occasionally necessary, and the College retains the right, to withdraw, modify or add courses to the existing list during the academic year without prior notice. For updates on course offerings, check the College website at *www.tesc.edu* or call toll free at (888) 442-8372.

For many courses, you have options regarding the method of learning. Which option you choose will determine how you correspond with your mentor, how you deliver your assignments and how you receive graded assignments in return. In the case of online courses, the choice involves a commitment to an interactive, Web-based format, with the opportunity to communicate with other students enrolled in the course and to take advantage of Web resources pertinent to the course. In the case of *e*-Pack® courses, you choose to prepare independently for an examination that will assess your understanding of the course material.

To learn which of the following options is available for a particular course, look for the list of course codes included with each course description in this book. The suffix attached to the course code indicates the delivery method.

Students may register for courses in several different formats: Guided Study, online, *e*-Pack® 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.

Undergraduate

Course Options

Most courses are offered every semester, but there are exceptions such as nursing courses as noted on Page 7. For updates, please check the College website for Course Offerings at *www.tesc.edu/academics/courses.*

You may preview online syllabi — and get detailed information on individual TECEP® examinations — at the College website. Go to *www.tesc.edu/academics/courses* and select the appropriate area. Choose the course in which you are interested. If you do not see a specific course listed under Guided Study, TECEP®, *e*-Pack® or online, you will know that the course is not offered in that format.

New courses, particularly online courses, will be added to Thomas Edison State College offerings throughout the year. Visit the College website for updates.

PLA options that allow you to earn credit for what you already know are available for almost every course, with the exception of Capstone courses. See the section in this *Catalog* for more information.

EP	=	*e*-Pack® (12 Weeks)
GS	=	Guided Study (12 Weeks)
NU	=	Nursing Undergraduate (12 Weeks)
NG	=	Nursing Graduate (12 Weeks)
OL	=	Online (usually 12 Weeks)
PA	=	Prior learning assessment (PLA) single-course portfolio (12 Weeks)
TE	=	TECEP® Examination

System Requirement: If you plan to register for OL, EP, PA, NU or NG, see Online Courses for minimum system requirements.

GS - GUIDED STUDY COURSES

Guided Study courses allow independent learning in a structured 12-week format. In Guided Study courses, your understanding of the subject matter presented in your course materials will be assessed through the assignments you submit to your mentor and through examinations or final projects. Most Guided Study courses include a midterm and a final examination or final project. Your mentor will assign a grade for the course based on all assignments and the examinations, according to the formula described in the *Course Manual*. Zero is assigned for each assignment not completed.

Overview

Guided Study (GS) courses allow independent learning in a structured format with the guidance and feedback of a mentor.

Designed to be completed in a 12-week semester, each Guided Study course includes a detailed week-by-week calendar or schedule that will guide you through reading, writing and viewing assignments.

Mentors, assigned by the College, formally assess academic progress through written assignments and proctored examinations. Mentors are available for consultation by telephone or email.

Once you are registered for a Guided Study course, an online account will be set up for you that will enable you to connect to myEdison®, the College's online course management system. This site may be accessed at *http://myedison.tesc.edu*.

The College will email you a logon ID and password with your registration confirmation. When you register for courses, be sure you provide the College with an accurate, preferred email address so that you may receive this important information in time to begin your course work.

Student Profile

Guided Study is recommended for independent study students who enjoy reading and writing for courses in a structured environment with minimal direction from a mentor. Mentors are available to assist and provide feedback as necessary, but they do not assume a tutoring role.

Flexible policies allow students who are unexpectedly challenged by schedule, personal, medical or family constraints to extend the semester when circumstances warrant.

Students enrolled in Guided Study courses must submit assignments via an assignment link in their myEdison® course space. Students who have legitimate reasons for not being able to use computers or access the Internet may contact the College for special consideration. Students whose circumstances may require alternative arrangements should call the Office of Student Special Services at (609) 984-1141, ext. 3415, to request accommodations. The Office of Student Special Services will determine if such accommodations are warranted. Please note that email will no longer be acceptable as a means of submitting assignments.

OL - ONLINE COURSES

Online courses require the completion of assignments, examinations and final projects and also require participation in online discussions. The number of assignments varies from course to course. However, courses may have as few as three long assignments or many shorter assignments. Online courses usually include graded online discussion forums, examinations and assignments. Zero is assigned for each assignment and discussion not completed.

Overview

Online courses include all courses with the OL, NU or NG suffix in the course code. Online courses put you in contact with fellow students and mentors using the Internet, allowing participation in public course discussions as well as private collegial discussions.

Once you are registered for an online course, an online account will be set up for you that will enable you to connect to myEdison®, the College's online course management system. This site may be accessed at *http://myedison.tesc.edu*.

The College will email you a logon ID and password with your registration confirmation. When you register for courses, be sure you provide the College with an accurate, preferred email address so that you may receive this important information in time to begin your course work. It is recommended that you verify your student records online via Online Students Services before your course begins. Online Student Services may be accessed at *www.tesc.edu/current-students/online-student-services.cfm*. At your first login, you will obtain your logon ID and password by selecting "I'm new to Online Student Services" and following the prompts. A temporary password will be generated and emailed to you. After initial login, you will be required to change your password. For most students, your logon ID will be your first name, followed by a period, then your last name (example: frank.smith). Students who have the same first and last names will be assigned a number to provide them with unique logon IDs (example: frank.smith2).

Students registering for online courses are expected to have experience and proficiency using a computer, browsing the Web, and sending and receiving Internet mail. A valid email address is required to register for an online course.

System Requirements:

Windows Users

- Minimum video display of 800 x 600 pixels
- Audio card and speaker or headset
- CD-ROM drive
- Internet connectivity via LAN connection through an Internet Service Provider (ISP)
- A current and up-to-date Internet browser such as Microsoft Internet Explorer, Firefox or Chrome

Apple MacIntosh Users

- Minimum video display of 800 x 600 pixels
- CD-ROM drive
- Internet connectivity via LAN through an Internet Service Provider (ISP)
- A current and up-to-date Internet browser such as Safari, Firefox or Chrome

Additional Requirements for Nursing Students:

- Operating Systems: For Windows users, Windows XP with service pack 3 installed or later versions such as VISTA and Windows 7.0; for Mac Users: Mac OSXv10.5 and later. Students also need to ensure that their Mac is dual bootable using Boot Camp or a similar program
- Office Suite: Microsoft Office Suite version 2007 or 2010
- Adobe Acrobat Reader
- Current virus protection
- Current email account on file with the Office of the Registrar
- Webcam with microphone

For technical (computer) questions relating to online courses, call the Learner Support Center at (888) 442-8372.

Preview Site

You may preview any online syllabus by going to the College website at *www.tesc.edu/academics/courses.* Select a course of interest to view the course description and information on the formats in which it is offered. If the course is offered in an online format, you will see a Preview the Online Syllabus link at the bottom of the Web page. A preview provides a view of the syllabus — including the course objectives and assignments — and shows you what books and other course materials are required. Please note that the contents of the actual online course may differ from the preview due to updates or revisions.

Course Structure

Designed to be completed in a 12-week semester, each online course includes a detailed week-by-week assignment schedule (accessible at the online course site) that guides students through reading and writing assignments and other course activities. During the semester students submit assignments to a mentor and participate in asynchronous course discussions. Mentors facilitate student discussions, providing guidance and focus for the class, grade assignments, discussions and examinations, and submit final grades. There is no specific time when one must be logged on for the class discussion; thus, students can maintain the flexibility of independent learning. However, those who wish may engage in informal discussions with classmates, providing real opportunities to exchange ideas and enhance the informal aspects of learning. Mentors are available for consultation by email or telephone.

Most courses require a textbook (and perhaps a published study guide) and may require readings and media components. Self-assessment tests and exercises often are incorporated into the course materials. A few courses have computer disks containing additional information and exercises. Mentors formally assess academic progress through written assignments, participation in course discussions and proctored and unproctored examinations or some other form of comprehensive assessment.

Midterm and Final Exams

Most online courses have two exams: a midterm taken in Week 7 and a final taken in Week 12. The midterm exam is usually an online, proctored assessment taken via the Online Proctor Service (OPS) and it typically covers material from the first half of the course. The final is usually an online, proctored assessment taken via the OPS and it typically covers material from the second half of the course. Students register through the OPS to select a test appointment during the official exam weeks. Some courses have a final paper or project in lieu of a final exam.

Online Nursing Courses

Online courses offered by the W. Cary Edwards School of Nursing include all those listed in the nursing section with an NU (undergraduate nursing) or NG (graduate nursing) suffix as well as Women's Health (HEA-305-OL), Men's Health (HEA-306-OL), Statistics for the Health Professions (HPS-200-OL) and Management of Stress and Tension (SOS-320-OL). These courses are similar to all other online courses offered by the College in that they are independent learning courses with online mentors; they include asynchronous participation in online group discussions, they require access to a computer and a familiarity with specified software, and they require current email addresses for students to be contacted and given access to courses. HEA-305-OL and SOS-320-OL are offered on the College's monthly course schedule; HEA-306-OL, HPS-200-OL and the nursing courses are offered quarterly in the July, October, January and April terms.

Assessment of learning in the courses offered by the W. Cary Edwards School of Nursing occurs via written assignments submitted online and participation in asynchronous online group discussion. The courses are highly interactive, with the focus on a community of learners in a collaborative learning process. Undergraduate nursing courses require participation in the online discussions a minimum of three times a week on at least two different days; graduate nursing courses require participation in the online discussions a minimum of three times a week on three different days. There are no proctored examinations for the nursing courses.

In addition to the minimum system requirements for all online courses offered by the College, the NU and NG online courses require access to, and a familiarity with, PowerPoint software, and selected NG courses and Statistics for the Health Professions (HPS-200-OL) require access to, and a familiarity with, Excel software. MSN students should have access to a webcam for selected courses. In addition to the technical support provided by the College, the nursing courses have additional technical support imbedded, and the students are further supported by the School's distance learning specialists.

Nursing students are advised to familiarize themselves with the course information provided on the website, in the course syllabi and in the online course platform as some policies for the online nursing courses differ from those for the online courses offered by the College. Selected courses have prerequisites and advisories, which are noted in the section on course descriptions. Students are encouraged to make an advisement appointment and are responsible for knowing their degree requirements, the prerequisites and advisories for the courses needed, and for registering for the correct courses and meeting the prerequisites and advisories prior to registration. Students who schedule courses without having satisfied the prerequisites will be denied access to the course, possibly incurring financial withdrawal penalties.

Enrolled students should refer to the specific remaining requirements for their program to ensure registering for the correct courses. The NU and NG online courses are designed for students enrolled in the BSN and MSN degree and the graduate certificate programs, and are restricted to RNs. Nonenrolled RNs who wish to try an online nursing course may take two unrestricted undergraduate courses or three unrestricted graduate courses prior to enrollment.

The W. Cary Edwards School of Nursing reserves the right to reassign students to different course sections as necessary to balance class size and provide for a quality online educational experience for all students. Every effort will be made to accommodate course selections made during regular registration periods by adding sections and/or seats, if necessary. During late registration and beyond, open seats will be filled, but no additional seats or new sections will be added.

Students are urged to familiarize themselves with the College's policies on Academic Integrity and Honesty, which are found in this *College Catalog* and in the *Course Manual*. Plagiarism will not be tolerated.

Student Profile

Online courses are recommended for distance learning students who enjoy reading, writing and participating in course discussions in an asynchronous, interactive, online environment. Mentors are available to assist and provide feedback as necessary, but they do not assume a tutoring role.

Flexible policies allow students who are unexpectedly challenged by schedule, personal, medical or family constraints to extend the semester when circumstances warrant. To see what courses are offered online, check the Table of Undergraduate Course Delivery Options on Page 68 or note the OL, NU or NG suffix in the course codes provided with each course description.

System Requirements:

Windows Users

- Minimum video display of 800 x 600 pixels
- Audio card and speaker or headset
- CD-ROM drive
- Internet connectivity via LAN connection through an Internet Service Provider (ISP)
- A current and up-to-date Internet browser such as Microsoft Internet Explorer, Firefox or Chrome

Apple MacIntosh Users

- Minimum video display of 800 x 600 pixels
- CD-ROM drive
- Internet connectivity via LAN through an Internet Service Provider (ISP)
- A current and up-to-date Internet browser such as Safari, Firefox or Chrome

Additional Requirements for Nursing Students:

- Operating Systems: For Windows users, Windows XP with service pack 3 installed or later versions such as VISTA and Windows 7.0; for Mac Users: Mac OSXv10.5 and later. Students also need to ensure that their Mac is dual bootable using Boot Camp or a similar program
- Office Suite: Microsoft Office Suite version 2007 or 2010
- Adobe Acrobat Reader
- Current virus protection
- Current email account on file with the Office of the Registrar
- Webcam with microphone

EP - *e*-PACK® Courses

The College's *e*-Pack® courses are delivered online for students who are interested in a completely independent mode of study. *e*-Pack® courses offer ungraded, chapter quizzes throughout the course, with a final examination that ends the course work. Upon receiving a passing score on the final examination, credit is awarded, but no letter grade is assigned.

Overview

e-Pack® (EP) courses are designed for independent distance learners who want the structure of a semester-based course, but do not require mentor guidance and do not wish to complete written assignments.

Each course is designed around a textbook and a series of short online multiple-choice quizzes. After studying a section of the textbook, the student takes an online quiz and receives an immediate score as well as information telling which questions were answered correctly or incorrectly. The quiz scores do NOT count toward the course grade; they are only used to help the student prepare for the final exam. Students may take each quiz as many times as they want until they are confident they have learned the material. A particularly flexible feature of *e*-Pack® courses is that students can study and take the quizzes at their own pace within the semester framework. The course results are based on a comprehensive final exam that must be taken by the end of the semester. In order to earn credit, the student must receive a passing score on the proctored final exam, which tests the subject material covered in all of the quizzes. Another advantage of *e*-Pack® courses is that the final exam may be scheduled before the end of the semester, allowing students to work more rapidly and earn credits more quickly.

Registration for *e*-Pack® Courses

To register for an *e*-Pack® course, complete a Course Registration Form or register on the College website at *www.tesc.edu*. Use the EP suffix to indicate that you are registering for the *e*-Pack® version of the course. *e*-Pack® courses are designed to be completed in a 12-week semester.

Within one week of registering, you will be sent a confirmation letter and course information. Once you are registered for an *e*-Pack® course, an online account will be set up for you with which you can connect to myEdison®, the College's online course management system. This site may be accessed at *http://myedison.tesc.edu*.

The College will email you a logon ID and password with your registration confirmation. This will allow you to access and familiarize yourself with your myEdison® course space. However, you will not be able to log into your online quizzes until the first day of the semester.

When you register for courses, be sure you provide the College with an accurate, preferred email address so that you may receive this important information in time to begin your course work. It is recommended that you verify your student records online at Online Student Services before your course begins. Online Student Services may be accessed at *www.tesc.edu/current-students/online-student-services.cfm*. At your first login, you will obtain your logon ID and password by selecting "I'm new to Online Student Services" and following the prompts. A temporary password will be generated and emailed to you. After initial login, you will be required to change your password. For most students, your logon ID will be your first name, followed by a period, then your last name (example: frank.smith). Students who have the same first and last names will be assigned a number to provide them with unique logon IDs (example: frank.smith2). See Undergraduate Course Options for a complete listing of *e*-Pack® courses currently available.

Note: This option is not approved for financial aid or veterans' benefits.

Earning Credit for What You Already Know

TE - TECEP® Examinations

The Thomas Edison State College Examination Program (TECEP®) offers students the opportunity to earn college credit by taking examinations rather than formal courses. TECEP® is a credit-by-examination program specifically designed to allow students to demonstrate the college-level knowledge they have gained through their work, personal interests or independent studies.

Overview

Each TECEP® exam is developed by mentors who teach college courses in the subject area of the exam. Most of the exams contain multiple-choice questions and some include short answers or essays. Testing times range from two to four hours. Along with the exam, the team creates a test description containing information to guide student test preparation efforts. Test descriptions are available on the College website at *http://www2.tesc.edu/listalltecep.php.*

TECEP® exams were originally developed to help Thomas Edison State College students meet degree requirements in a flexible manner, but are available to anyone interested in credit-by-examination. Students enrolled in Thomas Edison State College can earn credit by passing any TECEP® exam but should contact an academic advisor to ensure that tests will fulfill their degree requirements. Students enrolled elsewhere should check directly with their own institutions.

The major advantage of earning credit via this method is its flexibility. We recognize that students who choose this method begin with different levels of knowledge of the test subject and take different amounts of time to prepare. Therefore, students can prepare at their own pace and register for the exam when they are ready.

Note: This option is not approved for financial aid or veterans' benefits.

Student Profile

TECEP® examinations are recommended for highly independent learners who are comfortable studying in a nonstructured environment.

TECEP® Examinations

Allied Health

Medical Terminology	APS-100-TE

Business and Management

Principles of Financial Accounting	ACC-101-TE
Principles of Managerial Accounting	ACC-102-TE
Federal Income Taxation	ACC-421-TE
Business in Society	BUS-311-TE
Strategic Management	BUS-421-TE
Security Analysis and Portfolio Management	FIN-321-TE
Financial Institutions and Markets	FIN-331-TE
Marketing Communications	MAR-321-TE
Sales Management	MAR-322-TE
Advertising	MAR-323-TE
Operations Management	OPM-301-TE

English Composition

English Composition I	ENC-101-TE
English Composition II	ENC-102-TE

Humanities

Public Relations Thought and Practice	COM-210-TE
Technical Writing	ENG-201-TE
Introduction to News Reporting	JOU-110-TE

Human Services

Introduction to Human Services	HUS-101-TE

Natural Sciences/Mathematics

The Science of Nutrition	BIO-208-TE
Applied Liberal Arts Mathematics	MAT-105-TE
College Algebra	MAT-121-TE
Principles of Statistics	STA-201-TE

Social Sciences

Introduction to Political Science	POS-101-TE
Psychology of Women	PSY-270-TE
Abnormal Psychology	PSY-350-TE
Marriage and the Family	SOC-210-TE

Technology

Radiation Safety Officer	APS-289-TE
Network Technology	CMP-354-TE

All examinations are 3 credits except for APS-100, which is a 1-credit course.

Test Descriptions

TECEP® test descriptions are available on the College website at *www.tesc.edu/listalltecep.php.* Each test description includes an outline of the test topics and their weight on the examination, a description of the test format (multiple-choice, short-answer, essay), the score required to pass, sample test questions and answers, and suggestions for study materials.

Grades/Test Retakes

TECEP® results are reported on a pass/fail basis only. Letter grades and numerical scores are not entered on your transcript. The minimum score required to earn credit on a TECEP® is equivalent to a letter grade of C. Failing grades are not transcripted.

If you do not pass the first time you take a TECEP®, you may retake the examination once. You will need to reregister and pay a new test fee after waiting at least three months after your original test date.

Failed TECEP® examinations cannot be reviewed after test administration, and test results cannot be released by phone, email or fax, in keeping with the Family Educational Rights and Privacy Act of 1974.

Textbooks

TECEP® examinations are similar to college course comprehensive final examinations, and most students need to review materials before testing. Several texts are listed in the test description for most TECEP® exams; however, you are not limited to the ones that are listed, except in a few cases. Generally, many college-level texts in the test subject will prepare you. If you select another text make sure to compare the topic outline with the text content. We recommend that you review more than one text, since the broader your background, the better your chance of earning credit.

After reading the test description and learning which texts are suggested, you can locate many texts through the textbook supplier MBS Direct at *www.studytactics.com.* At that site, click on the College tab and enter your text information on the next screen. If MBS Direct has your text, you may order it online. While they do not carry all TECEP® texts, they do have many in stock.

Test Administration Ethics

Most TECEP® exams are closed book. If materials are allowed it will be noted in the test description for that TECEP®. It also will be stated on the front cover of the test booklet at the test administration. Students found using unauthorized aids/assistance during the administration or copying/removing information from the test site will be subject to the Academic Code of Conduct (see Page 185).

Out-of-Country Students

TECEP® examinations taken outside the United States must be administered by an academic dean or full-time faculty member at an approved American university, an education officer at an American embassy or consulate, or with an administrator of CLEP or TOEFL examinations at an approved CLEP or TOEFL testing site. Active duty military personnel should use the base test control officer (TCO), education services officer (ESO) or a commissioned officer who is not in your direct chain of command. Before registering, contact the Office of Test Administration (OTA) at *testing@tesc.edu.*

TECEP® Scheduling Options: Selecting Your Own Proctor

TECEP® will soon be available through the Online Proctor Service (OPS) as an online examination. The pen/paper TECEP® can be taken at any accredited college or university or at any public library. Contact your local college or university and find a full-time member of the testing office, or a full-time professor or professional staff member. Adjunct and part-time professors do not qualify. Another option is your local library. A full-time librarian at your local library is qualified to proctor examinations. Librarians at elementary and high schools do not qualify. Active duty military should utilize the base test control officer (TCO), education services officer (ESO) or a commissioned officer who is not in your direct line of command.

Note: We do not send examinations to employers, corporate training officers, supervisors, members of the clergy, family members or friends.

First, contact your proctor to arrange a specific test date. Next, register for your TECEP® examination at *www.tesc.edu/current-students/online-student-services.cfm.* You will be sent an email confirmation within a few days. Select Option A and fill out the required proctor information. Submit the completed form to the Office of Test Administration (OTA) at *testing@tesc.edu.*

If your proposed proctor does not qualify, the Office of Test Administration (OTA) will notify you via email. Once your proctor is approved, we will mail your exam(s). Call your proctor at least three days before your test date to confirm test receipt. If you do not complete your TECEP® by the last day of the semester, you will have to register and pay for the test in a future semester.

Testing at Thomas Edison State College in Trenton, N.J.

First, register for your TECEP® examination at: *www.tesc.edu/current-students/online-student-services.cfm.* You will be sent an email confirmation within a few days. Select Option B and click on the Test Scheduler link to select a test date at the College's testing center in Trenton.

Two time slots are available on scheduled test dates, 8:30 a.m. and 10:30 a.m. If you schedule a four-hour exam, select the 8:30 a.m. time slot.

Other Examination Programs

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.

In addition to TECEP®, the College serves as a test center for the College-Level Examination Program (CLEP), the Ohio University Examination Program and the New York University Proficiency Testing in Foreign Languages Program. Under appropriate circumstances, credit will be recognized for examinations in programs no longer 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.

College-Level Examination Program (CLEP)

The following college-level examinations in the College-Level Examination Program (CLEP) 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 *testing@tesc.edu.* 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
(800) 257-9558
www.collegeboard.com/clep

Students who wish to have their score reports sent to Thomas Edison State College should provide the official college code, 2748, at the time of testing. CLEP results are reported on a pass/fail basis only. The minimum score required to earn credit is equivalent to a letter grade of C.

	Examination Title	Passing Score
Business Administration		
ACC-101-CE	Financial Accounting (3)	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
English Composition		
ENC-101/102-CE	College Composition (6)	50
ENC-101-CE	College Composition Modular (3)	50
Humanities		
FRE-101/102-CE	French Language-Level 1 (6)	50
FRE-101/102-201/202-CE	French Language-Level 2 (12)	59
GRM-101/102-CE	German Language-Level 1 (6)	50
GRM-101/102-201/202-CE	German Language-Level 2 (12)	60
HUM-101/102-CE	Humanities (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-101/102-201/202-CE	Spanish Language-Level 2 (12)	63
Natural Sciences/Mathematics		
BIO-111/112-CE	Biology (nonlab) (6)	50
CHE-111/112-CE	Chemistry (nonlab) (6)	50
MAT-102/103-CE	College Mathematics (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 (6)	50
Social Sciences		
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 Colonization 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 (6)	50

Note: Numbers in parentheses indicate credits. Information was accurate as of July 2013.

DSST

Students who want more detailed information on the DSST program and study materials may contact:

Prometric
DSST Program
2000 Lenox Drive, 3rd floor
Lawrenceville, NJ 08648
Toll Free (877) 471-9860
www.getcollegecredit.com

Students who wish to have their score reports sent to Thomas Edison State College should provide the official college code, 9001, at the time of testing. The minimum score required to earn credit is equivalent to a letter grade of C.

	Examination Title	Passing Score
Business		
ACC-101-DE	Principles of Financial Accounting (3)	47
BUS-101-DE	Introduction to Business (3)	400
BUS-161-DE	Business Mathematics (3)	400
BUS-311-DE	Business Ethics and Society (3)	400
CIS-301-DE	Management Information Systems (3)	400
FIN-301-DE	Principles of Finance (3)	400
ECO-332-DE	Money and Banking (3)*	48
LAW-202-DE	Business Law II (3)	44
MAN-201-DE	Principles of Supervision (3)	400
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
COM-209-DE	Principles of Public Speaking (3)**	47
ENG-201-DE	Technical Writing (3)	46
PHI-287-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-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	Substance Abuse (3)	400

Note: Numbers in parentheses indicate credits. Information was accurate as of July 2013.

** This examination may be classified either as social sciences or business, depending on the student's degree program.*

*** COM-209-DE Principles of Public Speaking may be applied as liberal studies or general education, depending on the degree. For more information, contact your advisor.*

Advanced Placement Program (AP)

The College 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 per exam 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; *www.dliflc.edu*.

Foreign Service Institute (FSI)

The Foreign Service Institute (FSI) *www.state.gov/m/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 Arabic, Chinese, French, Russian 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 calling (212) 998-7030.

Afrikaans
Albanian
Arabic
Armenian
Bengali
Bosnian
Bulgarian
Cantonese
Catalan
Croatian
Czech
Danish
Dutch
Finnish
French
German
Greek (modern)
Gujarati
Haitian Creole
Hebrew
Hindi
Hungarian
Ibo
Icelandic
Indonesian
Irish
Italian
Japanese
Korean
Latin
Lithuanian
Malay
Mandarin (traditional and simplified characters)
Norwegian
Persian
Polish
Portuguese (Brazilian)
Punjabi
Romanian
Russian
Serbian
Spanish
Swahili
Swedish
Tagalog
Thai
Turkish
Ukrainian
Urdu
Vietnamese
Yiddish
Yoruba

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) as well as select military schools that have undergone institutional reviews in order to award additional credits not recommended by ACE. Members of the armed forces currently on active duty should submit a Joint Services Transcript (JST) to receive credit. Air Force members should submit an official transcript from the Community College of the Air Force (CCAF) 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 *http://www.tesc.edu/documents/Commissioned_Officer_Certification_w.o_Notary.pdf* 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 Joint Services Transcript (JST) 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 Joint Services Transcript (JST), a multiservice official transcript. The JST is an official transcript tool that validates and documents the recommended college credits for professional military education, training courses and occupational experience of service members and veterans. The JST program will provide a transcript for any service school, MOS or CLEP/DSST/ECE examination that has been passed and carries American Council on Education (ACE) credit recommendation. Transcripts may be ordered electronically at *https://jst.doded.mil/*.

It is recommended that Army personnel review the JST online for accuracy prior to submission to the College for credit review. 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). Please visit: *http://www.tesc.edu/military/army/index.cfm* for application and enrollment procedures.

Officers and veterans who are not eligible for a JST should submit a notarized or certified copy of their DD295 – Evaluation of Learning Experiences or a command letter indicating the duty and dates held, Noncommissioned Officer Evaluation Report (NCOER), and/or the Enlisted Record Brief (ERB). All notarized documents must be forwarded to the Office of the Registrar.

Army National Guard

Transcripts may be ordered electronically at *https://jst.doded.mil/*. It is recommended that Army personnel review the JST online for accuracy prior to submission to the College for credit review. All documents must be forwarded to the Office of the Registrar. Veterans with service prior to 1981, who may not be eligible for a JST, should submit a notarized or certified copy of their DD295 – Evaluation of Learning Experiences or a command letter indicating the duty and dates held, Noncommissioned Officer Evaluation Report (NCOER), and/or the Enlisted Record Brief (ERB). All notarized documents must be forwarded to the Office of the Registrar.

Thomas Edison State College personnel work closely with the Education Support Center (ESC) to ensure a smooth transition of transfer credit. The College will accept CLEP/DSST/ECE examination scores directly from the JST. Please visit: *http://www.tesc.edu/military/army/index.cfm* for application and enrollment procedures.

Coast Guard

Active duty personnel should complete form CG1561J and submit to their unit education service officer (ESO). This form may be obtained from the ESO or through the Web at *http://www.uscg.mil/hq/cg1/cgi/forms/CG_Form_1561.pdf.* The College will accept CLEP/DSST/ECE examination scores directly from the CGI transcript.

Due to the printing schedule of this *Catalog,* Coast Guard personnel should also check with the CGI to determine if they are eligible for the Joint Services Transcript (JST), a multiservice transcript. The JST is an official transcript tool that validates and documents the recommended college credits for professional military education, training courses and occupational experience of service members and veterans. The JST program will provide a transcript for any service school, NER or CLEP/DSST/ECE examination that has been passed and carries American Council on Education (ACE) credit recommendation. Transcripts may be ordered electronically at *https://jst.doded.mil/.*

Navy

Navy personnel and veterans may request that a copy of the Joint Services Transcript (JST) be sent directly to the Office of the Registrar. A JST may be requested at *https://jst.doded.mil/*. The College will accept CLEP/DSST/ECE examination scores directly from the JST. Navy veterans, who separated/retired prior to 1975, should submit a notarized or certified copy of their Notice of Separation (DD214) to the Office of the Registrar. For application and enrollment procedures, please visit *http://www.tesc.edu/military/navy/index.cfm* for application and enrollment procedures.

Marine

Marine enlisted personnel and veterans may request that a copy of the Joint Services Transcript (JST) be sent directly to the Office of the Registrar. A JST may be requested at *https://jst.doded.mil/.* The College will accept CLEP/DSST/ECE examination scores directly from the JST. Marine veterans who separated/retired on or after Jan. 1, 1990, should submit a notarized or certified copy of their Notice of Separation (DD214) to the Office of the Registrar. For application and enrollment procedures, please visit *http://www.tesc.edu/military/marines/index.cfm* for application and enrollment procedures.

Air Force

Students who served in the Air Force prior to 1972 should submit a notarized copy of the DD214 or other appropriate service records showing training completed. Students who served after 1972 should request an Official Transcript from the Community College of the Air Force, CCAF/DESS, 100 South Turner Blvd., Maxwell-Gunter AFB, AL 36114-3011, *https://augateway.maxwell.af.mil/ccaf/stu_svcs/transcriptrequest/.* For application and enrollment procedures, please visit: *http://www.tesc.edu/military/air-force/index.cfm.*

Servicemembers Opportunity Colleges

Thomas Edison State College is a long standing member of the Servicemembers Opportunity Colleges (SOC); *www.soc.aascu.org.* More than 1,900 colleges and universities hold membership in SOC, an organization that actively promotes articulation between members to assure service members and their families 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 and their families may be stationed in several locations during their military career, they are assured their credits will transfer to other SOC colleges enabling them to complete degrees from regionally accredited colleges and universities, including Thomas Edison State College.

When service members and their families from the Army, Navy, Marines, National Guard or Coast Guard apply to Thomas Edison State College, the College provides to both the student 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 and their families have access to the advisement staff through telephone, email, 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 and their families, 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 (CCAF), which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State College.

Thomas Edison State College, Office of Military and Veteran Education

Standards for Satisfactory Academic Progress (SAP) for Veterans

1. Satisfactory Academic Progress (SAP) will apply to students who utilize veterans education benefits as defined by the Veterans Administration (VA). In order to maintain SAP, students must achieve the minimum GPA of a 2.0 for each enrollment term. In addition to the GPA requirement, a completion percentage of 66 percent is required to maintain satisfactory academic progress. A student that falls below 66 percent will be subject to the same GPA requirements for every term the completion percentage is below 66 percent. Failure to maintain SAP will result in a hold being placed on the student's record (Veteran Academic Hold or VAH) restricting the open registration for future terms; and if SAP is not met, may result in the restriction of utilizing veteran education benefits to pay for tuition and fees at Thomas Edison State College.
2. Veteran Academic Hold (VAH): A student is placed on Veteran Academic Hold (VAH) if the term GPA falls below a 2.0. The VAH restricts student registration for the next term but does not bar a student from enrolling in a subsequent term. The student is contacted and advised regarding VAH status and the actions needed to register for the following term (See 3. below). VAH status requires the student to contact the assistant director and senior certifying official of the Office of Military and Veteran Education to be advised on the steps that must take place to be removed from VAH, and the possibility of being placed on Veteran Academic Probation (VAP) if SAP is not met while on VAH status.
3. Registration while on VAH: A student will be allowed to register for a term while on VAH, but will be limited to one term at no more than 9 credits being certified for VA benefits. If the student achieves a GPA of 2.0 or higher for the term, they will be eligible to register for one more term at no more than 12 credits being certified for VA benefits. If the student achieves a GPA of 2.0 or higher for both terms, the VAH is removed to allow the student to register for future terms.
4. Veteran Academic Probation (VAP): A student on VAH who does not meet the minimum GPA of 2.0 for the term in which they are registered will be placed on VAP. Once a student is on VAP they are given an opportunity to register for 6 credits; however, the College will NOT certify the credits for VA benefits regardless of chapter type. The student is responsible for payment of tuition and fees and may use any other financial aid for which they are qualified, excluding veteran benefits. If a 2.0 GPA is met for the term, they will be moved to VAH status and subject to the VAH procedure (See 2. above) being certified after grades are posted. If a student does not meet a 2.0 while on VAP, they will be placed in Veteran Benefit Denial (VBD) status.
5. Veteran Benefit Denial (VBD): A student will be placed in VBD status if, while on VAP, they do not meet the minimum term GPA of a 2.0. A student on VBD is responsible for payment of tuition and fees and may use any other financial aid for which they are qualified, excluding veteran benefits. Additionally, Thomas Edison State College will not certify benefits under any chapter of veterans educational benefits.
6. VBD Appeals: A student can appeal a VBD decision through the College's administrative appeals process. The appeal should be submitted to the Office of Military and Veteran Education (OMVE) and will be reviewed by the OMVE on a case-by-case basis. The student will be notified of the decision within 10 days of the appeal. A student may also submit a transcript from an accredited college or university showing academic progress has been achieved after the VBD was executed (i.e., student attended a community college or university after the VBD was executed and earned at least a 2.0 with no failing grades), which would place the student on VAH (See 2. above) allowing the student to utilize veteran benefits at Thomas Edison State College.

Satisfactory Academic Progress:	Benefit Status:		Restrictions:
If a student falls below a 2.0 term GPA	**Then a** Veteran Academic Hold or VAH	**Status is placed on the students record, which...**	Restricts registration to 9 credits for the following term. Student must contact the assistant director and senior certifying official of the Office of Military and Veteran Education to register for next term.
If the student falls below a 2.0 term GPA while on VAH	**Then a** Veteran Academic Probation or VAP	**Status is placed on the students record, which...**	Restricts registration to 9 credits for the following term. Student must contact the assistant director and senior certifying official of the Office of Military and Veteran Education to register for next term.
If the student falls below a 2.0 term GPA while on VAP	**Then a** Veteran Benefit Denial or VBD	**Status is placed on the students record, which...**	Will require the student to pay for tuition and fees at the student's expense, however, the College will accept any other financial aid the student is qualified for excluding veteran benefits.

NCPACE Courses

Thomas Edison State College is proud to be one of 10 colleges and universities that participate in the distance learning aspect of the Navy College Program for Afloat College Education (NCPACE) program. The program is delivered primarily using self-paced CD-ROM technology, allowing students to continue their education while deployed and without reliable, consistent Internet access.

For more information on the NCPACE program or to inquire about starting a program, please visit a local Navy College Office, visit *https://www.navycollege.navy.mil/* or for full details about the program and partner institutions please visit *www.dlncpace.com/*.

Current course listing:

BIO-208	Science of Nutrition
COM-330	Interpersonal Communication
EAS-201	The Science of Natural Disasters
ENG-201	Technical Writing
HIS-301	African History and Culture
HIS-356	War and American Society
MAN-331	Human Resources Management
MAT-231	Calculus I
MAT-232	Calculus II
PHI-384	Ethics and the Business Professional
PSY-300	Thanatology: An Understanding of Death and Dying
PSY-350	Abnormal Psychology
PSY-352	Psychology of Personality
REL-406	Eastern Religions

***Note: Students who have taken an NCPACE course with Thomas Edison State College must still apply to the school to pursue a degree program.*

Transfer Credit Policy on Previously Earned College Credits

Thomas Edison State College will accept credit in transfer for courses completed at colleges and universities accredited by the six regional accrediting agencies recognized by the U.S. Department of Education. In addition, the College offers a host of ways to earn credit for knowledge obtained in noncollegiate settings. Examples include:

> Courses and examinations approved through the National College Credit Recommendation Service (National CCRS) and the American Council on Education's College Credit Recommendation Service (ACE). The limit of ACE and National CCRS credits from a single source is 90 credits for a bachelor's degree and 45 credits for an associate degree.

> Military service schools as recommended by the American Council on Education.

> Licenses, certifications and programs of study approved by the Thomas Edison State College Academic Council.

> Credit recommendations from a required course-by-course international credit evaluation completed by one of the following agencies: American Association of Collegiate Registrars and Admissions Officer (AACRAO); Educational Credential Evaluators, Inc. (ECE); World Educational Service, Inc (WES); Educational Perspectives, nfp. (EP).

> 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.

> Thomas Edison State College may accept in direct transfer college-level credits earned at institutions accredited by national accreditation associations that have developed formal articulation agreements with Thomas Edison State College. Articulation agreements are posted at *www.tesc.edu* as required by the Higher Education Opportunity Act of 2008.

> College-level skills and knowledge acquired outside the classroom or through courses from nonaccredited institutions or institutions not reviewed by one of the aforementioned organizations may be validated through a variety of methods or testing options and/or through the Center for the Assessment of Learning of Thomas Edison State College.

Thomas Edison State College is covered by, and will strive to adhere to, the tenants of the Comprehensive Statewide Transfer Agreement adopted by New Jersey President's Council on Sept. 22, 2008.

Students who wish more specific information concerning the transfer of credit should contact the College at *registrar@tesc.edu;* Attention: Director of Transfer Evaluations. 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

New Jersey Statewide Transfer and Articulation Agreement Appeals Process

Thomas Edison State College has implemented the New Jersey Statewide Transfer and Articulation Agreement policies as a transfer resource to support course transfer decisions made by the College. The College provides an appeal process for students to request reconsideration of these policies. This appeal process will be announced on the College website at *www.tesc.edu* and in the *College Catalog.* Questions regarding the appeal process can be forwarded to the Office of the Registrar by phone at (609) 984-1180 or by email at *registrar@tesc.edu*.

Procedures and Appeal Guidelines

Review Procedures

Undergraduate student's who disagree with any portion of their transfer credit evaluation should submit a written request for review to the registrar by mail to Office of the Registrar, Thomas Edison State College, 101 W. State St. Trenton, NJ 08008-1176 or by email to *registrar@tesc.edu*. Students have 30 calendar days from receipt of the academic evaluation to file an appeal.

The request for review should include the following information:

- Your full name
- Thomas Edison State College student ID number
- Mailing address and phone number
- Email address
- Detailed narrative to include supporting rationale and reason for appeal
- Documentation which supports the request. This could include course descriptions, course syllabus, course objectives, learning outcomes, transcripts or other relevant information

Thomas Edison State College's Office of the Registrar will conduct a review of the credit evaluation and respond to the student in writing with a decision.

Formal Appeals

Undergraduate students not satisfied with the Office of the Registrar's determination or who believe that the decision is not consistent with the Statewide Transfer and Articulation Agreement may appeal in writing to the associate vice president and dean of Learner Services within 30 calendar days of receipt of the decision of the Office of the Registrar. The appeal should contain the same information required for the registrar's review (see above) along with any additional explanations or arguments the student wishes to have considered. The associate vice president and dean of Learner Services will refer the matter to either the Student Appeals or appropriate Academic Appeals Committee. The committee will meet to consider the appeal within 30 calendar days of receipt. The committee may affirm, reject, modify or adjust the transfer credit evaluation as they deem appropriate. The committee will inform the student, in writing, of its decision. The chairperson of the committee shall also inform the vice president and provost of its decision.

The decision of the committee is final and may not be appealed within the institution.

Foreign Transcript Evaluations for International 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.ies.aacrao.org

- Educational Credential Evaluators, Inc. (ECE)
  P.O. Box 514070
  Milwaukee, WI 53203-3470
  (414) 289-3400
  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

- Educational Perspectives, nfp. (EP)
  P.O. Box 618056
  Chicago, IL 60661-8056
  (312) 421-9300
  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. Thomas Edison State College does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the College does not sponsor foreign national students for F-1 or J-1 visa status.

Transfer Credits from Two-Year Colleges

Bachelor's 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 bachelor's 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 recognizes that teaching a course at the college or university level requires the mastery of the material being taught. Therefore, if the courses have been taught at the university or college level within five years of the student's enrollment in the College, a credit award up to the equivalent of the same or similar course offered by Thomas Edison State College will be made. If no equivalent course is offered by Thomas Edison State College, a credit award up to 3 semester credits may be awarded. Courses must have been taught for credit at a regionally accredited institution of higher education and accepted for credit at that institution, or the courses must be taught at an institution where the courses have been reviewed and recommended for college credit by the American Council on Education. The student must have had the sole responsibility for teaching the course and evaluating student performance (i.e., he/she must have had faculty/instructor status). Students applying for credit must be enrolled with the College and matriculated into a degree program.

Articulation Agreements

Thomas Edison State College has entered into articulation agreements with many colleges and universities. An articulation agreement is a formal agreement or partnership between Thomas Edison State College and another institution of higher education. These articulation agreements determine which courses will transfer for degree credit or fulfill Thomas Edison State College course equivalencies. Details on the terms of any Thomas Edison State College's current or historical articulation agreements should be referred to the Office of the Registrar at *registrar@tesc.edu*. Thomas Edison State College also participates in the New Jersey Statewide Transfer Agreement. This agreement provides a statewide transfer agreement process to determine the transferability of courses to participating New Jersey colleges and universities. Participating institutions are listed at *www.njtransfer.org*.

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.

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.

Professional and Corporate Training Evaluated for Credit

Students may be able to earn credit for professional licenses, certificates, apprenticeships and courses taken at the workplace; through corporations, government agencies, professional associations or unions; or through specialized training programs that have been evaluated for college credit by Thomas Edison State College's Office for Assessment of Professional and Workplace Learning. The College also accepts credits for reviews completed by the National College Credit Recommendation Service of the Board of Regents of the University of the State of New York, or by the American Council on Education's CREDIT program.

At Thomas Edison State College, students may apply these credits to any part of a degree program, including the area of study, as long as they are appropriate and do not exceed the limitation of transferable credits from any one source, and provided they successfully complete courses and submit appropriate documentation. For licenses or certificates, this documentation is

frequently a notarized copy of the license or certificate and a current renewal card where appropriate. Additional documentation may be required.

Office for Assessment of Professional and Workplace Learning at Thomas Edison State College

The Office for Assessment of Professional and Workplace Learning was established to conduct academic reviews of specific courses, licenses, apprenticeships, certificates or exams that might qualify for an award of college credit. The Office for Assessment of Professional and Workplace Learning works with organizations to assess their training and education programs for college credit, providing a value-added benefit to their employees/clients/students.

Employees/clients/students who wish to use their training for college credit by enrolling in Thomas Edison State College should request the organization where they took the training to send their records to the Office of the Registrar, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176.

Students who wish to create a transcript of their training that has been evaluated for college credit for use at another college should submit a Nondegree Services Application for Credit Banking located on the College's website at *www.tesc.edu/files/NondegreeServiceApp.pdf* or contact the Office of Admissions at (888) 442-8372 for an application. The application should then be submitted to the Office of the Registrar, at the address listed above.

To contact the office, call (609) 633-6271, ext. 3235, or email the office at *apr@tesc.edu*.

Reviews Conducted by Thomas Edison State College:

Health-Related Professional Certificates and Licenses

Board of Registered Polysomnographic Technologists (BRTP) Certification (RPSCT)
Capital Health System in Hamilton, NJ – The Program for Polysomnographic Training
Histotechnology (HT[ASCP])
Interservice Respiratory Therapy Program at Ft. Sam Houston
New Jersey Direct Support Professional (DSP) Career Path in Developmental Disabilities Level1 and/or Level 2 Certificate
New Jersey Emergency Medical Technology – Ambulance (EMT-A) or Basic (EMT-B)
New Jersey Emergency Medical Technology – Paramedic (EMT-P)
Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT)
Nursing (RN)
Occupational Therapy Assistant Program at Ft. Sam Houston
Radiation Therapy Technology (ARRT-RT[T] or NJ-LRT[T])
Radiologic Technology (ARRT-RT[R] or NJ-LRT[R])
> Hospital-based programs 1980 and subsequent
> Hospital-based programs 1976 – 1980
> Hospital-based programs prior to 1976
Respiratory Care Therapist (NBRC-RRT)

Aviation Licenses and Certificates

FAA Private Pilot License
FAA Private Pilot Rotorcraft License
FAA Commercial Pilot Airplane License
FAA Commercial Pilot Rotorcraft License
FAA Instrument Pilot Airplane License
FAA Instrument Pilot Rotorcraft License
FAA Flight Engineer
FAA Flight Dispatcher
FAA Flight Instructor Rating
FAA Flight Instructor Instrument Rating
FAA Flight Navigator
FAA Multi-engine Airplane
FAA Airline Transport Pilot
FAA Mechanic Certificate/Airframe and Power Plant Rating
FAA Mechanic/Airframe
FAA Mechanic/Power Plant
FAA Air Traffic Control Specialist
FAA Repairman Certificate

Business Certificates/Licenses/Courses

The American College Programs
Chartered Financial Consultant (ChFC): Awarded by the Certification Board of The American College
COPE Institute (Accounting Program)
Customs Broker License
Financial Industry Regulatory Authority (FINRA) certification exams
Graduate School (Center for Governmental Training and Professional Development) Executive Potential Program (EPP) and Government Audit Training Selected Human Resources Management courses
Real Estate License (NJ, NY, PA)
Uniform Certified Public Accountant (CPA) Exam

Other Certificates/Licenses/Courses

American Society for Nondestructive Testing
> Any testing method
> Radiographic testing
> Ultrasonic testing
> Magnetic+Liquid testing
> Eddy Current testing
> Leak testing
Building Performance Institute (select credentials)
Child Development Associate (CDA)
Federal Emergency Management Agency (FEMA) Independent Study Program (select courses)
Foundation for Educational Administration (NJ EXCEL and Leader-to-Leader)
Holtz Learning Centers, Ltd.
Insulator Energy Appraisal Professional (IEAP) Certification
International Ground Source Heat Pump Association: Accredited Installer Workshop
LEED Certifications
Ma'alot Yerushalayim

Mechanical Insulation: Green Awareness Union Certificate
Navy Basic Nuclear Power School (after 1961)
Navy Qualifications Beyond Basic Nuclear Power School
New Jersey Basic Course for Investigators in County Prosecutor's Offices (1986-present)
New Jersey Basic Course for Police Officers (January 1986 to December 1999)
New Jersey Basic Training for Corrections Officers (July 1989 to June 1999)
New Jersey Basic Training for Corrections Officers (July 2000 to present)
New Jersey Juvenile Justice Commission Direct Care Staff Training
New Jersey Juvenile Justice Corrections Officer Training (October 1986 to Present)
New Jersey Manufacturers Insurance Group (select programs)
New Jersey Municipal Basic Course for Police Officers (January 2000 to present)
New Jersey State Police Basic Course for Police Officers (January 2000 to present)
New Jersey State Police In-Service Training (January 2000 to present)
North American Board of Certified Energy Practitioners: Solar Certifications
NRC Generic Fundamentals Exam
Nuclear Emergency Preparedness Training
Nuclear Regulatory Commission Reactor Operator or Senior Reactor Operator License
Nuclear Utility Training through INPO's National Academy for Nuclear Training
New Jersey Carpenters Apprenticeship Training and Educational Fund
PC AGE (select computer science and IT courses)
Pennsylvania Police Academy Training (1988 to present)
PSE&G Apprentice Training
> Apprentice Division Mechanic
> Apprentice Substation Operator
> Apprentice Service Dispatcher
> Apprentice Substation Mechanic
> Apprentice Relay Technician
> Apprentice Engineering Technician
> Apprentice Meter Technician
> Apprentice Lineman/Linewoman
> Apprentice Street Mechanic
> Apprentice Service Technician
Starting Points Institute for Early Childhood Educators
United Parcel Service (select training programs)
U.S. Army Training and Doctrine Command (TRADOC)
> MOS 11B
> MOS 13B/D/M/P/T
> MOS 14 E/G/H/JS/T
> MOS 19 D/K
> Structured Self Development 1: Warrior Leader Course; Advanced Leader Course

American Council on Education (ACE) CREDIT Program/National CCRS

Thomas Edison State College accepts credits from reviews completed by ACE and NCCRS. The list of programs, licenses and certificates reviewed by ACE is constantly being updated. Please refer to the ACE National Guide to College Credit for Workforce Training at *http://www.acenet.edu/nationalguide*. The College will also accept ACE recommendations for military training and experience as published in its online Guide to the Evaluation of Educational Experience in the Armed Services at *www.militaryguides.acenet.edu*.

National College Credit Recommendation Service (NCCRS) credit recommendations are published online at:
http://www.nationalccrs.org/ccr/home.html

To contact the National CCRS program office, call (518) 486-2070 or email *nccrs@mail.nysed.gov*. The mailing address is: National College Credit Recommendation Service, The University of the State of New York, Education Building, Room 25, 89 Washington Ave., Albany, NY 12234.

The limit of ACE and National CCRS credits from a single source is 90 credits for a bachelor's degree and 45 credits for an associate degree. To be awarded college credit for ACE credit recommendations and create an ACE transcript, students must first establish a record of their courses or exams with the American Council on Education in Washington, D.C. To contact ACE, call (866) 205-6267, (202) 939-9434 or (202) 939-9470, or email ACE at *credit@ace.nche.edu*. You can also access the ACE online Transcript System at *www.acenet.edu/transcripts*. The mailing address is: American Council on Education, College Credit Recommendation Service (CREDIT), One Dupont Circle NW, Washington, DC 20036-1193.

To use your ACE credit recommendations at Thomas Edison State College for enrollment, have your ACE transcript sent to the Office of the Registrar, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176. You can also use your ACE transcript to create a Thomas Edison State College transcript for use at another college by submitting a Nondegree Services Application for Credit Banking located on the College's website at *www.tesc.edu/files/NondegreeServiceApp.pdf*. The application should then be submitted to the Office of the Registrar, at the address listed above.

If You Have Questions or Need Assistance with Credits from Noncollegiate Sources

If you have questions or need assistance, contact Thomas Edison State College's Office of Admissions at (888) 442-8372 or email the College at *admissions@tesc.edu*.

Consider Prior Learning Assessment (PLA)

If your professional or corporate training program has not been evaluated for credit, you should consider prior learning assessment (PLA) as an option to gain credit for the learning. PLA and TECEP® help students define and demonstrate both their formal and informal college-level learning in terms of college courses.

PA – Undergraduate Single-Course Prior Learning Assessment and PF – Portfolio Assessment

Note: This option is not always approved for financial aid or military benefits.

Overview

Beginning in 2013, students have expanded options for getting credit for what they already know, helping them save both time and money. Prior learning assessment (PLA) is a flexible, efficient way of earning college credits for college-level knowledge you have acquired through experience outside the classroom. Thomas Edison State College has already helped thousands of adults save countless in-class hours by earning credits based on their college-level knowledge acquired beyond the classroom. Moreover, these credit awards are honored in transfer by many other colleges and universities throughout the country.

PLA operates on the philosophy that college-level learning, no matter how it is gained, may warrant consideration for credit. Therefore, nearly any area of learning can be converted into college credit as long as it corresponds to what is taught in a course at a regionally accredited college or university, and you can demonstrate your expertise in it through the portfolio process.

In the PLA portfolio process, whether you use the comprehensive process, in which the number of credits you earn toward your degree is limited only by your knowledge, or the single-course process, and complete one portfolio at a time, you work with a mentor to determine what materials are appropriate for you to demonstrate college-level knowledge of the course content and outcomes. The PLA process requires that the mentor recommend credit based on your demonstration that you have met the learning outcomes of the equivalent course. No letter grade is assigned when credit is earned for PLA, but your work must be comparable to a grade of C or better in the equivalent course. To learn more about PLA and to complete the PLA Self-Assessment Guide, go to *www.tesc.edu/pla*.

The Thomas Edison State College Approach to Prior Learning Assessment

If you are like most adult students, you are likely to have learned something outside of college — whether through work, the military, hobbies or some other kind of training — that you might be able to apply toward your degree programs. In other words, college is not the only place where you could acquire college-level learning.

PLA-100

If you are interested in determining how what you already know could be turned into college credit, you will start with PLA-100 Introduction to Prior Learning Assessment. This 1-credit, four-week course takes you through all the options offered by Thomas Edison State College for earning credit for what you already know: portfolio development, testing, licenses and certificates that have been reviewed for college credit, and more. The course also helps students understand what is meant by college-level learning and to explore their own learning and experience to determine whether PLA options would fit their goals. And if it turns out that PLA isn't right for you, the course carries general education elective credit, which is required for your degree.

At the end of PLA-100, some students will realize that their prior learning can be assessed through the College's TECEP® program (see Page 9) the evaluation of their licenses or training (Page 19), or through another testing program, such as CLEP or DSST. A few might only need a single-course PLA equivalency in order to graduate and will pursue the single-course process. However, most students who find they possess knowledge that could earn them college credit toward their degrees will continue on to PLA-200 Introduction to Portfolio Development.

PLA-200

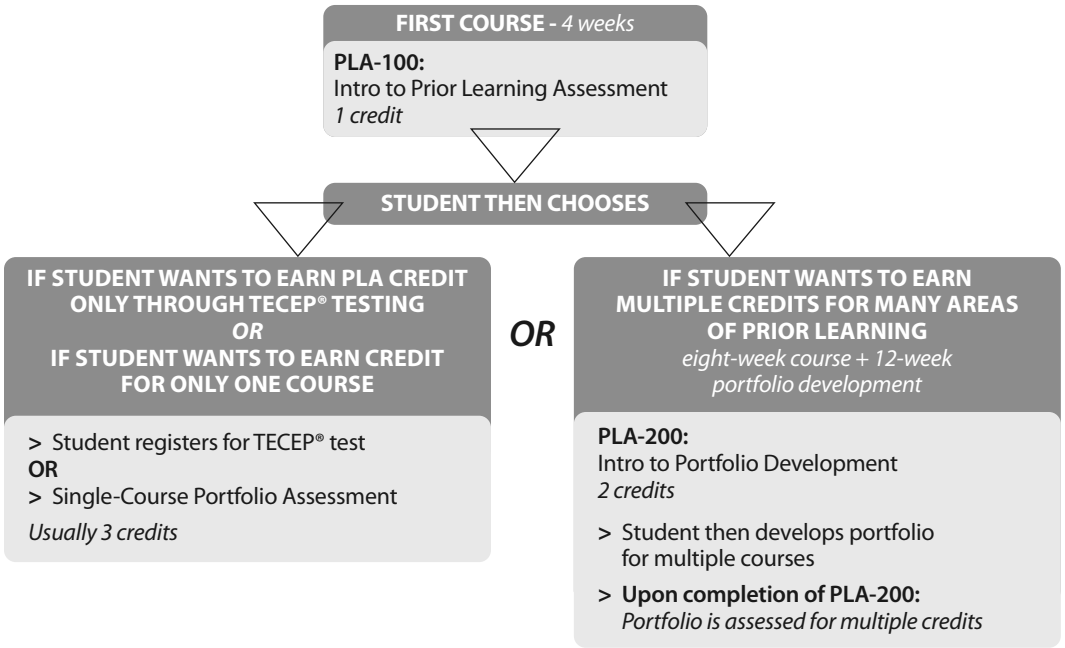
PLA-200, a 2-credit, eight-week course that is intended as a continuation of PLA-100, helps students identify the specific courses for which they can earn credit and gets them moving on the path to portfolio development. PLA-200 provides a structure that helps students document their experience, address learning outcomes that are at the core of every course and develop a narrative that can lead to multiple credits. Along the way, your PLA-200 mentor and the Office of Prior Learning Assessment/Portfolio Assessment provide you with the learning outcomes that students must address in their portfolios, identify subject matter experts who will evaluate your portfolio, answer your questions and guide your progress so that you can maximize the number of credits you can earn through PLA. As with PLA-100, PLA-200 also meets general education elective requirements for critical thinking, lifelong learning and communications.

Successful completion of your portfolio at the end of the PLA-100/200 process could earn you credit for all of your college-level prior learning, as long as the credits fit in your degree program. The number of credits you can earn through PLA is limited only by your knowledge: nearly every Thomas Edison State College course can be satisfied via PLA. If you already have the knowledge, there is no need to sit through courses that cover the same material. Best of all: the PLA process allows students with college-level knowledge to earn those credits at a much lower cost than taking the courses.

The 12-Week Single Course Process:

If you choose to only attempt a single course through the portfolio process, you will work with a mentor who will guide you through the development of your portfolio. This is what you will need to do:

Thomas Edison State College PLA process:



To earn credit through PLA portfolio assessment, select a single course in the subject in which you plan to demonstrate college-level knowledge. As a PLA student you will demonstrate knowledge of this subject by creating a PLA electronic portfolio. You have one 12-week semester in which to complete your PLA portfolio, which is developed with the guidance of a mentor.

The narrative and supporting documentation compiled during portfolio development will serve as proof of your college-level knowledge and the value it has in the academic world. Such documentation can include evidence of learning gained from a wide variety of sources, but these are some of the most common sources used for prior learning assessment:

> knowledge acquired through full- or part-time employment
> prior independent research
> training programs or in-service courses
> volunteer experiences
> cultural and artistic pursuits
> hobbies and recreational pastimes
> community or religious activities
> study abroad

Preparing for PLA is a Simple Step-by-Step Process

All of the following steps are included in PLA-100 and PLA-200. To prepare for development of an electronic portfolio you will:

A. Inventory Your Knowledge and Skills.
Review your job history, hobbies, areas of study or special training, volunteer work and other activities. Then make a list of all the areas of college-level knowledge and skill you have acquired as a result of these experiences. Further information is available at *www.tesc.edu/pla.*

B. Identify the Areas for Which You Want to Earn College Credit.
Evaluate each area of your prior college-level learning to determine which ones to select for portfolio. Your decision about each subject area should be based on two factors: whether you can prove that your knowledge is equivalent to a college-level course and whether you need college credits in that subject area. Note: PLA cannot be used to satisfy the following requirements: physical education activity courses, student teaching, cooperative study, Practicum courses, English Composition I and II, internships, seminars, Capstones or stand-alone lab courses. Otherwise, any college-level subject is eligible for PLA, although there are some subjects that are not well-suited for portfolio assessment.

It is strongly recommended that the courses you want to earn credit for through the PLA program be reviewed and deemed appropriate by the Advisement Center for your degree program or certificate program.

C. Find A Course Description to Match Your Learning.
For the subject for which you will develop a portfolio, select an appropriate course description from the Thomas Edison State College PLA Course Description Database

(www.tesc.edu/plasearch.php). If Thomas Edison State College does not already have a course to match your learning in the database, you may also search through catalogs from regionally accredited colleges to locate a description that best reflects your knowledge. Course descriptions must come from catalogs that are no more than two years old. The catalog entries you select must represent courses taught in semester hours (not quarter hours) at regionally accredited colleges or universities. Please note that if you select a course description from another institution's catalog, there is no guarantee that it will be assigned the same course code by Thomas Edison State College.

Once you identify the potential course you're considering, fill out and submit the Undergraduate Prior Learning Assessment *(PLA) Portfolio Proposal Form* and be sure to identify the semester in which you hope to take the PLA. This form can be found at *https://ssl.tesc.edu/plaproposal.php* or on the College website under Student Forms.

D. Register for the PLA Course.
Once approved, you may register for Single-Course PLA directly with the Office of the Registrar just as you would for any course. See the section in this *Catalog* on Course Registration. Registration is not possible until a proposal is received and a PLA course is created and activated for you. Once the semester begins, you may contact your PLA mentor and begin to follow the timeline provided in the Assignments section of the course.

Note that in this single course process, you pay tuition for the course, rather than a fee for the assessment of your portfolio as you would in the PLA-100/200 process.

E. Describe What You Know and How You Learned It.
After reviewing the course description and accompanying learning outcomes set out in your myEdison® PLA section, you will create a portfolio by writing a narrative that describes your college-level learning and addresses the subject area content as defined by the learning outcomes. You will also explain how, when and where your knowledge was acquired, how it has been or could be applied and you will introduce the materials you are providing as evidence. This narrative, which may vary in length and format depending on the subject area, is developed under the guidance of your mentor and is your forum for demonstrating to the mentor that you possess sufficient college-level knowledge to warrant credit for the subject.

F. Provide Evidence of your Knowledge.
In your portfolio, you will assemble a compilation of material that documents your knowledge of the course content and outcomes. Evidence may include a performance evaluation, certificates, transcripts of relevant training, samples of your work, letters of verification from employers or others who have first-hand knowledge of your abilities or any other material that offers proof. If a piece of evidence is not conducive to electronic transmission, you may mail it to the mentor, but only copies should be sent as evidence cannot be returned.

Prior Learning Assessment Courses

There are thousands of PLA courses available. Descriptions can be found at *www.tesc.edu/plasearch.php*. If you are following the 12-Week Single Course PLA process, you must submit a PLA Proposal Form, which can be found at *https://ssl.tesc.edu/plaproposal.php*. (If you are in PLA-200, a Declaration of Intent form is part of the course materials and will be made available to you.) With confirmation from the Office of Prior Learning Assessment/Portfolio, students register for these PLAs during the monthly registration periods as they would for Guided Study, e-Pack® or online courses.

If there is no appropriate PLA course description in our database, students may propose a course description borrowed from a catalog from another regionally accredited institution of higher education within the United States. A PLA proposal that uses a description from a source outside Thomas Edison State College must also be reviewed by the Office of Prior Learning Assessment/Portfolio Assessment before the student is allowed to register. If the description on which the PLA is based is from outside the College, you must include a photocopy of or an active link to both the course description and the cover of the catalog from which the description was taken. Proposal forms must be submitted at least two weeks prior to the end of the registration period for the semester. Once the proposal is reviewed, you will receive clearance to register for the PLA for the next available semester.

Note: For reasons related to accreditation, PLA Portfolio Proposal Forms for Nursing degree programs must be reviewed by the W. Cary Edwards School of Nursing prior to approval. Nursing students should consult with an academic advisor from the W. Cary Edwards School of Nursing.

The Assessment of Your Portfolio

Each PLA portfolio is assessed by the mentor to determine whether your knowledge of the subject and corresponding outcomes is comparable to a college-level grade of C or better. If it is, the mentor will award a grade of Credit (CR). PLA credit is not listed with a letter grade.

If the mentor decides that more information is needed to make a grade determination, you may be asked to make some additions to your narrative, submit additional evidence, take an examination or be interviewed. The latter practices are often used in cases where students have acquired knowledge of a subject that cannot readily be documented. If your knowledge is ultimately judged to be insufficient, the mentor will award a grade of No Credit (NC). The NC will be listed in your personal academic evaluation file under "other courses" but will NOT be listed on your official transcript and does not affect your overall GPA.

At the end of the 12-week semester, you will receive a grade report within the same time frame as for any other course at Thomas Edison State College. If you are a student at another school, you should request, in writing, from the Office of the Registrar that a Thomas Edison State College transcript be sent to your home institution.

English Composition I and II cannot be taken as PLA courses. In addition, assessment of some subjects is better suited to exam programs such as TECEP®, CLEP or DSST where offered. Capstone courses cannot be completed through PLA. In a few cases, students have earned enough PLA credits to fulfill most of their degree requirements. Students may not exceed the College's maximum number of credits carried per semester without permission of their academic advisor and/or dean.

PLA Policies and Procedures

1. It is recommended that students enrolled in Thomas Edison State College check with Academic Advising to be certain that all selected PLA course descriptions are applicable to their degree program before registering for a PLA. Students enrolled in other institutions should make sure that credits earned through PLA will apply toward their degree programs before registering for PLA at Thomas Edison State College. Course descriptions from colleges other than Thomas Edison State College may not be used as a basis for PLA if Thomas Edison State College has an equivalent course in its PLA Course Description Database.

2. Because the portfolio narrative requires substantial writing, it is strongly advised that students attempt PLA only after they have fulfilled the requirements for English Composition I and II with a grade of C or better.

3. It is important for students to remember that the College can only assess knowledge based on courses taught at regionally accredited colleges and in subject areas for which mentors can be located. Every effort is made to find mentors in the student's area of expertise, but occasionally, no such mentor can be located, so PLA may not be pursued.

4. The College reserves the right to refuse to grant credit for any PLA portfolio that does not meet the standards set by the College. Students should work closely with their mentor to ensure the best possible chance of earning credit through the PLA process.

5. The College cannot award duplicate credit for both a PLA and a course that cover essentially the same content. PLA students need to work closely with their academic advisors early in the process to avoid duplication of content when selecting their course descriptions. It is not unusual for courses with different titles to cover the same content.

6. Physical education activity courses, Capstone courses, student teaching, cooperative study, Practicum courses, English Composition I and II, internships, seminars, stand-alone lab courses or other courses whose subject matter may be inconsistent with demonstrating prior learning through a narrative-centered portfolio process are not eligible for PLA.

7. A mentor may determine that a student has adequately demonstrated competency in fewer than 12 weeks. When a PLA is completed early, the grade will not be issued until the end of the semester except for compelling reasons such as a graduation audit or to meet requirements for retaining employment.

8. Additional questions about PLA can be directed to the Office of Prior Learning Assessment/Portfolio Assessment at *plaweb@tesc.edu*.

PF – Portfolio Assessment

The PF designation for earning credit is a form of prior learning assessment (PLA) offered by Thomas Edison State College. It refers to the portfolio development and assessment that are part of the comprehensive process students go through in PLA-100 and PLA-200. Students enrolled in PLA-200 declare their intent to earn credit for other courses via portfolio evaluation and are then registered for the PF format of those courses. The student's completed portfolio, developed during PLA-200 with the assistance of the PLA-200 mentor, is sent to a subject-matter expert for review. Recommendations to award credit are based on the student's demonstration of mastery of the course's learning outcomes and are made by the subject matter expert.

Students may not register for PF sections of courses unless they have been enrolled in PLA-200 or the equivalent.

Graduate PLA Portfolio Assessment

Students enrolled in a Thomas Edison State College graduate degree program may apply to earn PLA portfolio credit for any course required by the degree. Portfolio assessment opportunities for Thomas Edison State College courses will be based on the stated learning outcomes. For electives, matriculated students may present course descriptions from graduate courses offered at other regionally accredited colleges or universities as a basis for earning credit through prior learning assessment subject to the dean's approval. This policy may be limited by external accrediting bodies or by the nature of the course. Please check with the college academic dean regarding whether that degree program accepts PLA credit.

Graduate PLA course proposal forms can be found on the website in the Student Forms section and must be sent directly to the appropriate dean's office for approval.

Note: Almost all courses are available as PA (Prior Learning Assessment) or PF (Portfolio Assessment). See page 23 for details or go to *www.tesc.edu/plasearch/php*.

System Requirement : If you plan to register for OL, EP, PA, NU or NG, see Page 6 for minimum system requirements.

Undergraduate Course Descriptions

ACC-101-EP
ACC-101-GS
ACC-101-OL
ACC-101-TE
Principles of Financial Accounting
3 credits

Provides a basic level of knowledge in recording business transactions and summarizing business activities, and preparing, interpreting and utilizing financial statements.

ACC-102-EP
ACC-102-GS
ACC-102-OL
ACC-102-TE
Principles of Managerial Accounting
3 credits

Emphasizes the information managers need to make decisions and the types of analyses appropriate to each decision. Includes such topics as budgeting, cost accounting systems and cost profit relationships.

Advisory: It is advisable to have knowledge in a course equivalent to ACC-101 Principles of Financial Accounting with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ACC-201-OL
Intermediate Accounting I
3 credits

Intermediate Accounting I is the first of a two-course sequence in financial accounting. Topics covered include accounting theory, a review of the accounting cycle, financial statements, time value of money, current assets and operational assets. This course is essential for students who wish to pursue a major in accounting.

ACC-202-OL
Intermediate Accounting II
3 credits

Intermediate Accounting II is the second of a two-course sequence in financial accounting. Topics covered include investments, current liabilities and contingencies, bonds and long-term notes, leases, accounting for income taxes, pensions, shareholders' equity, earnings per share, share-based compensation, accounting errors and the statement of cash flows. This course is essential for students who wish to pursue a major in accounting.

ACC-303-OL
Cost Accounting
3 credits

This course explores the world of cost accounting. It reviews the nature and calculation of costs associated with delivering products and services. Fundamental analytical tools that are utilized for cost accounting are explored, and students assess how cost information can be used to make managerial decisions. Throughout this course, students will participate in discussions with others enrolled in the course.

Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting and ACC-102 Principles of Managerial Accounting with a grade of C or better in both courses in order to succeed in this course.

System Requirement: This course requires access to a computer with Microsoft Word or a compatible word-processing program; Microsoft Excel or a compatible spreadsheet program.

ACC-401-OL
Advanced Accounting I
3 credits

This course provides a review of both the concepts and technical issues associated with more advanced accounting topics. Complex consolidated financial statements are addressed in detail, from both the perspective of internal company expansion and external business combinations such as acquisitions. The course also explores accounting for international operations and foreign exchange translations. Finally, the course outlines the role of the Security and Exchange Commission and government regulation of accounting transactions as well reporting rules for nonprofit organizations.

Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting and ACC-102 Principles of Managerial Accounting with a grade of C or better in both courses in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ACC-402-OL
Advanced Accounting II
3 credits

This is the second semester of a two-semester sequence of courses covering advanced accounting techniques and issues. Topic coverage in ACC-402 will include an in-depth review of interim

and segmental reporting for businesses as well as partnership accounting from initial formation to liquidation. In addition, ACC-402 will also cover governmental and not-for-profit accounting in detail as well as fiduciary accounting for estates and trusts, and debt restructuring. Related pronouncements from the Financial Accounting Standards Board and the Governmental Accounting Standards Board will be introduced during the course.

Advisory: It is advisable to have knowledge in a course equivalent to ACC-201 Intermediate Accounting I with a grade of C or better to succeed in this course. It is also advisable to have successfully completed ACC-401 Advanced Accounting I or its equivalent. Students are responsible for making sure they have the necessary knowledge.

ACC-411-OL
Auditing
3 credits

This course provides students with the foundation needed to develop the skills required of an auditor. It focuses on the tools and processes necessary to complete an audit and includes a review of references and resources available on the Internet. The course provides familiarity with the skills necessary for auditors to make sound judgments and recommendations. Students review the auditing process in which substantive evidence is obtained and evaluated, and learn to develop and apply the tests necessary to document conclusions and position effectively and efficiently.

Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting and ACC-102 Principles of Managerial Accounting with a grade of C or better in both courses in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ACC-415-OL
Advanced Audit
3 credits

Advanced Audit provides an in-depth analysis of current auditing issues, especially those involved in completing the audit: auditors' reporting responsibilities, internal control over reporting for public companies, the requirements of the Sarbanes-Oxley Act and auditing of information technology systems. In addition, the course focuses on compliance concepts and techniques, detailed attestation and review services, and the professional judgment process model for auditing financial statements. Recognized standards, such as the International Auditing Standards (IAS) and the Generally Accepted Government Auditing Standards (GAGAS), are discussed in detail.

Advisory: It is advisable to have knowledge in a course equivalent to ACC-411 Auditing with a grade of C or better to succeed in this course. Students are responsible for making sure they have the necessary knowledge.

ACC-421-GS
ACC-421-OL
ACC-421-TE
Federal Income Taxation
3 credits

Covers federal income tax structure as it pertains to individuals, partnerships and corporations.

Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting and ACC-102 Principles of Managerial Accounting with a grade of C or better in both courses in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ANT-101-OL
Introduction to Anthropology
3 credits

Studies culture as the expression of human values, behavior and social organization in its diverse forms throughout the world, both past and present. Attempts to demonstrate the inherent logic in each culture in terms of problem solving and adapting to the environment.

AOJ-102-OL
Introduction to Criminal Justice
3 credits

An introductory course in criminal justice that offers an overview of the entire criminal justice system. The focus is on the administration of police, court and correctional agencies and the decision-making points from the initial investigation or arrest by police to the eventual release of the offender and his/her re-entry into society. The emphasis is on the dynamic relationships between the various elements in the system as well as special problem areas.

AOJ-280-OL
Forensic Science
3 credits

This course presents a comprehensive introduction of the application of science concepts to criminal investigation. Key topics covered include the importance of the crime scene and the collection and analysis of both physical and biological evidence. In addition to the textbook readings and lecture notes, this course employs analysis of actual criminal cases through written assignments and discussions.

AOJ-303-OL
White-Collar Crime
3 credits

This course explores the nature and problems of white-collar crime, including its historic roots, causal factors in American life and society, white-collar criminal activities, the problems of corruption and graft, the economic impact of the criminal activities and the development of strategies to control and prosecute white-collar criminals.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory Administration of Justice course.

AOJ-381-OL
Victimology and Criminal Behavior
3 credits

This course will focus on the criminal event from both the perspective of victims and the motives of offenders. It will examine victimization patterns, typologies, lifestyles, causal factors, consequences and the treatment of victims by the criminal justice system. Students will identify preincident warning signs, learn about techniques used to defuse immediate danger and learn about strategies used to prevent future harm.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory Administration of Justice course.

AOJ-484-OL
Public Policy, Crime and Criminal Justice
3 credits

A review and analysis of intergovernmental relations involved in forming and implementing criminal justice policies, laws and procedures. The course emphasizes the development of quantitative and qualitative information used to analyze and formulate policy.

Advisory: To be successful in this course, students should have earned 6 credits in Administration of Justice or have comparable knowledge and experience.

APS-100-OL
APS-100-TE
Medical Terminology
1 credit

This is an introductory course to familiarize students with everyday medical terminology used by healthcare and medical professionals. It is structured to provide students with the entry level knowledge needed to advance into various careers in the medical field. The class will stress word parts, word structure, word analysis and pronunciation of terms. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will be covered. Specific medical words and word parts will be reviewed as they pertain to the musculoskeletal, lymphatic/immune, cardiovascular, respiratory, digestive, urinary, nervous, integumentary, endocrine, vision, hearing and reproductive systems. Students do not require a medical background prior to enrolling.

APS-289-TE
Radiation Safety Officer
3 credits

This exam tests the knowledge that is needed for an individual to serve as a radiation safety officer (RSO) at a non-medical radioactive material license facility. It focuses on the subjects required to meet the classroom provisions of 10 CFR 33.15. Topics include radiation fundamentals, health risks, regulations, licensing, regulatory enforcement, external and internal dosimetry, shielding, radiation protection, ALARA, instruments, use of x-ray equipment, radiation surveys, statistics, quality assurance, DOT shipment/receipt of radioactive materials, program management, record-keeping, emergency response and inspections.

APS-295-OL
Associate Capstone
3 credits

The Associate Capstone is designed to provide knowledge on the identification, analysis and synthesis of current trends and incremental changes in the technical area of study.

APS-302-OL
Customer Service a Practical Approach
3 credits

This course presents the principal concepts and current trends in the customer service industry. Particular areas of concentration involve defining customer service and identifying its challenges, employing the problem-solving process, formulating a customer service strategy, coping with challenging customers, retaining customers and measuring performance. Students will analyze the significant elements of customer service and apply effective customer service principles.

APS-400-OL
Occupational Health and Safety
3 credits

Provides analysis and solution components for technology leaders to identify potential issues and plan solutions. The content includes roles of the technical leaders in environmental, health and safety management; quantitative problem solving and units of measure; application

of OSHA regulations; and development of solutions specific to the learners field of applied science and technology.

APS-401-OL
Current Trends and Applications
3 credits

This course is designed to provide knowledge on the identification, analysis and synthesis of current trends and incremental changes in the technical area of study. Students apply the knowledge in the assessment of the potential impact of a current trend or incremental change influencing a discipline, while recommending an action plan or additional investigation.

APS-402-OL
Applied Quality Management
3 credits

Provides students with the knowledge and techniques required to improve product quality and process efficiency by identifying and measuring production process variability that, if not successfully addressed, leads to inconsistent product quality, costly wastage, nonstandardization and other reliability and productivity problems. This course introduces basic quality management concepts and definitions, and builds on that knowledge to explore Statistical Process Control (SPC) based quality improvement techniques as a means to diagnose, reduce and eliminate causes of variation and to assist in process improvement, production control, production planning and decision making. A brief review of the fundamentals of statistics and probability and their applications in quality management is provided and various measurement and control techniques — for example charts for variables and attributes — are presented.

ART-100-OL
A World of Art
3 credits

A World of Art is an art appreciation course that covers the sweep of Western art from its earliest sources to its most recent developments. The course covers a range of media that have defined visual art over time: painting and sculpture; architecture and decorative arts; photography and drawing; mixed media; and assemblage and installation art. This course demonstrates ways that the visual arts have echoed the human experience across the ages. A key theme is the way that art reflects both continuity with previous tradition and transformation as artists continually create something new. Course content is drawn from the Teaching Company's "Art Across the Ages" course by Professor Ori Z. Soltes.

ART-166-GS
ART-166-OL
History of Western Art I
3 credits

History of Western Art I examines the greatest works of the Western visual tradition, highlighting issues of social content, form and iconography. The course is a survey of Western European art and architecture from antiquity to 1600 CE. The course provides an excellent introduction and general overview of the seminal works of Western art. The social, political and philosophical influences on the art and architecture are also examined. Students will gain a knowledge and appreciation of the great works, their artists and the cultures that produced them.

ART-167-GS
ART-167-OL
History of Western Art II
3 credits

The History of Western Art II is a survey of Western art and architecture from the 1600s to the present day. Students will learn about the artists, architects and social, political and historical events and figures that formed the history of European and American art and architecture of this period. Various trends and art periods, from Baroque through Pop art, are examined and discussed. The great masterworks, from *Night Watch* to the *Guernica,* are studied and compared. This course is an excellent introduction to modern art and a good complement to the History of Western Art I (ART-166).

AST-101-GS
AST 101-OL
Introductory Astronomy
3 credits

Explores the broad range of concepts and principles in astronomy, placing emphasis on the scientific evidence that astronomers use to support their conclusions. The origin, characteristics and evolution of the solar system, the stars, the galaxies and the universe will be covered in this course.

BIO-101-OL
Introductory Biology
3 credits

Designed for nonscience majors, this course presents the essential body of knowledge about biology with emphasis on molecular biology. The course covers - in addition to a general introduction to the nature of life - chemical foundations, cell structure and function, metabolism, DNA, genetics, evolution and ecology.

Advisory: This course may not be used as the first semester of a two-semester sequence. It does not meet the biology area of study general biology requirement.

BIO-208-EP
BIO-208-GS
BIO-208-OL
BIO-208-TE
The Science of Nutrition
3 credits

This introductory course is intended to provide accurate and scientifically sound information on human nutrition. Topics covered include food choices; the digestive system; metabolism; the effects of carbohydrates, fats and proteins on health; nutrition in various stages of the life cycle; vitamins and minerals; and the effect of diet in the presence of diabetes and cardiovascular disease.

System Requirement: Students taking BIO-208-GS/OL are required to purchase the software *Diet Analysis Plus*.

BIO-211-OL
Human Anatomy and Physiology I
4 credits

Provides a survey of the structure and function of the human body with an emphasis on normal anatomy and physiology, and physiological processes of the following systems: skeletal, muscle, nervous and sensory. The course begins with an introduction of how molecules are organized to form cellular organelles; how the organelles function together to form the smallest living unit, the cell; and how cells are organized into tissues, which combine to form organs. Animal dissection is required.

BIO-212-OL
Human Anatomy and Physiology II
4 credits

Provides a survey of the structure and function of the human body with an emphasis on normal anatomy and physiology, and physiological processes of the following systems: endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive. The course includes overviews of development, genetics and inheritance. Animal dissection is required.

BUE-101-OL
Personal Finance for 2000 and Beyond
3 credits

A one-semester course in financial planning that provides information for making sound financial choices.

Advisory: This course will only be applied to the free elective requirement of Thomas Edison State College degrees including the ASBA and the BSBA degrees.

BUS-101-GS
BUS-101-OL
Introduction to Business
3 credits

This course outlines a concise overview of the world of business. Emphasis is placed on the following topics: economics and economic systems; ownership; risk; production; finance and the financial system; marketing; human resources; how to form a union; and the effect of government in business. The primary objective is to introduce students to the world of business and formulate an opportunity to define and apply the language of business to various endeavors in which businesses operate.

BUS-161-GS
BUS-161-OL
Business Mathematics
3 credits

Presents a practical approach to the use of mathematics in business. Topics include mathematical applications in finance, retailing and business accounting.

Advisory: This course will not satisfy the liberal arts mathematics requirement. The course does not require previous mathematics course work but does assume mathematics literacy.

BUS-311-TE
Business in Society
3 credits

Analyzes the interrelationships and influences among business, society and government.

BUS-421-GS
BUS-421-OL
BUS-421-TE
Strategic Management
3 credits

Strategic Management is a senior-level Capstone course that focuses on the development and implementation of strategy as a means to success in business. This course integrates concepts and applications from various functional areas of business. Relying heavily on case studies, the focus is on how managers engage in strategic thinking, planning, analysis and execution to gain a sustained competitive advantage in the marketplace.

Advisory: It is advisable to have knowledge in a course equivalent to FIN-301 Principles of Finance, MAN-301 Principles of Management, MAR-301 Principles of Marketing, ACC-101 Principles of Financial Accounting, ACC-102 Principles of Managerial Accounting, ECO-111 Microeconomics and ECO-112 Macroeconomics with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

CHE-101-GS
CHE-101-OL
Survey of Chemistry
3 credits

Developed for nonscience majors. Presents chemical facts, principles and theories through practical applications, illustrations and experiments. De-emphasizes mathematical problem solving.

Advisory: This course does not meet the chemistry area of study General Chemistry requirement. It will not satisfy the chemistry requirement for Natural Sciences or Applied Science and Technology degree programs.

CHE-121-OL
General Chemistry I with Lab
4 credits

In this, the first of a two-semester general chemistry sequence, students explore the structure of the atom, the molecules that form from atoms and the basic concepts of chemical reactivity, including the relations between amounts of materials undergoing reactions and the energetics of those reactions. Topics include atoms, molecules and ions; reactions in aqueous solution; gases; thermochemistry; quantum theory and the electronic structure of atoms; periodic relationships among the elements; chemical bonding; and nuclear chemistry.

CHE-122-OL
General Chemistry II with Lab
4 credits

The second of a two-semester general chemistry sequence. Topics include intermolecular forces; liquids and solids; physical properties of solutions; chemical kinetics; chemical equilibrium; acids and bases; chemistry in the atmosphere; entropy, free energy and equilibrium; electrochemistry; metallurgy and the chemistry of metals; transition metal chemistry and coordination compounds; organic chemistry; and synthetic and natural organic polymers.

Advisory: It is advisable to have knowledge in a course equivalent to CHE-121 General Chemistry I with Lab with a grade of C or better to succeed in this course.

CIS-107-GS
CIS-107-OL
Computer Concepts and Applications
3 credits

Provides an overview of computers, focusing on historical development; hardware; application software; communications; Internet use; how to purchase, install and maintain a computer; information systems; system analysis and design; programming; careers in the computer field; security, ethics and privacy issues; and multimedia. The "laboratory" portion of the course features the use of Microsoft Office and Windows.

CIS-301-OL
Management Information Systems
3 credits

Provides an overall picture of information systems in the conduct of business. Covers the organization and management of a networked enterprise, the infrastructure of information technology, the necessary support systems for the digital company, and the building and managing of information systems in a global business environment.

CIS-311-OL
Database Management
3 credits

Provides students with fundamental concepts of databases and Database Management Systems (DBMS). It offers terminology, conceptual approaches and practical approaches when designing and implementing different database types. Students will learn design considerations and solutions with a DBMS, using various industry standards and models available. Analytical and problem-solving skills will be strengthened. The material also includes common tools and techniques utilized to optimize performance and secure the database and related resources. Other topics covered include: Entity Relationship Diagrams (ERD); Structured Query Language (SQL); Information and Decision Making; and Data Normalization.

CIS-320-OL
System Analysis and Design I
3 credits

Systems Analysis and Design provides students with concepts of the analysis and design processes and allows students to use industry standard methodology and framework to develop business information systems. The course combines terminology with conceptual and practical approaches to designing and implementing business systems. Analytical and problem-solving skills are developed through a modern integrated, structured approach. Predictive and adaptive approaches to systems development life cycle (SDLC) using an iterative approach are covered. The course contains the entire analysis and design process from conception through implementation, including training and support, system documentation and maintenance, and relevant project management techniques. Tools and techniques to optimize performance and secure the system are introduced. Tools that optimize performance and secure the system include SDLC, Unified Process (UP), Extreme Programming (XP) and Scrum.

CIS-351-OL
Software Engineering
3 credits

Immerses the student in the process of software engineering, which involves identifying the components of a software system, breaking complex components into smaller and more manageable abstract pieces, and modeling the entire system. These tasks help software teams better handle the design, planning and development of software systems. Students will be exposed to a variety of techniques used to plan and model software applications. They will also learn about strategies used to gather user input and develop software.

CMP-202-OL
Fundamentals of Information Technology
3 credits

Provides an overview of the fundamental ideas and principles behind information systems. The course approaches traditional computer concepts from a managerial perspective geared to the requirements of businesses and organizations. Within this context students use case studies to analyze and discuss design concepts and approaches to managing information and implementing technology solutions. The course introduces students to the role of information systems in business, society and private life, to the role of critical decision makers and to important decision support tools. It further addresses core ethical issues, principles and procedures. Students are expected to develop critical-thinking as well as analytical and problem-solving skills.

CMP-354-OL
CMP-354-TE
Network Technology
3 credits

Provides students with the fundamental concepts of data communications. This course teaches practical approaches when designing and implementing a network environment of varying sizes. It includes an analysis of the physical and logical aspects of the network infrastructure and the various industry standards and models available. The material also consists of the common tools and techniques utilized to optimize the performance and secure the core network components and resources. Throughout this course, students will develop and build their analytical and problem-solving skills. Specific topics covered include: network architectures; topologies; media and devices; protocols; and servers and security.

COM-120-GS
COM-120-OL
Introduction to Mass Communications I
3 credits

Emphasizes the history of mass media and current trends, presenting information and activities to enable students to appreciate and evaluate the quality of print, audio, video, film and television. Satisfies the humanities general education requirement.

COM-121-GS
COM-121-OL
Introduction to Mass Communications II
3 credits

Continues the presentation of information about the history of and current trends in mass media and activities to enable students to appreciate and evaluate the quality of print, audio, video, film and television. Satisfies the humanities general education requirement.

Advisory: It is advisable to have knowledge in a course equivalent to COM-120 Introduction to Mass Communications I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

COM-209-OL
Public Speaking
3 credits

Focuses on the development of effective presentation skills before live audiences. Includes having each student recording two presentations. Satisfies the humanities general education requirement.

System Requirement: Students should be able to submit digital recordings electronically.

COM-210-TE
Public Relations Thought and Practice
3 credits

This test is an overview of the public relations field. Topics include: the foundation ideas and fundamental concepts of contemporary public relations practice; studies of public opinion formation, influence and measurement; techniques of communication and journalism, which effectively reach large audiences; and management skills required to plan and execute a successful public relations program.

COM-330-OL
Interpersonal Communication
3 credits

This course examines the process of interpersonal communication from various perspectives, including dyadic interactions, how we perceive others, listening skills, emotions, language and nonverbal communications. By applying and mastering the concepts of interpersonal communication, individuals can improve their listening and

interaction with others, handle conflict and human differences more positively and productively, and form more tractable and supportive relationships in a variety of contexts.

Advisory: This is an upper-level communications course. Students should have knowledge equivalent to an introductory communications course before enrolling.

COM-335-GS
COM-335-OL
Elements of Intercultural Communication
3 credits

Presents the many complex elements and processes involved in sending and receiving messages in intercultural contexts. Covers basic concepts, principles and skills for improving communications between persons from different racial, ethnic and cultural backgrounds. Satisfies the humanities general education requirement.

Advisory: This is an upper-level communications course. Students should have knowledge equivalent to an introductory communications course before enrolling.

COM-339-OL
The Story of Human Language
3 credits

The Story of Human Language examines how language is created, acquired and utilized. Topics examined in this course include the origin of language, differences between animal and human language, sound and word formation, language acquisition, verbal and nonverbal utilization, and its regional, social and cultural variations. These topics are fundamental to a greater understanding of human language and its use and origins. Lastly, this course provides an essential foundation for advanced courses in linguistics.

COS-101-GS
COS-101-OL
Introduction to Computers
3 credits

Introduction to Computers provides students with a broad, general introduction to hardware and software fundamentals, productivity software, graphics, digital media, multimedia, database applications, networking, the Internet, and security and privacy issues as well as an introduction to object-oriented programming using the Visual Basic programming language.

System Requirement: Windows XP operating system; personal Internet access; an Internet browser like Netscape 8.1 or Internet Explorer 5.5 or higher; Microsoft Visual Basic 2010 (Express Edition recommended); and word processing software.

COS-116-GS
COS-116-OL
C Programming
3 credits

Explains how to write, debug and run programs in C language. The course includes discussions of algorithms, data types, arithmetic, assignments, relation and repetition. Functions, arrays, pointers, character strings, structures and files are used. It is advisable to have completed an introduction to computer programming course or to have equivalent programming experience. Students must have regular access to a computer with C compiler software either on a Windows or MS-DOS computer or on a Macintosh with PC emulation or with SoftPC installed. A C compiler is not supplied by the College and must be acquired by the student prior to or at the start of the course. It is not possible to proceed through the course without a C compiler. The compiler should be a full implementation of the ANSI standard for C. An ANSI C++ compiler may be used because C is a supported subset in a C++ compiler. Complete documentation is required to handle compiler variants and operational problems.

COS-213-GS
COS-213-OL
C++ Programming
3 credits

This course explores C++ programming in the context of procedure and object-oriented software development. It covers writing, compiling and running programs in the C++ language. This course offers students a platform and direction to enhance their C++ knowledge, experience and skills.

Advisory: It is advisable to have knowledge in a course equivalent to COS-116 Programming with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

System Requirement: Students will need regular access to a computer with C++ compiler software, and may use the compiler that is provided with the course textbook or may use a compiler they already have.

COS-231-GS
COS-231-OL
Assembly Language
3 credits

An introduction to the study of the basic structure and language of machines. Topics include basic concepts of Boolean algebra, number systems, language, addressing techniques, data representation, file organization, symbolic coding and assembly systems, use of macros, batch operation and job handling.

Advisory: It is advisable to have computer programming experience.

COS-241-GS
COS-241-OL
Data Structures
3 credits

Involves an investigation of various data structures, including stacks, queues, lists and trees, and searching and sorting techniques.

Advisory: Students taking this course will need access to a computer and compiler software and will be required to do programming in C++. Experience in C++ programming is advisable.

COS-330-GS
COS-330-OL
Computer Architecture
3 credits

Covers the nature and limitations of computers. The CPU is covered in detail, including processor, control and memory design. Data path design and the ALU - both fixed and floating-point arithmetic - are covered. The course also includes pipeline and super scalar processing. Finally, the I/O system is studied in some detail.

Advisory: It is advisable to have completed two computer science courses prior to enrolling in this course.

COS-352-GS
COS-352-OL
Operating Systems
3 credits

This course concentrates on the design and function of the operating systems of multiuser computers. Topics include time sharing methods of memory allocation and protection, files, CPU scheduling, input/output management, interrupt handling, process synchronization, deadlocking and recovery and design principles.

Advisory: Knowledge in a course equivalent to COS-241 Data Structures with a grade of C or better is required to succeed in this course. It is highly recommended that students have completed COS-330 Computer Architecture or equivalent or have experience with C or UNIX. Students are responsible for making sure that they have the necessary knowledge.

COS-451-OL
Artificial Intelligence
3 credits

An introduction to how Artificial Intelligence (AI) methods solve problems that are difficult or impractical to solve with other methods. The focus of the course is on learning how to determine when an AI approach is appropriate for a given situation, being able to select AI method and implementing it. AI methods will be chosen from heuristic search and planning algorithms, formalisms for knowledge representation, and reasoning techniques and methods applicable to expert systems and games.

Advisory: Students should be familiar with computer hardware and software as provided in an introductory computer science course, and they should have the sophistication of understanding material as demonstrated by successfully completing courses such as discrete math, discrete structures or computer architecture, or having similar practical experience. It is recommended, but not required, to have taken a course in computer programming. However, the course will not require programming.

CTR-211-GS
CTR-211-OL
Electronic Instrumentation and Control
3 credits

Includes the study of automatic testing of electronic devices, electronic instrumentation and control, physical properties and their measurement, industrial electronic circuit applications, interfacing process variables, motor control and servosystems, numeric control systems, programmable controllers and industrial robots.

Advisory: It is advisable to have completed courses in electric circuits, electronic devices and digital electronics.

CTR-212-OL
Programmable Logic Controllers
3 credits

Programmable Logic Controllers (PLC) studies the development of the PLC, its components and operation, common methods of programming the PLC and its applications in industry. The course is designed for students in a technical curriculum or occupation who have not had previous knowledge of or experience with PLCs and who need to develop the requisite background and skills in PLC programming to further their education and careers.

EAS-101-OL
General Earth Science
3 credits

In General Earth Science students discover what Earth is made of, what its history has been and "how it works." The course explains what went into making the planet as well as how it has changed and transformed in the 13.7 billion years since the Big Bang. Students will be introduced to Earth's structure, the elements that make it up and such by-products of the planet's ceaseless activity as earthquakes and volcanoes. The course also covers Earth's oceans as well as its atmosphere and climate. Course content is drawn from the Teaching Company's course "How the Earth Works" presented by Dr. Michael E. Wysession.

EAS-131-OL
Introduction to Meteorology
3 credits

Bringing together geography, chemistry, physics and other scientific disciplines, the course will cover topics including meteorological elements, air masses, synoptic, regional and local scale weather systems; severe weather; meteorological observation, instrumentation and forecasting; aviation weather; agricultural meteorology; and air pollution, global warming, climate change and renewable energy applications.

EAS-201-OL
The Science of Natural Disasters
3 credits

Designed both for professionals working in the field and for students seeking a science elective, this course focuses on developing a scientific understanding of the causes and mechanisms of common natural disasters. The perspective is global and historical while focusing on contemporary events and potential for catastrophe. The emphasis of the course is on earthquakes, volcanic activities, flooding and severe storms, and the consequent secondary disasters they can trigger. The course also addresses some of the social, economic and political ramifications of these events.

ECO-111-GS
ECO-111-OL
Macroeconomics
3 credits

Deals with the economy as a whole. Includes the meaning and measurement of the gross domestic product, the effects of government expenditure and taxation, causes of inflation and unemployment, government deficit and debt, and international trade and the balance of trade.

Advisory: It is advisable that students have 3 credits of college-level mathematics.

ECO-112-GS
ECO-112-OL
Microeconomics
3 credits

Deals with the economic behavior of individuals and companies. Includes supply and demand, elasticities, consumer behavior, competition and the labor market.

Advisory: It is advisable that students have 3 credits of college-level mathematics.

ECO-490-GS
ECO-490-OL
International Economics
3 credits

Examines in depth the basic principles of international economics, providing perspective on the growing global economic interdependence among nations. Includes strategic trade policy, exchange rate forecasting and environmental regulatory policies, among other topics.

Advisory: To be successful in this course, students should have earned 6 credits in economics or have comparable knowledge and experience.

EGM-211-OL
Statics
3 credits

Statics is a branch of the science of mechanics that deals with bodies at rest. The course focuses on the following basic concepts: force and force systems; coplanar force systems; concurrent force systems; spatial force systems; and their combinations. For various force systems, two key issues will be emphasized: the resultant of a force system and the equilibrium of a force system. The concepts of moment of a force and torque will then be discussed. In addition, the concepts of centroids, centers of mass and moments of inertia will be presented. A special type of force, frictional force, will be discussed. Application examples to engineering and technical areas will be demonstrated.

EGM-321-OL
Thermodynamics
3 credits

Investigates the basic properties and behavior of thermodynamic systems. Topics include temperature, pressure, work and heat, and heat transfer. The laws of thermodynamics deal with gas equation, calorimetric, thermal processes and entropy will be covered. Fundamental thermodynamic principles are applied to the analysis of heat engines, generation facilities and refrigeration cycles.

EGM-323-OL
Heat Transfer
3 credits

Heat transfer by modes of conduction, convection and radiation. Fundamental principles of heat transfer and radiation, and application to the solution of industrial heat transfer problems.

EGM-331-OL
Fluid Mechanics
3 credits

Fundamental fluid statics: manometer, forces on submerged surfaces, Archimedes' principle. Details of course include one-dimensional incompressible flow; conservation laws and application to flowing systems, cavitation, impulse-momentum problems, vanes; pipe flows, laminar analyses, turbulent flows with emphasis on calculation of fluid properties. Other topics include one-dimensional compressible flow; conservation laws, specialization to isentropic situation, nature of speed of sound. Applications including effects of area change, converging and diverging nozzles, choking phenomena's and normal shock waves.

Note: Almost all courses are available as PA (Prior Learning Assessment) or PF (Portfolio Assessment). See page 23 for details or go to *www.tesc.edu/plasearch/php*.
System Requirement : If you plan to register for OL, EP, PA, NU or NG, see Page 6 for minimum system requirements.

ELC-201-OL
Electronic Communication Systems
3 credits

A comprehensive course in AM, FM and single-sideband communication systems and an introduction to digital transmission. Designed to familiarize students with transmitters, receivers, modems, noise analysis, information theory, pulse modulation, sampling, coding, multiplexing and other signal processing techniques used in commercial broadcasting and data transmission systems.

Advisory: It is advisable to have completed courses in basic algebra and trigonometry as well as basic electronics including transistors.

System Requirement: Windows 98/NT/2000/XP, Pentium II or greater, 64 MB RAM (128 MB RAM recommended), 200 MB hard disk space, CD-ROM drive and 800 x 600 minimum screen resolution.

ELD-302-OL
Digital Electronics
3 credits

Digital Electronics is a course of study in applied digital logic using electronic digital circuits. Students will learn about digital electronic fundamentals including number systems, logic gates, Boolean algebra, logic families circuit design, flip-flops, combinational and synchronous logic circuit design, logic minimization techniques (Karnaugh maps, Quine-McCluskey), counters, shift registers, encoders and decoders, multiplexors and demultiplexors, interfacing and microprocessors.

ELD-311-OL
Microprocessors
3 credits

Principles and applications of microprocessors, including hardware and software, interfacing, assembly language programming and microprocessor-based systems. Eight-, 16- and 32-bit microprocessor technology and features are presented. This course includes a lab.

ELE-211-OL
DC Circuits
3 credits

This course covers the fundamental concepts of electricity, batteries, DC series, parallel and complex circuits, electrical conductors, electromagnetism and magnetic circuits, and DC electrical indicating instruments.

Advisory: Proficiency in a course equivalent to at least MAT-115 Intermediate Algebra is needed to succeed in this course.

ELE-212-OL
AC Circuits
3 credits

Covers an introduction to alternating current, inductance, capacitance, inductive and capacitive reactance, fundamental AC circuitry and single phase transformer.

Advisory: Knowledge of basic DC circuits (or a course equivalent to ELE-211 DC Circuits) and an understanding of trigonometric functions (or proficiency in a course equivalent to at least MAT-129 Precalculus) is needed to succeed in this course.

ELT-306-OL
Solid State Devices and Circuits
3 credits

Studies include analysis and design considerations for electronic amplifiers and power supplies using semiconductor devices. Class A amplifiers using bipolar transistors will be analyzed with an emphasis on frequency response, power dissipation and efficiency.

ELT-307-OL
Linear and Integrated Circuits
3 credits

This course studies operational amplifiers and their use in linear systems, such as inverting and noninverting amplifiers, comparators, comparators with hysteresis and signal generators.

ELT-308-OL
Industrial Electronics
3 credits

This course is the study of devices, circuits and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic and computer equipment. Includes presentation of programming schemes.

ELT-400-OL
Advanced Microprocessors
3 credits

Microprocessor architecture and register organization. Multiprogramming, process scheduling and synchronization, and multitasking. Memory management and privileged machine states. Examples of 32-bit machines. Reduced architectures: RISC approach, MIPS.

ELT-490-OL
Electronics Assessment/Career Planning
3 credits

Electronics Assessment/Career Planning is an in-depth, student-centered activity that requires electronics engineering technology self-diagnostic assessment, the integration of research in current electronics employment, the development of a comprehensive curriculum vitae, practical career planning, interviewing strategies and the application of advanced math concepts to electronics engineering technology situations. Students will participate in career-focused activities that include building a curriculum vitae or professional résumé and knowing how to interview successfully. The knowledge and skills acquired in this course are directly applicable to students who are seeking a job, a promotion or moving to a new skill area.

Prerequisites: Completion of MAT-231 Calculus I, MAT-232 Calculus II, PHY-115 Physics I, PHY-116 Physics II, CHE-121 Chemistry I, ELE-211 DC Circuits, ELE-212 AC Circuits, ELT-306 Solid State Theory with Lab, ELT-307 Linear and Integrated Circuits with Lab, ELD-302 Digital Electronics with Lab, ELD-311 Microprocessors with Lab and ELC-201 Electronics Communications Systems.

ELT-495-OL
Electronics Engineering Technology Capstone
4 credits

The Electronics Engineering Technology Capstone is an in-depth, student-centered activity that requires the integration of theory and practical experience. Students will apply the skills and techniques they have learned to a specific project. The project will identify a real-world electronics engineering technical problem, issue, event, developing technology or case study in which the student will conduct research by exploring, evaluating and theorizing a solution in a final paper. On successful completion of the course, students will have met the learning outcomes of the EET area of study in the degree program.

Prerequisite: Completion of ELT-490 Electronics Assessment/Career Planning.

ENC-101-GS
ENC-101-OL
ENC-101-TE
English Composition I
3 credits

Emphasizes basic expository writing skills that enhance the skills needed for academic and business writing. Includes essay writing.

ENC-102-GS
ENC-102-OL
ENC-102-TE
English Composition II
3 credits

Presentation of expository writing skills that expand upon skills learned in English Composition I. Emphasizes research-paper writing.

Advisory: It is advisable to have knowledge in a course equivalent to ENC-101 English Composition I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ENG-201-GS
ENG-201-OL
ENG-201-TE
Technical Writing
3 credits

Focuses on developing the skills needed to communicate effectively in the workplace. Provides strategies for writing clear and concise reports, proposals and correspondence, and explores the principles of good design and how to use visuals in documents. Satisfies the humanities general education requirement.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

ENG-298-OL
Jane Austen: Pride and Prejudice
1 credit

Jane Austen: Pride and Prejudice is an upper-level course that focuses on the novel by Jane Austen and the ways in which she expressed her concerns and preoccupations with the changes that occurred in her time. These changes included: the status of women; the interconnection between marriage, money and love; and the relationship between social status and wealth. Students will have an opportunity to extend their critical and analytical abilities by assessing those issues and their influence on Austen's central characters. Satisfies the humanities general education requirement.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling. Students cannot earn credit for both ENG-298 and ENG-393.

ENG-393-OL
One Writer's Vision: Jane Austen
3 credits

Exploring three of Jane Austen's novels, this course emphasizes the ways in which the author expresses her concerns about the changes that were occurring in her time - specifically, the changes involving the status of women; the interconnection between marriage, money and love; and the relationship between social status and wealth. Students use their critical and analytical skills by assessing those issues and their influence on Austen's central characters.

Advisory: Students should please consider carefully whether they want to register for ENG-393-OL, which is a 3-credit course, or ENG-298-OL, which is a 1-credit course that requires students to read only one of the three novels required in the former. It is not possible to earn credit for both of these courses, either by registering simultaneously, or by registering for one and then for the other at a future date. This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge. Students cannot earn credit for both ENG-298 and ENG-393.

ENS-314-GS
ENS-314-OL
Global Environmental Change
6 credits

Covers the fundamentals of global environmental science and the ecological principles necessary to understand the factors required to maintain ecological stability and preserve worldwide resources. There are six themes considered: the biosphere; population growth; energy; resources; biodiversity; and worldwide resources.

Advisory: This is an upper-level course. Students should have the knowledge equivalent to one science course.

EUT-302-OL
Gas Combustion
3 credits

This course provides students with the fundamentals of gas combustion, including knowledge and skills to diagnose combustion problems and make the proper adjustments to obtain complete combustion at the rated input using standard tools.

EUT-309-OL
Gas Distribution
3 credits

Gas Distribution provides the students with the basics of the exploration, production, transmission and delivery of natural gas. Topics include history and scope of the natural gas industry, the construction and maintenance of the delivery system, regulatory requirements and the pressure regulation for transmission, distribution, commercial and residential systems. Safety for the customer, community and the infrastructure is stressed.

EUT-401-OL
Regulatory Policy and Procedures
3 credits

Provides learners with an understanding of regulatory policies and procedures in the electric and natural gas energy utilities. Electric utility operations consist of producers and delivery organizations responsible for transmission and distribution to customers. Natural gas operations include well drilling, transportation pipelines, storage and local distribution organizations. Course topic areas will include types of utilities, natural utility monopolies versus deregulation, decisions involving socioeconomic responsibilities and profitability, and the impact of current trends on utilities.

EUT-402-OL
Applied Economic Analysis
3 credits

Provides learners with an understanding of the utility regulatory economics necessary for understanding rate structuring, applications of economic principles for the operation of regulated and nonregulated utility operations, and economic analysis characteristics for financial operations.

FDR-440-OL
Fundraising for Nonprofits
3 credits

Actively engages students in mastering the concepts and tools needed to help nonprofit organizations achieve their mission and objectives through well-established fundraising techniques. Students will learn how to assess an organization's fundraising capabilities, conduct prospect research, conduct an annual fund drive, solicit grants from corporations and foundations, cultivate and secure major gifts, design planned giving instruments to meet the needs of donors, carry out a capital campaign, and set up information technologies to track fundraising efforts and assist with the stewardship of gifts. The course emphasizes applications, and students will complete a fundraising plan during the semester for a specific organization of their choosing.

Advisory: Students will need access to Microsoft PowerPoint in order to produce their final project.

FIL-110-GS
FIL-110-OL
American Cinema
3 credits

For more than a century, audiences around the world have learned about America by watching American motion pictures. American Cinema is an introduction to the history and language of this most influential art form. Filmmaking involves both art and craft (industry), and a deeper understanding of each creates a more critical viewer. Films, as with any artistic creation, are reflections of the culture in which they are created; they are also a

reaction to change and an expression of people's relationship to the world around them. In this course, students will study the significance of the invention of the motion picture camera, the rise of the studio system, the Hollywood Style and the production of popular genres such as the Western, the comedy, the combat film and horror films/science fiction. Even a casual moviegoer's experience is deepened by a greater understanding of and appreciation for the technical and social makeup of American cinema.

FIN-301-GS
FIN-301-OL
Principles of Finance
3 credits

Provides an introduction to financial management and the business environment in which financial decision makers function. Emphasizes analytical tools and their use in solving financial problems.

Advisory: It is advisable to have knowledge in a course equivalent to ACC-101 Principles of Financial Accounting with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

FIN-314-OL
Small Business Finance
3 credits

The application of basic financial management techniques focuses on the financial aspects of starting and running a business (100 or more employees). The core financial aspects of business entrepreneurship and problems encountered by those starting and running a small business are covered through the discussion of financial topics including working capital management, time value of money, financial statements, small business administration programs succession planning, financing options and alternative solutions to commonly discovered problems. Case studies are used to illustrate a macro overview and micro approach in developing and meeting company objectives.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in a course equivalent to FIN-301 Principles of Finance with a grade of C or better to succeed in this course. Students are responsible for making sure they have the necessary knowledge.

FIN-321-OL
FIN-321-TE
Security Analysis and Portfolio Management
3 credits

An introduction to investment alternatives, security analysis and portfolio construction. Topics include: the environment in which investment decisions are made; markets for the purchase and sales of securities; risk and return — their measurement and use in the construction of the individual's portfolio; taxation; and the efficiency of financial markets as well as specific investments: debt instruments — corporate bonds, federal government securities and municipal bonds; equity investments; put and call options; investment companies; and nonfinancial assets such as real estate, gold and collectibles.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in FIN-301 Principles of Finance, MAT-119 Quantitative Business Analysis or MAT-121 College Algebra, and STA-201 Principles of Statistics with grades of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

FIN-331-OL
FIN-331-TE
Financial Institutions and Markets
3 credits

This course examines financial institutions and systems as well as the relationship of U.S. capital markets to global markets. This involves the effects of interest rates and asset demand including stocks, bonds, options and futures, and their fundamental relationships within the financial market structure. The course analyzes the efficiency of financial markets and the role of central banks (especially the Federal Reserve System); in addition, the course examines the conduct of monetary policy to determine its effect on financial markets. Emphasis is given to the bond, stock and money markets, and their relationship to the management of financial institutions and financial regulations. The functions of the mutual fund industry, insurance companies and pension funds are discussed and evaluated for risk and ethical considerations.

FIN-334-OL
International Finance
3 credits

International Finance analyzes the way that the monetary and economic environments (as influenced by exchange rates and foreign investment) affect multinational enterprise. The course examines capital flows, trade deficits and international investments to determine their effects on international trade. The course also evaluates futures and options in currency swaps in order to determine their effects on purchasing power parity, the international marketplace and multinational business enterprise.

FIN-382-OL
Risk Management
3 credits

Risk Management presents an overview of the measurement and management of risks in modern financial institutions. The

course begins with a review of topics, such as the efficient frontier and capital asset pricing model (CAPM) that serve as a basis for understanding risk-return analysis. The course then moves on to examine various tools used in measuring and analyzing risks, placing emphasis on value at risk (VaR) approaches. This course also discusses off-balance-sheet items such as loan commitments and securitization and examines the role of regulators in controlling such risks. As a foundation for understanding financial crises, the course describes the U.S. mortgage market, asset-backed securities (ABSs) and collateralized debt obligations (CDOs). Finally, the course evaluates the benefits of scenario analysis and stress testing.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in FIN-301 Principles of Finance, MAT-119 Quantitative Business Analysis or MAT-121 College Algebra, and STA-201 Principles of Statistics with grades of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

FIT-190-OL
First Aid, CPR, Safety
3 credits

Provides a basic course in safety concepts and accident prevention as they apply to exercise settings. Liability issues and insurance issues will be explored. Students will be required to demonstrate successful completion of a basic Cardiopulmonary Resuscitation (CPR) course and a standard first aid course. Current certification in each of these areas is required.

Advisory: For one assignment, students will need a digital camera or a 35mm camera and access to a film processing service providing digitization of 35mm film or to a scanner. This assignment requires access to an exercise facility.

FIT-211-OL
Kinesiology
3 credits

Areas of study include the examination of internal and external forces that act on the human body during movement, exercise and athletics; a study of the scientific principles of body mechanics, including general anatomy and physiology; and the interaction of the neuromuscular system with movement.

Advisory: Online course students will need either a digital camera, a 35mm camera along with film or an instant camera with film; access to a film processing service if they use the 35mm camera; access to a VHS video camera; and a blank videotape if they lack digital recording capability.

FIT-230-OL
Individual Assessment in Fitness and Wellness
3 credits

This course will allow students who are interested in careers in the fitness industry to obtain skills in fitness assessment. Students will learn how to design personalized physical fitness plans for clients with varying levels of fitness and wellness.

Advisory: It is advisable to have knowledge in a course equivalent to BIO-101 Introductory Biology or BIO-211/212 Anatomy and Physiology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a video recorder and blank videotapes and will need regular access to a well-equipped fitness center. Students will do lab activities on a volunteer participant (who they must find) and videotape the activity. Plan to deliver final project via the U.S. Postal Service.

System Requirement: Excel or another graphing program is needed for assignment.

FIT-250-OL
Principles and Programs for Fitness and Wellness Services
3 credits

Provides an introduction to theories of physical fitness, the effects of exercise on humans, concepts of wellness, specific methods to improve physical fitness, research bases of the application of techniques and a review of the variety of equipment and resources that these programs utilize. Reviews services available for achieving and maintaining physical fitness and wellness. Explores multicultural approaches to concepts of physical fitness and wellness.

Advisory: This course requires access to an exercise facility.

FIT-280-OL
Exercise and Nutrition for Special Populations
3 credits

An exploration of basic nutrition and physical fitness needs of older people, women, the disabled, those who are pregnant and other special populations. Differentiation between conditions that need referral and specialized services and conditions that can be treated in a regular setting is essential.

Advisory: This course requires access to an exercise facility.

GEO-151-GS
GEO-151-OL
Physical Geology
3 credits

Acquaints the student with how earthquakes, active volcanoes and other geologic formations and processes relate to the theory of plate tectonics. The history of the theory of plate tectonics also illustrates how the scientific process works and how scientists propose hypotheses, gather evidence, discard ideas

and modify them to support existing knowledge. The course stresses that Earth continues to evolve and that its future depends on our actions of today.

GER-312-OL
Biological Aspects of Aging
3 credits

The aging process is one that we all must experience whether it is our own life or that of a loved one. This course is a comprehensive overview of the common and uncommon physical and psychosocial changes associated with aging. Factors that are believed to cause or influence the aging process, various theories of aging, common physiological changes, age-related pathologies, long-term care, death, dying and grieving are also explored.

Advisory: This is an upper-level course. Students should have the knowledge equivalent to one biology course.

GLB-301-OL
Global Issues and Society
3 credits

What will our world look like in 2025? This course examines the impact of The Seven Revolutions that are major forces at work shaping our world today: world population growth, scarce global resources, advancing technology and its diffusion, the flow of information and knowledge, global economic integration, the nature and mode of conflict, and the challenges of governance. Students will be exposed to multiple academic fields of study. Students will develop both a comprehensive understanding of some of the major global issues and a heightened appreciation for how diverse topics are interrelated. The purpose of this course is to educate and encourage the development of globally competent citizens and leaders.

Advisory: To be successful in this course, students should have earned 6 credits in the social sciences.

GOG-230-OL
World Geography
3 credits

Focusing on the processes of globalization, this course provides an opportunity to explore all of the world's major regions, examining the similarities, differences and inter-relationships among places caused by their historic, economic, cultural and political geographies.

HEA-305-OL
Women's Health
3 credits

This course explores what women and men need to know about women's bodies and women's health. Personal, family, cultural, community and societal influences are analyzed for their impact on the physical and emotional health of women. Emphasis on human sexuality is addressed in discussion related to body image and intimacy. Health risk identification, health promotion, health maintenance and treatment alternatives are examined. Men are encouraged to participate in the course to add perspective and gain a more in-depth understanding of women.

HEA-306-OL
Men's Health
3 credits
Offered July, October, January, April

This course explores the societal, economic, cultural and gender influences that shape men's health beliefs and practices. Common health problems and strategies effective in promoting men's health and well-being are explored. Reflection on the positive outcomes of healthy men at home, at work and in society is threaded throughout this course.

HIS-101-GS
HIS-101-OL
Western Civilization I
3 credits

This course surveys the history of Western societies, institutions and ideas, and the impact they have had on global culture over time. Starting with the emergence of a European civilization that was distinct from the classical world on whose foundations it was partly built, this course traces the major developments in the formation of Western civilization to the final defeat of Napoleon in 1815. The course synthesizes various approaches to the telling of history by focusing on political as well as social events. Integrating such diverse disciplines as religion, government and economics, it aims to provide a foundation of knowledge that will allow students to better understand the origins of social, political and religious institutions of the present day.

HIS-102-GS
HIS-102-OL
Western Civilization II
3 credits

This course is the second semester of a two-semester survey of the history of Western societies, institutions and ideas, and the impact they have had on global culture over time. Starting with the Industrial Revolution it traces the major developments in Western civilization from emergence of an industrial society to modern times, offering a broad overview of events that played an important role in shaping western thought, culture and tradition as we know them today.

HIS-113-GS
HIS-113-OL
American History I
3 credits

Focuses on the origin and growth of the United States from 1492 to 1865. Examines the social, economic and political development of the country, highlighting major events that took place from the settlement of Jamestown to the Civil War.

HIS-114-GS
HIS-114-OL
American History II
3 credits

Focuses on the transformation of the United States from 1877 to the present, from its reconstruction after the Civil War to its emergence as a world leader.

HIS-210-GS
HIS-210-OL
American Civil Rights Movement
3 credits

Examines the impact of the civil rights movement of the 20th century on American society. Offers a comprehensive history of the people, stories, events and issues in the struggle for social justice in the United States.

HIS-235-GS
HIS-235-OL
American Civil War
3 credits

Examines the Civil War - its causes, the reasons the North won and the assassination of Abraham Lincoln - featuring both the generals and enlisted men on the battlefields, and the politicians and families on the home front.

HIS-261-GS
HIS-261-OL
Introduction to Chinese History and Culture
3 credits

Provides an insight into the Chinese people, their history and the challenges they face - political, social, economic and cultural - in their search for a Chinese pattern of modernity.

HIS-301-GS
HIS-301-OL
African History and Culture
3 credits

Examines the history and evolution of Africa's geography, people and societies, including the impact of external influences. Identifies and explores geographic and climactic processes and the ecological context in which they occurred.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HIS-306-OL
African American History
3 credits

This course will survey African American history from precolonial Africa through the present. It will introduce students to key concepts in African American history from early beginnings in indigenous Africa through the transatlantic slave trade, the Civil War, emancipation, Reconstruction, the civil rights era and into the present. The course will highlight major social events and processes, individuals and ideas, documents and social programs to chart the social and communal outcomes, past and present positions, and future implications for African Americans.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HIS-310-OL
The Middle East
3 credits

Examines factors such as geography, religion, culture and politics that have influenced the course of Middle Eastern history and continue to influence events today.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HIS-356-GS
HIS-356-OL
War and American Society
6 credits

Focuses on the effects of war on American society from the Revolutionary War to the present.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HLS-355-OL
Critical Thinking for Homeland Security
3 credits

Offers an overview of critical thinking and its applications in the homeland security context. The focus is on essential elements of thought, asking the right questions, uncovering fallacies in reasoning and statistical misrepresentations. Evidence evaluation in a homeland security setting is featured with several examples interpreting real-world information.

Advisory: This is an upper-level course. Students should have knowledge and skills in critical thinking.

HLS-410-OL
Counterterrorism: Constitutional and Legislative Issues
3 credits

Explores various legal aspects of terrorism and counterterrorism, including counterterrorism practices since Sept. 11, 2001. The course examines the tools used in the fight against terrorism, such as the USA PATRIOT Act, U.S. intelligence agencies, law enforcement agencies and tribunals. The course also discusses the legal and ethical impact of the "war on terrorism" on the civil liberties of U.S. citizens and noncombatants.

Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

HLS-420-OL
Homeland Security: Preparedness, Prevention and Deterrence
3 credits

This course focuses on how strategic planning, incident control systems and intelligence techniques combine to provide the necessary foundation for anti-terrorism and emergency preparedness. Topics covered include infrastructure protection, National Incident Management System, threat and vulnerability assessments, information sharing, resource planning and other issues relating to terrorism prevention and deterrence.

Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

HLS-429-OL
Protecting the Homeland: Response and Recovery
3 credits

This course focuses on processes, procedures and available resources in responding to and guiding recovery from disaster events. Topics covered include planning, leadership, technology, information gathering, coordination, communication and other issues relating to response and recovery from disaster and terrorism scenarios.

Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

HLS-498-OL
Homeland Security Capstone
3 credits

This course is designed to provide students with an opportunity to demonstrate the knowledge and skills that they have acquired in their academic program. Students will be guided through a process that includes self-reflection on their studies within the discipline of Homeland Security and Emergency Preparedness and the selection of a topic that will become the basis of their paper. That paper will demonstrate a critical examination and evaluation of their selected issue(s); students will incorporate key terms, concepts and issues, and historical and current theoretical concepts of their topic area into their final paper. Students will produce a final paper that truly reflects the depth and breadth of the knowledge acquired while completing their Bachelor of Science degree in Homeland Security and Emergency Preparedness requirements at Thomas Edison State College.

Advisory: This is an upper-level course to be taken upon completion of all other BS degree in Homeland Security and Emergency Preparedness requirements.

HPS-200-OL
Statistics for the Health Professions
3 credits
Offered July, October, January, April.

Meets the mathematics requirement for BSN students and satisfies the statistics advisory for NUR-530-NG Evidence-Based Nursing Practice in the MSN degree program at Thomas Edison State College. Cannot be used as a graduate nursing elective.

The focus of this course is on exploring the statistical methods used in health professions. Students review parametric and nonparametric techniques and explore the purpose, assumptions, selection and interpretation of descriptive and inferential statistics. As part of the course, students use MS Excel™ to organize and analyze data sets.

Advisory: Students are required to have access to Microsoft Excel software preferably running on a Windows platform or have the capability of saving Excel files in PC-readable format.

Open to students enrolled in the Thomas Edison State College BSN and MSN degree programs and nonenrolled students who are registered nurses only.

HUM-101-OL
Introduction to the Humanities I: Philosophical Thought
3 credits

Examines the question: How do we live a meaningful life? Drawing from a range of Western philosophers, the course examines the basic tension between the Greco-Roman tradition of secular humanism and the traditions of theistic religion (Judaism, Christianity and Islam). Students will absorb and digest

philosophical ideas from Plato, sacred texts (the Bible and the Quran), Karl Marx, Friedrich Nietzsche, Jean-Paul Sartre, Viktor E. Frankl and Simone Weil, among others. Course content consists of a series of half-hour video lectures along with text readings. Throughout, the course challenges students to consider and reconsider what constitutes a meaningful life. This course is based on the course "Philosophy, Religion, and the Meaning of Life" from the Teaching Company.

HUM-102-OL
Introduction to the Humanities II: Drama, Poetry and Narrative
3 credits

Surveys classics of Western literature in their cultural context. The course is divided into three parts, each focused on one of the genres featured in the course title. The first section of the course considers the sweep of drama from its earliest religious and ritual context *(Oedipus the King)* to works that reflect a culture adrift from its moorings *(Waiting for Godot)*. The second section presents poetry as a "rediscovering of common experience," beginning with William Shakespeare's sonnets and moving through William Blake, Walt Whitman, Emily Dickinson, Robert Frost and Adrienne Rich. In the third part of the course, a survey of narrative literature, students read and discuss authors such as Charles Dickens, Emily Brontë, Herman Melville, Franz Kafka and Alice Walker.

HUM-103-OL
Introduction to the Humanities III: Music
3 credits

This course discusses and helps students appreciate representative works of Western music in relation to their historical contexts. The course takes a three pronged approach. First, it examines the historical, social, political and religious environments that shaped the composers under study and their musical styles. Second, it focuses on certain representative works as examples of their times and as objects of art unto themselves. Finally, it develops listening skills and a musical vocabulary that allows students to isolate and identify certain types of musical phenomena. Students will emerge from the course with an expanded appreciation of the language of music. Course content is drawn from the Teaching Company's "How to Listen to and Understand Great Music" by Dr. Robert Greenberg.

HUM-104-OL
Introduction to the Humanities IV: Fine Arts and Architecture
3 credits

This course surveys the great works of Western painting, sculpture and architecture from 800 A.D. to the mid-20th century. These works are examined within the political, religious and social context of their time, allowing students to understand both why the artwork was created by the artist and how it was at the same time a response to a particular set of historical circumstances. Students will emerge from the course with a better grasp of how to view art with both understanding and enjoyment. Course content is drawn from the Teaching Company's "A History of European Art" by Professor William Kloss.

HUS-101-TE
Introduction to Human Services
3 credits

This test is an overview of the human services field. Topics include: the helping relationship; the helping skills; counseling theories; social systems; current social issues; intervention strategies; organization and delivery of services; and the history of human services as they apply to various fields of practice.

HUS-295-OL
Associate-Level Human Services Capstone
3 credits

The course is an in-depth, student-centered experience that requires the integration of theory and practical experience. In this course students apply the skills and techniques they have learned as well as their knowledge of agencies and culturally diverse client populations to a specific project. The project will identify an issue, problem, information gap or creative endeavor in which the student will explore, research, evaluate and theorize in a final paper. On successful completion of the course, students will have met the learning outcomes of the Human Services degree program.

Advisory: Only students matriculated in the Associate in Arts in Human Services degree program may enroll in this course. Students must also have completed all required courses before enrolling in the Capstone course.

HUS-495-OL
Bachelor-Level Human Services Capstone
6 credits

The course is an in-depth, student-centered experience that requires the integration of theory and practical experience. Students will apply the skills and techniques they have learned as well as their knowledge of agencies and culturally diverse client populations to a specific project. The project will identify an issue, problem, information gap or creative endeavor in which the student will explore, research, evaluate and theorize in a final paper. On successful completion of the course, students will have met the learning outcomes of the Human Services degree program.

Advisory: Only students matriculated in the Bachelor of Science in Human

Services degree program may enroll in this course. Students must also have completed all required and professional track courses before enrolling in the Capstone course.

JOU-110-TE
Introduction to News Reporting
3 credits

This test places emphasis on writing the story, familiarity with reporting terminology and procedures, and awareness of legal and ethical issues.

JOU-352-GS
JOU-352-OL
News Writing
3 credits

A comprehensive journalism course designed to teach students how to start, develop and polish hard news and feature stories. Explores both traditional and emerging styles in broadcast journalism and public relations as well as in print journalism.

Advisory: This is an upper-level journalism course. Incoming students are expected to be familiar with the reporting terminology and procedures covered in an introductory journalism course such as JOU-110 Introduction to News Reporting.

LAW-201-GS
LAW-201-OL
Business Law
3 credits

Introduces the concepts and applications of laws that affect the business enterprise. Identification of the sources of law, including the courts, administrative agency rules and regulations, executive orders and judicial decisions will be addressed. The law of contract, sales and agency will be covered in detail while a distinction is drawn between traditional and online versions of each. Additionally, remedies for breach of these agreements will be covered. Business crimes will also be discussed, in addition to potential tort liability arising from criminal acts. Strict liability and product liability will be explored.

LDR-305-OL
Foundations of Leadership
3 credits

This course provides a broad framework for understanding and practicing leadership within multiple contexts or situations. It examines leadership from the perspective of the leader as individual, the leader in interaction with followers, and the leader and followers interacting in specific contexts. In addition, the course examines issues such as leadership ethics and social responsibility, power and politics, conflict resolution, knowledge management and cultural diversity. Students will have the opportunity to assess their leadership skills and to put into practice what they learn during the course.

LDR-324-OL
Leaders in History
3 credits

This course focuses on historical perspectives on leadership: first, on real leaders over thousands of years who demonstrated leadership within multiple contexts (including politics, reform movements, diplomacy, military, business, church, sports and art); second, on writers/scholars/leaders from different historical eras and contexts who wrote about leadership and whose writings provide a means of understanding leaders acting in history. Together, these two elements of the course will reinforce each other and provide students with the opportunity to reflect on links between leadership practices and leadership concepts across a broad spectrum of world history. The course introduces a diverse group of historical leaders: both men and women; leaders of different races and ethnicities; and persons of different national/cultural backgrounds.

LDR-345-OL
Theories of Leadership
3 credits

This course builds on the ideas introduced in Foundations of Leadership (LDR-305), strengthening the framework of the practice of leadership. Theories of Leadership provides an in-depth exploration of the primary theories of leadership and of the way those theories can be put to use in real leadership practice. Each student will have the opportunity to examine and discuss theory, to consider how theory can inform real or simulated practice and to reflect on how theory plays a role in his/her personal and evolving concept of leadership. Thus, while the course treats abstract theoretical perspectives for framing leadership, it also links those perspectives with concrete situations and contexts and allows each student to link theory to actual business settings.

Advisory: This course is best taken after LDR-305 Foundations of Leadership.

LDR-419-OL
Nonprofit Leadership
3 credits

Nonprofit Leadership provides students with comprehensive knowledge and approach to nonprofit leadership and management. The course covers areas essential to effective leadership in today's nonprofit organization including governance, director and board responsibilities, social responsibility, strategic planning, fund development, financial accountability, human resources and volunteer management. Woven through the course are the three key themes of social responsibility and

leadership, multisector collaboration, and service and careers in the nonprofit sector. Coupled with traditional areas of nonprofit leadership and management, these themes create the innovative educational aspects of this course.

LDR-422-OL
Leadership in a Global Environment
3 credits

This course focuses on effective leadership by addressing the human side of business in multinational and multicultural organizations. The course covers a broad variety of leadership situations, leader attributes and leadership issues that arise from group processes, and the ways in which individuals influence and interact with one another in multicultural settings and separated by location.

LDR-435-OL
Leadership Practicum
3 credits

This course offers a Practicum experience for students who have studied leadership in the School of Business and Management. It is the terminal course in the leadership studies area, and its intent is to let students make use of what they have learned about leadership. That is, it provides an opportunity to apply that learning to professional contexts in which they are currently involved - at work or otherwise - through a carefully designed project. In addition, the course requires that each student act as a leadership consultant (working as a member of a consulting team) to other students in the class, advising them on their leadership projects through both informal advice and formal, written critiques.

Advisory: Students must complete LDR-305 Foundations of Leadership, LDR-324 Leaders in History and LDR-345 Theories of Leadership or their equivalences prior to enrolling in this course.

LIB-495-GS
LIB-495-OL
Liberal Arts Capstone
3 credits

Provides engagement in a student-centered, content-related learning experience that serves as a summary and synthesis of courses in a student's undergraduate academic career. Students select an area of interest related to their academic studies and engage in an activity leading to a research project, creative project or applied project reflective of comprehensive knowledge gained in undergraduate studies and demonstrate their knowledge of the outcomes of the Bachelor of Arts degree.

Advisory: Students should have completed or be near to completing all of their area of study requirements before enrolling in this course.

LIT-202-OL
Literary Roots of Western Culture
3 credits

Introduces and explores literary works that have had a great influence on the culture of the Western Hemisphere.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-205-OL
American Literature I
3 credits

Introduces the major works of American writers of the last half of the 19th century: Edgar Allan Poe, Henry David Thoreau, Nathaniel Hawthorne, Herman Melville and Walt Whitman. Emphasis is on the Romantic movement.

U Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-206-OL
American Literature II
3 credits

Introduces the major works of American writers of the late 19th century to the mid-20th century: Mark Twain, Henry James, F. Scott Fitzgerald, Ernest Hemingway and Zora Neale Hurston. Emphasis is on the literary movement known as Realism. In addition, this course discusses literary techniques used by writers and reading strategies.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-221-GS
LIT-221-OL
Introduction to Children's Literature
3 credits

Examines the history and diversity of children's fiction and nonfiction through examination of a variety of recommended works. Also suggests criteria for selecting and evaluating alternative books.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-291-GS
LIT-291-OL
Analysis and Interpretation of Literature
3 credits

Examines the literary elements of character, plot and symbolism through both traditional and contemporary works of short fiction, poetry and drama. Includes the perspectives of critics and noted authors.

U Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-301-OL
Advanced American Literature I
3 credits

This course is an in-depth study of early American literature. It begins with the study of Native American literature and the literature of the early explorers and settlers, and it ends with an examination of works that explore issues of race and freedom at the time of the American Civil War. The course involves analysis and synthesis of readings as well as a significant amount of writing. Students write a documented research paper as a Capstone project.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

LIT-302-OL
Advanced American Literature II
3 credits

This course is an in-depth study of American literature from the late 1800s to the present. It begins by examining the regional realism reflected in late 19th-century writing and ends by critically addressing the search for identity that is characteristic of much of today's writing. The course involves analysis and synthesis of readings as well as a significant amount of writing. Students write a documented research paper as a Capstone project.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of (MLA) Modern Language Association style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

LIT-331-OL
African Encounters
3 credits

This upper-level course examines several autobiographies written by authors from South Africa, Zimbabwe and Nigeria. Students study how these African and South African writers use autobiography to explore and define their individual life experiences as well as the collective life experiences of a community. Students are expected to use their critical-thinking and analytical skills as they examine the components of autobiography, the internal and external encounters of each author, and the political and social dimensions of the authors' experiences.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

LIT-460-OL
Non-Western Literature
3 credits

Designed to help students gain familiarity with values and issues from non-Western cultures. The term non-Western literature generally refers to writings by people in any culture or country except those of Western Europe, Ancient Greece and the United States. Literature can immerse a reader in another's mind, allowing the reader to live a different life through the writer's imagination. The unfamiliar context of the non-Western writer may challenge a Western reader in this regard. The course will cover both postcolonialism and feminist thought, examining each through non-Western eyes. At least one Western work will be introduced in each case, allowing students to contrast a typical Western point of view with the views and issues of non-Western cultures. A third major course topic is literature in translation. We are fortunate to be able to read works of literature that date back thousands of years, but few of us can read them in their original languages. This part of the course will look at issues concerning the translation of thoughts and ideas (specifically religious experiences) from one culture to another.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

MAN-230-OL
Introduction to Entrepreneurship
3 credits

Explores and relates the four drivers of enterprise development — market opportunity, mindset, product and service concepts (the "offer"), and resources and growth management — as they apply across industries, sectors, markets and regions.

MAN-301-EP
MAN-301-OL
Principles of Management
3 credits

Provides an introduction to the study of essential principles and practices in business management. Focuses on skills involved in planning, staffing, directing, organizing and decision making in a business environment.

MAN-311-EP
MAN-311-OL
Organizational Behavior
3 credits

Examination of individual behavior within an organizational setting. Examines the relationship of an individual and his/her personality, perceptions, motivation with the tasks assigned, groups interacted with management and the dynamics of the organization.

Advisory: This subject may be classified as either social sciences (PSY-361) or business (MAN-311) depending on the degree program.

MAN-331-EP
MAN-331-GS
MAN-331-OL
Human Resources Management
3 credits

An upper-level undergraduate course that focuses on human resources as the dynamic foundation for organizational competitiveness.

Advisory: It is advisable to have knowledge in a course equivalent to MAN-301 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAN-372-GS
MAN-372-OL
International Management
3 credits

Emphasizes business behavior and organization in various cultures, and compares and contrasts their operating principles and strategies with those practiced by firms in the United States.

Advisory: It is advisable to have knowledge in a course equivalent to MAN-301 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAN-373-GS
MAN-373-OL
Managerial Communications
3 credits

Managerial Communications is an upper-level undergraduate course that explores key theories and strategies of contemporary organizational communications. It recognizes that challenges exist for creating and implementing effective communication both inside organizations — between individuals and groups; and outside organizations — with markets, partners and influential third parties.

MAN-376-OL
Leadership Communication
3 credits

An introduction to the study and practice of leadership from a communication perspective. Particular focus on understanding leading as a symbolic process. Examination of communication concepts and skills that increase a leader's effectiveness in a variety of leadership contexts (small group, organization, community and society) and in dealing with issues of culture, gender, ethics, crisis and leader development. Students will assess and develop their leadership communication styles, behaviors and skills, and apply course concepts to real-world settings.

MAN-415-OL
Change Management
3 credits

Provides students with an introduction to principles of managing change in organizations including different thinking styles regarding change management, the basic principles that apply to any complex change process and practical application on how to work with individuals, teams and organizations to master change. The course provides students with knowledge of change and the change process, an understanding of the challenges to change, models to follow to manage change, and communication strategies regarding change and consolidating change into the organization.

MAN-425-OL
Advanced Organizational Management
3 credits

Addresses the role of organizational culture in enabling the successful leader to be the architect of organizational change. From a leader's perspective, the course examines organizational culture including creation of organizational values, alignment of vision and goals, creating an ethical organizational culture and succession planning. It also discusses the role of culture in introduction of new strategies, how to enable open communication for empowerment and the role of organizational culture in implementing change.

MAN-432-GS
MAN-432-OL
Small Business Management
3 credits

Provides an understanding of the tools entrepreneurs require to compete effectively in business. Accounting, marketing, finance and management of human resources are important considerations of this course.

MAN-435-OL
Project Management
3 credits

Project Management provides the foundation and framework for managing projects to assure completion within budget, schedule and performance specifications. The course begins by introducing the role of project management and elements of effective project leadership. Within the modules, students are introduced to principles and tools for managing project scope, risk and cost. The course also introduces project evaluation and control methods, keys to future project success.

MAR-301-EP
MAR-301-GS
MAR-301-OL
Introduction to Marketing
3 credits

Provides an introduction to marketing as it relates to contemporary living and society's changing needs. Topics include consumer markets, planning and forecasting, and wholesaling and retailing.

MAR-306-OL
Creating and Implementing the Electronic Enterprise
3 credits

This course explores the theories and practices to achieve effective marketing of products and services utilizing the Internet and other related digital technology. The course recognizes that electronically driven commerce is an evolving realm, one that encourages an approach to the challenges and opportunities of electronic enterprise from a problem-solving viewpoint. The course will use business cases and student-conducted research to explore the dynamic relationships between the electronic enterprise and the e-commerce marketplace. The course will also examine the broad reach of electronic enterprise, covering both public and nonprofit organizations and private corporations.

Advisory: This may be classified as either a marketing or a management course, depending on how it best fits the student's program.

MAR-310-OL
Principles of Sales
3 credits

Presents the principles of selling and the role of the professional salesperson in the marketing process.

MAR-321-TE
Marketing Communications
3 credits

This exam tests marketing communication (marcom) concepts (brand promotion, integrated marketing communications, promotion industry structure, Internet promotion) in the context of the marketing concepts that shape these areas. Topics covered: strategies for finding and defining markets; marketing mix, societal and relationship philosophies; systems for organizing, researching, planning and controlling marcom initiatives; print, electronic and interactive sales promotion; advertising; public relations; and direct selling strategies and venues.

MAR-322-TE
Sales Management
3 credits

Surveys the role of sales management in marketing. The focus is on the principles and practices in planning, organizing and controlling the sales force.

MAR-323-TE
Advertising
3 credits

This test focuses on the role, importance and applications for advertising as an element in the marketing communications (marcom) mix of the larger product-price-place promotion marketing mix. Consisting of advertising, sales promotion, packaging, branding, point-of-purchase, public relations, word-of-mouth, and event- and cause-oriented communications, marcom mix elements combine to enhance brand equity and implement social, legal, ethical, economic, creative and media aspects of integrated marketing communications (IMC) programs.

MAR-335-OL
New Product Development and Marketing
3 credits

This course focuses on the development of new products and the launch of these products as part of an overall product portfolio. It includes branding and promotional strategies, product assessment and redesign, and other key product decisions that support corporate revenue strategies. The critical themes of this course are the new product development process and the application of theory to practical business situations.

System Requirement: This course requires access to a computer with Microsoft Office for word processing, spreadsheets and presentations.

MAR-411-OL
Marketing Research
3 credits

A comprehensive and practical overview of fundamental marketing research methods emphasizing an applied application approach, providing an understanding of hypothesis statements, the survey process, data analysis, conclusions and presentation of research results relevant to management decision making.

MAR-441-OL
Marketing with Digital and Social Media
3 credits

Technology has transformed the ways that marketers must approach operations, channels and customers. Marketing professionals must look beyond current e-business fads to understand the fundamentals that will distinguish marketing leaders in the future. The focus will be on using the Internet for marketing, including how to drive new sales, and how to dovetail customer support and service activities.

Marketing with Digital and Social Media will examine the history of the Internet, the basic technology involved in the architecture, the impact of technology on marketing, how to use the Web as a marketing tool, how to determine and segment markets, how the Internet fits into an integrated marketing strategy and how to apply these concepts to the student's present work, small business or future occupational needs. This course also explores the contribution of social media marketing and social media websites as they relate to the marketing efforts of businesses.

Advisory: It is advisable to have completed MAR-306 Creating and Implementing the Electronic Enterprise or MAR-301 Introduction to Marketing or a course in marketing management.

MAR-479-OL
Applied Marketing Practices
3 credits

This course brings together marketing theory and practical experience from work-related experiences. The course provides students with opportunities to apply knowledge and experience to "real world" situations by completing a portfolio including an industry analysis and marketing plan. Each student will identify a new product or service idea, develop a business plan, test it in the marketplace, incorporate consumer responses and reactions, and devise a full product launch and marketing strategy campaign.

System Requirement: Students taking MAR-479 are required to purchase the software "Marketing Plan Pro."

MAT-105-OL
MAT-105-TE
Applied Liberal Arts Mathematics
3 credits

This course offers a broad-based overview of mathematics intended for nonmath majors. The course emphasizes problem solving modeled on real-life applications and satisfies competency requirements for graduation and transfer. Topics include number systems, solution of basic algebraic problems, interpretation of statistical data and calculations involving geometric objects.

MAT-115-OL
Intermediate Algebra
3 credits

The course affords a transition between elementary algebra and college algebra, and provides a solid foundation in the basic algebraic concepts, including linear equations and inequalities, quadratic equations, graphing, rational expressions, functions, exponents, radicals, parabolas and systems of linear equations.

Advisory: It is advisable to have completed elementary algebra. Students are permitted to have scientific (nongraphing) calculators in examinations. Programmable calculators are not permitted in examinations.

MAT-119-OL
Quantitative Business Analysis
3 credits

This is an applications-based course that continues with the mathematical inquiry that began in high school and intermediate algebra. The course will develop an integrated understanding of functions as well as the solutions and applications of linear, quadratic, exponential and logarithmic equations. The theory and graphing of inequalities will also be developed as will linear systems and the fundamentals of matrices. To prepare students for further study in business, finance and management science, the mathematical concepts will then be applied to such business applications as interest, discount and amortization as well as maximization and minimization problems.

Advisory: it is advisable to have knowledge in a course equivalent to MAT-115 Intermediate Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge. Students are permitted to have scientific (nongraphing) calculators in examinations, but programmable calculators are not permitted. Students are only permitted to take one of the following courses: MAT-119, MAT-121 or MAT- 129. BSBA and ASBA students are recommended to take MAT-119 or MAT-129.

MAT-121-GS
MAT-121-OL
MAT-121-TE
College Algebra
3 credits

This college-level algebra course provides an understanding of algebraic concepts, processes and practical applications. Topics include linear equations and inequalities, quadratic equations, systems of equations and inequalities, complex numbers, exponential and logarithmic expressions, and functions and basic probability.

Advisory: it is advisable to have knowledge in a course equivalent to MAT-115 Intermediate Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge. Students are permitted to have scientific (nongraphing) calculators in examinations, but programmable calculators are not permitted. Students are only permitted to take one of the following courses: MAT-119, MAT-121 or MAT- 129. BSBA and ASBA students are recommended to take MAT-119 or MAT-129.

MAT-129-GS
MAT-129-OL
Precalculus
3 credits

Prepares students for courses in calculus and higher mathematics and for courses in science and technology where knowledge of precalculus is required. Topics include exponential and logarithmic functions and equations; trigonometric functions, identities and equations; applications of trigonometry; systems of equalities and inequalities; series and sequences; and analytic geometry.

Advisory: it is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge. Students are permitted to have scientific (nongraphing) calculators in examinations, but programmable calculators are not permitted. BSAST and ASAST students should take MAT-121 and MAT-129.

MAT-231-GS
MAT-231-OL
Calculus I
4 credits

An intensive, higher-level course in mathematics that helps students become efficient and creative problem solvers. Topics include the Cartesian plane, limits and continuity, problems of tangents, velocity and instantaneous rates of change, rules for differentiation, implicit differentiation, maxima and minima theory, antiderivatives and the indefinite integral, exponential and logarithmic functions, and the area between curves.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-129 Precalculus with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

MAT-232-GS
MAT-232-OL
Calculus II
4 credits

An intensive, higher-level course in mathematics that builds on Calculus I. Topics include inverse functions, techniques of integration, parametric equations and polar coordinates, infinite sequences and series, three dimensional analytic geometry and vectors, and partial derivatives.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-231 Calculus I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

MAT-270-GS
MAT-270-OL
Discrete Mathematics
3 credits

Provides tools for formal reasoning with a particular focus on applications in computer science, although no knowledge of programming is required. Topics include counting rules, propositional and first-order logic, set theory, functions (with an emphasis on recursive functions), partial order and equivalence relations, Boolean algebra, switching circuits, and graphs and trees.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAT-301-OL
History of Mathematics
3 credits

This course surveys the historical development of mathematics. Mathematical pedagogy, concepts, critical thinking and problem solving are studied from a historical perspective. The course aims at serving the needs of a wide student audience as well as connecting the history of mathematics to other fields such as the sciences, engineering, economics and social sciences.

The course explores the major themes in mathematics history: arithmetic, algebra,

geometry, trigonometry, calculus, probability, statistics and advanced mathematics. The historical development of these themes is studied in the context of various civilizations ranging from Babylonia and Egypt through Greece, the Far and Middle East, and on to modern Europe. Topics covered include ancient mathematics, medieval mathematics, early modern mathematics and modern mathematics.

Advisory: It is advisable to have knowledge equivalent to MAT 231 Calculus I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-321-OL
Linear Algebra
3 credits

This course provides the basics and applications of matrix theory and linear algebra. Emphasis is given to topics that will be useful in other disciplines, including vector spaces, linear transformations, inner products, matrix representations, binary and quadratic forms, eigenvectors and functions of matrices.

Advisory: It is advisable to have knowledge equivalent to MAT 231 Calculus I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-331-OL
Calculus III
3 credits

Calculus III is an intensive, higher-level course in mathematics that builds on Calculus II. The course aims at serving the needs of a wide student audience, including students in engineering, mathematics, the physical and life sciences, and economics. It is constructed around multiple focal points with the intention of helping students become creative and efficient problem solvers.

The course uses technology as a means of discovery for numerical, graphical and analytical solutions to problems. It also emphasizes communication skills and requires students to interpret, describe, discuss, justify and conjecture as they search for solutions to problems. Real-life applications provide links with students' everyday life. Topics covered include indeterminate forms, vector algebra and calculus in the plane and 3-space, analytic space geometry, multivariable functions, partial derivatives, gradients and real-world problems.

Advisory: It is advisable to have knowledge equivalent to MAT 231 Calculus I and MAT 232 Calculus II in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-332-OL
Calculus IV
3 credits

Calculus IV is an intensive, higher-level course in mathematics that builds on Calculus II and III. The course aims at serving the needs of a wide student audience, including students in engineering, mathematics, the physical and life sciences, and economics. It is constructed around multiple focal points with the intention of helping students become creative and efficient problem solvers.

This course focuses on the calculus of real- and vector-valued functions of one and several variables. Topics covered include infinite sequences and series, convergence tests, power series, Taylor series, and polynomials and their numerical approximations. Applications of multiple integrals and integral transformations in two and three dimensions are also covered. It also discusses topics of vector integral calculus such as line and surface integrals, theorems of Green, Gauss and Strokes, and their applications to the physical sciences. This course also provides an introduction to first-order and second-order differential equations.

Advisory: This is an upper-level mathematics course. It is advisable to have knowledge equivalent to Calculus I, II and III in order to succeed in this course.

MAT-351-OL
Mathematical Modeling
3 credits

This course is designed to be a bridge between the study of mathematics and the application of mathematics to various fields. It provides an overview of how the mathematical pieces of an applied problem fit together. This course also presents an investigation of meaningful and realistic problems encompassing many academic disciplines including management, economics, ecology, environmental science, sociology and psychology.

Mathematical modeling is the process of creating a mathematical representation of some phenomenon in order to gain a better understanding of that phenomenon. The main goal of this course is to learn how to make creative use of some mathematical tools, such as difference equations, ordinary and partial differential equations, and numerical analysis, to build a mathematical description of realistic problems. This includes models dealing with traffic flow, communications, energy, air pollution, currency transfer, ecosystems, inheritance, populations, bargaining and decision making.

Advisory: It is advisable to have knowledge equivalent to MAT 321 Linear Algebra I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-361-OL
College Geometry
3 credits

Geometry presents a formal and fundamental development of neutral and Euclidean geometry with an emphasis on valid arguments. Non-Euclidean geometry will also be investigated. The course begins with a thorough review of geometry, including using synthetic and algebraic approaches, and continues with a selection of more advanced topics. Topics covered include two- and three-dimensional shapes, proving triangles congruent or similar, quadrilaterals, circles, plane geometry and non-Euclidean geometry.

Advisory: It is advisable to have knowledge equivalent to at least one college-level math course in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-401-OL
Mathematical Logic
3 credits

Logic is often defined as the analysis of methods of reasoning. The mathematical logic is the study of mathematical reasoning and proof. This course starts off with the introduction to propositional calculus, the basics to the course; then it focuses on the first-order logic and model theory. Topics covered include the metatheorems dealing with the properties of soundness, completeness, decidability and consistency. The final part of the course is about formal number theory.

Advisory: This is an upper-level mathematics course. It is advisable to have knowledge equivalent to 6 credits of upper-level (300/400) courses in mathematics in order to succeed in this course.

MUS-220-OL
Music History I
3 credits

Music History I examines the history of Western music through 1750, stressing the origin and evolution of musical forms and musical styles and the important composers from each of the time periods from antiquity through the Baroque. The student will also be placing this knowledge in the broader cultural context of each period.

Advisory: An ability to read music is a requirement for this course.

MUS-221-OL
Music History II
3 credits

Music History II examines the history of Western music from the Classical Period through the present day, stressing the origin and evolution of musical forms and musical styles and the important composers since 1750. The student will also be placing this knowledge in the broader cultural context of each period.

Advisory: An ability to read music is a requirement for this course.

NUC-303-OL
Nuclear Physics for Technology
3 credits

Provides students with fundamental concepts of atomic and nuclear physics, nuclear reactor physics and nuclear reactor operations. It includes a background in atomic and nuclear physics, nuclear reactions and elementary particle interactions as well as the theory of nuclear reactor design for steady state and transient conditions, reactor control and reactor operations.

NUC-342-OL
Radiological, Reactor and Environmental Safety
3 credits

Provides basic concepts and applications in health physics and environmental aspects of nuclear power generation. The topics covered include the biological effects of radiation, dose-rate evaluation, radiation monitoring, radiological safety, reactor effluents and radioactive waste disposal, regulations governing radiation exposure and the release of radioactivity into the environment, and the environmental impact of nuclear power plants.

NUC-351-OL
Nuclear Instrumentation and Control
3 credits

Encompasses the principles of operation of various types of instruments in the nuclear industry to measure temperature, pressure, level, flow, position and radiation. The student will gain a broad range of working knowledge of temperature, pressure, level and flow sensors, position indicators, radiation detectors and control systems. Component theory and design, system hardware and integrated operation as applied to commercial nuclear systems will be explored.

NUC-365-OL
Reactor Fundamentals
3 credits

This course is a study of fundamentals associated with neutron properties and behavior in light water reactors. Course content includes mass-energy relationships, binding energy, radioactivity, neutron reactions with matter, neutron cross sections, flux, neutron reaction rates, fissionable and fissile fuels, fission reaction, neutron production, neutron life-cycle, four-factor and six-factor formula, the effect

of reactivity on neutron multiplication, neutron flux and reactor power, reactivity, subcritical multiplication, prompt and delay neutron factors and neutron sources. The course topics also include reactor period, reactivity coefficients, control rod worth, fission product poisons, fuel burn-up and decay heat removal when the reactor is shut down.

NUC-402-OL
Nuclear Materials
3 credits

Nuclear Materials is a study of materials used in nuclear engineering applications. It is designed to provide an understanding of atomic bonding; crystalline and noncrystalline structures; diffusion; failure analysis and prevention; kinetics; mechanical and thermal behavior; phase diagrams; ceramics; polymers; composites; and materials used in engineering designs. The course also includes descriptions of characteristic properties and methods conducting common tests and interpreting results.

NUC-412-GS
NUC-412-OL
Radiation Biophysics
3 credits

Covers the interaction of radiation with living organisms, examining in detail the chemical changes caused by that interaction.

Advisory: It is advisable to have NRRPT Certification or courses in nuclear physics and radiation biology and a working knowledge of calculus, physics, chemistry and biology.

NUC-413-GS
NUC-413-OL
Radiation Interactions
3 credits

Studies the interaction of charged particles with matter.

Advisory: It is advisable to have knowledge in a course equivalent to NUC-412 Radiation Biophysics with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

NUC-490-OL
Nuclear Technology Assessment/Career Planning
3 credits

Nuclear Technology Assessment/Career Planning is an in-depth, student centered activity that requires the integration of current nuclear employment, nuclear technology self-assessment resulting in the development of a comprehensive vitae, practical career planning and interviewing strategies and applied advanced math applications to nuclear engineering technology situations. Students will research real-world nuclear employment and participate in career focused activities that includes building a professional resume and knowing how to interview successfully. This includes seeking a job, a promotion and/or moving to a new skill area.

Prerequisites: Completion of MAT-231 Calculus I, MAT-232 Calculus II, PHY-115 Physics I, PHY-116 Physics II, CHE-121 Chemistry I, NUC-303 Nuclear Physics for Technology, EGM-321 Thermodynamics, EGM-323 Heat Transfer, EGM-331 Fluid Mechanics, NUC-365 Reactor Fundamentals, NUC-331 Primary Reactor Systems, NUC-351 Nuclear Instrumentation and Control, NUC-412 Radiation Biophysics, NUC-413 Radiation Interaction or NUC-342 Radiological, Reactor, Environmental Safety, ELE-211 DC Circuits or ELE-212 AC Circuits, NUC-402 Nuclear Materials, and NUC-358 Radiation Safety Laboratory.

NUC-495-OL
Nuclear Energy Engineering Technology Capstone
4 credits

The Nuclear Energy Engineering Technology Capstone is an online portfolio development experience that requires students to recap past academic, professional and personal learning experiences and use the accumulated information learning statements that directly relate to the Nuclear Engineering Technology degree objectives. The learning statements must be supported by documented experiential evidence that demonstrates that the effective application of the learning supports that the objectives have been met. Students, under the guidance of a mentor, spend the semester developing learning statements and compile appropriate evidence.

Prerequisite: NUC-490 Nuclear Technology Assessment/Career Planning

NUR-320-NU
Introduction to Professional Nursing
7 Credits
Offered in October Term

In this course, students are introduced to the profession of nursing. The theoretic constructs of the metaparadigm of nursing serve as a basis for role development and understanding the practice of nursing. Health promotion, disease prevention, safety and quality of care provide a context for the practice of evidence-based nursing.

Note: This classroom-based course is designed to be taken with NUR-340 Nursing Informatics and NUR-342 Advancing Nursing Practice. Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

NUR-328-NU
Health Assessment and Health Promotion
3 Credits
Offered in October Term

This course introduces the student to the process of systematic and comprehensive health data collection and assessment. Emphasis is placed on strategies for interpersonal communication, skillful examination techniques and data validation. Culturally and age appropriate health promotion and disease prevention activities are explored.

Note: This classroom-based course is designed to be taken with NUR-340 Nursing Informatics and NUR-342 Advancing Nursing Practice. Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

NUR-340-NU
Nursing Informatics
3 credits
Offered July, October, January, April
Open only to Thomas Edison State College students enrolled in the BSN degree program and to nonenrolled RNs.

Nursing Informatics focuses on the use of electronic technologies and the management of information to facilitate nursing practice and enhance nursing knowledge. The use of electronic technologies in nursing practice, administration, education and research is explored. Learning experiences are provided to develop the basic skills nurses need to practice competently in an electronic healthcare environment. A reflective learning portfolio, initiated in the course, is used to validate professional and academic achievements and growth throughout the baccalaureate degree program.

NUR-342-NU
Advancing Nursing Practice
3 credits

This course creates a foundation for transition to baccalaureate degree nursing practice. An overview of professional practices standards and models of clinical competence is provided. Issues related to current nursing practice within the complex healthcare environment are examined. The contemporary role of the baccalaureate prepared nurse is explored. A reflective learning portfolio will serve as a means to validate professional and academic achievements and growth throughout the program.

NUR-400-NU
Nursing Care Across the Lifespan
8 credits
Offered in January Term

This course prepares the student with the knowledge, skills and attitudes required to provide safe, quality nursing care to the childbearing, childrearing and gerontological client. Family-centered care, including health education and advocacy, are emphasized as essential to ensure high-quality health outcomes. Nursing care for clients with selected altered health states are discussed with application to client-focused clinical practice.

Note: This classroom-based course is designed to be taken with NUR-418 Research in Nursing and NUR-531 Nursing Informatics: Concept and Issues. Open only to students enrolled in the Accelerated 2nd Degree BSN Program. Prerequisites: Completion of NUR-320 Introduction to Professional Nursing, NUR-328 Health Assessment and Health Promotion, NUR-340 Nursing Informatics and NUR-342 Advancing Nursing Practice.

NUR-410-NU
Nursing Care of Vulnerable Populations
8 credits
Offered in April Term

In this course, students are provided with the opportunity to examine the needs of individuals, families and populations who are experiencing vulnerability at the emotional and physiological level. Using the nursing process, students identify client learning needs and implement measures to decrease risk and facilitate health promotion, maintenance and restoration. Evidence-based practice and professional nursing standards are used to validate judgments and enhance critical thinking in the provision of safe, quality care. Professional role performance is broadened by caring for clients with complex health needs in a variety of acute and community–based settings.

Note: This classroom-based course is designed to be taken with NUR-443 Public Health Nursing and NUR-529 Health Policy. Open only to students enrolled in the Accelerated 2nd Degree BSN Program. Prerequisites: Completion of NUR-400 Nursing Care Across the Lifespan, NUR-418 Research in Nursing and NUR-531 Nursing Informatics: Concepts and Issues.

NUR-416-NU
Health Assessment
3 credits
Open only to Thomas Edison State College students enrolled in the BSN degree program prior to July 1, 2013.

This course focuses on comprehensive health assessment skills. Using a lifespan approach, students examine the components of health. Physical, cultural, psychosocial, spiritual and nutritional variables are examined through the use of health history and health assessment. Emphasis is placed on physical examination, diagnostic reasoning and the use of nursing process. Alternative and complimentary health practices are discussed as strategies to improve and maintain healthy lifestyles.

NUR-418-NU
Research in Nursing
3 credits
Offered July, October, January, April
Open only to Thomas Edison State College students enrolled in the BSN degree program and to nonenrolled RNs.

The course is designed to increase the professional nurse's knowledge and use of the research process. Emphasis is placed on reading, interpreting and evaluating research findings, including considering ethical and practical aspects, as a basis for evidence-based nursing practice.

NUR-420-NU
Integrating Advanced Nursing Concepts
9 credits
Offered in July Term

In this course, students integrate advanced nursing concepts and leadership principles to plan and implement care for clients with critical care needs. Contemporary issues related to professional nursing practice are analyzed for their impact on the client, nurse and the healthcare system. Assimilation into the professional nursing role is initiated with a final clinical transition experience designed to promote student independence and accountability through guidance and collaboration with nurse preceptors and other health team members. Regular clinical hours may vary during this rotation. The student will work the same shift as the assigned nurse preceptor.

Note: This classroom-based course is designed to be taken concurrently with NUR-428 Leadership and Management in Nursing and NUR-445 Validating Nursing Competence. Open only to students enrolled in the Accelerated 2nd Degree BSN Program. Prerequisites: NUR-410 Nursing Care of Vulnerable Populations, NUR-443 Public Health Nursing and NUR-529 Health Policy.

NUR-428-NU
NUR-428-Leadership Exam
Leadership and Management in Nursing
3 credits
Offered July, October, January, April

This course focuses on the development of leadership and management skills needed by professional nurses. Theories and concepts essential to the role of the nurse as leader and manager in a variety of community and healthcare settings are explored. Credit can be earned for this course through the Leadership Exam option. Nurses who have leadership experience should contact their nursing advisor. This exam is only open to experienced registered nurses.

NUR-441-NU
Community Health Nursing
7 credits
Open only to Thomas Edison State College students enrolled in the BSN degree program prior to July 1, 2013.

The promotion of health and prevention of illness is the focus of the Community Health Nursing course. Theories from public health, nursing and social sciences as well as knowledge gained from previous learning, set the foundation for students to examine and critically think about the health of selected populations in a community. Healthy People 2020 serves as a guide for the identification of at-risk groups throughout the lifespan.

Prerequisites for RN-BSN/MSN students: Completion of all other nursing requirements except NUR-500-NG Seminar in Clinical Competence; completion of all general education requirements; evidence of current RN licensure.

Note: See *W. Cary Edwards School of Nursing Student Handbook* for RN-BSN/MSN students for prerequisite policy.

NUR–443-NU
Public Health Nursing
4 credits

The promotion of health and prevention of illness is the focus of the Public Health Nursing course. Theories from public health, nursing and social sciences as well as knowledge gained from previous learning set the foundation for students to critically analyze the health of selected populations in a community. Healthy People 2020 serves as a guide for the identification of at-risk groups throughout the lifespan.

Prerequisite: Evidence of current RN license; current malpractice insurance.

NUR-445-NU
Validating Nursing Competence
3 credits

In this course, students synthesize prior learning experiences acquired from clinical practice and academic studies. Using standards of professional practice as guidelines for competence, students validate their clinical skills in nursing practice. With the use of reflective learning, critical thinking, knowledge of best practice and transformative learning, students finalize their e-portfolio, which provides evidence of their clinical competence as baccalaureate nurse generalists. NUR-445, a Capstone course, is the final course in the BSN program.

NUR-500-NG
Seminar in Clinical Competence Graduate
3 credits
Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs prior to July 1, 2013.

This course requires students to develop an e-portfolio using critical and reflective thinking skills and transformative learning. The e-portfolio provides evidence of the students clinical

competence in a selected area of clinical practice and academic performance. The course is designed as the final course in the BSN program and the first course in the MSN program. BSN students may include the assignments they completed in their undergraduate nursing courses in their *e*-portfolio. MSN students will continue to add course assignments and professional and education experiences as they progress though the program. Synthesis of the e-portfolio with submission of a formal paper in the final Practicum will be required for MSN degree students.

Prerequisites for RN-BSN/MSN students enrolled in the BSN degree: all other requirements for the BSN degree must be completed; evidence of current RN licensure. Note: This course requires the purchase of an electronic portfolio platform that is available through MBS Direct bookstore.

Note: See *W. Cary Edwards School of Nursing Student Handbook* for RN BSN/MSN students for prerequisite policy.

NUR-516-NG
Advanced Health Assessment
Graduate
3 credits
Offered July, October, January, April. Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs and to nonenrolled RNs with a BSN degree.

This course focuses on the acquisition of advanced health assessment and clinical reasoning skills. Students apply the diagnostic (clinical) reasoning process to develop a comprehensive plan of care for patients in a variety of settings throughout the life span. Emphasis is placed on advanced health assessment skills, health promotion, disease prevention and risk assessment.

NUR-529-NG
Health Policy
Graduate
3 credits
Offered July, October, January, April. Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs and to nonenrolled RNs with a BSN degree.

During this course, students examine a comprehensive model of policymaking. Course emphasis is on the healthcare trends, forces and issues that shape health policy. Students, focusing on the core elements of health policy analysis, examine how politics, ethics, economics, and social and cultural variables influence policy development and impact healthcare outcomes. Students also explore the leadership role of nursing in policymaking.

NUR-531-NG
Nursing Informatics: Concepts and Issues
Graduate
3 credits
Offered July, October, January, April. Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs and to nonenrolled RNs with a BSN degree.

This course combines knowledge and skills from nursing science, computer science, information science and cognitive science to design and implement automated systems that support the nursing process in the delivery of healthcare services. Within this course, major topics related to nursing informatics and related fields will be explored. Emphasis is placed on developing an understanding of how automation is used to manage information in healthcare and the nurse's role in the process. This graduate-level overview course provides required informatics knowledge and skills for all MSN students as well as the foundation for all additional informatics courses.

Advisory: A course equivalent to NUR-340-NU Nursing Informatics is required to be successful in NUR-531-NG Nursing Informatics: Concepts and Issues. Students are responsible for ensuring they have acquired the knowledge needed prior to registering for NUR-531-NG.

OPM-301-OL
OPM-301-TE
Operations Management
3 credits

This course is focused on transforming inputs (labor, material and capital) through a value-added process to produce goods and services. The course covers the functional aspects of operations in terms of forecasting, system design, process selection, design of facility layouts and work systems, quality, inventory management, production scheduling, lean operations and project management within a domestic and global business environment.

Advisory: The online course requires access to a computer with Microsoft Excel and a DVD drive. It is advisable to have knowledge in a course equivalent to STA-201 Principles of Statistics and MAN-301 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge.

OPM-411-OL
Total Quality Management
3 credits

Total Quality Management explores the theories, concepts and techniques of total quality management (TQM). The course examines the origins of TQM and how its techniques and tools can be properly integrated into both for-profit and not-for-profit organizations. Specific topics discussed in the course are the impact of quality on profitability, Lean operations, Six Sigma, global effectiveness, quality culture and employee empowerment.

Advisory: It is advisable to have knowledge in a course equivalent to OPM-301 Operations Management with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

OPM-415-OL
Logistics
3 credits

Focuses on the corporate functions of demand and supply management, inventory control, warehousing and transportation and, in particular, how these functions are changing to accommodate the integration and coordination of activities in a global supply chain.

Advisory: It is advisable to have knowledge in a course equivalent to OPM-301 Operations Management and CIS-301 Management Information Systems with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

OPM-420-OL
Supply Chain Management
3 credits

Discusses the seamless flow of information and goods from the suppliers' suppliers to the customers' customers in the context of profits based on common goals, shared resources and mutually beneficial relationships. Course stresses the ways that corporate and national boundaries become transparent to the movement of goods and services.

Advisory: It is advisable to have knowledge in a course equivalent to OPM-411 Total Quality Management and OPM-415 Logistics with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

PHI-286-OL
Contemporary Ethics
3 credits

Examines contemporary ethical conflicts using a case study approach. Provides students with the intellectual tools needed to analyze moral dilemmas.

PHI-370-OL
Philosophy of Religion
3 credits

Explores the philosophical issues involved with religion as a universal human phenomenon. Topics include definitions of religion, proofs for the existence of God, the nature and variety of religious experience, the immortality of the soul, the problem of evil, the relation between religion and ethics, and the relation between science and religion. The course examines the philosophy of religion from a multicultural perspective. It includes readings from the most influential religious traditions.

Advisory: This is an upper-level philosophy course. Students should have knowledge equivalent to an introductory philosophy course before enrolling.

PHI-384-GS
PHI-384-OL
Ethics and the Business Professional
3 credits

Prepares students to meet the ethical demands facing employees in modern organizations. Places emphasis on equipping participants with the concepts, strategies and skills needed to improve ethical performance. Students will assess and develop their ability as ethical decision makers.

Advisory: This is an upper-level philosophy course. Students should have knowledge equivalent to an introductory philosophy course before enrolling.

PHO-101-OL
Introduction to Photography
3 credits

Develops the skills needed to use photography effectively and confidently. The course emphasizes visual awareness. Students examine the work of professional photographers and use the Internet to create and share photo albums of their exercises and to interact frequently with other participants.

Advisory: For the online course students will need either a digital SLR camera or a 35mm film SLR camera that allows manual control of shutter speed, aperture and focusing distance. Whether students use a digital camera or 35mm camera, the camera needs to be "adjustable," that is, it must have, at minimum, the option of manually selecting the shutter speed, aperture and focusing distances. Automatic cameras are acceptable as long as students can override the aforementioned automatic features and control them manually. Generally, this will entail having a single-lens reflex (SLR or D-SLR) camera with manual controls and interchangeable lenses (a normal lens is sufficient). Fully automatic or point-and-shoot cameras without manual capabilities are not acceptable for this course. Expect to use about 10 rolls of 24-exposure 35mm color negative film. In addition to the cost of film, students will need access to a film processing service providing digitalization of processed 35mm film.

PHY-115-OL
Physics I with Lab
4 credits

First-semester introductory course in physics. Focuses on mechanics and the properties of matter and includes study of motion and energy.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of

C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

PHY-116-OL
Physics II with Lab
4 credits

Second-semester introductory course in physics. Emphasizes the comprehension of topics such as electricity, magnetism, electromagnetism, light and optics, and atomic theory.

Advisory: It is advisable to have knowledge in a course equivalent to PHY-115 Physics I and MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

PLA-100-OL
Introduction to Prior Learning Assessment
1 credit

This course introduces the concept of prior learning assessment (PLA) — how learning gained from work and life experiences could potentially earn college credit — and covers learning styles, PLA options that can lead to college credit at Thomas Edison State College and factors leading to program success. Students analyze their own background and experience to determine whether pursuing the PLA option might fit their goals and knowledge. By successfully completing this course, students will have a good understanding of the next steps to take and the ways PLA can expedite degree completion.

Advisory: All students who are interested in pursuing portfolio development and prior learning assessment will need to take this course, unless they have already successfully completed a PLA course. A student's success in this course will depend partly on how well the student expresses him/herself. Therefore, students are strongly advised to have taken ENC-101 English Composition I and ENC-102 English Composition II (or their equivalents) before taking this orientation to prior learning assessment.

PLA-200-OL
Introduction to Portfolio Development
2 credits

This course builds upon the knowledge and reflection acquired in PLA-100 Introduction to Prior Learning Assessment. This course will help students identify courses and subject areas that best match their selected college-level knowledge base. Students will plan each segment of their portfolio and will use course objectives to create a detailed outline. This outline will delineate topics for development based upon the knowledge, theoretical understanding, and applied learning retrieved from work, community and personal experiences. As a result of this course, students will be prepared to complete their written portfolio.

Advisory: A student's success in this course will depend partly on how well the student expresses him/herself. Therefore, the students are strongly advised to have taken ENC-101 English Composition I and ENC-102 English Composition II (or their equivalents) before taking this orientation to prior learning assessment.

POS-101-TE
Introduction to Political Science
3 credits

This course will explore the nature of political science, with emphasis on political and governmental structures, functions and processes; political behavior; public law and public policy; and political values or philosophies.

POS-110-GS
POS-110-OL
American Government
3 credits

Explores the development and nature of American political culture, constitutional and structural arrangements, policy-making processes and sources of conflict and consensus.

POS-310-GS
POS-310-OL
Constitutional Issues
3 credits

Examines critical constitutional issues, including capital punishment, abortion and affirmative action. Covers, among other issues, landmark U.S. Supreme Court cases that have helped define the Bill of Rights.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory political science course.

POS-315-OL
International Relations I
3 credits

This course reviews paramount events and processes that have shaped global international relations in the modern era. Since the complex practice of international politics is studied through an extensive variety of methods, principles and conceptual approaches, the course is designed to familiarize student with the most common ones in the field. The purpose of this intellectual pursuit is to enhance students' capacity to analytically and systematically explore relevant domestic and international developments.

POS-420-OL
Conflict in International Relations
3 credits

In tandem with burgeoning globalization and economic cooperation, modern international relations continue to be characterized by strife and violence, perhaps to an unprecedented degree. Conflict in International Relations examines the sources responsible for international strife and their effect by exploring the dynamics of conflict and aggression among individuals, groups, states and in the international system. Issues to be studied include the causes of war, politics of revolution and insurgency, the logic of terrorism and the nuclear predicament – as explained by current and past theorists and practitioners. The latter part of the course reviews possible mechanisms for managing international conflicts and perhaps even reducing them to a minimum.

Advisory: To be successful in this course, students should have earned 6 credits in political science or have comparable knowledge and experience.

PSG-101-OL
Theoretical Fundamentals of Polysomnography
3 credits

This course will provide a history and overview of the polysomnographic (PSG) discipline. It will, in conjunction with related clinical courses, cover the fundamentals of PSG: roles, ethics and professional behavior; basic sleep physiology; basic PSG related equipment; and the basic therapeutic interventions for patients suffering sleep disorders.

PSG-102-OL
Instrumentation Theory
3 credits

This course provides an overview of the basic electrical principles involved in polysomnographic (PSG) recording. The course covers, in detail, issues related to patient safety, operation of PSG equipment, recording specifications involved in data acquisition, troubleshooting of recording equipment and patient documentation.

PSG-103-OL
Polysomnography Scoring
3 credits

This course provides a solid foundation in the principles, techniques and concepts related to polysomnographic scoring. The course covers the fundamental concepts of sleep staging, arousal recognition and scoring, and event scoring for respiratory, limb and cardiac events, and outlines the standard scoring practices currently in use.

Advisory: It is recommended that students successfully complete PSG-101 Theoretical Fundamentals of Polysomnography before taking this class.

PSG-104-OL
Sleep Disorders
3 credits

Sleep Disorders provides students a solid foundation in the classification, evaluation and differential diagnosis of sleep and arousal disorders. The course covers the classification of sleep disorders into appropriate categories, diagnostic criteria, essential and associated features, and polysomnographic evaluation of sleep disorders. It also reviews the most common sleep and arousal disorders in adults and children, focusing on those disorders evaluated using polysomnography or other objective clinical measures.

Advisory: It is recommended that students successfully complete PSG-101 Theoretical Fundamentals of Polysomnography before taking this class.

PSG-105-OL
Clinical Patient Management
4 credits

This course is the second of two blended courses (online and clinical) in which the learner studies (online) and applies (clinical) the concepts and techniques of patient care and management.

Prerequisite: PSG-200 Clinical Fundamentals of Polysomnography must be successfully completed before taking this course.

PSG-200-OL
Clinical Fundamentals of Polysomnography
6 credits

This course is a blended course (online and clinical) in which the learner studies (online) and applies (clinical) the fundamental concepts and techniques of Polysomnography.

Prerequisites: PSG-101 Theoretical Fundamentals of Polysomnography must be successfully completed before taking this course. Prior to beginning this course, students must pass a drug screen, a criminal background check and a required health screen.

PSY-101-EP
PSY-101-GS
PSY-101-OL
Introduction to Psychology
3 credits

This course provides a broad general introduction to psychology and examines its basic subject matter, its approaches to gathering and evaluating evidence about the causes and correlates of behavior, and the ways psychological knowledge can be applied to improve the quality of individual and community life.

PSY-211-EP
PSY-211-GS
PSY-211-OL
Developmental Psychology
3 credits

Developmental Psychology introduces the theories, methods and research findings associated with the study of the human life span. The course examines the developmental process from birth through old age.

PSY-270-TE
Psychology of Women
3 credits

This test examines the psychology of women, including gender role development; achievement; work; relationships; sexuality; physical and psychological health; violence against women; and older adulthood.

PSY-300-EP
PSY-300-GS
PSY-300-OL
Thanatology: An Understanding of Death and Dying
3 credits

This course provides an introduction to the concept of death in society. It is designed to help students understand the many dimensions of death and to become empathetic and effective caregivers.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-317-GS
PSY-317-OL
Worlds of Childhood
3 credits

This course looks at child development in context, showing that the intersecting worlds of family, neighborhood, school and culture are no less important than biology in understanding the growth of children.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-322-EP
PSY-322-GS
PSY-322-OL
Research in Experimental Psychology
3 credits

An introduction to the research methods used by experimental psychologists, this course provides examples of research studies from a variety of areas of experimental psychology and offers an understanding of the knowledge these studies have produced.

Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PSY-331-EP
PSY-331-GS
PSY-331-OL
Introduction to Counseling
3 credits

This course offers a discussion of the theories and techniques of counseling, with an emphasis on developing listening, attending and observational skills.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-350-EP
PSY-350-GS
PSY-350-OL
PSY-350-TE
Abnormal Psychology
3 credits

This course explores the complex causes, manifestations and treatments of common behavioral disorders.

Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PSY-352-EP
PSY-352-OL
Psychology of Personality
3 credits

This course surveys major theoretical approaches to the study of personality. Students explore concepts regarding the basic components of personality, processes underlying behavior and methods of research. Both scientific discoveries and personal insights are explored.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-360-GS
PSY-360-OL
Organizational Theory
3 credits

This course explores organizational structures, processes and outcomes and also examines the history of organizational theory through the words and ideas of major theorists.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-363-EP
Industrial Psychology
3 credits

Industrial Psychology emphasizes the application of psychological theories and research to staffing and development functions.

Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology or SOC-101 Introduction to Sociology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PSY-370-EP
Introduction to Social Psychology
3 credits

This course introduces the field of social psychology, its theories and its research methods and findings.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-379-GS
PSY-379-OL
Social Psychology
6 credits

Social Psychology explores how humans think and behave in social situations. The course examines concepts such as perception, thinking, evaluating the social world and application of social psychology to legal and health environments.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

REL-275-OL Media Required
An Introduction to Islam
3 credits

This course provides a comprehensive introduction to Islam as a religion, a civilization, a world culture, a human community and a political entity. It covers the entire period from the rise of Islam in the seventh century down to the present day. Touches on religious studies, history, sociology and philosophy.

REL-405-GS
REL-405-OL
World Religions
3 credits

This course examines the complexity of religion as a multidimensional phenomenon characterized by heightened experience, ritual practice, powerful myths, ethical teaching, social organization and theological doctrine. The course explores religious traditions that are alive today and that involve the lives of the majority of people worldwide from the indigenous religions of Africa and North America to the major world religions of the East such as Hinduism, Buddhism, Confucianism, Taoism and Shinto as well as the western religions of the Book: Judaism, Christianity and Islam.

Advisory. This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

REL-406-GS
REL-406-OL
Eastern Religions
3 credits

A detailed examination of the major expressions of Asiatic religions, with special attention to Hindu, Buddhist, Jain, Confucian, Taoist and Shinto traditions. Samples of key texts drawn from the sacred writings of each tradition will be examined.

Advisory. This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

REL-407-GS
REL-407-OL
Western Religions
3 credits

Judaism, Christianity and Islam receive detailed attention in the course, together with new religious movements. Samples of key texts drawn from the sacred writings of each tradition will be examined.

Advisory. This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

SOC-101-EP
SOC-101-GS
SOC-101-OL
Introduction to Sociology
3 credits

This course examines the broad range of human social relationships and structures and the many forces - historical, cultural and environmental - that shape them.

SOC-210-EP
SOC-210-GS
SOC-210-OL
SOC-210-TE
Marriage and the Family
3 credits

Explores the various approaches to studying the family. Also covers the varieties of family forms, the family life cycle and some problems facing U.S. families.

SOC-242-OL
Juvenile Delinquency
3 credits

Provides an analysis of the environmental and internal factors that influence or determine delinquent behavior. Various biosocial, psychological and sociological theories are presented to help explain the actions of individual juvenile offenders. The prevention and treatment of delinquent behavior is examined by focusing on the roles of parents/ guardians, school, church, police, business community, community agencies, and the juvenile justice and correctional system.

SOC-291-OL
Criminology
3 credits

Sociological analysis of criminal behavior and the criminalization process. Course is a systematic study of criminal and delinquent behavior in the U.S. including variations, ramifications, explanations, measures of control and treatment. Topics include the field of criminology; crime in the modern world, basic locations of crime; major deviations, violence and vocational patterns; juvenile delinquency; addiction; crimes of violence; criminal careers and organized crime; white-collar crime; critical issues in crime causation; nature of punishment and trends in punishment; and law enforcement: police, courts and the penal code.

SOC-315-EP
SOC-315-GS
SOC-315-OL
Social Gerontology
3 credits

This course provides an understanding of the processes of aging, examines old age as a stage of life and discusses the impact of aging on society and of society on aging.

SOC-322-GS
SOC-322-OL
Cultural Diversity in the United States
3 credits

This course examines racial, ethnic, sexual, religious and other minority groups in American society. It explores the impact of law and policy on these groups and promotes an understanding of individuals from diverse backgrounds.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-361-GS
SOC-361-OL
Complex Organizations
3 credits

This course introduces students to the foundations of complex organizations and the challenges of organizational life in modern society. The course will examine several important topics including, but not limited to, the history and function of complex organizations, institutional power and culture, and issues of communication and diversity. Complex Organizations will help students to apply organizational concepts to the workplace and in their everyday lives.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-362-GS
SOC-362-OL
Sociology of Work
3 credits

Sociology of Work analyzes the many forces that shape today's workplace and the lives of workers. This course begins by examining the historical and conceptual foundations of the sociological study of work. It then moves on to discuss changes in the workplace in the last century. In addition, the course analyzes workplace issues such as global, social, economic and cultural trends; gender and racial inequality; varied types of work; and the interplay between work and personal life.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-376-OL
Women and Social Action
3 credits

Examines the impact that gender stereotypes and barriers have on women's lives and how they intersect with other systems such as age, class, disability, ethnicity, race, religion and sexual orientation.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-384-OL
Gangs
3 credits

This course examines the most salient and contemporary issues in the study of gangs in American society that include the prevalence, structures, norms and behaviors exhibited by gang members. It explores why and how gangs form, conditions of membership, and effects on members and society. Gang proliferation, race and gender issues, and the relationship between gangs and violence and drugs are also examined. The design and effectiveness of prevention, intervention and suppression policies and programs developed in response to this phenomenon are assessed.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-387-OL
Modern Sociological Foundations
3 credits

Provides a foundation for an in-depth analysis of social structures. Using the enduring constants of sociological theory such as macro versus micro analysis, agency versus structure, consensus versus conflict and cultural versus economic factors, the course guides students through the study of the classical formulations of modern sociological theory by examining the works of Karl Marx, Max Weber, Emile Durkheim and Talcott Parsons.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-417-OL
Contemporary Sociological Theory
3 credits

This course explores recent and contemporary sociological theories in an effort to help students understand how society functions. It examines the theories of George Simmel, George Herbert Mead, Anthony Giddens, Jürgen Habermas and Pierre Bourdieu, providing students with the opportunity to explore and compare the sociological ideas of these theorists. The course also considers the concept of a shift from modernity to postmodernity in sociological theory in order to provide students with the opportunity to critically examine the thrust of sociological theory in the present day. Students will be expected to critically examine whether/how the theories relate to real-world situations and events.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOS-110-OL
Living in the Information Age
3 credits

This course is designed especially for students who are re-entering academic study after a considerable hiatus in their formal schooling. Through interactive instructional software, students evaluate and strengthen their academic skills in writing, mathematics and basic information skills. In addition, through the use of different types of computer technology and by completing course assignments, students learn about the ways in which computer technology has changed and is still changing education, work, society and daily life. Learning activities include reading articles on technical subjects written for general audiences as well as writing essays and discussing topics ranging from future careers to Internet privacy.

System Requirements For Windows Users: Supported browsers for Windows 2000 (SP2-SP4) are Internet Explorer 5.5 OR 6.x, Netscape versions 6.1 and 7.x, Firefox 1.x and AOL 8; supported browsers for Windows XP are IE 6.x, Netscape 7.x, Firefox 1.x and AOL 8.

System Requirements For Macintosh Users: Recommended browsers for MAC OS 10.2.8 or higher and MAC OS 10.3.9 or higher are Safari 1.0, Firefox 1.0 and Netscape 7.

SOS-150-OL
Self-Assessment and Career Exploration
3 credits

Based on the National Occupational Information Coordination Committee (NOICC) guidelines for adult competencies, this course is designed to help participants meet the suggested competencies for self-knowledge, educational and occupational exploration, and career planning.

SOS-304-GS
SOS-304-OL
Drugs and Society
3 credits

This course examines the physiological, psychological and sociological impact of substance use and abuse on individuals and on society. It includes current and historical approaches to treatment and prevention of substance abuse as well as pertinent legal and ethical issues.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

SOS-320-OL
The Management of Stress and Tension
3 credits

This course describes a multifaceted approach to the management of stress and tension. The problem and nature of stress is presented as a multidimensional phenomenon. The psychosocial, occupational, bioecological and personality/behavioral causes of stress are examined. Students identify, discuss, and critique stress reduction resources and techniques. Through self-assessment exercises, students analyze stress factors in their own life, and, using the self-assessment methods studied, develop a personal stress management plan.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

SOS-360-OL
Games People Play: Game Theory in Life, Business and Beyond
3 credits

Games People Play presents the fundamentals of game theory and applies the principles of this field of study to daily life. Game theory is defined as the scientific study of strategic, interactive decision making among rational individuals. Understanding game theory can help people make better decisions in their own lives and better understand the behavior and decisions of others. This course shows game theory at work in daily life, business and world affairs. Along the way, students are introduced to some of game theory's greatest minds, including John von Neumann, John Nash and Kenneth Arrow.

Advisory: This is an upper-level course. It is advisable to have knowledge equivalent to 6 credits in the social sciences in order to succeed in this course.

SOS-440-OL
Terrorism
3 credits

This course covers the phenomenon of terrorism as explored along thematic and chronological lines that focus mainly on the American experience and perspective. The course delves into the evolution of terrorism, its impact on U.S. domestic and foreign policies, some pertinent international dimensions and the prospects for nonconventional terrorism in the future.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

SOS-492-OL
Research Methods in the Social Sciences
3 credits

An introduction to the research methods used in the social sciences. The course provides examples of research studies that employ a variety of research techniques, and it fosters an understanding of the knowledge these studies have produced.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

SPA-101-GS
Elementary Spanish I
3 credits

This course emphasizes acquiring conversational and comprehension skills by focusing on vocabulary recognition and pronunciation.

Advisory: This course is not recommended for students who have previously taken a Spanish language course.

SPA-102-GS
Elementary Spanish II
3 credits

This course stresses vocabulary, grammar, listening and conversational skills.

Advisory: It is advisable to have knowledge in a course equivalent to SPA-101 Elementary Spanish I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

SPA-103-GS
Elementary Spanish III
3 credits

This course helps students develop full communicative proficiency in Spanish, including listening, speaking, reading and writing.

Advisory: It is advisable to have knowledge in a course equivalent to SPA-102 Elementary Spanish II with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

STA-201-EP
STA-201-GS
STA-201-OL
STA-201-TE
Principles of Statistics
3 credits

An introductory course in statistics that develops skills for performing statistical computations and analyzing data. Topics include measures of central tendency and variation; probability concepts, rules and distribution; normal and sampling distributions; hypothesis tests; and descriptive and inferential methods in regression correlations.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

Undergraduate General Education Electives

General Education Electives are organized into seven categories:

- ▶ DIVERSITY/GLOBAL LITERACY (GLBL)
- ▶ ETHICS (ETHC)
- ▶ GENERAL EDUCATION (GENL)
- ▶ HUMANITIES (HUMT)
- ▶ INTELLECTUAL AND PRACTICAL SKILLS (IPSL)
- ▶ NATURAL SCIENCES/MATHEMATICS (NASC)
- ▶ SOCIAL SCIENCES (SOSC)

Diversity/Global Literacy (GLBL)

African American History	HIS-306
African Encounters	LIT-331
African History and Culture	HIS-301
American Civil Rights Movement	HIS-210
Conflict in International Relations	POS-420
Cultural Diversity in the United States	SOC-322
Eastern Religions	REL-406
Elements of Intercultural Communication	COM-335
Global Issues and Society	GLB-301
International Economics	ECO-490
International Relations I	POS-315
Introduction to Sociology	SOC-101
Introduction to Anthropology	ANT-101
Introduction to Chinese History and Culture	HIS-261
Introduction to Islam	REL-275
Leadership in a Global Environment	LDR-422
Marriage and the Family	SOC-210
Non-Western Literature	LIT-460
The Middle East	HIS-310
Western Religions	REL-407
Women in Religion	REL-201
World Geography	GOG-230
World Religions	REL-405

Ethics (ETHC)

Contemporary Ethics	PHI-286
Ethics and the Business Professional	PHI-384

General Education (GENL)

Men's Health	HEA-306
Women's Health	HEA-305

Humanities (HUMT)

A World of Art	ART-100
Advanced American Literature I	LIT-301
Advanced American Literature II	LIT-302
African Encounters	LIT-331
American Cinema	FIL-110
American Literature I	LIT-205
American Literature II	LIT-206
Analysis and Interpretation of Literature	LIT-291
Contemporary Ethics	PHI-286
Critical Thinking for Homeland Security	HLS-355
Eastern Religions	REL-406
Elementary Spanish I	SPA-101
Elementary Spanish II	SPA-102
Elementary Spanish III	SPA-103
Elements of Intercultural Communication	COM-335
Ethics and the Business Professional	PHI-384

Interpersonal Communications	COM-330
Introduction to Children's Literature	LIT-221
Introduction to Islam	REL-275
Introduction to Mass Communications I	COM-120
Introduction to Mass Communications II	COM-121
Introduction to News Reporting	JOU-110
Introduction to Photography	PHO-101
Introduction to the Humanities: Philosophical Thought	HUM-101
Introduction to the Humanities: Drama, Poetry and Narrative	HUM-102
Introduction to the Humanities III: Music	HUM-103
Introduction to the Humanities IV: Fine Arts and Architecture	HUM-104
Jane Austen: Pride and Prejudice	ENG-298
Leadership Communication	MAN-376
Literary Roots of Western Culture	LIT-202
Managerial Communications	MAN-373
Marketing Communications	MAR-321
Music History I	MUS-220
Music History II	MUS-221
News Writing	JOU-352
Non-Western Literature	LIT-460
One Writer's Vision: Jane Austen	ENG-393
Philosophy of Religion	PHI-370
Public Relations Thought and Practice	COM-210
Public Speaking	COM-209
Technical Writing	ENG-201
The History of Western Art I	ART-166
The History of Western Art II	ART-167
The Story of Human Language	COM-339
Western Religions	REL-407
Women in Religion	REL-201
World Religions	REL-405

Intellectual and Practical Skills (IPSL)

AC Circuits	ELE-212
Applied Liberal Arts Mathematics	MAT-105
Assembly Language	COS-231
C Programming	COS-116
Calculus I	MAT-231
Calculus II	MAT-232
College Algebra	MAT-121
Computer Concepts and Applications	CIS-107
Data Structures	COS-241
Database Management	CIS-311
DC Circuits	ELE-211
Discrete Mathematics	MAT-270
Elements of Intercultural Communication	COM-335
Fundamentals of Information Technology	CMP-202
History of Mathematics	MAT-301
Intermediate Algebra	MAT-115
Interpersonal Communications	COM-330
Introduction to Computers	COS-101
Introduction to Mass Communications I	COM-120
Introduction to Mass Communications II	COM-121
Introduction to News Reporting	JOU-110
Introduction to Prior Learning Assessment	PLA-100
Introduction to Portfolio Development	PLA-200
Leadership Communication	MAN-376
Living in the Information Age	SOS-110
Management Information Systems	CIS-301
Managerial Communications	MAN-373
Marketing Communications	MAR-321
News Writing	JOU-352
Precalculus	MAT-129
Programmable Logic Controllers	CTR-212
Public Relations Thought and Practice	COM-210
Public Speaking	COM-209
Quantitative Business Analysis	MAT-119
System Analysis and Design I	CIS-320
Technical Writing	ENG-201
Writing Poetry I	ENG-243

Natural Sciences/Mathematics (NASC)

AC Circuits	ELE-212
Applied Liberal Arts Mathematics	MAT-105
Artificial Intelligence	COS-451
Assembly Language	COS-231
Biological Aspects of Aging	GER-312
C Programming	COS-116
C++ Programming	COS-213
Calculus I	MAT-231
Calculus II	MAT-232
Calculus III	MAT-331
Calculus IV	MAT-332
College Algebra	MAT-121
College Geometry	MAT-361
Computer Architecture	COS-330
Computer Concepts and Applications	CIS-107
Data Structures	COS-241
Database Management	CIS-311
DC Circuits	ELE-211
Discrete Mathematics	MAT-270
Introductory Meteorology	EAS-131

Forensic Science	AOJ-280
General Chemistry I with Lab	CHE-121
General Chemistry II with Lab	CHE-122
General Earth Science	EAS-101
Global Environmental Change	ENS-314
Global Issues and Society	GLB-301
History of Mathematics	MAT-301
Intermediate Algebra	MAT-115
Introduction to Computers	COS-101
Introductory Astronomy	AST-101
Introductory Biology	BIO-101
Kinesiology	FIT-211
Linear Algebra	MAT-321
Management Information Systems	CIS-301
Mathematical Logic	MAT-401
Mathematical Modeling	MAT-351
Operating Systems	COS-352
Physical Geology	GEO-151
Physics I with Lab	PHY-115
Physics II with Lab	PHY-116
Precalculus	MAT-129
Principles of Statistics	STA-201
Programmable Logic Controllers	CTR-212
Quantitative Business Analysis	MAT-119
Software Engineering	CIS-351
Statics	EGM-211
Statistics for the Health Professions	HPS-200
Survey of Chemistry	CHE-101
System Analysis and Design I	CIS-320
The Science of Disasters	EAS-201
The Science of Nutrition	BIO-208

Social Sciences (SOSC)

Abnormal Psychology	PSY-350
African American History	HIS-306
African History and Culture	HIS-301
American Civil Rights Movement	HIS-210
American Civil War	HIS-235
American Government	POS-110
American History I	HIS-113
American History II	HIS-114
Child Abuse/Maltreatment	SOC-316
Complex Organizations	SOC-361
Conflict in International Relations	POS-420
Constitutional Issues	POS-310
Contemporary Sociological Theory	SOC-417
Counterterrorism: Constitutional and Legislative Issues	HLS-410
Criminology	SOC-291
Crisis Intervention	SOC-305
Cultural Diversity in the United States	SOC-322
Developmental Psychology	PSY-211
Drugs and Society	SOS-304
Forensic Science	AOJ-280
Games People Play: Game Theory in Life, Business, and Beyond	SOS-360
Gangs	SOC-384
Global Issues and Society	GLB-301
Homeland Security: Preparedness, Prevention and Deterrence	HLS-420
Industrial Psychology	PSY-363
International Economics	ECO-490
International Relations I	POS-315
Introduction to Sociology	SOC-101
Introduction to Anthropology	ANT-101
Introduction to Chinese History and Culture	HIS-261
Introduction to Counseling	PSY-331
Introduction to Criminal Justice	AOJ-102
Introduction to Political Science	POS-101
Introduction to Psychology	PSY-101
Introduction to Social Psychology	PSY-370
Juvenile Delinquency	SOC-242
Leaders in History	LDR-324
Living in the Information Age	SOS-110
Macroeconomics	ECO-111
Management of Stress and Tension	SOS-320
Marriage and the Family	SOC-210
Microeconomics	ECO-112
Modern Sociological Foundations	SOC-387
Organizational Behavior	MAN-311
Organizational Theory	PSY-360
Protecting the Homeland: Response and Recovery	HLS-429
Psychology of Personality	PSY-352
Psychology of Women	PSY-270
Public Policy, Crime and Criminal Justice	AOJ-484
Research in Experimental Psychology	PSY-322
Research Methods in Social Sciences	SOS-492
Self-Assessment and Career Exploration	SOS-150
Social Gerontology	SOC-315
Social Psychology	PSY-379
Sociology of Work	SOC-362
Terrorism	SOS-440
Thanatology: An Understanding of Death and Dying	PSY-300
The Middle East	HIS-310
Victimology and Criminal Behavior	AOJ-381
War and American Society	HIS-356
Western Civilization I	HIS-101
Western Civilization II	HIS-102
White Collar Crime	AOJ-303
Women and Social Action	SOC-376
World Geography	GOG-230
Worlds of Childhood	PSY-317

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Table of Undergraduate Course Delivery Options

COURSE ID	COURSE TITLE	GENERAL EDUCATION AREA OF STUDY	GUIDED STUDY COURSE	ONLINE COURSE	TECEP® EXAM	*e*-PACK® COURSE
ACC-101	Principles of Financial Accounting		x	x	x	x
ACC-102	Principles of Managerial Accounting		x	x	x	x
ACC-201	Intermediate Accounting I			x		
ACC-202	Intermediate Accounting II			x		
ACC-303	Cost Accounting			x		
ACC-401	Advanced Accounting I			x		
ACC-402	Advanced Accounting II			x		
ACC-411	Auditing			x		
ACC-415	Advanced Audit			x		
ACC-421	Federal Income Taxation		x	x	x	
ANT-101	Introduction to Anthropology	SOSC/GLBL		x		
AOJ-102	Introduction to Criminal Justice	SOSC		x		
AOJ-280	Forensic Science	SOSC/NASC		x		
AOJ-303	White Collar Crime	SOSC		x		
AOJ-381	Victimology and Criminal Behavior	SOSC		x		
AOJ-484	Public Policy, Crime and Criminal Justice	SOSC		x		
APS-100	Medical Terminology			x	x	
APS-289	Radiation Safety Officer				x	
APS-295	Associate Capstone			x		
APS-302	Customer Service a Practical Approach			x		
APS-400	Occupational Health and Safety			x		
APS-401	Current Trends and Applications			x		
APS-402	Applied Quality Management			x		
ART-100	A World of Art	HUMT		x		
ART-166	The History of Western Art I	HUMT	x	x		
ART-167	The History of Western Art II	HUMT	x	x		
AST-101	Introductory Astronomy	NASC	x	x		
BIO-101	Introductory Biology	NASC		x		
BIO-208	The Science of Nutrition	NASC	x	x	x	x
BIO-211	Human Anatomy and Physiology I	NASC		x		
BIO-212	Human Anatomy and Physiology II	NASC		x		
BUE-101	Personal Finance for 2000 and Beyond			x		
BUS-101	Introduction to Business		x	x		
BUS-161	Business Mathematics		x	x		
BUS-311	Business in Society				x	
BUS-421	Strategic Management		x	x	x	
CHE-101	Survey of Chemistry	NASC	x	x		
CHE-121	General Chemistry I	NASC		x		
CHE-122	General Chemistry II	NASC		x		

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CIS-107	Computer Concepts and Applications	NASC/IPSL	x	x		
CIS-301	Management Information Systems	NASC/IPSL		x		
CIS-311	Database Management	NASC/IPSL		x		
CIS-320	System Analysis and Design I	NASC/IPSL		x		
CIS-351	Software Engineering	NASC		x		
CMP-202	Fundamentals of Information Technology	IPSL		x		
CMP-354	Network Technology			x	x	
COM-120	Introduction to Mass Communications I	HUMT/IPSL	x	x		
COM-121	Introduction to Mass Communications II	HUMT/IPSL	x	x		
COM-209	Public Speaking	HUMT/IPSL		x		
COM-210	Public Relations Thought and Practice	HUMT/IPSL			x	
COM-330	Interpersonal Communications	HUMT/IPSL		x		
COM-335	Elements of Intercultural Communication	HUMT/IPSL/GLBL	x	x		
COM-339	The Story of Human Language	HUMT		x		
COS-101	Introduction to Computers	NASC/IPSL	x	x		
COS-116	C Programming	NASC/IPSL	x	x		
COS-213	C++ Programming	NASC	x	x		
COS-231	Assembly Language	NASC/IPSL	x	x		
COS-241	Data Structures	NASC/IPSL	x	x		
COS-330	Computer Architecture	NASC	x	x		
COS-352	Operating Systems	NASC	x	x		
COS-451	Artificial Intelligence	NASC		x		
CTR-211	Electronic Instrumentation and Control		x	x		
CTR-212	Programmable Logic Controllers	NASC/IPSL		x		
EAS-101	General Earth Science	NASC		x		
EAS-131	Introductory Meteorology	NASC		x		
EAS-201	The Science of Disasters	NASC		x		
ECO-111	Macroeconomics	SOSC	x	x		
ECO-112	Microeconomics	SOSC	x	x		
ECO-490	International Economics	SOSC/GLBL	x	x		
EGM-211	Statics	NASC		x		
EGM-321	Thermodynamics			x		
EGM-331	Fluid Mechanics			x		
ELC-201	Electronic Communication Systems			x		
ELD-302	Digital Electronics			x		
ELD-311	Microprocessors			x		
ELE-211	DC Circuits	NASC/IPSL		x		
ELE-212	AC Circuits	NASC/IPSL		x		
ELT-306	Solid State Devices and Circuits			x		
ELT-307	Linear and Integrated Circuits			x		
ELT-308	Industrial Electronics			x		

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ELT-400	Advanced Microprocessors			x		
ELT-490	Electronic Assessment/Career Planning			x		
ELT-495	Electronics Engineering Tech Capstone			x		
ENC-101	English Composition I		x	x	x	
ENC-102	English Composition II		x	x	x	
ENG-201	Technical Writing	HUMT/IPSL	x	x	x	
ENG-298	Jane Austen: Pride and Prejudice	HUMT		x		
ENG-393	One Writer's Vision: Jane Austen	HUMT		x		
ENS-314	Global Environmental Change	NASC	x	x		
EUT-302	Gas Combustion			x		
EUT-309	Gas Distribution			x		
EUT-401	Regulatory Policy and Procedures			x		
EUT-402	Applied Economic Analysis			x		
FDR-440	Fundraising for Nonprofits			x		
FIL-110	American Cinema	HUMT	x	x		
FIN-301	Principles of Finance		x	x		
FIN-314	Small Business Finance			x		
FIN-321	Security Analysis and Portfolio Management			x	x	
FIN-331	Financial Institutions and Markets			x	x	
FIN-334	International Finance			x		
FIN-382	Risk Management			x		
FIT-190	First Aid, CPR, Safety			x		
FIT-211	Kinesiology	NASC		x		
FIT-230	Individual Assessment of Fitness and Wellness			x		
FIT-250	Principles and Programs of Fitness and Wellness			x		
FIT-280	Exercise and Nutrition for Special Populations			x		
GEO-151	Physical Geology	NASC	x	x		
GER-312	Biological Aspects of Aging	NASC		x		
GLB-301	Global Issues and Society	NASC/SOSC/GLBL		x		
GOG-230	World Geography	SOSC/GLBL		x		
HEA-305	Women's Health	GENL		x		
HEA-306	Men's Health	GENL		x		
HIS-101	Western Civilization I	SOSC	x	x		
HIS-102	Western Civilization II	SOSC	x	x		
HIS-113	American History I	SOSC	x	x		
HIS-114	American History II	SOSC	x	x		
HIS-210	American Civil Rights Movement	SOSC/GLBL	x	x		
HIS-235	American Civil War	SOSC	x	x		
HIS-261	Introduction to Chinese History and Culture	SOSC/GLBL	x	x		
HIS-301	African History and Culture	SOSC/GLBL	x	x		
HIS-306	African American History	SOSC/GLBL		x		

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HIS-310	The Middle East	SOSC/GLBL		x		
HIS-356	War and American Society	SOSC	x	x		
HLS-355	Critical Thinking for Homeland Security	HUMT		x		
HLS-410	Counterterrorism: Constitutional and Legislative Issues	SOSC		x		
HLS-420	Homeland Security: Preparedness, Prevention and Deterrence	SOSC		x		
HLS-429	Protecting the Homeland: Response and Recovery	SOSC		x		
HLS-498	Homeland Security Capstone			x		
HPS-200	Statistics for the Health Professions	NASC		x		
HUM-101	Introduction to the Humanities: Philosophical Thought	HUMT		x		
HUM-102	Introduction to the Humanities II: Drama, Poetry and Narrative	HUMT		x		
HUM-103	Introduction to the Humanities III: Music	HUMT		x		
HUM-104	Introduction to the Humanities IV: Fine Arts and Architecture	HUMT		x		
HUS-101	Introduction to Human Services				x	
HUS-295	Associate-Level Human Services Capstone			x		
HUS-495	Bachelor's-Level Human Services Capstone			x		
JOU-110	Introduction to News Reporting	HUMT/IPSL			x	
JOU-352	News Writing	HUMT/IPSL	x	x		
LAW-201	Business Law		x	x		
LDR-305	Foundations of Leadership			x		
LDR-324	Leaders in History	SOSC		x		
LDR-345	Theories of Leadership			x		
LDR-419	Nonprofit Leadership			x		
LDR-422	Leadership in a Global Environment	GLBL		x		
LDR-435	Leadership Practicum			x		
LIB-495	Liberal Arts Capstone		x	x		
LIT-202	Literary Roots of Western Culture	HUMT		x		
LIT-205	American Literature I	HUMT		x		
LIT-206	American Literature II	HUMT		x		
LIT-221	Introduction to Children's Literature	HUMT	x	x		
LIT-291	Analysis and Interpretation of Literature	HUMT	x	x		
LIT-301	Advanced American Literature I	HUMT		x		
LIT-302	Advanced American Literature II	HUMT		x		
LIT-331	African Encounters	HUMT/GLBL		x		
LIT-460	Non-Western Literature	HUMT/GLBL		x		
MAN-230	Introduction to Entrepreneurship			x		
MAN-301	Principles of Management			x		x

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MAN-311	Organizational Behavior	SOSC		x		x
MAN-331	Human Resources Management		x	x		x
MAN-372	International Management		x	x		
MAN-373	Managerial Communications	HUMT/IPSL	x	x		
MAN-376	Leadership Communication	HUMT/IPSL		x		
MAN-415	Change Management			x		
MAN-425	Advanced Organizational Management			x		
MAN-432	Small Business Management		x	x		
MAN-435	Project Management			x		
MAR-301	Introduction to Marketing		x	x		x
MAR-306	Creating and Implementing the Electronic Enterprise			x		
MAR-310	Principles of Sales			x		
MAR-321	Marketing Communications	HUMT/IPSL			x	
MAR-322	Sales Management				x	
MAR-323	Advertising				x	
MAR-335	New Product Development and Marketing			x		
MAR-411	Marketing Research			x		
MAR-441	Marketing with Digital and Social Media			x		
MAR-479	Applied Marketing Practices			x		
MAT-105	Applied Liberal Arts Mathematics	NASC/IPSL		x	x	
MAT-115	Intermediate Algebra	NASC/IPSL		x		
MAT-119	Quantitative Business Analysis	NASC/IPSL		x		
MAT-121	College Algebra	NASC/IPSL	x	x	x	
MAT-129	Precalculus	NASC/IPSL	x	x		
MAT-231	Calculus I	NASC/IPSL	x	x		
MAT-232	Calculus II	NASC/IPSL	x	x		
MAT-270	Discrete Mathematics	NASC/IPSL	x	x		
MAT-301	History of Mathematics	NASC/IPSL		x		
MAT-321	Linear Algebra	NASC		x		
MAT-331	Calculus III	NASC		x		
MAT-332	Calculus IV	NASC		x		
MAT-351	Mathematical Modeling	NASC		x		
MAT-361	College Geometry	NASC		x		
MAT-401	Mathematical Logic	NASC		x		
MUS-220	Music History I	HUMT		x		
MUS-221	Music History II	HUMT		x		
NUC-303	Nuclear Physics for Technology			x		
NUC-342	Radiological, Reactor and Environmental Safety			x		
NUC-351	Nuclear Instrumentation and Control			x		
NUC-365	Reactor Fundamentals			x		

ETHC = Ethics
GENL = General Education
GLBL = Diversity/Global Literacy
HUMT = Humanities
IPSL = Intellectual and Practical Skills
NASC = Natural Sciences/Mathematics
SOSC = Social Sciences

COURSE ID	COURSE TITLE	GENERAL EDUCATION AREA OF STUDY	GUIDED STUDY COURSE	ONLINE COURSE	TECEP® EXAM	*e*-PACK® COURSE
NUC-402	Nuclear Materials			x		
NUC-412	Radiation Biophysics		x	x		
NUC-413	Radiation Interactions		x	x		
NUC-423	Heat Transfer			x		
NUC-490	Nuclear Technology Assessment/ Career Planning			x		
NUC-495	Nuclear Energy Engineering Technology Capstone			x		
NUR-320	Introduction to Professional Nursing	Classroom-based, see course description				
NUR 328	Health Assessment and Health Promotion	Classroom-based, see course description				
NUR-340	Nursing Informatics			x		
NUR-342	Advancing Nursing Practice			x		
NUR-400	Nursing Care Across the Lifespan	Classroom-based, see course description				
NUR-410	Nursing Care of Vulnerable Populations	Classroom-based, see course description				
NUR-416	Health Assessment			x		
NUR-418	Research in Nursing			x		
NUR-420	Integrating Advanced Nursing Concepts	Classroom-based, see course description				
NUR-428	Leadership and Management in Nursing			x		
NUR-441	Community Health Nursing			x		
NUR-443	Public Health Nursing			x		
NUR-445	Validating Nursing Competence			x		
NUR-500	Seminar in Clinical Competence			x		
NUR-516	Advanced Health Assessment			x		
NUR-529	Health Policy			x		
NUR-531	Nursing Informatics: Concept and Issues			x		
OPM-301	Operations Management			x	x	
OPM-411	Total Quality Management			x		
OPM-415	Logistics			x		
OPM-420	Supply Chain Management			x		
PHI-286	Contemporary Ethics	HUMT/ETHC		x		
PHI-370	Philosophy of Religion	HUMT		x		
PHI-384	Ethics and the Business Professional	HUMT/ETHC	x	x		
PHO-101	Introduction to Photography	HUMT		x		
PHY-115	Physics I with Lab	NASC	x	x		
PHY-116	Physics II with Lab	NASC	x	x		
PLA-100	Introduction to Prior Learning Assessment	IPSL		x		
PLA-200	Introduction to Portfolio Development	IPSL		x		
POS-101	Introduction to Political Science	SOSC			x	
POS-110	American Government	SOSC	x	x		
POS-310	Constitutional Issues	SOSC	x	x		
POS-315	International Relations I	SOSC/GLBL		x		

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COURSE ID	COURSE TITLE	GENERAL EDUCATION AREA OF STUDY	GUIDED STUDY COURSE	ONLINE COURSE	TECEP® EXAM	*e*-PACK® COURSE
POS-420	Conflict in International Relations	SOSC/GLBL		x		
PSG-101	Theoretical Fundamentals of Polysomnography			x		
PSG-102	Instrumentation Theory			x		
PSG-103	Polysomnography Scoring			x		
PSG-104	Sleep Disorders			x		
PSG-105	Clinical Patient Management			x		
PSG-200	Clinical Fundamentals of Polysomnography			x		
PSY-101	Introduction to Psychology	SOSC	x	x		x
PSY-211	Developmental Psychology	SOSC	x	x		x
PSY-270	Psychology of Women	SOSC			x	
PSY-300	Thanatology: An Understanding of Death and Dying	SOSC	x	x		x
PSY-317	Worlds of Childhood	SOSC	x	x		
PSY-322	Research in Experimental Psychology	SOSC	x	x		x
PSY-331	Introduction to Counseling	SOSC	x	x		x
PSY-350	Abnormal Psychology	SOSC	x	x		x
PSY-352	Psychology of Personality	SOSC		x		x
PSY-360	Organizational Theory	SOSC	x	x		
PSY-363	Industrial Psychology	SOSC				x
PSY-370	Introduction to Social Psychology	SOSC				x
PSY-379	Social Psychology	SOSC	x	x		
REL-275	Introduction to Islam	HUMT/GLBL		x		
REL-405	World Religions	HUMT/GLBL	x	x		
REL-406	Eastern Religions	HUMT/GLBL	x	x		
REL-407	Western Religions	HUMT/GLBL	x	x		
SOC-101	Introduction to Sociology	SOSC/GLBL	x	x		
SOC-210	Marriage and the Family	SOSC/GLBL	x	x	x	x
SOC-242	Juvenile Delinquency	SOSC		x		
SOC-291	Criminology	SOSC		x		
SOC-315	Social Gerontology	SOSC	x	x		x
SOC-322	Cultural Diversity in the United States	SOSC/GLBL	x	x		
SOC-361	Complex Organizations	SOSC	x	x		
SOC-362	Sociology of Work	SOSC	x	x		
SOC-376	Women and Social Action	SOSC		x		
SOC-384	Gangs	SOSC		x		
SOC-387	Modern Sociological Foundations	SOSC		x		
SOC-417	Contemporary Sociological Theory	SOSC		x		
SOS-110	Living in the Information Age	SOSC/IPSL		x		
SOS-150	Self Assessment and Career Exploration	SOSC		x		
SOS-304	Drugs and Society	SOSC	x	x		
SOS-320	Management of Stress and Tension	SOSC		x		

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COURSE ID	COURSE TITLE	GENERAL EDUCATION AREA OF STUDY	GUIDED STUDY COURSE	ONLINE COURSE	TECEP® EXAM	*e*-PACK® COURSE
SOS-360	Games People Play: Game Theory in Life, Business and Beyond	SOSC		x		
SOS-440	Terrorism	SOSC		x		
SOS-492	Research Methods in Social Sciences	SOSC		x		
SPA-101	Elementary Spanish I	HUMT	x			
SPA-102	Elementary Spanish II	HUMT	x			
SPA-103	Elementary Spanish III	HUMT	x			
STA-201	Principles of Statistics	NASC	x	x	x	x

Graduate Courses

For course descriptions, go to the Graduate Course Description section beginning on Page 80.

MASTER OF ARTS IN EDUCATIONAL LEADERSHIP*

Core Courses (must be taken in order)

EDL-500	Effective Leadership — From Theory to Practice
EDL-510	The Inquiry Process — A Framework
EDL-520	Standards-Based Curriculum Development, Pre-K-12
EDL-530	Critical Issues and Theories in Curriculum Design and Evaluation, Pre-K-12
EDL-540	Curriculum Leadership and Supervision
EDL-550	School Law
EDL-660	Human Resources Administration
EDL-670	Technology for Instruction and Administration
EDL-680	Budget Forecasting and Fiscal Planning
EDL-690	Developing School and Community Partnerships
EDL-700	Field-Based Practicum
EDL-710	Professional Portfolio Development
EDL-800	The Superintendency
EDL-810	Professional Portfolio Development: School Administrators
EDL-820	Field-Based Practicum for Superintendents

*Courses open only to students matriculated in the Post-Master's Educational Leadership Certificate or MAEDL Program.

MASTER OF ARTS IN EDUCATIONAL TECHNOLOGY AND ONLINE LEARNING

Core Courses

EDT-500	Foundations of Educational Technology, Theories and Practices
EDT-510	Curriculum Development in Educational Technology
EDT-520	Leadership and Supervision in Educational Technology
OLT-510	Theory and culture of Online Learning
OLT-520	Learning Technology as an Issue in Online Learning
OLT-630	Issues in Instructional Design in Online Learning
OLT-640	Communication and Interactivity in Online Learning
THC-625	Technology and the Human Community
EDL-670	Technology for Instruction and Administration
EDL-520	Standards-Based Curriculum Development, Pre-K-12
-OR-	
EDL-540	Curriculum Leadership and Supervision
EDT-700	Capstone in Educational Technology and Online Learning
EDT-710	Practicum in Educational Technology and Online Learning

MASTER OF ARTS IN LIBERAL STUDIES

Core Courses (must be taken in order)

LAP-500	The Liberal Arts and Professional Life
SAM-501	Sense of Community I: Art and Morality
SAM-502	Sense of Community II: Faith and Reason
CCR-610	Change Conflict and Resolution
SIC-520	The Species, the Individual and Community
THC-625	Technology and the Human Community: Challenges and Responses
MLS-700	Capstone I
MLS-710	Capstone II

MASTER OF BUSINESS ADMINISTRATION (MBA)

Please note: MBA program is eight weeks in length (except MCO-740 and ETM-750). Courses are offered six terms per year.

Core Courses

MKM-700	Marketing Management
FIN-710	Financial Management
SOP-720	Strategic Operations Management
GSM-730	Global Strategic Management
MCO-740	Management Communication (five weeks)
ETM-750	Ethics for Managers (three weeks)

MASTER OF PUBLIC SERVICE LEADERSHIP

Core Courses

MPL-582 Law, Ethics and Decision Making in the Public Sector
MPL-510 Research Methods in Public Service
PJM-520 Project Leadership and Communications
-OR-
MPL-520 Analysis and Evaluation
OML-610 Organizational Management and Leadership I
-OR-
HRM-530 Human Resources Management
MPL-580 Public Service Leadership and Governance
MSP-674 Municipal Finance
-OR-
MSP-574 Public Finance

MASTER OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY

Core Courses (must be taken in order)

ORR-510 Organizational Research
THC-625 Technology and the Human Community
APS-600 Productivity Measurement and Continuous Improvement
PJM-510 Project Management
APS-601 Technological Innovation and Commercialization
APS-700 Master Project in Applied Science and Technology
CSR-610 Corporate Social Responsibility

MASTER OF SCIENCE IN HOMELAND SECURITY

Core Courses

HLS-500 Terrorism and Homeland Security in the U.S.
HLS-501 Natural Disasters
HLS-510 Protecting the Homeland: Balancing Security and Liberty
HLS-615 Domestic and Global Intelligence for Security Management
HLS-620 Preparedness: Prevention and Deterrence
HLS-625 Technology and Information Security
HLS-630 Protecting the Homeland: Response and Recovery
HLS-640 Administration and Finance for Security Professionals
HLS-650 Capstone in Homeland Security

MASTER OF SCIENCE IN HUMAN RESOURCES MANAGEMENT

Core Courses (must be taken in order)

HRM-530 Human Resources Management
ORR-510 Organizational Research
HRM-540 Lifestyle Benefits and Compensation in the New Millennium
HRM-550 Strategic Recruiting, Retention and Succession Planning
HRM-560 Intellectual Capital and the Workplace Learner
HRM-570 The Effectiveness of a Market Connected Culture
HRM-600 Managing the Human Resources Enterprises
HRM-610 Human Resources as a Strategic Partner
HRM-620 The Legal and Ethical Environment of Human Resources
MAN-630 Management Capstone

MASTER OF SCIENCE IN MANAGEMENT

Core Courses (must be taken in order)

ORG-502 Leadership and Management in the 21st Century
HRM-530 Human Resources Management
ORR-510 Organizational Research
EIO-520 Economic Issues in Organization
FAM-540 Finance and Accounting for Managers
MKM-560 Marketing Management
-OR-
PJM-510 Project Management

Core Advanced-Level Courses

MSM-620 Leadership, Vision and Strategic Planning
MAN-630 Management Capstone

MASTER OF SCIENCE IN NURSING

Core, Direct Care Specialty and Elective Courses

Core Courses

NUR-529 Health Policy
NUR-530 Evidence Based Nursing Practice
NUR-531 Nursing Informatics: Concepts and Issues
NUR-600 Nursing Leadership in a Global Community
NUR-500 Seminar in Clinical Competence

Direct Care Core Courses

NUR-516 Advanced Health Assessment
NUR-640 Advanced Pathophysiology
NUR-650 Advanced Pharmacology

Nurse Educator Specialty Courses

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
NUR-740 Nurse Educator: Seminar and Practicum I
NUR-750 Nurse Educator: Seminar and Practicum II

Nursing Administration Specialty
NUR-632 Nursing Administration: Standards and Structures
NUR-702 Nursing Administration: Executive Managerial Process
NUR-712 Nursing Administration: Resource Acquisition and Management
NUR-722 Nursing Administration: Seminar and Role Practicum
NUR-732 Nursing Administration: Seminar and Process Practicum

Nursing Informatics Specialty
NUR-631 Nursing Informatics: Systems Life Cycle
NUR-701 Nursing Informatics: Databases and Knowledge Management
NUR-711 Nursing Informatics: Consumer Informatics and Communication Technologies
NUR-721 Nursing Informatics: Seminar and Practicum I
NUR-731 Nursing Informatics: Seminar and Practicum II

MSN Elective Courses
NUR-501 Emerging Trends in Healthcare Technology
NUR-612 Healthcare Finance for Nurse Educators
NUR-613 History of American Nursing
NUR-614 Professional Writing from Idea to Publication
NUR-621 Instructional Technology for Nurse Educators
NUR-622 Independent Study in Instructional Technology

GRADUATE ELECTIVES

ACC-501 Principles of Forensic Accounting
ACC-601 Intermediate Accounting III
ACC-602 Advanced Accounting
ACC-603 Accounting Theory
APS-501 Human Performance Improvement
APS-502 Advanced Quality Analysis
CMP-500 Network Security
COM-610 Professional Communications Theory
COM-620 Advanced Professional and Business Writing
CSR-610 Corporate Social Responsibility
CTM-510 Introduction to Clinical Trials Research and Drug Development
CTM-520 Clinical Trials Research: Practice to Policy
CTM-530 Introduction to Clinical Trials Data Management
CTM-540 Ethical Issues and Regulatory Principles in Clinical Trials
ETH-590 Ethics for Managers
EUT-500 Renewable and Alternative Energy
GLM-550 Global Management
HLS-500 Terrorism and Homeland Security in the U.S.
HLS-501 Natural Disasters
HLS-510 Protecting the Homeland: Balancing Security and Liberty
HLS-620 Homeland Security Preparedness: Prevention and Deterrence
HLS-625 Technology and Information Security
HLS-630 Protecting the Homeland: Response and Recovery
HRM-540 Lifestyle Benefits and Compensation in the New Millennium
HRM-550 Strategic Recruiting, Retention and Succession Planning
HRM-560 Intellectual Capital and the Workplace Learner
HRM-570 The Effectiveness of a Market Connected Culture
HRM-600 Managing the Human Resources Enterprises
HRM-610 Human Resources as a Strategic Partner
HRM-620 The Legal and Ethical Environment of Human Resources
LCO-610 Leading Change in Complex Organizations
LDR-510 Leadership Communication
MKM-560 Marketing Management
MPL-520 Program Analysis and Evaluation
MPL-580 Public Service Leadership and Governance
MPL-582 Law, Ethics and Decision Making in the Public Sector
MPL-710 Capstone in Public Service
MSP-520 Community and Economic Development and Leadership
MSP-530 Environmental Issues and Policy
MSP-531 Environmental Justice Issues and Policy
MSP-540 Advanced Studies in Healthcare
MSP-542 Epidemiology
MSP-640 Healthcare Operations and Systems
MSP-642 Legal Issues in Healthcare
MSP-662 Practical Grant Writing
MSP-664 Introduction to Volunteer Management
MSP-676 Urban Economics
NPM-502 Nonprofit Management
NPM-610 Nonprofit Governance and Board Leadership
NPM-670 Critical Issues in Nonprofit Management
NUR-614 Professional Writing from the Idea to the Publication
OLT-510 Theory and Culture of Online Learning
OLT-520 Learning Technology as an Issue in Online Learning
OLT-630 Issues in Instructional Design in Online Learning
OLT-640 Communication and Interactivity in Online Learning
OML-610 Organizational Management and Leadership I
OML-620 Organizational Management and Leadership II
OML-630 Contemporary Issues in Leadership
PJM-510 Project Management
PJM-520 Project Leadership and Communications
PJM-530 Project Risk Management
PJM-540 Procurement and Vendor Management
PJM-640 Global Project Management
SOE-570 Social Entrepreneurship
SUM-501 Principles of Sustainable Management

MBA ELECTIVES

MKR-700	Market Research
SOM-702	Introduction to Social Media
INV-711	Investments
FSA-712	Financial Statement Analysis
PJM-721	Project Management
NEG-731	Negotiations
ENP-732	Entrepreneurship
HRM-760	Human Resources Management
SUS-700	Designing a Business Case for Sustainability

Graduate Course Descriptions

All graduate courses are offered online. Most courses are offered four times a year, unless otherwise noted, during the January, April, July and October terms.

ACC-501
Principles of Forensic Accounting
3 credits

Principles of Forensic Accounting provides a solid foundation for building skills in forensic accounting techniques, including gathering, interpreting and documenting evidence. In this course, students examine the investigative techniques used by accountants to conduct forensic examinations as well as the common schemes and techniques used to commit fraud. The skills acquired will enable students to assist businesses in detecting, investigating, documenting and preventing fraud. The course also introduces students to the many professional opportunities available to forensic accountants.

ACC-601
Intermediate Accounting III
3 credits

This course studies accounting for investments, revenue recognition, income taxes, pensions and postretirement benefits, and leases; accounting changes and error analysis; preparation of the statement of cash flows; accounting for derivative instruments; and full disclosure in financial reporting. The material refers to pronouncements of the Financial Accounting Standards Board (FASB) and the American Institute of Certified Public Accountants (AICPA).

ACC-602
Advanced Accounting
3 credits

This course provides valuable information about accounting for home office and branches, business combinations and consolidations. Also, the course focuses on concepts and techniques of accounting for partnerships and foreign currency transactions. The course provides various techniques for solving some of the more complex problems in the business environment.

ACC-603
Accounting Theory
3 credits

This course studies the Generally Accepted Accounting Principles (GAAP) as they affect today's practitioners. The course emphasis is on accounting conceptual framework and philosophy, which includes income, liability and asset valuation based on inductive, deductive and capital market approaches. The course also surveys price-level changes, monetary and nonmonetary factors, problems of ownership equities, and the disclosure of relevant information to investors and creditors.

APS-501
Human Performance Improvement
3 credits

This course is designed to explore the field of human performance improvement. It focuses on the concepts and principles of human performance technology, human performance technology models, training needs assessment and knowledge management. Other topics to be explored include performance improvement interventions, such as behavioral and job-task analysis, work redesign, performance management and coaching, and instructional strategies to improve workplace performance.

APS-502
Advanced Quality Analysis
3 credits

This course focuses on the analysis of quality process improvements for operational practices and productivity. The quality analysis assesses milestone targets, trends and performance to evaluate organizational total quality in quantitative elements.

APS-600
Productivity Measurement and Continuous Improvement
3 credits

This course focuses on the essence of principles and practices of productivity measurement and continuous improvement based on global perspectives. It also provides a functional understanding of productivity and how it can be measured properly and effectively for productivity improvement purposes. The content for the course will encompass total quality management (TQM); process improvement; business processes; and Manufacturing Execution Systems (MES).

APS-601
Technological Innovation and Commercialization
3 credits

This course examines the relationship between sustainable growth, innovation and the commercialization process. Particular emphasis is placed on how to drive profitable innovation through a dynamic process of constantly creating new business models, improving customer experiences, opening new markets, and commercializing or launching new products. Students will

research innovative technologies; identify processes that transform technology innovations, research and results from the laboratory to the real marketplace; determine their commercialization potential; and discuss different types of legal protection.

APS-700
Master Project in Applied Science and Technology
6 credits

The Master Project in Applied Science and Technology is designed to provide a guided in-depth experience in defining, measuring, analyzing, improving and controlling a significant opportunity or challenge relevant to the learner's applied science or technology workplace or profession. The learner will be expected to acquire knowledge, real-life experience and research to make recommendations that are based upon solid data and benchmarking.

BFO-701
Business Forecasting
3 credits

The application of sound quantitative models for analyzing and forecasting business data is of paramount importance for business decision making. This course is designed to provide a working knowledge of practical forecasting methods. Students taking this course will have hands-on experience with popular forecasting techniques and approaches used in business as well as best practices for building forecasting methods and evaluating their performances. Case studies and examples will be discussed throughout the course to demonstrate the real-world applications and implications of the forecasting techniques.

COM-610
Professional Communication Theory
3 credits

An overview of major communication theories with an emphasis on communication styles and approaches operative in today's workplace environment. Strategic planning, analysis and critical thinking in light of contemporary trends and issues will be studied.

COM-620
Advanced Professional and Business Writing
3 credits

This course will examine topics such as the historical formation of professional communication as a discipline; technological, scientific and multimedia writing; theories and research; ethics and politics; intercultural professional communication; and workplace, pedagogical and professionalization issues.

CCR-610
Change, Conflict and Resolution
3 credits

This course examines change, conflict and resolution in both historic and contemporary contexts and invites students to apply these concepts to their personal and professional lives while reflecting on their local, national and global significance. Through readings and online discussions in politics, literature and applied ethics, students will develop understandings of change, conflict and resolution as they relate to diverse cultures and eras, including the civil rights movement, women's rights, civil disobedience, working within the system and revolution. The course will provide students with practical insights culled from a deep understanding of global change and will empower them with tools to steer and manage change in the workplace and community.

CMP-500
Network Security
3 credits

Network Security is designed for graduate students going into IT security who have some understanding of networks, but not necessarily any background in network and computer security. The course covers fundamentals of corporate and network security technologies and provides students with the ability to identify, analyze, solve and manage network-related security problems in computer and network systems. In addition, the course introduces students to practical problems and challenges encountered when managing computer networks. Its goal is to provide students with a solid foundation of computer and network security tools and a strong managerial focus to apply, manage and make these tools work. This includes fundamentals of securing networks and defending networks from security attacks. Topics include understanding security threats to a network, network vulnerabilities, preventing and detecting network intrusions, and principles and practice of cryptography and its application to network security.

CSR-610
Corporate Social Responsibility
3 credits

This course introduces students to the concept of corporate social responsibility, which involves an examination of whether organizations should expand their focus from serving stockholders to also considering the impact of the firm's activities on diverse stakeholders. Practicing corporate social responsibility requires that a corporation meld business goals with societal expectations. To do so means addressing complex questions such as: What obligations do businesses have to the societies in which they operate? Can the interests of corporations and their outside stakeholders be aligned, or are they in inherent conflict? This course examines these and other questions without prescribing simple solutions.

CTM-510
Introduction to Clinical Trials Research and Drug Development
3 credits

This course provides an introduction to the field of clinical research and an overview of the environment, FDA approval process and regulations, and various elements involved in the development and conduct of clinical trials. Students identify the history and principles of the drug development process and its application to the design and implementation of clinical research activities. Students identify the steps involved in drug discovery to market approval in the United States and abroad. In addition, students learn the role, responsibilities and interrelationships of regulatory agencies, sponsors, study personnel and other related agencies in the clinical research process. The relevant ethical principles developed for the protection of human research subjects and the related elements of informed consent are covered.

CTM-520
Clinical Trials Research: Practice to Policy
3 credits

This course provides students with an understanding of clinical research methods as well as current issues concerning drug and device development in the United States. Students learn how to formulate a scientific literature search to inform their research efforts and develop the skills that are necessary for critical evaluation of published studies. The design of clinical research is discussed in detail so that the student is prepared to recommend what type of study is best suited for answering particular research questions. Students learn about the various approaches to conducting a survey as a part of clinical research. Economic/cost measures, health-related quality-of-life measures and work productivity measures are also covered. Students develop an understanding of current issues related to clinical research.

CTM-530
Introduction to Clinical Trials Data Management
3 credits

This course provides an overview of the clinical data management process in pharmaceutical research settings. Students gain an understanding of the regulations governing the data management process; identify the roles and responsibilities of personnel involved in the process; learn how and why data is collected; and understand database structure and design. The course covers the reporting of adverse drug events. Also covered are parameters for data review, coding, queries and validation. Students develop strategies to manage practical issues that may arise.

CTM-540
Ethical Issues and Regulatory Principles in Clinical Trials
3 credits

This course provides a stepwise approach to understanding clinical research and how today's regulations impact tomorrow's drugs. Early ethical guidelines such as the Nuremberg Code and the Declaration of Helsinki will be covered. The course also explores essential aspects of running clinical trials, including regulatory documents, regulatory inspections, and adverse event and safety monitoring. Regulatory guidelines outside the United States will be covered.

DAA-703
Data Analytics and Visualization with Capstone Project
3 credits

The course will enable students to develop critical business data presentation skills to ensure that the visualizations add to the effective interpretation and explanation of the underlying data without undue strain to the consumer of the information; ensure the visualizations enable the effective detection of trends that can be easily connected to real world events to help explain relationships and interrelationships; learn appropriate and minimal use of color to maximize its impact. Spatial data analysis tools will be introduced and advanced graphical programming skills will be developed using R graphics packages. All accumulated skills will be challenged with a Capstone project involving real business cases and clients when appropriate.

DAM-702
Predictive Analytics for Business Intelligence
3 credits

This course is intended for business students of data mining techniques with these goals: to provide the key methods of classification, prediction, reduction and exploration that are at the heart of data mining; to provide business decision-making context for these methods; and to use real business cases to illustrate the application and interpretation of these methods. The course will cover Classification, Clustering, Association Rule and Neural Nets. The pedagogical style will use business cases so the student can follow along and implement the algorithms on his or her own with a very shallow learning curve.

DMA-704
Digital Marketing Analytics
3 credits

Through relevant and applicable business examples, this course provides learners the ability to formulate and enact intelligent, data-driven marketing strategies. Core content will focus on identifying and understanding digital marketing metrics to gauge success of both social media and traditional digital marketing efforts. Through an examination of accessible data provided by current technologies, students will further their understanding of the online value chain and how to capitalize on emerging marketing trends.

EDL-500
Effective Leadership - From Theory to Practice
3 credits

This course provides students an opportunity to investigate, analyze and apply various theories of leadership and associated concepts specified in the Interstate Schools Leaders Licensure Consortium (ISLLC) and New Jersey Department of Education (NJDOE) standards. Student will begin the process of designing a professional portfolio that demonstrates competency as an effective educational leader (ISLLC 1, 2, 3, 4, 5, 6; NJDOE 1, 2, 3, 4, 5, 6).

EDL-510
The Inquiry Process - A Framework
3 credits

This course will introduce students to action research. Future educational leaders will study an intervention chosen specifically to respond to a research problem identified through reflection. The goal of the course and of action research is for students to gain better knowledge of their practice while improving the situation in which the practice is conducted. Students will develop competencies as an educational leader as outlined in the Interstate School Leaders Licensure Consortium standards (ISLLC 1, 2, 3, 4; NJDOE 1, 2, 3, 4).

EDL-520
Standards-Based Curriculum Development, Pre-K-12
3 credits

Curriculum revision is an ongoing process that requires professional guidance and support. Potential educational leaders need to understand the importance of curriculum development in the success of the educational experience and recognize the organization and relevance of curriculum change. Through the examination of various curriculum designs, educators will visualize an overview of systematic curriculum development. Standards-Based Curriculum Development, Pre-K-12 allows students to examine essential components of a cohesive curriculum based on such influences as national and state standards established to guide local curricular planning and development to meet the changing needs of students and other stakeholders in a diverse community. Processes for development of curricula at classroom, building and district levels, regardless of grade, academic discipline or kind of student, will be considered in preparation for hands-on experience in creating curriculum in the student's primary discipline. Integrating differentiated instruction through various curriculum designs will allow the educator to develop necessary skills, as an instructional leader, to facilitate his or her faculty's creation of successful curriculum documents. The entire process, from initial needs assessment to implementation, will be the focus of this course (ISLLC 1, 2, 4, 5; NJDOE 1, 2, 4, 5).

EDL-530
Critical Issues and Theories in Curriculum Design and Evaluation, Pre-K-12
3 credits

Critical Issues and Theories in Curriculum Design and Evaluation, Pre-K-12 is designed to guide the student in the process of identifying and analyzing emerging and developing issues in curriculum design, development, implementation and evaluation. Such issues may include academic standards, diversity, technology, testing and assessment, innovative programs, and state and federal legislation. Included are the identification of curriculum sources, how these sources influence trends, how these trends emerge and evolve, their impact on student achievement and how professionals, particularly supervisors curriculum developers, teacher-leaders and teachers, can use these trends and issues to improve student learning. Students study both the positive and negative aspects of the issues and develop a responsible approach to critically assess the importance and significance of emergent and future issues in order to function as responsible professionals (ISLLC 2, 4, 6; NJDOE 2, 4, 6).

EDL-540
Curriculum Leadership and Supervision
3 credits

Curriculum Leadership and Supervision provides students with multiple opportunities to critically analyze and apply various contemporary theories of effective school leadership to their professional practice. All theories are aligned with the national ISLLC standards and the NJDOE state standards, research-based frameworks informing the knowledge base, dispositions and performances of effective school leaders. The course focuses on the performance aspects of effective leadership including empowering others, building collaborative organizational cultures, making informed decisions and communicating them skillfully, and resolving conflicts. Participation involves learning theoretical concepts through reflective writing activities, self-assessments and practice ISLLC exams (ISLLC 1, 2, 3, 4, 5, 6; NJDOE 1, 2, 3, 4, 5, 6).

EDL-550
School Law
3 credits

School leaders as stewards of the educational process must ensure that the schools follow both the letter and the spirit of the law. The democratic principles of the United States require leaders to protect and serve the rights of students, staff and other stakeholders. This course enables the future school leader to examine the federal, state and local laws, court decisions, and rules and regulations impacting on education. Both general principles and specific applications are examined to provide the leader with the knowledge and understanding of the constitutional basis of both curricular and extracurricular programs and services. In addition, the

course presents the opportunity to analyze such issues as desegregation, due process, student rights, tenure and special needs students (ISLLC 1, 2, 3, 4, 5, 6; NJDOE 1, 2, 3, 4, 5, 6).

EDL-660
Human Resources Administration
3 credits

In this course, students learn the latest methods for attracting, inducting, motivating, retaining and supporting staff, and how to monitor and supervise certificated and noncertificated faculty and staff to set high standards for the professional participation of all adults in the school community. Students apply systems management and collaborative decision making to effect change, particularly with respect to meeting state and district requirements (ISLLC 2, 5, 6; NJDOE 2, 5, 6).

EDL-670
Technology for Instruction and Administration
3 credits

This course emphasizes the visionary leadership role of the principal as an instructional technologist, one who can thoughtfully and strategically provide direction to selection, use and evaluation of constantly changing technologies. Students assume a critical stance toward technology, its implications for effective school management and its impact on the teaching/learning process and the roles of teachers and learners (ISLLC 1, 2, 3; NJDOE 1, 2, 3).

EDL-680
Budget Forecasting and Fiscal Planning
3 credits

In this course, students, in collaboration with their school district mentors, examine the cyclical nature of budget development and implementation. Students analyze a budget at their school site and project how the budget should be implemented and coordinated so it aligns with the educational vision (ISLLC 3; NJDOE 3).

EDL-690
Developing School and Community Partnerships
3 credits

Students develop an awareness of the political, social, cultural and economic systems and processes that impact their school communities by examining local, state, national and global policies, issues and forces that affect teaching and learning. Students learn techniques for advancing the goals and aspirations of diverse family and community groups so they can integrate information about these populations into school decision-making processes at their academic levels (ISLLC 1, 2, 3, 4, 5, 6; NJDOE 1, 2, 3, 4, 5, 6).

EDL-700
Field-Based Practicum
3 credits

The Field-Based Practicum is a culminating activity for students completing the Master of Arts in Educational Leadership (MAEdL) program. It requires the student to engage in a 120-hour Practicum experience, and thus the completion of 300 hours of Practicum activities, at the student's school site or at an alternative site where the student can put leadership theory into practice, working with a local school administrator and the course mentor. The student designs and implements a series of administrative, supervisory, curricular and professional development activities that address the standards developed by the Interstate School Leaders Licensure Consortium (ISLLC). Activities will be structured to address each of the six ISLLC standards during the 12-week Practicum. On completion of the activities, the student will develop a final report that includes artifacts as well as analysis and reflective commentary on the Practicum (ISLLC 1, 2, 3, 4, 5, 6; NJDOE 1, 2, 3, 4, 5, 6).

EDL-710
Professional Portfolio Development
3 credits

As the Capstone experience in the MAEdL program, Professional Portfolio Development requires students to prepare an electronic portfolio that demonstrates their achievement of program and ISLLC standards. This portfolio will show how the student has developed and how he or she has applied learning. The process of portfolio development involves: goal setting; decision making and analysis in the selection of artifacts that document and recognized propositional and procedural knowledge and personal and professional attributes of leadership; and self-evaluation and reflection. Students will learn how professional electronic portfolios are defined, organized and evaluated. A second goal of this course is to prepare students to retool their portfolio for continued professional and academic advancement beyond the degree program. Students will be expected to substantiate standards-based competencies and the required internship hours addressing each of the ISLLC standards through all of, but not limited to, the following: documentary evidence of site-based participation in educational leadership roles and responsibilities; letters of endorsement or support from qualified site administrators; class assignments and research papers; reflective journal entries; contact logs with mentors; and self-assessment narratives (ISLLC 1, 2, 3, 4, 5, 6; NJDOE 1, 2, 3, 4, 5, 6).

EDL-800
The Superintendency
3 credits

This course provides both the theoretical constructs and the practical applications involved in the responsibilities exclusive to district-level administrative leadership. These include the macro-level applications of budgeting, staff development, community and external stakeholder relations, and advocacy. This course will also guide students in developing the initial components of a districtwide action research project focused on central office functions (ISLLC 1, 3, 6; NJDOE 1, 3, 6).

EDL-810
Professional Portfolio Development: School Administrators
3 credits

As the Capstone experience in the MAEdL program (District Leadership area of study), Professional Portfolio Development: School Administrators requires students to prepare an electronic portfolio that demonstrates their achievement of program and ISLLC standards. This portfolio will show how the student has developed and how he or she has applied learning. The process of portfolio development involves: goal setting; decision making and analysis in the selection of artifacts that document and recognize propositional and procedural knowledge and personal and professional attributes of leadership; and self-evaluation and reflection. Students will learn how professional electronic portfolios are defined, organized and evaluated. A second goal of this course is to prepare students to retool their portfolio for continued professional and academic advancement beyond the degree program. Students will be expected to substantiate standards-based competencies, a minimum of 300 internship hours at the building leadership level and 150 hours at the district leadership level, addressing each of the ISLLC standards through all of, but not limited to, the following: documentary evidence of site-based participation in educational leadership roles and responsibilities; letters of endorsement or support from qualified site administrators; class assignments and research papers; reflective journal entries; contact logs with mentors and; self-assessment narratives (ISLLC 1, 2, 3, 4, 5, 6; NJDOE 1, 2, 3, 4, 5, 6).

EDL-820
Field-Based Practicum for Superintendents
3 credits

The Field-Based Practicum for Superintendents is the culminating activity for students seeking the school administrator endorsement. It requires a 150-hour internship experience at the district level, at a school site or an alternative site. In the Practicum, students can put leadership theory into practice, working with a local school superintendent or other district official. Students will develop the practical skills and knowledge necessary to become an informed, dynamic professional at the senior administrator level in a comprehensive school district serving children pre-K–12. The field experience will test the application of theory, challenge the ability to promote the success of all students and provide opportunities to develop the skills necessary to solve complex organizational issues. The course experience will culminate in a final Capstone narrative or executive summary that demonstrates the candidate's understanding and acceptance of the responsibility of making decisions typical of those made by educational leaders (ISLLC 1, 3, 6; NJDOE 1, 3, 6).

EDT-500
Foundations of Educational Technology: Theories and Practices
3 credits

This course focuses on the conceptual framework of technology, theories and practices in educational environments. Students are provided the opportunity to investigate educational technology, analyze theories related to instructional design and apply 21st century skills to teaching with technology.

EDT-510
Curriculum Development in Educational Technology
3 credits

This course provides an overview of curriculum development and the infusion of relevant education technology as it applies to individual needs in the on-site and online environments. The course will provide a framework for integrating technology with teaching and the overall development of knowledge in curriculum and classroom instruction.

EDT-520
Leadership and Supervision in Educational Technology
3 credits

This course is designed to provide both a theoretical and a practical foundation for current and future school leaders in the adoption and adaption of technology in administrative, curriculum and instructional areas. The course will trace the development of educational technology today and provide the basis for leaders at all levels to make sound judgments about using technology to improve student learning and professional effectiveness. Included will be an examination of data-driven decision making and the overall collection and use of data.

EDT-700
Capstone Project in Educational Technology and Online Learning
3 credits

This course provides for a research-based Capstone experience in Educational Technology and Online Learning in pre-K-12 or higher education/adult education environments.

EDT-710
Practicum in Educational Technology and Online Learning
3 credits

This course provides for an applied Practicum experience in the leadership of educational technology and online learning in pre-K-12 or higher education/ adult education environments.

EIO-520
Economic Issues in Organization
3 credits

Economic Issues in Organizations explores the complex relationship of strategic economic issues within an organization and the organization's interaction with other firms in the industry. The course begins with a brief overview of the basic economics of the firm and uses those principles to drive an analysis of the firm's activities and interactions with other firms. The course examines different market structures to see how overall economic structure affects decision making and interactions; this basic structure will be used to analyze competition with other firms in obtaining resources, setting prices to maximize profits and reacting to decisions of competitors. The course also examines methodologies for evaluating results and explores ways to use that analysis in making future decisions.

ENP-732
Entrepreneurship
3 credits

This course provides an overview on the principles of entrepreneurship. It is designed to introduce students to the core concepts and tools used to increase the likelihood of organizational success in launching and managing new ventures both in the for-profit and nonprofit sectors. Students will be required to develop and present a business plan for a new venture, including the production of market research, organizational needs and financial statements to support an investment in the enterprise.

ETH-590
Ethics for Managers
3 credits

The major objective of this course is to examine the intersections of business operations, professional responsibilities and ethics. An emphasis will be placed on the development of practical methods and models for thinking about and resolving ethical issues and conflicts as they arise in the conduct of business and professional life. Acquisition of the requisite skills, knowledge and independence of judgment needed to respond effectively to the moral dimensions of the working environment is an expected outcome.

ETM-750
Ethics for Managers
1 credit

This course will provide the students an opportunity to explore the moral issues and dilemmas so as to stimulate critical analysis within a variety of organizational settings and a variety of contexts and cultures. Students will be provided the opportunity to assess daily and long-term ethical challenges as well as resolving said challenges with critical analysis and problem resolution methodologies.

EUT-500
Renewable and Alternative Energy
3 credits

This course examines renewable and alternative energy sources such as wind, solar, biofuel and energy storage. Other concepts include material efficiency issues, recycling, composting and the concept of life cycle design. The course also addresses conservation strategies that aid in the development of a more ecologically and economically sustainable future. Students will research renewable and alternative energy innovations, identify the processes they use to capture and store energy and describe their commercialization potential.

FAM-540
Finance and Accounting for Managers
3 credits

In the context of protecting investor funds and (for business organizations) applying these funds to produce a return on investment, this course considers the issues involved in managing an organization's financial resources and accounting for their applications. Among these issues are the selection of the firm's financial structure and the management of its financial assets, financial planning and budgeting for capital projects and continuing operations, reporting to shareholders and other stakeholders, and providing managers with the financial and accounting information necessary for the execution of their roles and responsibilities. While finance is the most visible focus of this course, accounting and its processes are treated as indispensable providers of the information employed by financial and other managers. The course provides a theoretical background for dealing with the above issues and processes, but its principal concerns are the day-to-day, year-to-year decisions and problems encountered by operating managers as they strive for judicious employment of the organization's financial and other resources in pursuit of organization goals. The emphasis on operating managers implies that the course does not pretend to equip students to be financial managers and accountants, but intends rather to equip "other-function" managers to work effectively with managers of finance and accounting and within the systems that they have developed. The learning materials of the course, in addition to texts and articles, include case studies and problems, and simulation exercises. Where applicable, software commonly used by accounting and financial managers will be introduced.

FIN-710
Financial Management
3 credits

This course reviews the basic concepts and tools of finance for the purpose of decision making. Students will analyze topics such as investment decision, capital budgeting, cost of capital, working capital management, valuation of securities, interest rates, corporate liabilities, risk and return. The course will examine the formation of capital structure, the optimal capital structure and its choice on the value of the firm.

FSA-712
Financial Statement Analysis
3 credits

This course provides a broad framework of knowledge and tools for evaluating a firm's business operations and predicting its future condition. It is designed to develop a critical, user's perspective to analyze and interpret financial statements to gain further insights into firms' performance. The course describes the details of financial statements and their use by investors, creditors, analysts, auditors and other interested parties.

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GLM-550
Global Management
3 credits

Global Management examines the issues and challenges facing managers in a global business context. Specifically, the course explores and analyzes international aspects of organizational behavior, human resources management, labor relations, corporate strategy and political risk. In doing so, the course covers both micro-level topics (for example, cross-cultural communication) and macro-level considerations (for example, formulation of international strategy).

GMK-703
Global Marketing
3 credits

Global Marketing allows students to apply marketing concepts to global markets. Product, price, distribution and communication strategies are examined in the global context. This course will also apply issues of research, segmentation, targeting and positioning to global markets. Global Marketing emphasizes cultural, political, regulatory and economic factors that come into play when marketing in other countries. Students taking this course will also analyze and assess the marketing tools, practices and experiences that are used to address business opportunities and issues. The course will examine programs and mechanisms used to create sustainable competitive advantage in the global marketplace. Students taking Global Marketing will collaborate to create a marketing strategy for a specific product to be marketed in a specific country and/or region of the world.

GSM-730
Global Strategic Management
3 credits

This course will provide students with the opportunity to understand the challenge of strategically managing a complex organization within a global environment. The course will explore the importance of historical artifacts related to the evolution of strategic management as well as the driving forces of strategy deployment in highly competitive markets and the complexities of resource allocation within complex organizations. Students will also be exposed to the practice of assessing, crafting and employing strategic decisions that allow an organization to realize its long-term goals, while dealing with current challenges.

HCF-701
Healthcare Finance
3 credits

This course focuses on some of the unique components of finance as they relate to a healthcare facility and some of the major issues they are faced with. Topics include reimbursement systems, managed care, insurance, Medicare and Medicaid, DRG Prospective Payment, accessibility, eligibility, budgeting, and planning. Emphasis will be placed on the application of these topics to aid in making managerial decisions.

HCO-702
Strategic Management within a Healthcare Organization
3 credits

This course provides a comprehensive understanding of the concepts related to strategic planning implementation in a healthcare organization. Emphasis will be placed on consumer demand market volatility, regulatory and fiscal constraints from the perspective of the strategic manager. The ability to analyze issues and make appropriate recommendations will be explored.

HCD-703
Healthcare Delivery
3 credits

This course explores the management of a health care organization's productive resources and the activities within its production systems. Tools for operations management will also be explored in various industries and within this theory, and then applied to the health care environment. Management tools such as capacity planning, facility layouts, queuing theory, critical path analysis and tools of project management will be discussed.

HCL-704
Legal Issues in Healthcare
3 credits

Introduction to the issues of health services law and ethics, including the role of law in the US healthcare system. The course will assess the legal system and legal research, managing and regulating healthcare system including legal structure and governance of healthcare organizations. Students will examine the government regulations in public health and health services. Special emphasis will explore protecting privacy of medical information, medical staff credentialing and clinical privileges. The course will provide an overview of the current laws in government payment programs, antitrust law in healthcare field, legal and ethics issues in patient care and in health insurance.

HLS-500
Terrorism and Homeland Security in the U.S.
3 credits

Examination of the phenomenon of the term terrorism as it relates to the United States domestically as well as internationally from the time of the Cold War to the present day. Emphasis is placed upon the identification, comparison and understanding of the various definitions of terrorism and the perpetrators of these acts, along with the various aspects of terrorism and homeland security which are required knowledge for scholars, practitioners, researchers and scholar/practitioners in the field and discipline of terrorism and homeland security. The student will be exposed to the nexus between terrorism and homeland security as it relates to homeland security strategy, assessment, evaluation, preparation, responses, and recovery actions and mechanisms relating to terrorism and homeland security. There will be a focus on the importance of coordination of various assessments, plans, strategies and implementation of plans of action involving local, county, state, federal and international responses pertaining to terrorism and homeland security.

HLS-501
Natural Disasters and Security Planning
3 credits
This course will investigate a wide range of natural disasters, and develop appropriate plans for mitigating the problems. Natural disasters include a wide range of issues from outbreak of diseases, floods, earthquakes, fires and tornados and may include secondary disaster situations such as chemical spills, nuclear incidents and power outages.

HLS-510
Protecting the Homeland: Balancing Security and Liberty
3 credits

The course will examine the USA PATRIOT Act and will examine why the government and the public began to question and scrutinize the country's intelligence mechanisms, and national security structure and procedures. During this course there will be an opportunity to examine the creation, development and organizational structure of the Department of Homeland Security (DHS). As part of the examination of DHS, there will be opportunities to also examine entities such as the Transportation Safety Administration, which was established after 9/11. This course will also examine other developments due to the attacks on 9/11 such as the detention and torture of "enemy combatants" in Iraq and Guantanamo Bay, Cuba, and consider whether the nation's security needs justify the consequent restrictions on our freedoms.

HLS-620
Preparedness: Prevention and Deterrence
3 credits

This course will focus on how strategic planning, incident management and intelligence techniques combine to provide the necessary foundation for anti-terrorism preparedness. Topics covered include infrastructure protection, National Incident Management System, data collection and analysis techniques, threat and vulnerability assessments, information sharing, resource planning, intelligence failures, and terrorism prevention and deterrence.

HLS-625
Technology and Information Security
3 credits

This course will investigate advanced topics in computer security and forensics. Included will be topics such as cryptography, steganography, automatic intrusion detection, firewalls, vulnerability scanning, advanced pattern matching as well as statistical techniques. This course will investigate cyberterrorism and cybercrime and how this differs from computer security. Technological advancements that are on the cutting edge present opportunities for terrorists and it is necessary to explore the current domestic and international policies relative to critical infrastructure protection and methods for addressing issues.

HLS-630
Protecting the Homeland: Response and Recovery
3 credits

This course focuses on the many response and recovery efforts possible for the various actors in homeland security, both in the public and private sectors. The concept of planning is addressed with a focus on implementation, testing and evaluation. Students will discuss how best to lead, communicate and coordinate in response and recovery efforts. Technology and information gathering, as tools for planning and responding, are explored. Both government and law enforcement efforts and Business Continuity Planning are studied.

HRM-530
Human Resources Management
3 credits

This course examines the role of the human resources professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies and rising benefit costs are analyzed. Best practices of employers of choice are considered.

HRM-540
Lifestyle Benefits and Compensation in the New Millennium
3 credits

This course will focus upon the traditional benefit plans such as health, dental, retirement savings, annual merit increases and other mandated benefits that have accounted for close to 40 percent of every payroll dollar. The needs of today's employees are explored. Lifestyle benefits such as telecommuting, flextime, child care and exercise club memberships — that can make the difference between an organization that attracts mediocrity versus value-added talent — are also covered.

HRM-550
Strategic Recruiting, Retention and Succession Planning
3 credits

This course will focus on how the best practices of strategic manpower planning, advanced compensation and reward systems, and developmental interventions all make for a foundation culminating in an "organization of choice" rather than an "organization of last resort." Topics covered include the development of a qualified pool of candidates, labor force trends, long-term strategic growth and retention.

HRM-560
Intellectual Capital and the Workplace Learner
3 credits

The knowledge and skills of employees, no matter what the organization's market niche, is constantly evolving. This course will discuss changes that are necessary to support strategic initiatives for the organization while developing and nurturing new capabilities, knowledge and skills of employees. Interpersonal skills, team skills, consultative skills, coaching, leadership and risk taking are but a few of the topics covered as well as business acumen, strategic planning skills, change management, cross-functional experience, technological mastery, global understanding and additional intellectual capital demands being placed upon our organization's environments. This course will help human resources professionals with the understanding necessary to retool the present diversified workforce.

HRM-570
The Effectiveness of a Market Connected Culture
3 credits

How a human resources team "connects" the external market to the internal infrastructure of an organization can ultimately mean the difference between overall organizational success and failure. This course will focus on managing and facilitating the culture of an organization, which requires defining in terms of organizational strategy and the voice of the customer. Culture management, setting the stage for change, formulating strategy, analyzing the need for change, and integrating and implementing the needed human capital of the organization in order to sustain a competitive advantage while adding value are covered in this course. This course will also address issues such as knowledge management, change management and capability building in order to create a culture connected to the market the organization serves.

HRM-600
Managing the Human Resources Enterprises
3 credits

Managing the human resources enterprise operates on two levels. In this course students will learn how to model good leadership through the careful stewardship of human resources operations. Students will extend the strategic view of leadership developed in other courses, identifying successful models of effective human resources operations and leadership.

HRM-610
Human Resources as a Strategic Partner
3 credits

Earning a seat where human resources is part of the process of setting strategy and not just sitting at the sidelines is the goal of human resources professionals. In this course students will learn about the many roadblocks to becoming an organizational partner in the formulation and implementation of institutional strategy. Students will be introduced to the resulting frustration, resentment, confusion and possibly even a regression back to maintaining nothing more than an administrative function. Absorbing critical information from varying constituencies and the integration of critical information into a viable organization roadmap is covered.

HRM-620
The Legal and Ethical Environment of Human Resources
3 credits

This course covers legal compliance in corporate staffing, disparate impact and disparate treatment claims, and numerous federal statutes and guidelines such as the Civil Rights Acts of 1964 and 1991, the Age Discrimination in Employment Act (1967), the Americans with Disabilities Act (1990) and Equal Employment Opportunity regulations.

Approximately 25 percent of the course will be devoted to ethical challenges of the human resources professional, including conflicts between the human resources function and a separate Office of Ethics that might exist in the corporate environment. The course will stress the need for keeping employee ethical questions and concerns confidential as well as developing and putting into practice a professional code of ethics for all employees. Additional topics covered in this course include affirmative action, seniority, sex discrimination, religious discrimination, retaliatory discharges and right to privacy in the workplace.

HRM-760
Human Resources Management
3 credits

Talent management builds a practical framework for managers and business leaders to understand how the strategic management of people improves performance. This course will help participants maximize the performance of their employees and learn techniques that result in superior organizational performance.

INV-711
Investments
3 credits

The course will cover investment setting, asset allocation, global investments, functioning of securities markets, portfolio management, asset pricing model, and models of risk and return. Students will analyze financial statements and company, industry and macroeconomic valuation of stocks and bonds. Examines derivative markets such as forward, futures, options, swaps, convertible securities and other derivatives. The course will provide students with a broad conceptual base for investment managers, individual investors and corporate financial managers.

LAP-500
The Liberal Arts and Professional Life
3 credits

This course seeks to define the liberal arts and explore their relevance in today's world. Proceeding from the past to modern times, the course provides a broad overview of the liberal arts throughout the world, including history, the arts and sciences, literature, the social sciences and philosophy/religion. With graduate mentor guidance, students will conduct independent research and will relate their findings to workplace or community experiences. Throughout the course, students will relate learning to their professional lives through an interactive process such as a week-by-week portfolio or regular journal entries.

LCO-610
Leading Change in Complex Organizations
3 credits

Leading Change in Complex Organizations focuses on organizational change. The course examines the importance of change, how change agents can work with others to effect meaningful change in organizations and why change will become increasingly significant to organizations in the future. Students will examine and apply a change process that provides them with an opportunity to think about change, to reflect on stories of individuals who have changed their organizations and to put learning into practice in current organizational settings.

LDR-510
Leadership Communication
3 credits

Leadership Communication will focus on developing and executing effective, real-world communication strategies for 21st century managers. This course will introduce communication tools and tactics innovative leaders use in their day-to-day work as well as their long-range challenges. In addition, it will focus on how leaders communicate balanced, informed judgment and demonstrate their ability to evaluate and synthesize disparate and complex information, ideas and opinions. It will also explore strategies to communicate with an array of audiences, and with logical structure, professional style and clear, concise, compelling substance in a variety of contexts.

MAN-630
Management Capstone
3 credits

Candidates for completion of the MSM or MSHRM degree will complete an independent project demonstrating their conceptual, analytical, research and practical management skills achieved through the courses in either program. The project, called a Capstone because it represents a crowning achievement much as a capstone does in architecture, is a 3-credit, one-term requirement that is completed at the end of the program. It is a closely supervised experience resulting in a paper that demonstrates the student's ability to synthesize and utilize the skills and knowledge gained in previous courses in the MSM or MSHRM program.

MCO-740
Management Communication
2 credits

This course sharpens written, oral and listening skills to meet the demands of a successful managerial communicator. Emphasis is placed on strategically evaluating and creating articulate communications relative to managerial situations along with effectively and efficiently developing procedures for solving communication problems. Topics include structuring message content and argument; communication style, tone and strategy; presentation graphics; and ethics as well as technologically mediated, intercultural and crisis communications.

MKM-560
Marketing Management
3 credits

This course examines concepts, environments and marketing management roles, as applied to industry, nonprofit organizations and government agencies. Focus is on the unique attributes of the marketing mix (product, price, place and promotion), target groups, relationship marketing, research, competitor analysis and strategic planning. Emphasis will be placed on developing a marketing plan within the context of the broader organization as well as exploring the dynamic that will lead to completing each plan with confidence.

MKM-700
Marketing Management
3 credits

This course is an in-depth survey of marketing. The flow of goods and services between consumers and clients, marketing environments, competitive markets and factors, and marketing organizations are examined. Specific attention is given to market identification, strategic planning along with implementation and evaluation, the nature and development of products, pricing, distribution and promotion.

MKR-700
Market Research
3 credits

Market Research examines the essential analysis skills required for making quality marketing decisions. Developing a market research design demands necessary quantitative and qualitative abilities to identify and de-fine market opportunities and issues; generate, improve and assess marketing performance; and monitor marketing performance as well as advance understanding of marketing as a process. Students are required to select a contemporary marketing problem or opportunity, frame the issue into a research question, review the relative literature, develop measures and collect pertinent data, statistically analyze data results and provide an industry-standard final report of findings and limitations.

MLS-700
MLS-710
Capstone Project
6 credits

The Capstone Project is a 6-credit course that is completed over two terms at the end of the MALS program. It requires the student to demonstrate the depth and breadth of knowledge acquired in the program and to apply this knowledge to the workplace or the community. The project is interdisciplinary in nature. It is a supervised, hands-on experience that displays the student's ability to go beyond the mere collection of information and into a synthesis of accumulated knowledge and skills. The Capstone Project may be in the form of a research project, a creative project or an applied project. A final grade will be issued when the requirements of the Capstone Project are fulfilled by the submission and approval of a final project and the satisfactory oral presentation of the project. Students must have completed the core requirements and 10 of 12 required elective credits for the MALS degree before enrolling in MLS-700.

MPL-510
Research Methods in Public Service
3 credits

This course introduces students to the principles underlying scientific research. It covers both qualitative and quantitative approaches and teaches students to collect and analyze data. Students learn about research ethics, causality, sampling (both random and purposive) and the techniques of survey design. Students calculate descriptive and inferential statistics and will develop their own research proposal.

MPL-520
Program Analysis and Evaluation
3 credits

Evaluations are an essential piece of designing and operating nonprofit programs. Information from evaluations help key stakeholders make decisions about funding, growing, contracting and ending programs. This course is an introduction to evaluation methodology and common evaluation tools used to assess nonprofit programs. Students will plan, develop and evaluate nonprofit programs in public and private settings. The focus will be placed on the acquisition and demonstration of applied techniques including needs assessment, formative research, process evaluation, monitoring of outputs and outcomes, impact assessment and cost benefit analysis. Special attention is given to issues of ethics, social justice as related to the use and misuse of research, the inclusion or omission of diverse populations in research studies, the implications of research for addressing social injustices of oppressed groups and the encouragement of a critical perspective when reading research on interventions as they apply to populations at risk.

MPL-580
Public Service Leadership and Governance
3 credits

This course examines the multiple roles a public service leader has working within and outside of the organization. Legal, philosophical pragmatic leadership drivers will be scrutinized; particularly in relation to the nonprofit organization's external board of directors. Membership, structure and process for this body will be examined as well as the relationship of employees to the individual board members and the policies established by this group.

MPL-582
Law, Ethics and Decision Making in the Public Sector
3 credits

Ethical and socially responsible leadership are core dimensions in the education of local and global public servants. This course provides students with the essential framework for personal and professional ethical decision making applied in the context of diverse workplaces and organizations. Ethical theories, case studies in applied ethics and specific assignments looking at legal and ethical complexities, will serve students with opportunities to examine their personal-professional values, assess their moral intelligence and consider the legal foundations of public service. Students will study ethical issues found in nonprofit organizations, including the formation of social norms, how they influence individual decisions and how entire nonprofit organizations can become more ethical.

MPL-710
Capstone in Public Service
3 credits

Candidates for completion of the MPSL degree will complete an independent project demonstrating their conceptual, analytical, research and practical management skills achieved through the courses in either program. The project is a 3-credit, one-term requirement that is completed at the end of the program. It is a closely supervised experience resulting in a paper that demonstrates the student's ability to synthesize and utilize the skills and knowledge gained in the MPSL program.

MSM-620
Leadership, Vision and Strategic Planning
3 credits

This course examines the strategic management framework that integrates core business knowledge across all decision making and functional areas of the organization, highlighting the issues and challenges of vision, leadership and strategy in dynamic organizations. It provides students with knowledge and skills to implement value-added, ethically principled, economically sound strategy and meet the challenges of global competitive advantage. The main topics covered include external and internal analysis in the strategic management process, functional strategies, competitive strategies, corporate strategies and international strategies.

MSP-520
Community and Economic Development and Leadership
3 credits

This foundation course provides an overview of the theories, models, issues and policies for community and community economic development in the United States. Beginning with an examination of the theoretical framework for community development and community economic development, the course considers the economic development movement, housing and redevelopment policies, the community development corporation and its role, place-based redevelopment, and neighborhood job creation and planning. The course examines recent development strategies and trends. This course concludes by approaching some of the challenges faced by existing community economic development delivery systems and challenges faced by professionals who apply them.

MSP-530
Environmental Issues and Policy
3 credits

This course covers major issues and policies in the environmental field. Students will develop an awareness of the political, social, cultural and economic systems and processes related to environmental protection. Environmental Issues and Policy evaluates the economic factors involved as the business world addresses climate change through government-regulated as well as voluntary programs. Current major issues and policies in the environmental field will be presented, discussed and analyzed.

MSP-531
Environmental Justice Issues and Policy
3 credits

This course explores the foundations of the environmental justice movement, current and emerging issues, and the application of environmental justice analysis to environmental policy and planning. It examines claims made by diverse groups along with the policy and civil society responses that address perceived inequity and injustice. While focused mainly on the United States, international issues and perspectives are also considered in relation to climate change, clean development mechanism trading and cap-and-trade market approaches.

MSP-540
Advanced Studies in Healthcare
3 credits

An overview of the healthcare services system in America; covering characteristics of the U.S. health system, the role of healthcare professionals, medical technology, healthcare financing sources, healthcare delivery structures (including outpatient and primary care), inpatient facilities, managed care and integrated organizations, long-term care, services for special populations and system outcomes such as healthcare cost, access and quality.

MSP-542
Epidemiology
3 credits

Introduction to the study of the general principles, methods and applications of epidemiology. Outbreak investigations, measures of infectious and chronic

disease frequency, standardization of disease rates, study design, measures of association, hypothesis testing, bias, risk factors, effect modification, causal inference, disease screening and surveillance. Case studies apply these concepts to a variety of infectious, acute and chronic health conditions affecting the population.

MSP-640
Healthcare Operations and Systems
3 credits

Operations management is the design and management of the processes that transform inputs into finished goods or services. This course presents an analysis of the operations within health service organizations like hospitals and other healthcare institutions, and provides management tools and principles that are used to plan, organize, staff and control the essential processes and systems of those healthcare organizations. The course also presents advanced techniques that can be used to manage and improve healthcare services to the benefit of both an organization and its patients. The primary areas of operations management that will be discussed include operations planning, financial management, supply and inventory management, technology management, and process and quality improvement activities. This course is focused on the technological aspects of operations, leaving human behavioral studies to other management or leadership courses.

MSP-642
Legal Issues in Healthcare
3 credits

Introduction to the issues of health services law and ethics, including the role of law in the U.S. healthcare system, the legal system and legal research, managing and regulating healthcare system including legal structure and governance of healthcare organizations, government regulations in public health and health services, protecting privacy of medical information, medical staff credentialing and clinical privileges, the laws in government payment programs, antitrust law in healthcare field, legal and ethics issues in patient care and in health insurance.

MSP-662
Practical Grant Writing
3 credits

This course aims to provide a practical foundation to be used toward compiling a full proposal for this course and into the future by learning how to craft careful research questions presented with sound preparation and purposeful writing. Through this course, the student will begin to fully understand and be able to articulate the need for a project or organization's work. Students will be guided through preparing individual components of the grant application and how to translate the work into a budget for the request. In addition to the basic application components, understanding the funders' interests, packaging and other formats will be covered.

MSP-664
Introduction to Volunteer Management
3 credits

This course focuses on the life cycle of volunteers, including how to effectively motivate, reward and retain volunteers at each stage of the cycle. Attention will be paid to enhancing the effectiveness of a volunteer workforce as well as the delicate issues of resolving conflicts and the termination of volunteers. Finally, the course compares episodic and ongoing volunteerism and the implications for volunteer-dependent organizations.

MSP-674
Municipal Finance
3 credits

This course examines the budget function and process of county, municipal and state finance systems, the methods used to determine the needs of the community and individual agency and resource allocation to meet those needs, measuring the capability and bench-marking of the agency, preparation and presentation of the budget, selling the budget and needs to the county or city administration.

MSP-676
Urban Economics
3 credits

This course explores the intersection of urban geography and economics. In doing so, it seeks answers to six important questions: 1) what kinds of issues lead profit-seeking firms and utility-seeking households to congregate together in the formation of our cities, and why do cities grow or shrink? 2) How do government roles and market forces collaborate or conflict to shape cities? 3) How are the various forms of private and public transportation managed to maximize utility and minimize unfavorable externalities? 4) How to understand the economic effects of education and crime — two key determinants of household location choices? 5) How are housing markets affected by government policy? And 6) how do government financing and fiscal policy intersect with public needs and preferences?

MST-700
Managerial Statistics
3 credits

The success of modern business practices and evidenced-based decisions depends on sound statistical and analytical skills. This course lays the foundation for statistical thinking and imparts many valuable, important skills that are widely used in marketing, finance, economics, supply chain management and financial accounting. This course also expands spreadsheet skills, statistical programming using R and/or SAS, and computing expertise for analyzing large complex data. This is a hands-on course

with emphasis on examining and interpreting data using various statistical tools rather than on the theory underlying these tools. This course lays a solid foundation for learning advanced tools for data mining.

NEG-731
Negotiations
3 credits

Negotiation is a critical skill for managing, leading and living your life. Students will examine the major concepts, theories of bargaining and negotiation as well as the dynamics of interpersonal, intergroup conflict and its resolution. The course will explore the nature of negotiation and the importance of strategizing and planning for negotiation in the context of both distributive bargaining and integrative negotiation. Additionally, students will analyze negotiation subprocesses including communication, perception, biases, social contexts, multiparty negotiations, individual differences, global negotiation and identifying or creating leverage. Students will assess the key concepts of outcomes, dispute resolution and remedies.

NPM-502
Nonprofit Management
3 credits

Nonprofit Management provides students with an understanding of the unique qualities, philosophies and practices of the U.S. nonprofit mission-driven sector. The course examines the sources and management of resources as well as strategies for their effective use. This course begins with a historical overview of the nonprofit sector and demonstrates its complex structure. The primary goal of this course is to provide a thorough knowledge base, both theoretical and practical, for effective nonprofit management.

NPM-610
Nonprofit Governance and Board Leadership
3 credits

Nonprofit Governance and Board Leadership explores governance within contemporary nonprofit organizations. The course focuses on leadership dynamics from theoretical and practical perspectives. Students will explore salient internal and external environmental factors that influence behavior through the examination and analysis of best practices. The primary goal of this course is to provide a realistic understanding of the elements that both support and impede effective governance for nonprofits. The significance of strong leadership and governance practices is reinforced in the course's discussion of emerging trends within nonprofit entities.

NPM-670
Critical Issues in Nonprofit Management
3 credits

Critical Issues in Nonprofit Management addresses current nonprofit management issues and trends that have both immediate and emerging impact on the U.S. civil sector. The course will cover issues of governance (accountability, transparency and responsibility), performance management and infrastructure development. It will also address new approaches to marketing, public relations and development activities. Keeping in mind the contemporary economic environment, the course will examine new revenue streams for nonprofits in terms of their utility and long-term effects. The major goal of this course is to provide students with benchmarking theories and practical tools that will allow them to analyze contemporary management challenges and construct innovative solutions.

NUR-500-NG
Seminar in Clinical Competence
3 credits
Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs prior to July 1, 2013.

This course requires students to develop an e-portfolio using critical and reflective thinking skills and transformative learning. The e-portfolio provides evidence of the students clinical competence in a selected area of clinical practice and academic performance. The course is designed as the final course in the BSN program and the first course in the MSN program. BSN students may include the assignments they completed in their undergraduate nursing courses in their e-portfolio. MSN students will continue to add course assignments and professional and education experiences as they progress though the program. Synthesis of the e-portfolio with submission of a formal paper in the final Practicum will be required for MSN degree students.

Prerequisites for students enrolled in the RN-BSN degree: all other requirements for the BSN degree; evidence of current RN licensure.

Note: This course requires the purchase of an electronic portfolio platform that is available through MBS Direct bookstore. See *W. Cary Edwards School of Nursing Student Handbook* for RN-BSN/MSN students for prerequisite policy.

NUR-516-NG
Advanced Health Assessment
3 credits
Offered July, October, January, April. Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs and to nonenrolled RNs with a BSN degree.

This course focuses on the acquisition of advanced health assessment and clinical reasoning skills. Students apply the diagnostic (clinical) reasoning process to develop a comprehensive plan of care for patients in a variety of settings throughout the life span. Emphasis is placed on advanced health assessment skills, health promotion, disease prevention and risk assessment.

NUR-529-NG
Health Policy
3 credits
Offered in July, October, January and April terms.
Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs and to nonenrolled RNs with a BSN degree.

During this course, students examine a comprehensive model of policymaking. Course emphasis is on the healthcare trends, forces and issues that shape health policy. Students, focusing on the core elements of health policy analysis, examine how politics, ethics, economics, and social and cultural variables influence policy development and impact healthcare outcomes. Students also explore the leadership role of nursing in policymaking.

NUR-530-NG
Evidence-Based Nursing Practice
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree.

The emphasis for this course is on the elements of evidence-based practice. Focus is placed on the cyclical process of identifying clinical questions, searching and appraising the evidence for potential solutions/innovations, planning and implementing practice changes, evaluating the outcomes and identifying additional gaps in nursing knowledge. Integration of the existing evidence with clinical judgment, patient preferences, interprofessional perspectives and other resources form the basis for the clinical decision-making process that is inherent in improving patient, population and organizational outcomes. Processes for leading/managing practice changes are explored.

Advisory: A course equivalent to HPS-200 Statistics for the Health Professions or STA-201 Principles of Statistics and also NUR-418 Research in Nursing is required to be successful in NUR-530-NG Evidence-Based Nursing Practice. Students are responsible for acquiring this knowledge prior to registering for NUR-530-NG.

NUR-531-NG
Nursing Informatics: Concepts and Issues
3 credits
Offered in July, October, January and April terms.
Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs and to nonenrolled RNs with a BSN degree.

Nursing Informatics combines knowledge and skills from nursing science, computer science, information science and cognitive science to design and implement automated systems that support the nursing process in the delivery of healthcare services. Within this course, major topics related to nursing informatics and related fields will be explored. Emphasis is placed on developing an understanding of how automation is used to manage information in healthcare and the nurse's role in the process. This graduate-level overview course provides required informatics knowledge and skills for all MSN students as well as the foundation for all additional informatics courses.

Advisory: A course equivalent to NUR-340-NU Nursing Informatics is required to be successful in NUR-531-NG. Students are responsible for ensuring they have acquired the knowledge needed prior to registering for NUR-531-NG.

NUR-600-NG
Nursing Leadership in a Global Community
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree.

This course examines human diversity and healthcare through a global perspective. Issues of social justice and allocation of resources across populations are examined. The impact of bio and digital technology on healthcare, disease prevention and health promotion is also examined. The practice of nursing and its leadership role across the global community are examined within this perspective.

NUR-612-NG
Healthcare Finance for Nurse Educators
3 credits
Offered in October and April terms.
Open only to RNs with a BSN degree or higher.

The course provides an overview of healthcare finance specific to the nurse educator role in a variety of educational transactions. It enables the student to build and develop budgeting and financial analysis skills, culminating in the ability to combine budgeting and financial analysis in writing a business or grant proposal.

NUR-613-NG
History of American Nursing
3 credits
Offered in July and January terms.
Open only to RNs with a BSN degree or higher.

In this graduate course, students will explore the evolution of professional nursing in America in the context of the times. The course begins with the end of the Civil War in 1865 and ends a century later, with the primary focus on the formative and transformative years 1873 – 1948. Societal forces that led to the establishment of training schools for nurses toward the end of the first century of the republic and the evolution of the profession to meet America's needs are examined. The contributions of diverse elements of the American population including genders, ethnicity, poverty and wealth are integral to this course.

NUR-614-NG
Professional Writing from the Idea to the Publication
3 credits
Offered in July, October, January and April terms.

This course is designed to help the participant become an effective (and published) writer in his/her professional field. It will hone the writer's skills in two areas: developing the writing skills that will allow one to be published in professional and lay journals, magazines and newspapers; and refining the writing

required in one's workplace. In this course, one learns how to develop a theme that will interest a readership and a publisher. Focus is on effective writing techniques and learning the ropes of getting published from submittal of a work to its acceptance.

NUR-621-NG
Instructional Technology for Nurse Educators
3 credits
Offered in October and April terms.
Open only to RNs with a BSN degree or higher.

This course is designed to provide learners with the information and learning experiences they need to use Web- and non-Web-based instructional technologies and learning management applications in educational practice. The learner's knowledge of instructional design, learning theory, curriculum design and evaluation strategies are integrated components of the course.

Advisory: Completion of NUR-630-NG Theoretical Foundations and Instructional Strategies in Nursing Education, NUR-700-NG Curriculum Theory and Development in Nursing Education and NUR-710-NG Testing, Assessment and Evaluation or the equivalent are required to be successful in NUR-621-NG Instructional Technology for Nurse Educators. Students are responsible for having acquired this knowledge prior to registering for NUR-621-NG.

NUR-622-NG
Independent Study in Instructional Technology
3 credits
Offered in July and January terms.
Open only to RNs with a BSN degree or higher.

This elective course provides the student, in conjunction with the mentor, the opportunity to develop, implement, or explore and report on a project of individual interest. This in-depth project must be relevant to nursing education and focus on instructional design and instructional technology.

U Advisory: A course equivalent to NUR-621-NG Instructional Technology for Nurse Educators is required to be successful in NUR-622-NG Independent Study in Instructional Technology. It is the student's responsibility to have acquired this knowledge prior to registering for NUR-622-NG.

NUR-630-NG
Theoretical Foundations and Instructional Strategies in Nursing Education
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree or higher.

This course is designed to provide the foundation for understanding theories, philosophies and strategies of teaching and learning that have influenced, and still influence, nursing education. Principles of adult education, teaching and learning theories, and strategies will be discussed. The three domains of learning: cognitive, affective and psychomotor in relation to nursing education will be explored throughout the course. Students will have the opportunity to explore their own methods of learning and develop their own philosophy of education. Ethical and legal issues as related to students in all different environments will be emphasized. This course sets the foundation for all of the other education courses in the curriculum.

NUR-631-NG
Nursing Informatics: Systems Life Cycle
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree or higher.

This course provides students with a sequential process that supports the successful implementation of an information system within a variety of healthcare settings. Various techniques and skills will be presented that assist healthcare organizations in advancing through the stages of a system's life cycle. Emphasis is placed on the role of the nursing informatics specialist within this process.

NUR-632-NG
Nursing Administration: Standards and Structures
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree or higher.

This course is designed to provide a foundation upon which students understand healthcare organizations, what accreditation organizations exist and how some organizations are designated for quality attainment. An overview of the standards and competencies forming the basis for managerial and executive roles is examined. Students will have the opportunity to examine information in the context of their current organization and their current competencies. This course is the foundation for all subsequent nursing administration courses in the curriculum.

NUR-640-NG
Advanced Pathophysiology
3 credits

This course uses a systems-based life span approach to discriminate between normal physiologic function and pathophysiologic processes. A critical analysis of selected major health problems will emphasize etiology, epidemiology, presentation, diagnostics, clinical management and complications. Health promotion and educational strategies for individuals, families, populations and/or communities will be explored.

NUR-650-NG
Advanced Pharmacology
3 credits

This course is designed to advance the student's knowledge of pharmacokinetics, pharmacodynamics, pharmacogenomics, and pharmacotherapeutics, in the management of health and disease

states. Major categories of pharmacological agents are examined in the context of the life span, culture, and health and disease states. Emphasis is placed on the use of current guidelines to select appropriate medication regimens for patients and populations.

NUR-700-NG
Curriculum Theory and Development in Nursing Education
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree or higher.

This course is designed to address the study of curriculum development, design, implementation and evaluation in nursing education. Historical and philosophical foundations of nursing education are examined. The practical application and synthesis of curriculum theory is emphasized. The role of the educator in the dynamic relationship between the practice setting, research and curriculum is examined.

Advisory: A course equivalent to NUR-630-NG Theoretical Foundations and Instructional Strategies in Nursing Education is required to be successful in NUR-700-NG Curriculum Theory and Development in Nursing Education. Students are responsible for having acquired this knowledge prior to registering for NUR-700-NG.

NUR-701-NG
Nursing Informatics: Databases and Knowledge Management
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree or higher.

This course is designed to provide a comprehensive foundation in the relationship between data, information, knowledge and wisdom by examining database design standards and issues. Students explore the relationship between knowledge discovery and databases as they relate to nursing and healthcare delivery. Concepts of data warehousing, data mining, knowledge management and security/access will be explored.

NUR-702-NG
Nursing Administration: Executive Managerial Process
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree or higher.
This course is designed to facilitate the development of nurse managers and administrators/executives. Using theoretical constructs, focus is placed on selected processes that contribute to quality nursing outcomes through systems thinking, communication and relationship building, professionalism and knowledge of the healthcare environment.

NUR-710-NG
Testing, Assessment and Evaluation
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree or higher.

Course emphasis is on preparing teachers in nursing curricula to focus on learning outcomes. The concepts of measurement and evaluation are examined as the basis for studying how instruction, testing, assessment and evaluation of student learning are interrelated. Formative and summative, and qualitative and quantitative assessment methodologies are applied to evaluate instruction and learning in various educational settings.

Advisory: Courses equivalent to NUR-630-NG Theoretical Foundations and Instructional Strategies in Nursing Education and NUR-700-NG Curriculum Theory and Development in Nursing Education are required to be successful in NUR-710-NG Testing, Assessment and Evaluation. Students are responsible for having acquired this knowledge prior to registering for NUR-710-NG.

NUR-711-NG
Nursing Informatics: Consumer Informatics and Communication Technologies
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree or higher.

In this course, students explore communication technologies and their use in meeting consumer needs. Emphasis is placed on empowering patients and consumers to safely obtain information, services and emotional support through effective use of these technologies as well as supporting healthcare providers in providing the needed consumer resources. Topics include communication technologies, Web 2.0 and healthcare related groups, resources and services on the Web, personal health records, and development of policies and guidelines for providers and patients.

NUR-712-NG
Nursing Administration: Resource Acquisition and Management
3 credits
Offered in July, October, January and April terms.
Open only to RNs with a BSN degree or higher.

In this course, students examine resources required to deliver healthcare services. The acquisition, management and use of resources in the healthcare environment are explored. Fiscal, human, technological, intellectual and material resources are examined and analyzed in the context of current and future healthcare environments.

NUR-720-NG
Nursing Education Seminar and Onground Practicum
3 credits
Offered in July, October, January and April terms.
Open only to Thomas Edison State College students enrolled in the MSN degree and Nurse Educator Certificate programs.

The purpose of this course is for the student to synthesize education and nursing theory, instructional strategies and clinical competence into the role of the nurse educator in a face-to-face setting. An individualized education Practicum in a specific area of clinical emphasis is chosen by the student and monitored by the mentor and the onground preceptor. In this experience, students are required to reflect on their prior learning as they transition into leadership roles in education and practice

settings. This course requires completion of 120 Practicum hours.

Prerequisites: All other MSN degree and Nurse Educator Certificate requirements except NUR-730-NG Nursing Education Seminar and Online Practicum.* Submission of all documents and requirements outlined in the Practicum Packet including a criminal background check.

*Students may register for one elective concurrent with this course.

Advisory: Students who do not have updated e-portfolios will not be able to register for this course. Students should have access to a webcam.

NUR-721-NG
Nursing Informatics: Seminar and Practicum I

3 credits

Offered in July, October, January and April terms. Open only to Thomas Edison State College students enrolled in the MSN degree and Nurse Informatics Certificate programs.

The Nursing Informatics Seminar and Practicum I and II are closely aligned. The two Practicum provide a capstone experience for applying knowledge and skills acquired during the nursing informatics program. Practicum I and II are scheduled in the same healthcare setting. Students select their learning environment based on course objectives and their professional goals, needs and interests. In Nursing Informatics: Seminar and Practicum I, students, working with the online mentor and onground preceptor, develop a plan for Practicum activities and select, initiate and implement informatics related projects that may continue into the second Practicum. Students reflectively discuss their experiences, projects and related learning in the online seminar. This course requires completion of 120 Practicum hours.

Prerequisites: All other MSN degree and Nursing Informatics Certificate requirements except NUR-731-NG Nursing Informatics: Seminar and Practicum II*, submission of all documents and requirements outlined in the Practicum Packet including a criminal background check.

*Students may register for one elective concurrent with this course.

Advisory: Students who do not have updated e-portfolios will not be able to register for this course. Students should have access to a webcam.

NUR-722-NG
Nursing Administration: Seminar and Role Practicum

3 credits

Offered in July, October, January and April terms. Open only to Thomas Edison State College students enrolled in the MSN degree and Nurse Administration Certificate programs.

This course provides the student with the opportunity to experience the role of nurse administrator/executive. An individualized nursing administration Practicum in a specific area of clinical emphasis is chosen by the student and monitored by the mentor and onground preceptor. Competencies that govern the role of the nurse administrator/executive are explored in depth. Students focus on the context for enacting the role of nurse administrator/executive in a healthcare delivery system. Students engage in a reflective discussion of nursing administration issues and experiences in the online seminar. This course requires completion of 150 hours of Practicum.

Prerequisites: All other MSN degree and Nursing Administration Certificate requirements except NUR-732-NG Nursing Administration: Seminar and Process Practicum*, submission of all documents and requirements outlined in the Practicum Packet, including a criminal background check.

*Students may register for one elective concurrent with this course.

Advisory: Students who do not have updated e-portfolios will not be able to register for this course. Students should have access to a webcam.

NUR-730-NG
Nursing Education Seminar and Online Practicum

3 credits

Offered in July, October, January and April terms. Open only to Thomas Edison State College students enrolled in the MSN degree and Nurse Educator Certificate programs.

The purpose of this course is for the student to integrate education, nursing and change theory, instructional strategies and clinical competence into the role of the nurse educator in an online setting. Students develop and conduct an individualized, educational Practicum in an online environment monitored by the mentor. Students engage in a reflective discussion of nursing education issues and experiences in the online seminar. This course requires completion of 120 Practicum hours. Submission of the e-portfolio and a synthesis paper will be required to demonstrate achievement of MSN program outcomes and competencies.

Prerequisites: All other MSN degree and Nurse Educator Certificate requirements.* Submission of all documents and requirements outlined in the Practicum Packet including criminal background check.

*Students may register for one elective concurrent with this course.

Advisory: Students who do not have updated e-portfolios will not be able to register for this course. Students should have access to a webcam.

NUR-731-NG
Nursing Informatics: Seminar and Practicum II

3 credits

Offered in July, October, January and April terms. Open only to Thomas Edison State College students enrolled in the MSN degree and Nurse Informatics Certificate programs.

This course builds on the student's learning and achievements from Nursing

Informatics: Seminar and Practicum I. Depending on the learning opportunities available and the student's evolving professional goals, the student, in consultation with the course mentor and onground preceptor, may continue and/or modify the selected Practicum activities and project(s) developed in the first Practicum course. Students reflectively discuss their experiences, projects and related learning in the online seminar. This course requires completion of 120 Practicum hours. Submission of the e-portfolio and a synthesis paper will be required to demonstrate achievement of MSN program outcomes and competencies.

Prerequisites: All other MSN degree and Nursing Informatics Certificate requirements*; submission of all documents and requirements outlined in the Practicum Packet including a criminal background check.

*Students may register for one elective concurrent with this course.

Advisory: Students who do not have updated e-portfolios will not be able to register for this course. Students should have access to a webcam.

NUR-732-NG
Nursing Administration: Seminar and Process Practicum
3 credits

Offered in July, October, January and April terms. Open only to Thomas Edison State College students enrolled in the MSN degree and Nurse Administration Certificate programs.

This course provides the student with the opportunity to integrate management theory into the role of nurse administrator/executive. Student focus is on nursing management processes in healthcare systems. Students continue in their selected area of clinical practice monitored by the mentor and onground preceptor. Students engage in a reflective discussion of nursing administration issues and experiences in the online seminar. This course requires completion of 150 hours of Practicum. Submission of the e-portfolio and a synthesis paper will be required to demonstrate achievement of MSN program outcomes and competencies.
Prerequisites: All other MSN degree and Nursing Administration Certificate requirements*; submission of all documents and requirements outlined in the Practicum Packet, including a criminal background check.

*Students may register for one elective concurrent with this course.

Advisory: Students who do not have updated e-portfolios will not be able to register for this course. Students should have access to a webcam.

NUR-740-NG
Nurse Educator: Seminar and Practicum I
3 credits

In this course, the role of the nurse educator is explored and developed. Students examine education, nursing, leadership and change theories as they apply to selected academic or practice environments. Students organize and complete an approved educational Practicum in an academic or practice environment. Students engage in a reflective discussion of nursing education issues and experiences in the online seminar. This course requires completion of 120 Practicum hours. Submission of the e-portfolio and a synthesis paper will be required to demonstrate achievement of MSN program outcomes and competencies.

Prerequisites: All other MSN degree and Nurse Educator Certificate Requirements.* Submission of all documents and requirements outlined in the Practicum Packet including criminal background check.

*Due to course workload, it is recommended that students take this course alone.

Advisory: Students who do not have updated e-portfolios will not be able to register for this course. Students should have access to a webcam.

NUR-750-NG
Nurse Educator: Seminar and Practicum II
3 credits

This course provides the student the opportunity to apply advanced knowledge and skill in an active learning environment. Students develop and complete an approved educational Practicum in an academic or practice environment. Students engage in a reflective discussion of nursing education issues and experiences in the online seminar. This course requires completion of 120 Practicum hours. Submission of the e-portfolio and a synthesis paper will be required to demonstrate achievement of MSN program outcomes and competencies.

Prerequisites: All other MSN degree and Nurse Educator Certificate requirements.* Submission of all documents and requirements outlined in the Practicum Packet including criminal background check.

*Due to course workload, it is recommended that students take this course alone.

OLT-510
Theory and Culture of Online Learning
3 credits

Theory and Culture of Online Learning is designed to give adult educators a theoretical base and practical orientation to the culture of online learning as well as tools and concepts to use in creating and teaching online courses. The course emphasizes a variety of readings, individual student work and a class discussion of online learning accompanied by practical experience in designing an online course. Because of the theory base and instructional approach used in this course,

participation by every student is crucial so that students can both learn and support each other in their learning process.

OLT-520
Learning Technology as an Issue in Online Learning
3 credits

One of the few things that almost all agree on is that technology is changing rapidly. How can teachers and learners keep up? This course takes the prudent track of discussing technology in the broader context of how we make decisions, solve problems and learn/teach technological skills.

OLT-630
Issues in Instructional Design in Online Learning
3 credits

How is instructional design for online learning different from instructional design for other modes of delivering instruction? This course provides critical discussion of and practice in the ideas and practices that enhance quality in online learning.

OLT-640
Communication and Interactivity in Online Learning
3 credits

The technology enabling online learning allows communication and interaction between student and texts, student and teacher, and student and other students. This course considers the theoretical aspects of communication and interactivity and also the practical skills of facilitating online discussions and online interactions.

OML-610
Organizational Management and Leadership I
3 credits

This course presents a comprehensive, integrative and practical focus on leadership and management. It is based upon a framework that analyzes leadership and management at different levels: individual leadership, team leadership and organizational leadership. The course presents leadership and management theories/concepts that have emerged over the past several decades. It provides students the opportunity to apply these theories through case analysis and to enhance personal skill development through self-assessment exercises. Included in the course are identification of current leaders and leadership as well as contemporary perspectives on ethics, networking, coaching, organizational culture, diversity, learning organizations, strategic leadership and crisis leadership.

Advisory: This course builds upon ORG-502 Leadership and Management in the 21st Century, although that course is not a prerequisite to OML-610. While there is some overlap in content between the two, OML-610 has a far greater emphasis on application and skill development than ORG-502.

OML-620
Organizational Management and Leadership II
3 credits

Organizational Management and Leadership II focuses on how skills and abilities in leadership and management can be developed and applied by individuals in order to make a difference in organizations, communities or societies. The course looks first at exemplary leaders, both those who are well known and national or international in their scope (e.g., Robert Kennedy, John F. Kennedy, Bill Clinton, Mohandas Gandhi) and those who are not well known (e.g., everyday people who have exercised moral leadership or community leadership), all with special consideration of the moral aspects of effective leadership in several different contexts. It then looks at how individuals can develop leadership and act with authenticity, integrity and creativity, all with special consideration of exercising leadership as a "whole person" who must balance responsibilities to home, work and community. Ultimately, the course is intended to help students become more effective leaders in contexts where they currently serve or in contexts to which they aspire. The course is based in the belief that leadership involves moral/ethical dimensions and that effective leadership equals good leadership; that is, that it includes service to others and to contexts beyond the self as well as qualities such as authenticity and integrity.

Advisory: This course builds upon ORG-502 Leadership and Management in the 21st Century, although that course is not a prerequisite to OML-620. While there is some overlap in content between the two, OML-620 has a far greater emphasis on application and skill development than ORG-502.

OML-630
Contemporary Issues in Leadership
3 credits

Contemporary Issues in Leadership focuses on compelling issues in leadership theory and practice. It is intended to present students with some of the latest and most innovative thinking about leadership and to promote practical insights for leadership within work and community settings. The course encourages students to look beyond embedded leadership ideas and practices and to consider leadership more broadly. Students cover the topics of leaders and followers (toxic leadership), men and women (gender in leadership) and individuals and teams (team leadership). Students are invited to rethink their orientation to leadership and human interaction and to apply their learning to a real-world setting.

Advisory: This course follows naturally from the foundations laid in OML-610 Organizational Management and Leadership I and in OML-620 Leadership and Management II. The three courses together form a logical sequence that moves from a general exploration of theory and practice in OML-610, to a focus on leading and managing self in OML-620,

to a focus on contemporary leadership issues in OML-630. However, OML-610 and OML-620 are not prerequisites for OML-630, which can be taken as an individual course that provides exploration and focus on contemporary leadership issues and practices.

ORG-502
Leadership and Management in the 21st Century
3 credits

This course offers students a comprehensive, relevant perspective on leadership and management. While the course provides grounding in important concepts, it also stresses application to professional and community settings. Students analyze concepts such as leading as an interactive process (involving the leader, the "followers" and the situation), managing with innovation and creativity, escaping from embedded practices and embracing new managerial principles. This course provides students with contemporary empirical study of leadership and management as well as commentary, case histories and multimedia presentations.

ORR-510
Organizational Research
3 credits

This course will equip students with the skills and knowledge to conduct research and information gathering projects that have become a significant part of most managers' organizational life. Using pertinent literature and practice exercises, students are led through major steps of the research process: framing the problem or question; identifying suitable information sources and planning the information search; collecting, analyzing and manipulating information to yield appropriate results; and, especially, assembling and presenting the outcomes of the research. The course covers primary and secondary sources of information, including questionnaires, interviews, and manual and electronic library and index searches. Commonly used statistical tools and techniques will be presented.

PJM-510
Project Management
3 credits

This course develops a foundation of concepts and solutions that support the planning, scheduling, controlling, resource allocation and performance measurement activities required for successful completion of a project.

PJM-520
Project Leadership and Communications
3 credits

This course provides leadership and management guidelines for the project manager in a variety of situations. Principles of effective planning, communication and motivation throughout the project life cycle are the focus of this course. Project Leadership and Communication presents principles of project control from initiation through execution to closure in a clear and practical manner.

PJM-530
Project Risk Management
3 credits

Project Risk Management provides students with an organized approach for managing the uncertainties that can lead to undesirable project outcomes. The course provides a systematic method for identifying the risks that can result in cost overruns, delayed schedules or failure to meet performance standards. The first half of the course covers risk identification, which takes place during project definition and planning. The last half of the course covers risk mitigation, which takes place during project execution and closure.

PJM- 540
Procurement and Vendor Management
3 credits

This course examines the processes and techniques through which goods and services are acquired and sold in the project management environment. Course topics include: contract and procurement strategies; legal issues; contract pricing alternatives; technical, management and commercial requirements; RFP development; source selection; invitations to bid and bid evaluation; risk assessment; and contract negotiation and administration.

PJM-640
Global Project Management
3 credits

This course examines project management in a variety of global business settings. Included are project management methodologies and processes as well as culture, team building and behavior management in a global context. Project management is examined as a set of best practices aimed at managing the total enterprise. Through a project management approach, corporate and organizational strategies are translated into project-level, value-adding elements of a company's project portfolio.

PJM-721
Project Management
3 credits

The Project Management course is comprised of intricate contemporary managerial processes of how companies plan to execute their missions and visions using strategic project management ingenuities to accomplish these goals. The course will also cover topics such as international projects, agile project management strategies, modern project management, managing project risks, project outsourcing, leadership and nurturing project teams.

The course will illustrate how to effectively select projects, develop project plans, monitor progress, estimate project durations and costs. Additionally, real-life project cases will be analyzed.

SAM-501
Sense of Community I - Art and Morality
3 credits

This course examines art and morality through the unique perspective that "reading" artifacts can give to a true understanding of the development of communities in time. The course explores how art gives us access to commune with those here before us as well as those who exist with us, thus enhancing our senses of community and communications. Through this phenomenological approach, the course raises questions about the nature of what we create as both an expression of who we are and an influence that transforms us as new values (including morals and ethics) and realms of experience are created. The course defines "culture" as the interactive growth that brings out and develops uniquely human possibilities and develops sensitivity to the development of ideas and institutions as creative projects. Students will explore selected cultures that coexist with us in time as well as those that may have existed before us and are no more. The course emphasizes how this approach allows us to nurture our own possibilities out of the limitless depths of imagination and expressions as well as the magic power of art to produce understanding. Students will be prepared to incorporate their own imaginative abilities in the creation of individualized projects.

SAM-502
Sense of Community II - Faith and Reason
3 credits

This course explores the character and quality of human discourse as it tries to describe what it means to be human in the great dialogues between faith and reason. This course is designed to help overcome perceptual obstacles to cross-cultural understanding through comparing and contrasting philosophical, scientific and religious texts of Eastern, Western and Native American cultures. Thus, students will gain a greater sense of being part of a larger global community while attaining a better understanding of their own cultural influences. Students will identify examples and case studies in their professional lives that relate to issues arising from the discussions of the texts and will use the lessons of human discourse as a platform to broaden their vision and create practical applications in the workplace and community. During this process of exploration, students will be expected to articulate their own values and beliefs with an understanding of how these may be influenced by their own cultural biases and perceptions.

SIC-520
The Species, the Individual and Community
3 credits

In this interdisciplinary course, students explore "human nature" using theories and tools from biology and from many of the social sciences, including archeology, economics, political science, psychology and sociology. Students will learn the theories by reading both classic texts and recent scholarly works, including a novel about human evolution set in the Ice Age, and by watching videos, visiting websites and writing several short papers. Ultimately, students will be asked to formulate their own understanding of "human nature" and to apply their insights to social situations at home, school, work or in the wider community.

SOE-570
Social Entrepreneurship
3 credits

Social Entrepreneurship focuses on the emerging field of social entrepreneurship, an application of for-profit entrepreneurship skills and ventures that focus on nonprofit mission and social value. It offers practical information for individuals in the field as well as innovative methods of conceptualizing the search for new and better ways to support and invest in social value. This course presents a framework for understanding this new sector of the economy, proven business skill-sets adapted for the nonprofit environment, application tools for the field and advice for avoiding common pitfalls. It also spotlights specific implementation activities designed to monitor performance and provide various constituencies — including donor-investors — with measurable results, accountability indicators and overall return on investment.

SOM-702
Social Media
3 credits

Examines and analyzes the social media space from a business perspective. The course will introduce the space and review the strategies and tactics for social media management and marketing. Students will assess best practices and study the key communities currently involved in the social media space. Other topics include the business advantages of social media as well as an overview of what policies, rules and regulations practitioners must keep in mind.

SOP-720
Strategic Operations Management
3 credits

Strategic Operations Management will examine the creation and implementation of organizational distinctive competitive advantages by exploring new technologies to increase efficiency. Students will analyze the mathematical tools that guide management on what decisions are best for the organization. The course will evaluate various concepts and processes such as supply chain management, which involves strategic materials sourcing, forecasting, warehousing, inventory control and planning, transportation, purchasing and financials.

SUS-700
Designing a Business Case for Sustainability
3 credits

Introduces students to the attitudes, tools and proven techniques to design a business case for sustainability so that a company or organization can transition to accounting for the environmental and social factors that can assure long-term profitability. Students will also develop their capacity to think critically about the role their organizations have played or can play in building a more sustainable world.

TGF-713
Topics in Global Finance
3 credits

Taught from a practitioner's point of view, this course provides an overview of the world's marketplace and illustrates how successful managers compete in the global arena. To achieve this objective, the course identifies the major similarities and differences between doing business domestically and internationally. It describes the context within which international business takes place, including the macro and micro issues that global managers face on a regular basis. The course also addresses specific financial/accounting issues that international firms encounter.

THC-625
Technology and the Human Community: Challenges and Responses
3 credits

Students explore the role of technology as it relates to society, community and the individual, with particular emphasis on its impact on workplace issues. Students will explore humanity's love-hate relationship with technology over the millennia, will debate ethical issues such as cloning and irradiated food, and will anticipate technology's impact on cultures, communities and individual persons in the future. Students will use their own workplace or community to test theories and draw informed conclusions.

Course Materials

You are responsible for acquiring all the textbooks and materials required for the courses you choose. The cost for course materials is not included in your tuition and registration fees. You will arrange payment directly with the textbook provider. Many students choose to use MBS Direct for their course materials. If you choose to use MBS Direct, you may order textbooks and materials by telephone, on the Web or by mailing the order form (in the Forms section on the College website). Whatever method you choose, you will need to supply the course codes of the Thomas Edison State College courses for which you have registered. MBS Direct will do the rest. MBS Direct has an especially large inventory of used books, and information on the availability of used books will be provided both by the MBS Direct call center and on the Web. Ordering used books provides a substantial saving over new books. Also, ordering via the Web affords students a 20 percent reduction in the cost of shipping and handling.

To learn what materials are required for your course, go to the MBS Direct website. MBS Direct maintains a section on its website devoted to Thomas Edison State College. There you can see at-a-glance what materials are required for the courses you are taking, and you can calculate the cost. There is a direct link to MBS Direct on the Thomas Edison State College website under Current Students. This information is also available through the MBS Direct call center (see Contact Information on this page).

Course Manuals

In online and Guided Study courses, the syllabus, handbook and specific course information are available when you logon to the course for which you are registered. You will receive a password and user name for courses with your registration confirmation.

Textbooks

> Most courses, except prior learning assessment (PLA), require textbooks.

Study Guides

> Some courses may require a study guide.

Media Components

> Some of the College's courses require the use of media in addition to other materials.

Laboratory Kits

> Some courses require laboratory kits in addition to the other course materials. You will receive an email with ordering instructions after registering.

Computer Software

> A few of the College's courses require the use of computer software.

Contact Information for MBS Direct

> MBS Direct telephone orders are taken through its call center at: (800) 325-3252.
> MBS Direct Web orders are taken at: *www.mbsdirect.net* or students can link to MBS Direct from the Thomas Edison State College website at *www.tesc.edu* under Current Students.
> Access MBS Direct Order Forms on the College website.

Prior learning assessment (PLA) students do not need to purchase course materials or textbooks from MBS Direct. However, the course mentor may suggest readings and additional materials to support your electronic portfolio.

section 2

What You Can Study

Degree Programs and Degree Requirements

Associate in Applied Science

		Credits
I. General Education Requirements		**21**
A. Intellectual and Practical Skills		9
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Mathematics	3	
B. Human Cultures and the Physical and Natural World		6-7
General Psychology (PSY-101) or Introduction to Sociology (SOC-101)	3	
Science	3-4	
C. General Education Electives		5-6
II. Option		**21**
III. Associate Capstone (APS-295)		**3**
IV. Free Electives		**15**
Total		**60 credits**

Degree Requirements

The Associate in Applied Science (AAS) degree requires 60 credits: 21 credits in the general education requirement, 21 credits in the option and 15 credits in free electives. There are few specific requirements to allow maximum flexibility.

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

Students usually enter with many of the credits in the career track completed, but not always, from military or civilian 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.

Students may earn this degree in one of the following areas of study:

- Administrative Studies
- Applied Computer Studies
- Applied Electronic Studies
- Applied Health Sciences
- Aviation Support
- Construction and Facilities Support
- Criminal Justice
- Dental Hygiene*
- Electrical-Mechanical Systems and Maintenance
- Environmental, Safety and Security Technologies
- Mechanics and Maintenance
- Military Technology Leadership**
- Multidisciplinary Technology
- Occupational Therapy***
- Polysomnography (CAAHEP Accredited)
- Respiratory Therapy***

**An 86-credit program offered in conjunction with the Rutgers University School of Health Related Professions.*

***Option is only available to current military personnel and veterans of the armed forces.*

****Option is only available to current military at Fort Sam Houston.*

Associate in Arts

The Associate in Arts (AA) degree is a broad degree emphasizing general education. Students may satisfy many basic requirements traditionally associated with freshman and sophomore years enabling them to a smooth transition into a bachelor's degree program.

		Credits
I. General Education Requirements		**42**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Mathematics	3	
Electives in Intellectual and Practical Skills	6	
B. Human Cultures and the Physical and Natural World		18
Humanities	3	
Social Sciences	3	
Natural Sciences	3	
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Electives	9	
C. Personal and Social Responsibility		9
Diversity/Global Literacy	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
II. General Education Electives		**18**
Total		**60 credits**

Degree Requirements

The Associate in Arts degree requires 60 credits: 60 credits in general education distribution.

How Students Earn Credit in the Associate 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 Arts in Human Services

The Associate in Arts in Human Services (AAHS) degree is designed for adults working in the human services area. To be admitted to the program and to complete the Capstone course, students must have current work experience in the field of human services. Students must have a minimum of six months/800 hours of current work experience. Students must submit a current resume at the time of application. The degree is designed to provide seamless transfer to the Bachelor of Science in Human Services degree.

		Credits
I. General Education Requirements		**42**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Mathematics	3	
College-Level Computer Science Course	3	
Electives in Intellectual and Practical Skills	3	
B. Human Cultures and the Physical and Natural World		18
Humanities	3	
Intro to Sociology (SOC-101)	3	
Natural Sciences	3	
Intro to Psychology (PSY-101)	3	
Social Sciences	6	
C. Personal and Social Responsibility		9
Cultural Diversity in the US (SOC-322)	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
II. Required Courses		**15**
Theoretical Foundation Course*	6	
Intervention Course*	3	
Client Population Course*	3	
Capstone Course (HUS-295)	3	
III. Free Electives		**3**
Total		**60 credits**

**Theoretical Foundation courses include those pertaining to theory, knowledge and skills of the human services profession. Intervention courses include those which emphasize theory and knowledge bases for interventions and criteria for selection of appropriate interventions. Client Population courses include those which emphasize the range of populations served and needs addressed by human services professionals.*

Required Courses

The Associate in Arts in Human Services degree requires 60 credits: 6 credits in Theoretical Foundation*, 3 credits in Intervention*, 3 credits in Client Populations*, 3 credits in Cultural Diversity and a 3-credit Capstone course.

Learning Outcomes

Graduates of the Associate in Arts in Human Services degree will have the ability to:

- define key concepts in the area of study;
- identify theories of professional practice;
- explain the specific skills, techniques and agencies necessary to serve client populations; and
- explain cultural diversity as it relates to the field of human services.

Associate in Science in Applied Science and Technology

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. It is recommended for certain health-related and aviation-related options that students acquire a professional certification, as listed under the option.

		Credits
I. General Education Requirements		**30**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Algebra (MAT-121) or above	3	
Higher-Level Mathematics above College Algebra	3	
Computer Concepts (CIS-107) or above	3	
B. Human Cultures and the Physical and Natural World		11
Psychology Or Sociology	3	
Physics I	4	
Physics II	4	
C. General Education Electives		4
II. Option		**21**
III. Associate Capstone		**3**
IV. Free Electives		**6**
Total		**60 credits**

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.

How Students Earn Credit in the Associate in Science in Applied Science and Technology Degree

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.

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 College Algebra, Precalculus Algebra and Trigonometry, or Precalculus and Calculus I. Note that some colleges do not offer college 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. 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: It is recommended for certain health-related and aviation-related options that students acquire a professional certification, as listed under the option.

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 enhancement training records or 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.

Students may earn an Associate in Science in Applied Science and Technology degree in one of the following areas of study:

Air Traffic Control

> *Certification:* FAA certificate as an Air Traffic Control Specialist
> *Corollary Requirements:* College Algebra, Physics I and II, Computer Concepts
> *How Students Earn Credit in the Option:* Students' options are completed by the license

Aviation Flight Technology

> *Certification:* FAA certificate as a Commercial Pilot with Instrument Rating. Equivalent military training may be considered
> *Corollary Requirements:* College Algebra, Physics I and II, Computer Concepts
> *How Students Earn Credit in the Option:* Students' options are completed by the licenses

Aviation Maintenance Technology

> *Certification:* FAA certificate as an Airframe and Powerplant Mechanic. Equivalent military training may be considered
> *Corollary Requirements:* College Algebra, Physics I and II, Computer Concepts
> *How Students Earn Credit in the Option:* Students' options are completed by the license

Biomedical Electronics

> *Required Courses:* DC Circuits, AC Circuits, Electronic Devices, Digital Electronics, Biomedical Instrumentation (three courses) Anatomy and Physiology
> *Corollary Requirements:* College 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

Clinical Laboratory Science

> *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:* College Algebra, 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 or recent employment using a variety of laboratory methods

Computer and Information Technology

> *Required Courses:* Data Structures, Fundamentals of Information Technology, Network Technology, C+++ Programming, Operating Systems
> *Corollary Requirements:* College Algebra, Physics I and II or Chemistry I or II
> *How Students Earn Credit in the Option:* All of the courses required for the option are available by online and Guided Study courses.

Electrical Technology

> *Required Courses:* DC Circuits, AC Circuits, Digital Circuits, Electronic Devices, AC and DC Machines, Industrial Motor Controls, Electrical Motor Controls
> *Corollary Requirements:* College Algebra, 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

> *Required Courses:* DC Circuits, AC Circuits, Digital Electronics, Electronic Devices, Communications Electronics, Microprocessors
> *Corollary Requirements:* College Algebra, Physics 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

Engineering Graphics

> *Required Courses:* Statics, Engineering Graphics, Descriptive Geometry, Computer-Aided Design, Mechanical, Electrical or Civil Drafting
> *Corollary Requirements:* College 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

Environmental Sciences

> *Required Courses:* Advanced Sciences, Environmental Law/Regulations, Environmental Sampling and Analysis
> *Corollary Requirements:* College Algebra, Chemistry I and II or Physics 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

Note: All certifications are recommended.

Fire Protection Science

- *Required Courses:* Building Construction, Hazardous Materials, Fire Investigation, Fire Fighting Tactics, Fire Department Organization and Administration, Fire Protection/Fire Prevention
- *Corollary Requirements:* College 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

Laboratory Animal Science

- *Required Courses:* Anatomy and Physiology, Microbiology, Laboratory Procedures, Medical and Surgical Procedures
- *Corollary Requirements:* College Algebra, Chemistry I and II or General Biology, 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

Medical Imaging

- *Certification:* ARRT RT(R) or NJ license NJ-LRT(R) copy or original certification and current renewal card
- *Required Courses:* Radiation Physics
- *Corollary Requirements:* College Algebra, Anatomy and Physiology I and II, Computer Concepts
- *How Students Earn Credit in the Option:* License (earned after 1980) provides the credits necessary in the option

Nuclear Engineering Technology

- *Required Courses:* Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors, Radiation Safety
- *Corollary Requirements:* College Algebra, 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 Courses:* Nuclear Physics or Radiation Physics, Nuclear Medicine Technology, Electives (6 courses)
- *Corollary Requirements:* College Algebra, Anatomy and Physiology, Computer Concepts, General Chemistry I and General Physics I
- *How Students Earn Credit in the Option:* The required certification covers almost all of the credits required in the option

Radiation Protection

- *Required Courses:* Nuclear Physics, Radiation Biology or Chemistry, Health Physics, Radiation Measurements
- *Corollary Requirements:* College Algebra, Computer Programming, Chemistry I and II or Physics I and II
- *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 and INPO Radiological Technician qualification will have completed most of the option.

Radiation Therapy

- ARR-RT (T) and NJ LR (T) (copy of original certification and current renewal card)
- *Required Courses:* Radiation Physics, Radiation Therapy, Electives
- *Corollary Requirements:* College Algebra, Computer Concepts, Anatomy and Physiology
- *How Students Earn Credit in the Option:* The certification covers almost all of the credits required in the option

Note: All certifications are recommended.

Associate in Science in Business Administration

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.

		Credits
I. General Education Requirements		**30**
A. Intellectual and Practical Skills		12
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Algebra (MAT-121) or Quantitative Business Analysis (MAT-119)	3	
Electives in Intellectual and Practical Skills	3	
B. Human Cultures and the Physical and Natural World		6
Microeconomics or Macroeconomics	3	
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Elective	3	
C. Personal and Social Responsibility		9
Diversity/Global Literacy	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
D. General Education Electives		3
II. Management Core		**18**
A. Principles of Financial Accounting	3	
B. Principles of Managerial Accounting	3	
C. Business Law	3	
D. Principles of Management	3	
E. Principles of Marketing	3	
F. Introduction to Computers/CIS	3	
III. Business Electives		**6**
IV. Free Electives		**6**
Total		**60 credits**

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.

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 College Algebra 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.

Associate in Science in Natural Sciences and Mathematics

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.

		Credits
I. General Education Requirements		**42**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Mathematics	3	
Electives in Intellectual and Practical Skills	6	
B. Human Cultures and the Physical and Natural World		18
Humanities	3	
Social Sciences	3	
Intro to the Option	3	
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Electives	9	
C. Personal and Social Responsibility		9
Diversity/Global Literacy	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
II. Option		**18**
A. Required Theory and Concepts	18	
Total		**60 credits**

Degree Requirements

The Associate in Science in Natural Sciences and Mathematics degree requires 60 credits: 42 credits in the general education distribution and 18 credits in the option.

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. Some options also require additional credits outside of the option subject. These additional credits are called corollary requirements. Please refer to the Associate in Science in Natural Sciences and Mathematics subject area descriptions below. The options articulate with approved Bachelor of Arts degree areas of study.

The Associate in Science in Natural Sciences and Mathematics degree in biology emphasizes general education and is designed to provide a basis for transfer into the Bachelor of Arts degree program in biology. This 60-credit program develops an understanding of biological principles which underlie all living things, instills a sense of inquiry and sharpens analytical thinking skills.

The Associate in Science in Natural Sciences and Mathematics degree in Computer Science emphasizes general education and is designed to provide a basis for transfer into the Bachelor of Arts degree program in computer science. This 60-credit program is designed for students who desire a strong liberal arts program combined with a solid foundation in computer science and can be completed entirely online.

The Associate in Science in Natural Sciences and Mathematics degree in Mathematics emphasizes general education and is designed to provide a basis for transfer into the Bachelor of Arts degree programs in mathematics or natural sciences/mathematics. This 60-credit program provides students with a basic mathematical background and the opportunity to further utilize their skills in the advanced study of mathematics.

Bachelor of Arts

The Bachelor of Arts (BA) degree prepares adults for career change, professional advancement or graduate education, while providing personal enrichment. Students develop a broad general knowledge of the traditional liberal arts disciplines while developing a greater depth of knowledge in particular areas of interest. Credit requirements are distributed among the traditional liberal arts areas and free electives.

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Mathematics	3	
Electives in Intellectual and Practical Skills	6	
B. Human Cultures and the Physical and Natural World		18
Humanities	3	
Social Sciences	3	
Natural Sciences	3	
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Electives	9	
C. Personal and Social Responsibility		9
Diversity/Global Literacy	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
D. General Education Electives		18
II. Area of Study:		**33**

Students may choose A, B or C:

A. Area of Concentration

The area concentration includes 33 credits which must be chosen from humanities or 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 in order to have a balanced, interdisciplinary concentration. No more than 6 credits can be at the 100 level and at least 18 credits must be at the 300 or 400 level: LIB-495 Liberal Arts Capstone is required.

OR

B. Area of Study

The area of study includes 33 credits in one subject area. LIB-495 Liberal Arts Capstone is required.

OR

C. Liberal Studies Area

The liberal studies area includes 33 credits, which include two or more liberal arts subject areas. For example, the area of study may include humanities, natural sciences and social sciences courses. No more than 6 credits can be at the 100 level and at least 18 credits must be at the 300 or 400 level: LIB-495 Liberal Arts Capstone is required.

III. Free Electives	**27**
Total	**120 credits**

Students have the flexibility to pursue a specific liberal arts concentration, or may select one of the following areas:

Humanities

Art

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate knowledge of the history of art, including classical and folk art traditions throughout the world.
- Compare and contrast various techniques of artistic expression, including painting, sculpture and new media.
- Analyze and interpret works of art and communicate effectively about art in writing and in speech.

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 at the 300-400 level; Liberal Arts Capstone.

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.

Communications

Learning Outcomes Objectives – Graduates will be able to:

- Discuss the concepts of mass and personal communication.
- Prepare mass communication messages in the appropriate style.
- Apply theories in the use and presentation of images and information.
- Apply appropriate technology to the creation and dissemination of messages.
- Demonstrate critical-thinking and problem-solving skills related to a specific communications topic.

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 of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

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.

English

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate a thorough understanding of the origins of the English language and its evolution.
- Apply the principles of composition, including rhetorical grammar and usage, critical thinking, basic principles of argumentation and the use of research methods and documentation skills.
- Recognize and identify various genres in literature.
- Identify literary devices, forms and elements.
- Identify historical and cultural characteristics of literary genres.

> Discuss critical issues of gender, class, ethnicity, culture and the individual that are present in literature.

Required Courses: Survey of Literature I and II, Non-Western Literature, Analysis and Interpretation of Literature, 21 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

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.

Foreign Language

Learning Outcomes Objectives – Graduates will be able to:

> Present information, concepts and ideas in a foreign language to an audience of listeners or readers.
> Translate and interpret a foreign language.
> Engage in conversations or correspondence in a foreign language.
> Demonstrate proficiency in the cultural and socio-linguistics aspects of a language.

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; Liberal Arts Capstone.

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.

Journalism

Learning Outcomes Objectives – Graduates will be able to:

> Apply the theory and principles of human communication.
> Communicate effectively using critical thinking and organization in the presentation of journalistic media.
> Recognize the impact of journalism practitioners on society.
> Demonstrate knowledge of and ethical responsibilities inherent in journalistic theory and technology.

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. At least 18 credits must be at the 300-400 level; Liberal Arts Capstone.

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

Learning Outcomes Objectives – Graduates will be able to:

> Demonstrate knowledge of Western music theory, including harmony, rhythm and thematic development.
> Demonstrate knowledge of the history of world music and current trends, including classical, jazz, folk and popular expressions.
> Write descriptively and analytically about music and performance.

Required Courses: Survey of Music History I and II, Music Theory/Harmony I and II (must include harmony), 21 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

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

Learning Outcomes Objectives – Graduates will be able to:

> Discuss the main points of and approaches to philosophies that have shaped Western civilization.
> Compare and contrast ideas and methods from non-Western cultures to those of the West.
> Evaluate competing ethical theories and their applications to contemporary issues.
> Express personal philosophical views.

Required Courses: Introduction to Philosophy, Logic and 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 at the 300-400 level; Liberal Arts Capstone.

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

Learning Outcomes Objectives – Graduates will be able to:

> Demonstrate a broad based knowledge of photography from traditional photographic techniques to the digital darkroom.
> Apply theoretical as well as technical practices to photography.
> Demonstrate how photography contributes to both the cultural and economic aspects of society.

Required Courses: Principles of Photography or Black and White Photography, History of Photography, Color Photography; 24 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

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.

Religion

Learning Outcomes Objectives – Graduates will be able to:

- Discuss the basic concepts and methods of the study of religion in an academic context.
- Demonstrate the historical, textual, artistic, ritual, ethical and experiential dimensions of major religions in the East and West.
- Analyze the power of religion both to unify society and to disrupt and divide it.
- Demonstrate knowledge of areas of similarity in religions and potential points of cooperation among them in a shrinking global context.

Required Courses: Religions of the World or Comparative Religions, Philosophy of Religion; 27 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

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.

Theater Arts

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate knowledge of the history of theater.
- Compare and contrast theatrical techniques and processes (such as stagecraft and playwriting).
- Explain the different forms of theater (such as stage plays and monologues) and theater's relationship to other arts (such as film and opera).

Required Courses: At least one course in each of the following: Acting, Directing, Theater History, Technical Theater Production; 21 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

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.

Natural Sciences/Mathematics

Biology

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate knowledge of the scientific method, including the formation of hypotheses and the design and implementation of laboratory experiments.
- Demonstrate the ability to read, understand and critically review scientific papers.
- Recognize the relationship between structure and function at the molecular, cellular and organism levels.
- Explain the principles of evolutionary biology and identify the taxonomy and phylogenetic relationships of the major groups of organisms.
- Define the historical development of theories and laws, the nature of science and the relationship between science, technology and society.
- Recognize the ecological relationships between organisms and their environment.
- Demonstrate a working knowledge of equipment, technology and materials appropriate for research in the biological sciences.

Required Courses: General Biology I and II with Lab, Cell Biology, Genetics, Microbiology; 18 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

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.

Computer Science

Learning Outcomes Objectives – Graduates will be able to:

- Analyze and solve computer problems.
- Demonstrate knowledge in at least two programming languages.
- Solve problems using discrete mathematics, differential and integral calculus, probability and statistics.
- Apply the principles of software design to solve practical problems.
- Demonstrate knowledge of emerging technologies and their societal impacts related to computing.

Required Courses: Introduction to Computer Science, Data Structures, Discrete Mathematics or Linear Algebra (Calculus-based); 24 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

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.

Mathematics

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate mastery of core competencies in algebra, analysis and applied mathematics.
- Develop and write mathematical proofs.
- Explain and demonstrate problem solving using mathematical concepts.

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 at the 300-400 level; Liberal Arts Capstone.

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.

Multidisciplinary

Environmental Studies

Learning Outcomes Objectives – Graduates will be able to:

- Define the human and natural phenomena that impact the environment.
- Identify and analyze the technology and management strategies that prevent, control and remedy the human and natural phenomena that impact the environment.
- Demonstrate and communicate knowledge of environmental, socioeconomic and political implications of human interactions with the environment.
- Explain environmental problems, analyze risks to humans and the environment, and propose alternate solutions to remedy environmental problems.
- Demonstrate awareness of how the scientific method is applied in environmental studies research.

Required Courses: Introduction to Environmental Science, Earth's Resources, Geology with Human Emphasis; 9 credits chosen from at least three of the following areas: Global Environmental Change; Economics of the Environment; Politics of the Environment; Environmental Psychology; Sociology of the Environment and an additional 15 area of study elective credits in subjects related to the environment at the 300-400 level; Liberal Arts Capstone.

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.

Social Sciences

Anthropology

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate knowledge of cultural and physical anthropology.
- Explain the principles of archaeology.
- Describe the various components of social organizations.
- Demonstrate knowledge of either new world or old world anthropology.
- Demonstrate awareness of the principles relating to ethnographic aspects of culture.

Required Courses: Physical Anthropology, Cultural Anthropology, Archaeology, Social Organization (Kinship), New World Anthropology (North, Middle, South America) or Old World Anthropology (Africa and Euro-Asia); 6 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

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.

Criminal Justice

Learning Outcomes Objectives – Graduates will be able to:

- Verbally communicate in a clear professional manner and produce reports and policy papers that are organized, focused and make sound critical arguments.
- Display logical and critical evaluation and analysis of social and criminal justice research literature as well as prevailing criminal justice theories and policies.
- Demonstrate knowledge of the basic criminal justice process, its structure and the context of the interrelationships between each component of the criminal justice system.
- Demonstrate knowledge of the legal aspects of policing in the United States including the concepts of due process, equal protection and the rules of criminal procedure.

Required Courses: Introduction to Criminal Justice, Research Methods in the Social Sciences, Terrorism, Criminal Behavior, Criminal Law, Public Policy and Criminal Justice, a multicultural course; and 18 credits of electives in criminal justice at the 300-400 level; Liberal Arts Capstone.

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

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate knowledge of introductory and intermediate micro- and macroeconomic concepts and theories.
- Understand and accurately interpret key economic statistical data.
- Apply economic theories to practical business situations or social and public policy conditions and issues.

Required Courses: Macroeconomics, Microeconomics, Intermediate Macro, Intermediate Micro, and one of the following: Advanced Economic Theory, Advanced Seminar in Economics, History of Economic Thought; 18 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

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.

History

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate knowledge of the major developments in American history and either world history or Western civilization.
- Demonstrate knowledge of the historical development of at least one non-Western region.
- Articulate the distinctiveness and interconnectedness of different periods of history.

- Distinguish between primary and secondary sources and identify their appropriate use in research projects.
- Apply the main approaches and methodologies within the field of history.

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 at the 300-400 level; Liberal Arts Capstone.

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.

International Studies

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate global and regional understanding of international studies from multiple academic disciplines.
- Analyze international and global issues through multiple perspectives.
- Demonstrate understanding of the connections between global cultures and politics.
- Develop introductory level communicative skills in a foreign language.
- Critically analyze and evaluate globalization processes at local, national and international levels.

Required Courses: Western Civilization I and II, 6 credits of foreign language, World Geography, International Relations, Conflict in International Relations, 12 credits of global course electives, 12 credits of regional course electives. At least 18 credits must be at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Some courses in the area of study may be completed with Thomas Edison State College and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Labor Studies

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate knowledge of labor as a social, political, economic and legal force in society.
- Explain the history and main principles of labor law in the United States.
- Articulate the main principles of labor economics, including applied theory.
- Demonstrate knowledge of the role of technology in the changing workplace.
- Identify the relationship between the labor movement and the struggles for civil rights and gender equality.
- Identify the main theories and methodologies of labor studies.

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 of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

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

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate knowledge of the major fields in political science.
- Describe the major forms of government, legal systems and political ideologies.
- Demonstrate knowledge of the basic structures, functions and processes of the government and political system of the United States.
- Explain the formation and structure of the international system theory as related to political science.
- Articulate and apply appropriate political science research methodologies.

Required Courses: American National Government, Political Theory or Political Process, Comparative Governments, International Relations, Research Methods or Statistics; 18 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

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

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate knowledge of the theoretical concepts and historical trends in psychology.
- Use the scientific method to examine psychological questions.
- Articulate the importance of values, ethical standards and diversity in psychology.
- Apply psychological principles to personal, social and organizational issues.

Required Courses: Introduction to Psychology, Statistics, Experimental Psychology; 24 area of study elective credits of which 18 must be at the 300-400 level; Liberal Arts Capstone.

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.

Sociology

Learning Outcomes Objectives – Graduates will be able to:

- Demonstrate knowledge of the major theoretical concepts and historical trends in sociology.
- Apply the scientific method to examine sociological issues.
- Describe the importance of values, ethical standards and diversity in sociology.
- Demonstrate knowledge of the individual in society in regard to such areas as: culture, socialization, groups and organizations, and crime.
- Discuss some of the underlying factors concerning such areas as: social stratification, global stratification, race and ethnicity, and gender.
- Compare the social dynamics of some of the major social institutions.

Required Courses: Introduction to Sociology, Social Theory, Methods of Sociological Research or Statistics; 24 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

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.

BA Areas of Concentration

Humanities

Learning Outcomes Objectives – Graduates will be able to:

- Define the major concepts and theoretical perspectives of at least two humanities subjects.
- Explain the interrelationships between the conceptual frameworks that distinguish the humanities disciplines.
- Discuss the historical development of at least two humanities subjects.

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 minimum of 18 credits must be earned at the 300 or 400 level. 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; Liberal Arts Capstone.

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

Learning Outcomes Objectives – Graduates will be able to:

- Define the major concepts and theoretical perspectives of at least two natural sciences disciplines.
- Explain the interrelationships between the conceptual frameworks that distinguish the natural sciences disciplines.
- Discuss the historical development of at least two natural sciences disciplines.

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 minimum of 18 credits must be earned at the 300 or 400 level. 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; Liberal Arts Capstone.

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.

Social Sciences

Learning Outcomes Objectives – Graduates will be able to:

- Define the major concepts and theoretical perspectives of at least two social sciences disciplines.
- Explain the interrelationships between the conceptual frameworks that distinguish social sciences disciplines.
- Discuss the historical development of at least two social sciences disciplines.
- Discuss how social systems influence the diversity of human beliefs, values and behavior.

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 minimum of 18 credits must be earned at the 300 or 400 level. 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; Liberal Arts Capstone.

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.

Liberal Studies

Learning Outcomes Objectives – Graduates will be able to:

- Define the major concepts and theoretical perspectives of at least two liberal arts subjects.
- Explain the interrelationships between the conceptual frameworks that distinguish liberal arts subjects.
- Discuss the historical development of at least two liberal arts subjects.

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 minimum of 18 credits equating to 300-400 level courses are required; Liberal Arts Capstone.

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.

Learner-Designed Area of Study

The learner-designed area of study (LDAS) enables students pursuing undergraduate degrees to design their own area of study. Students choose areas of interest and submit a proposal to the School. Areas of interest can be interdisciplinary and draw on disciplines not offered currently as areas of study at the College. The student is responsible to develop a coherent plan of study to meet the unique learning outcomes of the LDAS.

Learner-Designed Area of Study

Required Courses: Liberal Arts Capstone

Bachelor of Science

The Bachelor of Science (BS) degree prepares adults for career change, professional advancement or graduate education, while providing personal enrichment. Students develop a broad general knowledge of the disciplines while developing a greater depth of knowledge in particular areas of interest.

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Mathematics	3	
Electives in Intellectual and Practical Skills	6	
B. Human Cultures and the Physical and Natural World		18
Humanities	3	
Social Sciences	3	
Natural Sciences	3	
Humanities, Social Sciences, Natural Sciences, Math or Interdisciplinary Electives	9	
C. Personal and Social Responsibility		9
Diversity/Global Literacy	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
D. General Education Electives		18
II. Area of Study		**18**
III. Area of Study Electives		**15**
IV. Free Electives		**27**
Total		**120 credits**

Learner-Designed Area of Study

The learner-designed area of study (LDAS) enables students pursuing undergraduate degrees to design their own area of study. Students choose areas of interest and submit a proposal to the School. With approval, students pursuing a Bachelor of Science can combine courses from disciplines in multiple schools. Areas of interest can be interdisciplinary and draw on disciplines not offered currently as areas of study at the College. The student is responsible to develop a coherent plan of study to meet the unique learning outcomes of the LDAS.

Required Courses: 33 learner-designed credits from approved disciplines with a total of 18 areas of study credits from 300-or 400-level courses. No more than 6 credits from 100-level courses; Liberal Arts Capstone.

Homeland Security and Emergency Preparedness

The Bachelor of Science (BS) degree in Homeland Security and Emergency Preparedness was developed by a team of professors and practitioners to provide students with a broad view of homeland security issues by going beyond a single discipline to consider policy, preparation, response and recovery issues. Course work covers law enforcement, emergency management and business continuity issues. The program is intended for adults who want to learn the fundamentals of homeland security and emergency preparedness and prepares students for the day-to-day decision making required in the post-9/11 era.

Learning Outcomes Objectives: Graduates of the Bachelor of Science degree in Homeland Security and Emergency Preparedness will have the ability to:

- Define and apply appropriate constitutional legal principles to the design and implementation of strategies related to homeland security.
- Seek out, research and evaluate all available information regarding homeland security concepts, strategies and tactics, and select new or established methods based upon good analysis and best practices.
- Demonstrate the emergency management process of planning, organizing, response and mitigation of potential threats and disasters.
- Describe the psychological and sociological impact of natural and man-made disasters on community members, businesses and government, and apply this knowledge to emergency management strategies and practices.
- Define and apply established principles of command and control, in cooperation with other agencies, in the assessment and mitigation of natural and man-made disasters.

Required Courses: Terrorism; Protecting the Homeland: Balancing Security and Liberty; Homeland Security: Preparedness, Prevention and Deterrence; Protecting the Homeland: Response and Recovery; Research Methods in the Social Sciences; Capstone in Homeland Security and Emergency Preparedness; Critical Thinking for Homeland Security; and Cultural Diversity in the United States.

How Students Earn Credit in the Concentration:
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.

Bachelor of Science in Applied Science and Technology

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. It is recommended for certain health-related and aviation-related options that students acquire a professional certification, as listed under the option.

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Algebra (MAT-121) or above	3	
Higher-Level Mathematics above College Algebra	3	
Computer Concepts (CIS-107) or above	3	
B. Human Cultures and the Physical and Natural World		20
Psychology or Sociology	3	
Statistics (STA-201)	3	
Technical Writing (ENG-201)	3	
Physics I	4	
Physics II	4	
Second Science	3	
C. Personal and Social Responsibility		9
Diversity/Global Literacy	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
D. General Education Electives		16
II. Area of Study		**45**
Technical Discipline*		42
Current Trends and Applications (APS-401)		3
III. Free Electives		**15**
Total		**120 credits**

** Some areas of study require completion of 12 to 18 credits of 300- or 400-level courses.*

Degree Requirements

The Bachelor of Science in Applied Science and Technology degree typically requires 120 credits; 60 credits in general education distribution, 45 credits within the area of study and 15 credits in free electives.

Outcomes - Based General Education

Thomas Edison State College's institutional outcomes are closely mapped to the Essential Learning Outcomes (LEAP Outcomes) as documented by the Association of American Colleges and Universities *(www.aacu.org/leap).*

All Thomas Edison State College students who graduate from bachelor's degree programs will complete 60 semester hour credits of general education, by demonstrating general education competencies and completing general education electives, taken directly from the LEAP Outcomes *(www.aacu.org/leap).* Some of these credits must fulfill specific category requirements and others allow you to tailor your general education experience to your own needs and interests. The categories include intellectual and practical skills with institutional outcomes in communication, information literacy, quantitative literacy and technological competency; human cultures and the physical and natural world through study in areas including the sciences and mathematics, social sciences, humanities, histories, languages and the arts. Knowledge of personal and social responsibility with institutional outcomes in diversity/global literacy and responsible global leadership and lifelong learning, and integrative and applied learning, including synthesis and advanced accomplishment across general and specialized studies (integrated throughout general education and Capstone courses) are also included.

Area of Study

The area of study typically includes 45 credits. Most programs require the completion of Current Trends and Applications; this course is suggested to be taken at the end of the program. 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: It is recommended for certain health-related and aviation-related options that students acquire a professional certification, as listed under the option.

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 enhancement training records or 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.

Learner-Designed Area of Study

The learner-designed area of study (LDAS) enables students pursuing undergraduate degrees to design their own area of study. Students are responsible for choosing areas of interest by submitting a proposal to the School of Applied Science and Technology. With approval, students pursuing a Bachelor of Science in Applied Science and Technology degree can combine courses from disciplines in multiple schools. Areas of interest can be interdisciplinary and draw on disciplines not offered currently as areas of study at the College. The student is responsible to develop a coherent plan of study to meet the unique learning outcomes of the LDAS.

Students may earn a Bachelor of Science in Applied Science and Technology degree in one of the following areas of study:

Air Traffic Control

- *Certification:* FAA Air Traffic Control Specialist
- *Required Courses:* Aviation Weather, Aerodynamics, Navigation, Air Traffic Control, Aviation Safety, Air Traffic Control Equipment, Current Trends and Applications
- *Corollary Requirements:* Physics I and II, Computer Requirement, Meteorology, Statistics, College Algebra
- *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the license.

Automotive Performance Technology

- *Required Courses:* Introduction to Automobile Performance Technology, Internal Combustion Engines, Fuels and Lubrication Systems, Emissions, Automotive Electrical Systems, Transmission Drive Tran, Automatic Transmission, Automotive Electronics, Braking Systems, Auto Body and Chassis, Steering and Suspension, Vehicle Performance Measurement and Improvement, Alternative Fuel Vehicle Systems, and Current Trends and Applications
- *Corollary Requirements:* College Algebra, Quality Statistics, Physics I and II, Survey of Chemistry, and Computer Requirement
- *How Students Earn Credit in the Area of Study:* Credit may be earned by taking and passing the Automotive Service Excellence Exams (NIASE).

Aviation Flight Technology

- *Certification:* FAA certificate in Private Pilot, Commercial Pilot, Instrument and Instructor rating. Equivalent military training may be considered.
- *Required Course:* Current Trends and Applications
- *Corollary Requirements:* Physics I and II, Computer Requirement, Statistics, Meteorology, College Algebra
- *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the license.

Aviation Maintenance Technology

- *Certification:* FAA certificate in Airframe and Powerplant Mechanics. Equivalent military training may be considered.
- *Required Course:* Current Trends and Applications
- *Corollary Requirements:* Physics I and II, Chemistry I, Computer Requirement, Statistics, College Algebra
- *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the license.

Biomedical Electronics

- *Required Courses:* DC Circuits, AC Circuits, Physiology, Anatomy and Biomechanics, Biomedical Electronics (four courses), General Electronics (four courses), Current Trends and Applications
- *Corollary Requirements:* Physics I and II, Computer Requirement, Statistics, College Algebra
- *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 is available by independent study and distance education courses and examination.

Note: All certifications are recommended.

Clinical Laboratory Science

- *Required Courses:* Microbiology, Hematology, Immunohematology/Serology, Clinical Chemistry, Anatomy and Physiology I and II, Organic and/or Biochemistry (two courses), Current Trends and Applications
- *Corollary Requirements:* Chemistry I and II, Computer Requirement, Statistics, College Algebra
- *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.

Construction

- *Required Courses:* Statics, Strength of Materials, Soil Mechanics, Structural Mechanics (two courses, e.g., Structural Steel Design, Reinforced Concrete Design), Construction Management, Engineering Graphics, Surveying
- *Corollary Requirements:* Physics I and II, Statistics, Computer Requirements, College Algebra
- *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.

Dental Hygiene

- *Certification:* State license and American Dental Association National Board of Dental Hygiene Examiners. Copy of original certificate and current renewal card or transfer from UMDNJ partnership.
- *Required Courses:* Anatomy and Physiology I and II, Microbiology, Dental Anatomy, Nutrition, Pharmacology, Radiology, Periodontics, Community Dental Health, Clinical Dental Hygiene Techniques, Current Trends and Applications, Statistics
- *Corollary Requirements:* Physics I and II, Computer Requirement, College Algebra, Statistics
- *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

- *Required Courses:* Electrical Circuits, Digital Electronics, AC/DC Machines, Motor Controls, Electrical Power, Electronic Devices and Circuits, Electric Construction, Drafting, Current Trends and Applications.
- *Corollary Requirements:* Physics I and II, Statistics, Computer Requirement, College Algebra
- *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*

- *Required Courses:* DC Circuits, AC Circuits, Digital Electronics, Microprocessors, Control Systems, Electronic Devices, Communications Electronics, Current Trends and Applications
- *Corollary Requirements:* Physics I and II with Labs, Calculus I and II, Computer Requirement, Statistics
- *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.

**Each BSAST in Electronics Engineering Technology learner is required to meet with a technology advisor;*

- After receiving evaluation of transferred credits and prior to starting courses to ensure course sequencing as indicated below
- Required to verify completion of prerequisite courses prior to enrollment in Electronics Assessment/Career Planning (ELT-490) and Electronics Engineering Technology Capstone (ELT-495)
- Required to verify completion of all courses before Graduation

Required Sequence of courses for the BSAST in Electronics Engineering Technology is the following:

- *Required general education courses or equivalent transfer courses prerequisites:*
  - English Composition I (ENC-101) and English Composition II (ENC-102), prior to Technical Report Writing (ENG-201)
  - Calculus I (MAT-231) prior to Calculus II (MAT-232)
  - Physics I (PHY-115 with Lab) prior to Physics II with Lab (PHY-196) and prior to Solid State Devices and Circuits (ELT-306 with Lab) or Linear Integrated Circuits (ELT-307 with Lab)

Note: Other general education, free electives and electronics elective courses can be taken as determined by the learner and approved by advisement.

- *Required BSAST in Electronics Engineering Technology area of study courses or equivalent transfer courses prerequisites:*
  - DC Circuits (ELE-211), AC Circuits (ELE-212), prior to Electronics Devices courses of Solid State Devices and Circuits (ELT-306) and Linear Integrated Circuits (ELT-307)
  - Solid State Devices and Circuits (ELT-306) and Linear Integrated Circuits (ELT-307) prior to Digital Electronics (ELD-302), Microprocessor (ELD-302); Electronic Communications Systems (ELC-201); and Electronic Instrumentation and Control (CTR-211) courses
  - Occupational Health and Safety (APS-400); Applied Quality Management (APS-402); Project Management (MAN-435) and elective courses can be taken at any time.
- *Required completion of general educations courses:* English Composition I (ENC-101), English Composition II (ENC-102), and Technical Report Writing (ENG-201), Calculus I

Note: All certifications are recommended.

(MAT-231), Calculus II (MAT-232), Physics I (PHY-111), Physics II (PHY-112), General Chemistry (CHE-111), prior to Electronics Assessment /Career Planning (ELT-490)
- *Required completion of* BSAST in Electronics Engineering Technology area of study courses or equivalent transfers prior to Electronics Assessment /Career Planning (ELT-490)
- *Required completion of* Electronics Assessment /Career Planning (ELT-490) prior to Electronics Engineering Technology Capstone (ELT-495)
- Prior learning assessment options will not be available for Electronics Assessment /Career Planning (ELT-490 or Electronics Engineering Technology Capstone (ELT-495)

Energy Systems Technology
- *Required Courses:* DC Circuits, AC Circuits, Applied Quality Management, Occupational Health and Safety, Current Trends and Applications, Energy Specialty (30 credits)
- *Corollary Requirements:* Math (6 credits), Statistics, General Chemistry I and II or Physics I and II, and Computer Requirement
- *How Students Earn Credit in the Area of Study:* 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. Credit may also be earned by prior learning assessment (PLA) and independent study.

Energy Utility Technology
- *Required Courses:* Energy Utility Industry, DC Currents, AC Currents, Electrical Diagrams, Fundamentals of Electronics, Regulatory Policy and Procedures, Applied Economic Analysis, Safety Management or Electrical Systems Safety, Current Trends and Applications, Energy Specialty (18 credits)
- *Corollary Requirements:* College Algebra, Physics I and II, Statistics, Computer Requirement
- *How Students Earn Credit in the Area of Study:* 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. Credit may also be earned by prior learning assessment (PLA) and independent study.

Environmental Sciences
- *Required Courses:* Ecology, Organic, Analytic, Environmental and/or Biochemistry, Fluid Mechanics/Hydrology, Broad Environment, Environmental Laws and Regulations, Environmental Methods, Current Trends and Applications
- *Corollary Requirements:* Physics I and II, General Chemistry I, Computer Requirement, Statistics, College Algebra
- *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
- *Required Courses:* Introduction to Fire Protection/Fire Science, Fire Protection and Prevention (three courses), Hazardous Materials (two courses), Fire Detection and Suppression, Hydraulics, Arson Investigation, Building Codes and Construction, Current Trends and Applications
- *Corollary Requirements:* Chemistry I and II, Physics I, Computer Requirement, Statistics, College Algebra
- *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.

Health Services Technology
- *Required Areas of Study or Equivalent Prior Learning:* Clinical Laboratory, Radiography, Respiratory Technology, Cytotechnology, Radiation Technology, Cardiovascular Technology, Perfusion Technology, Current Trends and Applications
- *Corollary Requirements:* College Algebra, Principles of Statistics, Anatomy and Physiology I and II, Chemistry, Biology, Computer Concepts.

Information Technology
- *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 and Applications
- *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).

Laboratory Animal Science
- *Required Courses:* Anatomy and Physiology, Pharmacology, Pathology, Microbiology, Animal Procedures (five courses), Animal Biology (two courses), Current Trends and Applications
- *Corollary Requirements:* Biology I and II, Chemistry I and II, Computer Requirement, Statistics, College Algebra
- *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.

Note: All certifications are recommended.

Learner-Designed Area of Study

> *Required Courses:* 39 learner-designed credits from applied science and technology disciplines with total of 18 areas of study credits from 300- or 400-level courses. No more than 6 credits from 100-level courses; Project Management, Current Trends and Applications

> *Corollary Requirements:* College Algebra, General Physics or Chemistry, Second Science, Statistics, Computer Requirement.

Medical Imaging

> *Certification:* ARRT Radiographer ARRT-RT (R) or NJ license NJ-LRT(R) (copy of original certificate and current renewal card)

> *Required Courses:* Radiation and Nuclear Physics, Pathology, Radiation Biology and Protection, Digital Imaging Acquisition and Display, Special Procedures and Modalities, Radiological Technology Techniques, Clinical Practice, Radiography and Related Practices, Occupational Health and Safety, Current Trends and Applications

> *Corollary Requirements:* College Algebra, Anatomy and Physiology I and II, Physics I, Statistics, Computer Requirement

> *How Students Earn Credit in the Area of Study:* The 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.

Military Technology Leadership*

> *Required Courses:* 15 credits from a single discipline/department and 9 credits from other applied science and technology disciplines. Current Trends and Applications, Applied Quality Management, Occupational Health and Safety, and Project Management.

> *Corollary Requirements:* Math (6 credits), Statistics, General Chemistry I and II or Physics I and II, and Computer Requirement

**This option is only available to current military personnel and veterans of the armed forces*

Nuclear Energy Engineering Technology*

> *Required Courses:* Nuclear Physics for Technology, Thermodynamics, Heat Transfer, Fluid Mechanics, Reactor and Plant Systems, Radiation Effects, Electrical Theory, Nuclear Materials, Radiation Analysis Laboratory, Nuclear Electives, Nuclear Technology Assessment/Career Planning, Nuclear Energy Engineering Technology Capstone

> *Corollary Requirements:* Calculus I and II, Statistics, Physics I and II, General Chemistry, Computer Requirement

> *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, certification from a nuclear utility INPO accredited program or ACE-reviewed company training.

**Each BSAST in Nuclear Energy Engineering Technology learner is required to meet with a School of Applied Science and Technology advisor or military representative/advisor:*

> *After receiving evaluation of transferred credits and prior to starting courses to ensure course sequencing as indicated below*;

> *Required to verify completion of prerequisite courses prior to enrollment in Nuclear Technology Assessment/Career Planning (NUC-490) and Nuclear Energy Engineering Technology Capstone (NUC-495);*

> *Required to verify completion of all courses prior to graduation.*

Nuclear Engineering Technology

> *Required Courses:* Nuclear Physics for Technology, Heat Transfer, Fluid Mechanics, Reactors and Plant Systems, Nuclear Instrumentation, Radiation Effects, Radiation Safety, Current Trends and Applications

> *Corollary Requirements:* Physics I and II, Chemistry I, Calculus I and II, Computer Requirement, Statistics

> *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

> *Certification:* ARRT Nuclear Medicine Technologist ARRT-RT (N) or NMTCB-CNMT or NJ-LNMT (copy of original certificate and current renewal card)

> *Required Courses:* Nuclear Physics for Technology, Radiopharmacy, Radiation Biology and Protection, Nuclear Medicine Techniques (five courses), Clinical Practice, Current Trends and Applications

> *Corollary Requirements:* Physics I, Chemistry I and II, Computer Requirements, Statistics, Anatomy and Physiology I and II

> *How Students Earn Credit in the Area of Study:* The 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.

Radiation Protection

> *Required Courses:* Nuclear Physics for Technology, Radiation Biology, Radiation Protection, Radiation Measurement, Applied Health, Physics, Current Trends and Applications

> *Corollary Requirements:* Physics I and II or Chemistry I and II, Biology I, Computer Requirement, College Algebra

> *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.

Note: All certifications are recommended.

Radiation Therapy

- *Certification:* ARRT RT(T) or NJ LRT (copy of original certificate and current renewal card)
- *Required Courses:* Nuclear Physics for Technology, Radiation Oncology, Technical Oncology, Radiation Biology, Clinical Practice, Oncogenic Pathology, Quality Management, Current Trends and Applications
- *Corollary Requirements:* Physics I and II, Computer Requirement, Anatomy and Physiology I and II, Statistics, College Algebra
- *How Students Earn Credit in the Area of Study:* The 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

- *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, Pulmonary Rehabilitation, Current Trends and Applications
- *Corollary Requirements:* Chemistry I and II, Physics I, Computer Requirement, Statistics, College Algebra
- *How Students Earn Credit in the Area of Study:* The area of study is completed by the license.

Technical Studies

- *Required Courses:* Project Management, Current Trends and Applications; 21 credits from a single disciple 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, Computer Requirement, Physics I and II or Chemistry I and II, Statistics
- *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 courses or prior learning assessment (PLA).

Note: All certifications are recommended.

Bachelor of Science in Business Administration

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.

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Algebra (MAT-121) -OR- Quantitative Business Analysis (MAT-119)	3	
Managerial Communication (MAN-373)	3	
Electives in Intellectual and Practical Skills	3	
B. Human Cultures and the Physical and Natural World		18
Macroeconomics (ECO-111)	3	
Microeconomics (ECO-112)	3	
Statistics (STA-201)	3	
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Electives	9	
C. Personal and Social Responsibility		9
Diversity/Global Literacy	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
D. General Education Electives		18
II. Professional Business Requirements		**54**
A. Business Core		27
Business Law	3	
Computer Concepts and Applications/ Introduction to Computers/ Introduction to Computer Information Systems	3	
Principles of Financial Accounting	3	
Principles of Managerial Accounting	3	
Introduction to Marketing	3	
Principals of Finance	3	
Business in Society **or** International Management	3	
Strategic Management	3	
Principles of Management	3	
B. Areas of Study		18
C. Business Electives		9
III. Free Electives		**6**
Total		**120 credits**

Degree Requirements

To attain the BSBA degree, the student must earn 120 credits distributed as follows: 60 credits in general education, 54 credits in business and 6 credits of free electives.

Outcomes-Based General Education

Thomas Edison State College's institutional outcomes are closely mapped to the Essential Learning Outcomes (LEAP Outcomes) as documented by the Association of American Colleges and Universities *(www.aacu.org/leap)*.

All Thomas Edison State College students who graduate from bachelor's degree programs will complete 60 semester hour credits of general education, by demonstrating general education competencies and completing general education electives, taken directly from the LEAP Outcomes *(www.aacu.org/leap)*. Some of these credits must fulfill specific category requirements and others allow you to tailor your general education experience to your own needs and interests. The categories include intellectual and practical skills with institutional outcomes in communication, information literacy, quantitative literacy and technological competency; human cultures and the physical and natural world through study in areas including the sciences and mathematics, social sciences, humanities, histories, languages and the arts. Knowledge of personal and social responsibility with institutional outcomes in diversity/global literacy and responsible global leadership and lifelong learning and integrative and applied learning, including synthesis and advanced accomplishment across general and specialized studies (integrated throughout general education and Capstone courses) are also included.

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 the component of the degree that focuses on the specific business area in an in-depth way.

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.

A maximum of 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.

Strategic Management (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 Strategic Management 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 Strategic Management, or complete a DOC application.

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.

Students may earn a Bachelor of Science in Business Administration in one of the following areas of study:

Accounting

> *Required Courses:* Intermediate Accounting 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 exams.

Note: Please contact your state board of accountancy for specific details concerning CPA examination requirements.

Accounting/CPA

> *Required Courses:* Intermediate Accounting I and II, Advanced Accounting I and II, Federal Income Taxation, Auditing
> *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 exams.

Note: Please contact your state board of accountancy for specific details concerning CPA examination requirements.

Computer Information Systems

> *Required Courses:* Programming Language, Systems Analysis and Design
> *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 exams.

Entrepreneurship

> *Required Courses:* Small Business Management or Introduction to Entrepreneurship; Small Business Finance or Managerial Finance; Small Business Marketing (preferred) or Marketing Research
> *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 exams.

Finance

> *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 exams.

Financial Institutional Management

> *Required Courses:* Financial Institutions and Markets or Commercial Banking; Intermediate Macroeconomics or Money and Banking (DSST examination); Intermediate Macroeconomics and Practices of Insurance or Risk Management
> *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

General Management

> *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 exams.

Hospital Healthcare Administration

> *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

Hospitality Management

> *Required Courses:* Introduction to Hotel/Motel/Restaurant Management or Hospitality Management
> *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

Human Resources/Organizational 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:* All credits in this area of study may be completed with Thomas Edison State College courses and/or exams.

International Business

> *Required Courses:* Introduction to International Business; Choose one: International Economics, International Finance or International Marketing
> *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

Learner-Designed Area of Study

The learner-designed area of study (LDAS) enables students to design their own area of study. Students choose an area of interest and submit a proposal to the School. Learner-designed areas of study must be unique and may not duplicate the outcomes of existing areas of study offered by the College. Students are responsible for developing a coherent plan of study to meet the unique learning outcomes of the LDAS.

Marketing

> *Required Course:* Marketing Research
> *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 exams.

Operations Management

> *Required Course:* Introduction to Operations Management; Quality Assurance
> *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 exams.

Public Administration

> *Required Course:* Introduction to Public Administration
> *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

Real Estate

> *Required Course:* Real Estate Principles and Practices
> *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

Bachelor of Science in Health Information Management

Offered in conjunction with the Rutgers School of Health Related Professions.

The Bachelor of Science in Health Information Management (BSHIM) degree program is designed to provide knowledge and skills for health information professionals, including information policies, planning, budgeting, quality assurance, liaison to medical professions, statistical analysis, regulatory compliance, code diagnoses and management. The content is based on the accreditation standards of the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM) so that the graduate can pass the national registry examination as a Registered Health Information Administrator (RHIA).

The Bachelor Science in Health Information Management program is a joint degree program with Rutgers School of Health Related Professions and Thomas Edison State College. Rutgers provides Health Information Management professional credits while Thomas Edison State College provides general education and two general management courses.

	Credits
I. General Education Requirements	**60**
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Algebra or above	3
Computer Concepts (CIS-107) or equivalent	3
Electives Selected by Learner	3
B. Human Cultures and the Physical and Natural World	20
Statistics	3
Technical Writing (ENG-201)	3
Psychology or Sociology	3
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Second Science	3
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
D. General Education Electives	16
Leadership Communication	3
Scientific Inquiry (IDST 3510)	3
Electives Selected by Learner	10
II. Area of Study	**58**
Introduction to Healthcare (BINF-3000)	1
Introduction to Medical Coding (BINF-3311)	3
Principles of Management (MAN-301)	3
Principles of Financial Accounting (ACC-101)	3
Human Resources Management (IDST-4300)	3
Medical Terminology (BINF-3010)	3
Legal Aspects of HIM (BINF-3110)	3
Health Record Data Management I (BINF-3126)	3
Health Record Data Management I (BINF-3127)	2
Classification and Reimbursement Systems (BINF-3301)	3
Disease Pathology I (BINF-3411)	2
Disease Pathology II (BINF-3412)	3
Directed Practice (BINF-3619)	1
Electronic Health Records (BINF-4311)	3
Guided Research and Statistics I (BINF-4221)	2
Guided Research and Statistics II (BINF-4222)	2
Performance Improvement (BINF-4310)	3
Essentials of Health Computer Science (BINF-5000)	3
Health Info Svc Admin (BINF-4305)	3
HIM Competency Review (BINF-4500)	3
Healthcare Finance and Budgeting (IDST-4116)	3
Management Affiliation (Capstone Course) (BINF-4619)	3
III. Free Electives HIM Electives: Approved paired courses,	**6**
Students complete 6 credits in one elective option:	
2-Elective See advisor, Elective Coding Courses	
BINF-4312 Coding with ICD	4
BINF-4313 Coding with CPT	2
3-Elective See advisor, Elective Compliance Courses	
BINF-4536 Healthcare Compliance I	3
BINF-4537 Healthcare Compliance II	3
4-Elective See advisor, Elective Health Informatics Courses	
BINF-5005 Healthcare Information Systems	3
BINF-5100 Intro to Biomedical Informatics	3
5-Elective See advisor, Elective Clinical Trials Courses	
BPHE-5310 Clinical Trials Overview	3
BPHE-5521 Reg. and Ethical Req. In Clin. Invest.	3
6-See advisor, Elective Health Info Leadership Courses	
BINF-5131 Healthcare Finance	3
IDST-5110 Health Services Issues and Trends	3
IDST-5600 Mgmt and Leadership in Healthcare	3
Total Program Credits	**124 credits**

The program consists of 124 total semester hour credits with at least 12 being taken at Thomas Edison State College, thus constituting a residency requirement. The 124 total credits are comprised of the following:

> 60 credits in general education; and
> 64 area of study credits and free elective credits in Health Information Management completed at Rutgers.

Admission to Program

Prospective students must apply through Rutgers School of Health Related Professions, 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 by calling (973) 972-5454 or by emailing *shrpadm@shrp.rutgers.edu*. For information contact Program Director Cheryl Bellamy at (973) 972-8512. Once students are admitted, they are assigned an academic advisor from Rutgers, who will work with them on planning their academic programs.

Bachelor of Science in Medical Imaging Sciences

Offered in conjunction with the Rutgers School of Health Related Professions

The Bachelor of Science in Medical Imaging Sciences is a joint degree program with the Rutgers 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 Rutgers 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 or 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.

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Algebra (MAT-121) or above	3	
Computer Concepts (CIS-107)	3	
Electives in Intellectual and Practical Skills	3	
B. Human Cultures and the Physical and Natural World		20
Statistics (NUTR-3400)	3	
Technical Writing (ENG-201)	3	
Psychology or Sociology	3	
Anatomy and Physiology I	4	
Anatomy and Physiology II	4	
Second Science	3	
C. Personal and Social Responsibility		9
Diversity/Global Literacy	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
D. General Education Electives		16
II. Area of Study*		**45**
III. Free Electives		**15**
Total		**120 Credits**

**Some areas of study require physics or chemistry. Area of study in radiologic imaging modalities is 46 credits.*

Areas of Study

Concentration in Vascular Sonography		**45**
Patient Care for Imaging Professional	2	
Vascular Anatomy, Physiology and Pathophysiology	3	
Vascular Laboratory Practices	4	
Introduction to Noninvasive Vascular Testing	2	
Introduction to Vascular Physics and Instrumentation	1	
Acoustic Physics I	2	
Noninvasive Diagnosis of Vascular Disease I	2	
Clinical Correlation I	1	
Clinical Practice I	4	
Vascular Pathology, Diagnostics and Therapeutics	3	
Noninvasive Diagnosis of Vascular Disease II	2	
Clinical Correlation II	1	
Clinical Practice II	3	
Cross-sectional Abdominal Sonography	2	
Introduction to Echocardiography	1	
Clinical Applications in Vascular Technology	2	
Clinical Practice III	6	
Vascular Physics and Instrumentation	1	
Current Trends and Applications	3	

Concentration in Diagnostic Medical Sonography		**45**
Cross-Sectional Abdominal Sonography	2	
Gynecological Sonography I	2	
Patient Care for Imaging Professionals	2	
Obstetrical Sonography I	2	
Abdominal Sonography I	3	
Introduction to Clinical Practice	1	
Acoustics Physics I	2	
Gynecological Sonography II	2	
Clinical Practice I	5	
Obstetrical Sonography II	2	
Abdominal Sonography II	3	
Neurosonography	1	
Clinical Practice II	3	
Critique and Clinical Correlation	2	
Introduction to Echocardiography	1	
Introduction to Noninvasive Vascular Testing	2	
Clinical Practice III	7	
Current Trends and Applications	3	

Concentration in Nuclear Medicine	45
Nuclear Physics and Instrumentations I	3
Radiobiology and Radiation Protection	3
Patient Care for the Nuclear Medicine Technology	3
Clinical Application I	3
Nuclear Physics and Instrumentation II	3
Radiopharmacy and Chemistry	3
Clinical Application II	2
Clinical Practice I	5
Advanced Instrumentation II	2
Clinical Application III	2
Clinical Practice II	5
Clinical Practice III	8
Current Trends and Applications	3

Concentration in Radiologic Imaging Modalities	46
Multiple Modality Anatomy (DXIT3115)	3
Computerized Imaging (DXIT3120)	3
Advance Patient Care (MSRA5200)	4
Fundamentals of Pathophysiology (DXIT3121)	3
Radiobiology, Radiation, Safety and Health Physics (MSRA5100)	3
Quality Management in Medical Imaging (DXIT3140)	3
MR Physics and Imaging Equipment (DXIT4230)	3
MR Protocols and Procedures (DXIT4240)	3
MR Practicum (DXIT4259)	3
CT Physics and Ima;ging Equipment (DXIT4200)	3
CT Protocols and Procedures (DXIT4210)	3
CT Practicum (DXIT4229)	3
Research for the Imaging Sciences (MSRA5400)	3
Radiography Equipment/Physics and Biology	3
Current Trends and Applications (APS-401)	3

Concentration in Cardiac Sonography	45
Introduction to Echocardiography (CDXS4360)	1
Cardiac Principles and Testing (CDXS4000)	4
Introduction to Clinical Practice (CDXS4009	2
Echocardiography I (CDXS4111)	3
Patient Care for Imaging Professional (DXMS4100)	2
Clinical Practice I (CDXS4199)	4
Clinical Correlation (CDXS4200)	2
Echocardiography II (CDXS4222)	4
Acoustic Physics I (DXMS4111)	2
Clinical Practice II (CDXS4299)	4
Acoustic Physics II (DXMS4212)	2
Echocardiography III (CDXS4333)	3
Clinical Practice III (CDXS4399)	6
Pediatric Echocardiography (CDXS4400)	1
Introduction to Noninvasive Vascular Testing (VSTC4370)	2
Current Trends and Applications ASP-401	3

Admission to Program

Prospective students must apply through Rutgers School of Health Related Professions, observing the Application Deadlines of March 1 for the fall semester and July 1 for the spring semester. Applications may be obtained from Rutgers by calling (973) 972-5454 or by emailing *shrpadm@shrp.rutgers.edu*. For information contact Program Director Cheryl Bellamy at (973) 972-8512. Once students are admitted, they are assigned an academic advisor from Rutgers, who will work with them on planning their academic programs.

Bachelor of Science in Health Sciences

Offered in conjunction with the Rutgers School of Health Related Professions.

The Bachelor of Science in Health Sciences (BSHeS) is a joint degree program with the Rutgers 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 Rutgers 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.

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Algebra (MAT-121) or above	3	
Computer Concepts (CIS-107) or above	3	
Electives Selected by Learner	3	
B. Human Cultures and the Physical and Natural World		20
Statistics (NUTR3400)	3	
Technical Writing (ENG-201)	3	
General Psychology (PSY-101)	3	
Anatomy and Physiology I	4	
Anatomy and Physiology II	4	
Second Science	3	
C. Personal and Social Responsibility		9
Cultural, Legal and Ethics Issues (IDST4350)	3	
Cultural Diversity in the US (SOC-322) or equivalent	3	
Ethics or Diversity Elective	3	
D. General Education Electives		16
Scientific Inquiry (IDST3510)	3	
Electives Selected by Learner	13	
II. Areas of Study**		**28-31**
Advanced Practice* with tracks in:		
> Imaging Sciences		
> Allied Dental Education		
> Health Services Management and Education		
III. Health Sciences Specialization		**24**
IV. Free Electives		**6-9**
Total		**121 credits**

** Professional certification required for admission to program. 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 Rutgers 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.*

Admission to Program

Prospective students must apply through Rutgers School of Health Related Professions, observing the application deadlines of March 1 for the fall semester and July 1 for the spring semester. Applications may be obtained from Rutgers by calling (973) 972-5454 or by emailing *shrpadm@shrp.rutgers.edu*. For information contact Program Director Cheryl Bellamy at (973) 972-8512. Once students are admitted, they are assigned an academic advisor from Rutgers, who will work with them on planning their academic programs.

Degree Requirements

The Bachelor of Science in Health Sciences degree requires 121 credits: 60 credits in general education distribution, 24 credits in the health sciences specialization, 28-31 credits in the area of study and 6-9 credits in free electives.

General Education Requirements

The 60-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.

Area of Study and 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. The Advanced Imaging Sciences area of study includes 31 area of study credits and 6 free elective credits. The Allied Dental and Health Services Management areas of study include 28 area of study credits and 9 free elective credits.

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 Rutgers in the classroom and on the Internet.

Area of Study

The area of study generally includes both specific required courses and electives. See the listings on this page. These courses will generally be completed through Rutgers.

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.

Required Area of Study Courses

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

Concentration in Imaging Sciences **31**

(Students select 31 credits from the following courses)

Multiple Modality Anatomy (DXIT-3115)	3
Computerized Imaging (DXIT-3120)	3
Advanced Patient Care and Pharmacology (MSRA-5200)	4
Applications of Computers in Healthcare (IDST-3400)	3
Healthcare Organizations (IDST-4115)	3
Cultural Issues in Healthcare (IDST-4200)	3
Mammographic Procedures (DXIT-3130)	3
Mammography Practicum (DXIT-3139)	3
Quality Management in Medical Imaging (DXIT-3140)	3
MR Physics and Imaging Equipment (DXIT-4230)	3
MR Protocols and Procedures (DXIT-4240)	3
MRI Practicum (DXIT-4259)	3
CT Physics and Imaging Equipment (DXIT-4200)	3
CT Protocols and Procedures (DXIT-4210)	3
CT Practicum (DXIT-4229)	3

Concentration in Health Services Management and Education **28**

(Students select 28 credits from the following courses)

Healthcare Organizations (IDST-4115)	3
Healthcare Finance and Budgeting (IDST-4116)	3
Health Services Management (IDST-4117)	3
Applications of Computers in Healthcare (IDST-3400)	3
Cultural Issues in Healthcare (IDST-4200)	3
Educational Methodologies for the Allied Health Prof. (IDST-4140)	3
Designing and Planning Research Projects (IDST-4220)	3
Human Resources Management in Healthcare (IDST-4300)	3
Health Services Practicum (IDST-4409)	4
Quality and Leadership in Healthcare (IDST-4650)	3
Curriculum Development (NEDM-5804)	3

Concentration in Allied Dental Sciences **28**

(Students select 28 credits from the following courses)

Healthcare Organizations (IDST-4115)	3
Current Issues in Allied Dental Practice (ADEC-4300)	3
Applications of Computers in Healthcare (IDST-3400)	3
Cultural Issues in Healthcare (IDST-4200)	3
Clinical Allied Dental Internship (ADEC-4409)	3
Educational Methodologies for the Allied Health Prof. (IDST4140)	3
Designing and Planning Research Projects (IDST-4220)	3
Human Resources Management in Healthcare (IDST-4300)	3
Health Services Practicum (IDST-4409)	4
Quality and Leadership in Healthcare (IDST-4650)	3
Curriculum Development (NEDM-5804)	3

Bachelor of Science in Human Services

The Bachelor of Science in Human Services (BSHS) degree is designed for adults who work in select positions in human services areas preparing them for professional advancement or graduate studies. Students develop a professional track that matches their career experiences. To be admitted to the program and to complete the Capstone course, students must have current work experience in their professional track.

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Mathematics	3	
Computer Concepts	3	
Electives in Intellectual and Practical Skills	3	
B. Human Cultures and the Physical and Natural World		18
Humanities	3	
Intro to Sociology (SOC-101)	3	
Intro to Psychology (PSY-101)	3	
Natural Science	3	
Humanities, Social Sciences, Natural Sciences, Math or Interdisciplinary Electives	6	
C. Personal and Social Responsibility		9
Cultural Diversity in the U.S.	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Course	3	
D. General Education Electives		18
II. Area of Study in Human Services		**54**
A. Core Requirements		30
Theoretical Foundation* (e.g., PSY-211 Dev. Psych.)	9	
Intervention* (e.g., PSY-331 Intro. Counseling)	6	
Client Populations* (e.g., PSY-350 Abnormal Psych.)	6	
Research (e.g., SOS-492 Research Methods)	3	
Management (e.g., MAN-301 Prin. of Management)	6	
B. Professional Track		18
18 credits at the 300-400 level in one area of study such as gerontology, administration, mental health, administration of justice, emergency disaster services		
C. Capstone Course		6
III. Free Electives		**6**
Total		**120 credits**

Learning Outcomes

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

- interpret and critically analyze the research in the professional track;
- apply theory to professional practice;
- apply knowledge of the specific skills, techniques and agencies necessary to serve client populations;
- apply knowledge of cultural diversity as it relates to the field of human services; and
- apply theories of management as it relates to human services.

Required Courses

Nine credits in Theoretical Foundation*, 6 credits in Intervention*, 6 credits in Client Populations*, 3 credits in research, 6 credits in management, 24 credits in professional track, at least 18 credits at the 300-400 level in one area of study such as human services administration, mental health, gerontology, administration of justice, emergency disaster services, and a 6-credit Capstone course.

How Students Earn Credits in the Area of Study

Some courses in the area of study may be completed with Thomas Edison State College and/or courses from other colleges, prior learning assessment (PLA) and/or examinations may also be used.

**Theoretical Foundation courses include those pertaining to theory, knowledge and skills of the human services profession. Intervention courses include those which emphasize theory and knowledge bases for interventions and criteria for selection of appropriate interventions. Client Population courses include those which emphasize the range of populations served and needs addressed by human services professionals.*

Bachelor of Science in Nursing

The Bachelor of Science in Nursing (BSN) degree for RNs 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 upper-division nursing requirements, which include three graduate courses (9 credits), are offered through online courses, include asynchronous online-mentored 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.

The BSN/MSN option (BSN and MSM) is designed for RNs who want to conserve time and money by pursuing both the Bachelor of Science in Nursing and the Master of Science in Nursing degree programs. The three graduate courses (9 credits) included in the BSN degree without additional tuition charge, apply to MSN degree requirements, and the student in the BSN/MSN option will continue on to complete the MSN degree without the need for an additional application. The BSN degree will be awarded on completion of all degree requirements to RNs pursuing the BSN/MSN option as well as those completing the BSN degree only.

The one-year Accelerated 2nd Degree BSN Program is designed for a limited number of adult learners with a non-nursing bachelor's degree who want to become registered nurses (RNs). A new cohort starts each October. On program completion, the graduates are prepared to take the National Council of Licensure Exam for Registered Nurses (NCLEX-RN). Admissions requirements and policies for the Accelerated 2nd Degree BSN Program, which differ from those for the BSN degree for RNs, are found on the College website at *www.tesc.edu/2degreeBSN* and in separate program materials.

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Mathematics	3	
Electives in Intellectual and Practical Skills	6	
B. Human Cultures and the Physical and Natural World		18
Social Sciences	3	
Natural Sciences	12	
Anatomy and Physiology		
Microbiology		
Humanities	3	
C. Personal and Social Responsibility		9
Diversity/Global Literacy	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
D. General Education Electives		18
II. Professional Nursing Requirements		**48**
A. Lower-Division		20
B. Upper-Division		28
Nursing Informatics (NUR-340)	3	
Advancing Nursing Practice (NUR-342)	3	
Research in Nursing (NUR-418)	3	
Leadership and Management in Nursing (NUR-428)	3	
Advanced Health Assessment (NUR-516)	3 GR	
Health Policy (NUR-529)	3 GR	
Nursing Informatics: Concepts and Issues (NUR-531)	3 GR	
Public Health Nursing (NUR-443)	4	
Validating Nursing Competence (NUR-445)	3	
III. Free Electives		**12**
Total		**120 credits**

GR: denotes graduate-level courses

Note: Course descriptions, advisories and prerequisites for the upper-division nursing requirements can be found in this publication and on the College website at www.tesc.edu. *It is the student's responsibility to satisfy all advisories and prerequisites prior to course registration.*

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 degree 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 strongly advised for one of the MSN degree requirements, Evidence-Based Nursing Practice, and is required for admission to many graduate nursing programs elsewhere.

Selected National Nursing Certificates will be reviewed for credit. Please make an appointment with your advisor for more information.

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 W. Cary Edwards School of Nursing. In addition to being offered as an online course, NUR-428 Leadership and Management in Nursing will also be offered as a Leadership Exam beginning in the July 2013 term. Three graduate courses, Health Policy; Nursing Informatics: Concepts and Issues; and Advanced Health Assessment 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 W. Cary Edwards School of Nursing may be found in this publication and on the College website at *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. Validating Nursing Competence must be taken as the last course in the BSN degree program as indicated by course prerequisites.

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.

Bachelor of Science in Nutrition and Dietetics

The Bachelor of Science in Nutrition and Dietetics program is offered in collaboration with Rutgers, The State University of New Jersey. The program is designed for those individuals who have earned previous degrees and/or course credits and wish to apply these to the foundational general educational requirements for the Bachelor of Science in Nutrition and Dietetics. Thomas Edison State College provides the foundational general education content that is prerequisite to the professional academic and fieldwork education delivered by Rutgers. The curriculum is designed to meet the qualifications of the Registered Dietitian (RD) credentials in accordance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

	Credits	
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Algebra (MAT-121) or above	3	
Computer Concepts (CIS-107) or above	3	
Electives in Intellectual and Practical Skills	3	
B. Human Cultures and the Physical and Natural World		20
General Psychology	3	
Statistics (NUTR3400)	3	
Technical Writing (ENC-201)	3	
Anatomy and Physiology I	4	
Anatomy and Physiology II	4	
Second Science	3	
C. Personal and Social Responsibility		9
Cultural, Legal and Ethics Issues (IDST4350)	3	
Cultural Diversity in the U.S. (SOC-322)	3	
Ethics or Diversity Elective	3	
D. Integrative and Applied Learning		16
Nutrition Organic Chemistry (NUTR-3610)	3	
Scientific Inquiry (IDST-3510)	3	
General Education Electives		10

		Credits
II. Area of Study		**50**
Health Services Management (IDST-4117)	4	
Nutrition Biochemistry (NUTR-3620)	4	
Advanced Nutrition Physiology (NUTR-4150)	4	
Nutrition Microbiology (NUTR-3500)	3	
Human Nutrition (NUTR-4400)	3	
Nutrition Assessment (NUTR-4000)	3	
Introduction to Vitamin and Mineral Nutrition (NUTR-3700)	2	
Experimental Foods (NUTR-3100)	3	
Preventive Nutrition (NUTR-3200)	3	
Current Concepts in Nutrition Across the Life Span (NUTR-3300)	2	
Nutrition Education in the Community (NUTR-4100)	2	
Medical Nutrition Therapy I (NUTR-4210)	3	
Medical Nutrition Therapy II (NUTR-4220)	3	
Internship in Food Services (NUTR-4619)	1	
Internship in Community and Food Security (NUTR-4629)	1	
Internship in Pediatric and Obstetrics (NUTR-4639)	1	
Internship in Medicine and Surgery (NUTR-4649)	2	
Internship in Diabetes and Renal (NUTR-4659)	2	
Internship in Ambulatory Care and Rehabilitation (NUTR-4669)	1	
Courses		
Internship in ICU and Nutrition Support (NUTR-4679)	1	
Internship in Staff Relief and Elective Rotation (NUTR-4689)	1	
Capstone Course (NUTR-4800)	1	
III. Free Electives		**12**
Total		**122 credits**

Bachelor of Science in Organizational Leadership

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.

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		18
English Composition I (ENC-101)	3	
English Composition II (ENC-102)	3	
College Mathematics	3	
Computer Concepts (CIS-107)	3	
Managerial Communication	3	
Electives in Intellectual and Practical Skills	3	
B. Human Cultures and the Physical and Natural World		18
Macroeconomics or Microeconomics	3	
Intro to Organizational Theory	3	
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Electives	12	
C. Personal and Social Responsibility		9
Diversity/Global Literacy	3	
Responsible Ethical Leadership	3	
Ethics or Diversity Elective	3	
D. General Education Electives		15
II. Leadership Foundations		**15**
A. Organizational Behavior	3	
B. Foundations of Leadership	3	
C. Ethics and the Business Professional	3	
D. Theories of Leadership	3	
E. Leadership Communication	3	
III. Advanced Leadership: Areas of Specialization		**21**
A. Select three of the recommended courses listed below: (Students may also use prior learning assessment (PLA), Thomas Edison State College-reviewed or ACE-reviewed course work to fulfill these requirements) Change Management, Project Management, Advanced Organizational Management, Leadership in a Global Environment, Nonprofit Leadership, Principles of Management and Leaders in History		9
B. Additional advanced leadership and management electives		9
C. Leadership Practicum (LDR-435) (required)		3
IV. Business Electives		**9**
One course in accounting or finance preferred		
V. Free Electives		**15**
Total		**120 credits**

Degree Requirements

To attain the BSOL degree, the student must earn 120 credits distributed as follows: 36 credits in leadership, 9 credits of business electives and 15 credits of free electives.

Outcomes - Based General Education

Thomas Edison State College's institutional outcomes are closely mapped to the Essential Learning Outcomes (LEAP Outcomes) as documented by the Association of American Colleges and Universities *(www.aacu.org/leap)*.

All Thomas Edison State College students who graduate from bachelor's degree programs will complete 60 semester hour credits of general education, by demonstrating general education competencies and completing general education electives, taken directly from the LEAP Outcomes *(www.aacu.org/leap)*. Some of these credits must fulfill specific category requirements and others allow you to tailor your general education experience to your own needs and interests. The categories include intellectual and practical skills with institutional outcomes in communication, information literacy, quantitative literacy, and technological competency; human cultures and the physical and natural world through study in areas including the sciences and mathematics, social sciences, humanities, histories, languages and the arts. Knowledge of personal and social responsibility with institutional outcomes in diversity/global literacy and responsible global leadership and lifelong learning and integrative and applied learning, including synthesis and advanced accomplishment across general and specialized studies (integrated throughout general education and Capstone courses) are also included.

Leadership Foundations (15 credits)
Core courses that represent the foundation that support organizational leadership.

Advanced Leadership Areas of Specialization (21 credits)
The component of the degree that focuses on organizational leadership and management in an in-depth way.

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 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.

A maximum of 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

Undergraduate certificates are 18-credit programs, unless otherwise noted, that provide students with a solid foundation in a chosen area of study or major, and are designed to transfer easily into a degree program at Thomas Edison State College. Students may select from the following undergraduate certificate programs:

Undergraduate Certificate in Accounting

Principles of Financial Accounting	3
Principles of Managerial Accounting	3
Intermediate Accounting I	3
Intermediate Accounting II	3

*Students select **6 credits** from the following:*

▶ Advanced Financial Accounting	3
▶ Tax Accounting/Federal Income Taxation	3
▶ Cost Accounting	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Computer-Aided Design

Drafting Fundamentals	3
Computer-Aided Drafting	3
Computer-Aided Design and Drafting	3

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

▶ CAD/CAM (Computer-Assisted Manufacturing)	3
▶ Advanced Techniques in CAD	3
▶ Intermediate Drafting	3
▶ Printed Circuit Board Design in CAD	3
▶ Computer Graphics	3
▶ Descriptive Geometry	3
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.*

Undergraduate Certificate in Computer Information Systems

Introduction to Computer Information Systems	3
Management Information Systems	3
Programming Languages	6

*Students select **6 credits** from the following:*

▶ Computer Organization	3
▶ Computer Security and Information Theory	3
▶ Database Management	3
▶ Data Center Management	3
▶ Data Communications Systems	3
▶ Information Systems using Microcomputers	3
▶ System Analysis and Design	3
▶ Operating Systems	3
▶ Operations Research	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Computer Science

Computer Programming Language	3
Computer Architecture	3
Data Structures	3

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

▶ Artificial Intelligence	3
▶ Assembly Language Programming	3
▶ Computer Programming Languages	3
▶ Database Design	3
▶ Numerical Analysis	3
▶ Operating Systems	3
▶ Simulation	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Dental Assisting*

**Program is jointly sponsored by Rutgers, The State University of New Jersey, and Thomas Edison State College.*

Requirements

▶ English Composition (ENC-101)	3
▶ Principles of Psychology	3
▶ Anatomy and Physiology I	4
▶ Dental Head and Neck Anatomy	3
▶ Introduction to the Dental Profession	4
▶ Medical Emergencies	1
▶ Dental Materials	3
▶ Dental Specialties I	1
▶ Dental Health Education I	1
▶ Dental Radiology	3
▶ Practice Management	1
▶ Dental Science	2
▶ Clinical Assisting	3
▶ Internship	1
TOTAL	**33 CREDITS**

Undergraduate Certificate in Electronics

AC/DC Circuits	3
Basic Electronics	3
Digital Electronics	3

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

▶ Automatic Control Systems	3
▶ Electromagnetic Devices and Machines	3
▶ Industrial Electronics	3
▶ Microprocessors	3
▶ Robotics and Automation	3
▶ Solid State Theory-Analog Electronics	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Finance

Corporate Finance	3
Financial Institutions and Markets	3
Security Analysis and Portfolio Management	3

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

▶ Advanced Security Analysis and Portfolio Management	3
▶ International Finance and Trade	3
▶ Principles of Finance	3
▶ Public Finance	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Fitness and Wellness Services

Introduction to Human Services	
OR	
Introduction to Fitness/Wellness Services	3
Nutrition	3
Safety, CPR, First Aid	3
Biomechanics of Exercise	
OR	
Kinesiology	3
Principles and Programs for Fitness and Wellness Services	3
Individual Assessment Fitness and Wellness	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Gas Distribution

Gas Combustion	3
Gas Distribution	3
Regulatory Policies and Procedures	3
Applied Economic Analysis	3
Principles of Management	3
Occupational Health and Safety	3
TOTAL	**18 CREDITS**

Note: Learners without energy utility experience are suggested to complete Energy Utility Industry (EUT-201) prior to starting the certificate for industry background.

Undergraduate Certificate in Global Leadership

Leadership in a Global Environment	3
Foundations of Leadership	3

*Students select **12 credits** from the following:*

▶ Ethics and the Business Professional	3
▶ Leaders in History	3
▶ Change Management	3
▶ Project Management	3
▶ Leadership Communication	3
▶ Negotiations	3
▶ Dale Carnegie Approved Seminars:	
Effective Communication and Human Relations	3
Leadership Training for Managers	2
Skills for Team Success	2
TOTAL	**18 CREDITS**

Undergraduate Certificate in Human Resources Management

Labor Relations and Collective Bargaining	3
Principles of Management	3
Human Resources Management	3

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

▶ Advanced Labor Relations and Collective Bargaining	3
▶ Advanced Organizational Behavior	3
▶ Advanced Organizational Theory and Analysis	3
▶ Organizational Behavior	3
▶ Organizational Theory and Analysis	3
▶ Compensation Administration	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Labor Studies

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

*Students select **6 credits** from the following:*

▶ Civil Rights and Labor	3
▶ Contemporary Labor Issues	3
▶ Labor Law	3
▶ Minorities in the Labor Force	3
▶ Trade Union Structure and Administration	3
▶ Women in the Labor Force	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Marketing

Introduction to Marketing	3
Marketing Research	3
Marketing Communications	3

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

▶ Advertising	3
▶ Channels of Distribution	3
▶ Marketing Management Strategy	3
▶ Sales Management	3
▶ Principles of Sale	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Operations Management

Introduction to Operations Management	3
Introduction to Business	3
Management Information Systems	3

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

▶ Total Quality Management	3
▶ Logistics	3
▶ Supply Chain Management	3
▶ Statistics	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Polysomnography

Requirements

▶ Theoretical Fundamentals of Polysomnography	3
▶ Clinical Fundamentals of Polysomnography	6
▶ Polysomnography Instrumentation Theory	3
▶ Therapeutic Interventions and Clinical Patient Management	4
▶ Medical Terminology	1
TOTAL	**17 CREDITS**

Note: Before beginning either clinical course, Clinical Fundamentals of Polysomnography or Therapeutic Interventions and Clinical Patient Management, the student must have passed a drug screen, a criminal background check and a required health screen.

Undergraduate Certificate in Public Administration

Budgeting or Financial Management	3
Public Administration I	3

*Students select **12 credits** from the following:*

▶ Business in Society	3
▶ Principles of Management	3
▶ Public Administration II	3
▶ Public Personnel Management	3
▶ Public Policy	3
TOTAL	**18 CREDITS**

Master of Arts in Educational Leadership

The Master of Arts in Educational Leadership (MAEdL) degree program prepares teachers and administrators to become educational leaders serving in the complex environment of elementary and secondary education. The program is offered completely online and is built around the unique needs of working adults.

The curriculum presents a coherent set of learning experiences that build and deepen students' understanding of educational leadership and administration. The program enables students to build a substantive knowledge and research base that provides dynamic opportunities to master the core competencies of educational leadership and contributes to the development of a portfolio, which demonstrates the breadth and depth of their learning.

An integral part of the curriculum is the use of technology that enables students to collaborate on projects and discuss and examine theories, ideas, research, applications and practices.

Two areas of study are available within the MAEdL program: Building Leadership and District Leadership.

In addition, the program is consistent with the professional standards required by the New Jersey Department of Education (NJDOE) and recommended by the New Jersey Principals and Supervisors Association.

The Master of Arts in Educational Leadership degree program is approved by the New Jersey Department of Education as having met the academic requirements for the principal, supervisor and school administrator endorsements.

Thomas Edison State College's Master of Arts in Educational Leadership program, which is designed to prepare teachers and other professionals in education to become educational leaders, is granted Initial Accreditation by the Teacher Education Accreditation Council (TEAC) for a period of five years, from Dec. 11, 2009, to Dec. 11, 2014. This accreditation certifies that the forenamed professional education program has provided evidence that the program adheres to TEAC's quality principals.

Teacher Education Accreditation Council (TEAC)
One Dupont Circle NW, Suite 320
Washington, DC 20036
(202) 466-7236
www.teac.org

Courses must be taken in order:

		Credits
MAEdL Building Leadership		**36**
EDL-500	Effective Leadership: From Theory to Practice	3
EDL-510	The Inquiry Process: A Framework	3
EDL-520	Standards-Based Curriculum Development, Pre-K-12	3
EDL-530	Critical Issues and Theories in Curriculum Design and Evaluation, Pre-K-12	3
EDL-540	Curriculum Leadership and Supervision	3
EDL-550	School Law	3
EDL-660	Human Resources Administration	3
EDL-670	Technology for Instruction and Administration	3
EDL-680	Budget Forecasting and Fiscal Planning	3
EDL-690	Developing School and Community Partnerships	3
EDL-700	Field-Based Practicum	3
EDL-710	Professional Portfolio Development	3
Total		**36 credits**

MAEdL District Leadership		**42**
EDL-500	Effective Leadership: From Theory to Practice	3
EDL-510	The Inquiry Process: A Framework	3
EDL-520	Standards-Based Curriculum Development, Pre-K-12	3
EDL-530	Critical Issues and Theories in Curriculum Design and Evaluation, Pre-K-12	3
EDL-540	Curriculum Leadership and Supervision	3
EDL-550	School Law	3
EDL-660	Human Resources Administration	3
EDL-670	Technology for Instruction and Administration	3
EDL-680	Budget Forecasting and Fiscal Planning	3
EDL-690	Developing School and Community Partnerships	3
EDL-700	Field-Based Practicum	3
EDL-800	The Superintendency	3
EDL-810	Professional Portfolio Development: School Administrators	3
EDL-820	Field-Based Practicum for Superintendents	3
Total		**42 credits**

An annual subscription to an electronic portfolio service, as designated by the program, must be maintained to complete the required personal electronic portfolio.

According to NJAC 6A:9-12.5, students who are enrolled after Sept. 1, 2008, are required to "Complete a 300-hour internship in educational leadership independent of other course requirements" in order to qualify for the principal (CE) certificate of eligibility. Those seeking the school administrator endorsement need to complete an additional 150-hour internship. Specific instructions for this requirement will be provided after acceptance into the program.

Program Objectives:

The Master of Arts in Educational Leadership promotes an understanding of educational leadership and administration through a program based upon the national Interstate School Leaders Licensure Consortium (ISLLC) standards. These standards have been identified as critical to successful school leadership. The six standards are:

- Standard 1: An educational leader promotes the success of every student by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by all stakeholders.
- Standard 2: An educational leader promotes the success of every student by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
- Standard 3: An educational leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient and effective learning environment.
- Standard 4: An educational leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.
- Standard 5: An educational leader promotes the success of every student by acting with integrity and fairness, and in an ethical manner.
- Standard 6: An educational leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal and cultural context.

Master of Arts in Educational Technology and Online Learning

The Master of Arts in Educational Technology and Online Learning (MAETOL) degree prepares graduates to become leaders and practitioners in educational technology and to develop and administer online programs for all learners, from preschool to higher education, including adult learners.

The program infuses a well-grounded series of applied professional studies in educational technology, online learning, educational leadership and curriculum development. The curriculum provides a solid grounding in both relevant academic theory and applied practice. As part of their course work, students complete a research-based Capstone project and applied Practicum experience in the field. The program also provides ample opportunities for the personalization of curriculum sequence to meet individual needs with regard to career goals.

Graduates will be prepared as educational technology leaders who are able to articulate and apply best practices in the creation and delivery of online courses for a variety of students, from pre-K and college through corporate training and continuing education.

Admission and completion of the Master of Arts in Educational Technology and Online Learning (MAETOL) Program does not require a teaching certificate or having been an undergraduate education major and is open to anyone with an undergraduate degree from a regionally accredited institution. The MAETOL program does not lead to certification.

		Credits
Course Requirements		
EDT-500	Foundations of Educational Technology, Theories and Practices	3
EDT-510	Educational Technology in Curriculum Development	3
EDT-520	Leadership and Supervision in Educational Technology	3
OLT-510	Theory and Culture of Online Learning	3
OLT-520	Learning Technology as an Issue in Online Learning	3
OLT-630	Issues in Instructional Design in Online Learning	3
OLT-640	Communication and Interactivity in Online Learning	3
THC-625	Technology and the Human Community	3
EDL-670	Technology for Instruction and Administration	3
EDL-520	Standards-Based Curriculum Development, Pre-K-12	3
	OR	
EDL-540	Curriculum Leadership	3
EDT-700	Capstone in Educational Technology and Online Learning	3
EDT-710	Practicum in Educational Technology and Online Learning	3
Total		**36 credits**

Students may transfer up to 12 credits into the program as long as they are equivalent to the degree requirements.

Learning Outcomes

Graduates of the Master of Arts in Educational Technology and Online Learning will be able to:

- articulate and apply best practices in the creation and delivery of online courses for the target learning group (P-12, adult education, higher education);
- evaluate online material for integration into online teaching and school management;
- evaluate online curriculum to assess alignment with national content standards (P-12) or programmatic outcomes (higher education);
- develop a research-based technology plan designed to enhance student learning; and
- develop a research-based technology plan to increase overall organization and efficiency of a P-12 school/district and/or higher education institution.

Master of Arts in Liberal Studies

The Master of Arts in Liberal Studies (MALS) is a degree program for adults eager to deepen their appreciation of human history and ideals as well as broaden their own perspectives through an intensive study of the great ideas in literature, history, philosophy and the other liberal arts. The program is ideal for those wanting both to seek out more meaningful career paths and find inspiration for moving beyond existing paradigms for understanding and contributing to local and global issues. It is designed to stimulate imagination and critical-thinking skills in service to family, career or community, both local and global. The program develops the focused, critical thought processes necessary to succeed in any endeavor and encourages creative problem solving, and the development of analytical, academic and leadership skills appropriate in all walks of life. Students who complete this rigorous program are well prepared to excel and lead in professional, community, religious and family environments.

Students may tailor their programs to their professional or personal interests by selecting an existing area of study such as Online Learning and Teaching or Homeland Security, or creating a learner-designed area of study (LDAS) that complements their personal or career goals. MALS requires the completion of a distribution of 36 graduate credits in the liberal arts field and includes a 6-credit Capstone project.

Courses must be taken in order:

		Credits
I. MALS Core Courses		**18**
LAP-500	Liberal Arts and Professional Life	3
SAM-501	Sense of Community: Art and Morality	3
SAM-502	Sense of Community: Faith and Reason	3
CCR-610	Conflict, Change and Resolution	3
SIC-520	The Species, the Individual and Community	3
THC-625	Technology and The Human Community	3
II. Electives		**12**
Professional Communications		
OR		
Learner-Designed Area of Study (LDAS)		
III. MALS Capstone		**6**
MLS-700	MALS Capstone I	3
MLS-710	MALS Capstone II	3
Total		**36 credits**

Area of Study:

		Credits
Professional Communications		**12**
Courses that can be used to complete this area of study include:		
COM-610	Professional Communications Theory	3
COM-620	Advance Professional and Business Writing	3
SOM-702	Introduction to Social Media	3
MSP-662	Practical Grant Writing	3
Total		**12 credits**

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

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

> articulate and evaluate a system of values and its historical content, and its affect on personal well-being and workplace and community cohesion;

> apply the imaginative and analytical skills developed through immersion in the liberal arts to decision making in the family, at the workplace and/or in the local and global community;

> incorporate new knowledge to transform awareness of self and the local and global community;

> emphasize the values of compassion, justice and respect for the rights of others inherent in all metaphysical and spiritual traditions;

> demonstrate the ability to sustain a cogent, cohesive and articulate argument informed by the liberal arts and the learner-designed area of study (LDAS); and

> assess the environmental impact of our viewpoints and projects on the natural world.

Professional Communications Learning Outcomes

Objectives: Upon completion of the area of study, students will be able to:

> analyze the implications of various forms of media in specific communications context;

> develop various professional communications consistent with best practices;

> integrate technology into the development of a professional communications plan; and

> apply ethical and legal standards to address communications practice.

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.

Master of Business Administration

The Master of Business Administration (MBA) is a relevant and rigorous graduate degree program that prepares individuals for leadership roles in firms and organizations where they are expected to add value to those enterprises. The courses are offered entirely online in eight-week formats, with some courses requiring periodic (maximum of two times per term) "live" participation, which can be conducted from a distance. The MBA degree is a globally recognized credential in the business community and students will take courses that prepare them for high demand professions. Once they complete the 15 credits of core material, students may choose to take a variety of electives in topics that interest them or they may choose one of four areas of study: Finance, Marketing, Data Analytics or Healthcare Management. It is not necessary to select an area of study prior to admission or even prior to completing the core. The curriculum of an MBA program is typically more quantitative in orientation than a management or leadership curriculum. In order to prepare students for the more analytically demanding degree program, students are required to satisfy prerequisite course work prior to enrolling, but not prior to applying for admission. Students may enroll in the MBA Preparatory Program. The program covers the prerequisite three courses, which are noncredit. Students admitted to the program are required to complete three undergraduate courses, or receive a score of 80 percent or better on approved qualifying exams (TECEP® or CLEP) in the following subject areas: financial accounting, statistics and microeconomics. Courses in these areas taken at Thomas Edison State College or elsewhere are approved as long as they were taken at a regionally accredited institution, were completed within the last seven years and in which the student received a grade of B or better. Students who have a CPA license or have passed levels I and II of the CFA examination will be exempt from the financial accounting requirement.

		Credits
I. Core Courses		**15**
MKM-700	Marketing Management	3
FIN-710	Financial Management	3
SOP-720	Strategic Operations Management	3
GSM-730	Global Strategic Management	3
MCO-740	Management Communication	2
ETM-750	Ethics for Managers	1

II. Electives and Areas of Study courses **24**

Students must take a total of 24 credits in one or more of these areas to satisfy the degree requirement. Students may select any combination of electives or select one of the following areas of study: Data Analytics, Finance, Healthcare Management or Marketing. Students selecting an area of study must complete all course work listed under the area of study designation and have the option of satisfying a portion of the course work in the area of study with prior learning assessment (PLA).

Total **39 credits**

		Credits
Elective Courses		**15**
ENP-732	Entrepreneurship	3
HRM-760	Human Resources Management	3
PJM-721	Project Management	3
MKR-700	Market Research	3
SOM-702	Social Media	3
INV-711	Investments	3
FSA-712	Financial Statement Analysis	3
NEG-731	Negotiations	3
SUS-700	Designing a Business Case for Sustainability	3

Areas of Study:

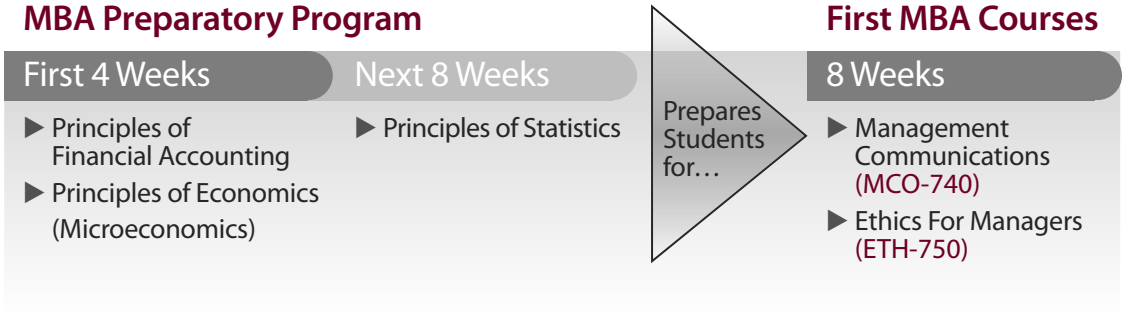
		Credits
Data Analytics		**12**
MST-700	Managerial Statistics	3
BFO-701	Business Forecasting	3
DAM-702	Predictive Analytics for Business Intelligence	3
DAA-703	Data Analytics and Visualization with Capstone Project	3
Finance		**12**
INV-711	Investments	3
FSA-712	Financial Statement Analysis	3
ENP-732	Entrepreneurship	3
TGF-713	Topics in Global Finance	3
Healthcare Management		**12**
HCF-701	Healthcare Finance	3
HCO-702	Strategic Management within a Healthcare Organization	3
HCD-703	Healthcare Delivery	3
HCL-704	Legal Issues in Healthcare	3
Marketing		**12**
MKR-700	Market Research	3
SOM-702	Social Media	3
GMK-703	Global Marketing	3
DMA-704	Digital Marketing Analytics	3

The following learning outcomes are achieved when satisfactorily completing the MBA degree:

Learning Outcomes

Graduates of the MBA program will be able to:

> communicate effectively in a variety of formats;
> identify the key issue(s) facing a business or business subdivision;
> utilize qualitative and quantitative methods to investigate and solve critical business problems;
> integrate tools and concepts from multiple functional areas (e.g., finance, marketing, operations) to solve business problems;
> evaluate and integrate ethical considerations when making business decisions; and
> incorporate diversity and multicultural perspectives when making business decisions.



The Program

The MBA Preparatory Program is a three-course, noncredit program that prepares professionals to enroll in the Master of Business Administration (MBA) degree program at Thomas Edison State College. The program is designed for professionals who have earned a nonbusiness undergraduate degree or want a "refresher" course in business fundamentals. The MBA Preparatory Program presents foundational principles in three prerequisite areas: financial accounting, microeconomics and statistics. The program's adult-centered course design, peer-encouraged instructional strategies and live facilitator-led topic review sessions offer a powerful learning platform.

Professionals accepted into the program follow customized curricula and learning plans aligned with key learning objectives and topics in the MBA degree program. The preparatory program's weekly discussion questions, content assessments and facilitator topic review sessions focus on topic learning, performance feedback and skills acquisition in preparation for course final exams. Passing preparatory program courses satisfies MBA degree prerequisites, in turn allowing enrollment in MBA program.

Who Should Apply?

Professionals who have earned a nonbusiness undergraduate degree in areas such as education, medicine, law, healthcare, humanities or the arts as well as those wanting "refresher" courses in business fundamentals are ideal candidates. For professionals who have earned discipline-specific certifications or acquired experience and expertise deemed equivalent to prerequisite courses, the courses may be waived. Applicants who satisfy MBA program prerequisites can be accepted directly into the MBA.

Master of Public Service Leadership

The Master of Public Service Leadership (MPSL) degree further develops leaders who function in the nonprofit and public service forums. This degree frames an education program that can be expected to serve its participants and society well by developing public servants with a solid grounding in principles and practices of their professions, including the abilities and values that are typically seen as important for public servants. Students engage in rigorous and relevant experiences that integrate policy theory and practice across disciplines. The various areas of study are designed to develop and hone the skills necessary to transform students' personal commitment into public leadership, enabling them to acquire a deep understanding of today's public service environment and develop the skills necessary to work as leaders in public service professions.

Areas of Study:

> Community and Economic Development
> Environmental Policy/Environmental Justice
> Information and Technology Management for Public Service
> Nonprofit Management
> Public Finance
> Public Health/Public Policy

Additionally, there is a learner-designed area of study (LDAS) in which students with specialized backgrounds and/or interests are encouraged to develop their own course of study with proper approval.

These areas of study position the College to enable students to prepare for several rapidly evolving fields or for students in these fields to advance professionally and strengthen the capacity of those who provide services in the public interest. Curricula focus on an evidence-based, inquiry-based approach to problem solving that enables students to address and identify solutions to real-world challenges and work with leaders in their respective fields.

I. Core courses		**18**
MPL-582	Law, Ethics and Decision Making in the Public Sector	3
MPL-510	Research Methods in Public Service	3
PJM-520	Project Leadership and Communications	3
	OR	
MPL-520	Program Analysis and Evaluation	3
OML-610	Organizational Management and Leadership I	3
	OR	
HRM-530	Human Resources Management	3
MPL-580	Public Service Leadership and Governance	3
MSP-574	Public Finance	3
	OR	
MSP-674	Municipal Finance	3
II. Area of Study*		**12**
III. Public Service Electives		**3**
IV. Capstone in Public Service		**3**
Total		**36 credits**

Areas of Study

Community and Economic Development

This area of study explores how community and government leaders work together to build critical organizations and partnerships such as community-based services, arts centers, downtown businesses, and a variety of urban renewal and redevelopment projects.

Required and Suggested Courses:

Community and Economic Development (CED) (12 credits)

MSP-520	Community and Economic Development and Leadership (required)	3
MSM-620	Leadership, Vision and Strategic Planning	3
MSP-620	Principles of Economic Development	3
MSP-622	Population, Land Use and Municipal Finance	3
MSP-623	Methods and Techniques for Community and Economic Development	3
MSP-662	Practical Grant Writing	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> demonstrate a working knowledge of the issues in CED;
> summarize the policies that influence CED decisions and approaches;
> analyze how CED policies are applied; and
> compare and contrast how different tools are applied to solve CED problems.

Environmental Policy and Environmental Justice

This area of study prepares graduates for positions in both the private and public sectors, particularly as the government's regulatory functions that deal with current environmental crises.

Required and Suggested Courses:

Environmental Policy and Environmental Justice (12 credits)

MSP-530	Environmental Issues and Policy (required)	3
MSP-531	Environmental Justice Issues and Policy (required)	3
MSP-630	Environmental Law and Policy	3
MSP-632	Environmental Science and Quantitative Methods	3
MSP-662	Practical Grant Writing	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> demonstrate knowledge of the primary issues in the environmental field;
> demonstrate knowledge of the primary issues in the environmental justice field;
> compare and contrast the views of environmental advocates on the same issue; and
> compare and contrast the views of environmental justice advocates on the same issue.

**See Areas of Study section for more information.*

Information Technology Management for Public Service

This area of study focuses on how IT simultaneously impedes and enables connectivity between private citizens, the business sector, nonprofit organizations and government, highlighting specific technologies and their applications in the public sector, identifying the core principles relevant to both managing IT and inducing lasting organizational change.

Required and Suggested Courses:

Information and Technology for Public Service (12 credits)

MSP-550	Managing Information and Technology in the Public Sector (required)	3
MSP-552	E-Government in Urban and Public Service (required)	3
MSP-650	Science, Technology and Public Policy	3
MSP-652	Ethical Implications for IT Professionals in Public Service	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> compare and contrast the uses of specific IT systems in the public sector;
> evaluate the IT induced organizational changes in the public sector; and
> categorize the principles of managing IT in the public sector.

Nonprofit Management

Nonprofits provide a vital link in addressing the economic and social gaps in society that are not effectively addressed by either government or private industry. This area of study is designed to support both current and emerging leadership, ultimately leading to an increase in capacity.

Required and Suggested Courses:

Nonprofit Management (12 credits)

NPM-502	Nonprofit Management (required)	3
NPM-610	Nonprofit Governance (required)	3
MSP-664	Volunteer Management	3
MSP-662	Practical Grant Writing	3
SOE-570	Social Entrepreneurship	3
NPM-670	Critical Issues in Nonprofit Management	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> evaluate elements of leadership and governance within a contemporary nonprofit entity;
> analyze the theories, roles, responsibilities, and legal duties of nonprofit boards and executive staff. Assess emerging organizational and governance trends in the nonprofit environment;
> examine human resources, marketing and communications issues for nonprofits;
> analyze fundraising and financial management topics in nonprofit management, including regulatory issues; and
> assess emerging trends in the nonprofit arena such as collaborations/mergers, advocacy and international concerns.

Public and Municipal Finance

This area of study is tailored for employees of government and quasi-governmental agencies as well as local members of nonprofits and community groups, labor and employment organizations, community boards and hospitals, etc., who want to know how to face the strategic challenges such as municipal aid reduction to the public sector, how to cut costs and manage public resources more efficiently.

Required and Suggested Courses:

Public and Municipal Finance (12 credits) – Any combination having courses from both areas:

Management

MSM-620	Leadership, Vision and Strategic Planning	3
PJM-530	Project Risk Management	3

Accounting/Finance

MSP-674	Municipal Finance	3
MSP-676	Urban Economics	3
MSP-678	Finance and Budgeting for Nonprofits	3
MSP-677	Municipal Bonds and Public Policy	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> discuss the role of government in providing goods and services to citizens and be able to participate in programs aimed at designing, planning, executing and delivering such goods and services;
> evaluate the results of such programs and modify future programs and plans accordingly; and
> evaluate the needs of government financing activities and be able to locate the sources of needed information and incorporate that information into the process.

Public Health/Public Policy

This program is designed to help students analyze public health issues, evaluate methods of intervention and recommend new approaches to implementation. Examples of health issues include the prevention and treatment of chronic diseases, racial and ethnic health disparities, the relationship between health and the built environment, improving health outcomes through poverty and violence prevention, links between management and management of health systems and the links between health and marketing, communication and technology.

Required and Suggested Course:

Public Health/Public Policy (12 credits)

MSP-540	Advanced Studies in Healthcare (required)	3
MSP-542	Epidemiology (required)	3
MSP-642	Legal Issues in Healthcare	3
MSP-662	Practical Grant Writing	3
MSP-640	Healthcare Operations and Systems	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> effectively analyze what social, political, environmental and economic forces influence the health of populations;
> classify causes of disease and the impact they have on public health;
> evaluate interventions to combat public health issues; and
> make suggestions to improve policy and public health practice.

Master of Science in Applied Science and Technology

The Master of Science in Applied Science and Technology (MSAST) degree is a 36-credit online program designed to meet the advanced, multidisciplinary educational requirements of students interested in obtaining leadership positions in their chosen professions. The core curriculum provides advanced learning in the modern tools of business management, leadership, applied science and technology. The program focuses on developing the research, analysis and critical evaluation skills necessary to support the decision making and problem solving required to lead today's technical enterprises. The program includes 18 credits of core courses and 12 credits of track-specific courses based on the area of concentration a student selects and a 6-credit Master's Project.

Learning Outcomes

Graduates of the Master of Science in Applied Science and Technology will be able to:

- demonstrate mastery, orally and in writing, of the knowledge, techniques, skills, modern tools and advanced technologies of the appropriate discipline;
- initiate, design and conduct research;
- integrate theoretical concepts and research findings into product and/or process innovation;
- incorporate productivity measurement and project planning tools to plan, manage and evaluate constant improvement projects that support organizational goals;
- demonstrate leadership in the workplace through the use of advanced technological and management tools and techniques; and
- evaluate the impact of ethical and cultural influences on organizational interactions and/or decisions.

		Credits
I. Core courses		**18**
ORR-510	Organizational Research	3
THC-625	Technology and the Human Community: Challenges and Responses	3
APS-600	Productivity Measurement and Continuous Improvement	3
PJM-510	Project Management	3
APS-601	Technology Innovation and Commercialization	3
CRS-610	Corporate Social Responsibility	3
II. Area of Specialization/Professional Track		**12**
Students can select:		
Clinical Trials Track		
CTM-510	Introduction to Clinical Trials Research and Drug Development	3
CTM-520	Clinical Trials Research: Practice to Policy	3
CTM-530	Introduction to Clinical Trials Data Management	3
CTM-540	Ethical Issues and Regulatory Principles in Clinical Trials	3
OR		
Technical Studies Track		
EUT-500	Renewable and Alternative Energy	3
APS-501	Human Performance Improvement	3
APS-502	Advanced Quality Analysis	3
CMP-500	Network Security	3
III. Master's Project		**6**
APS-700	Master's Project in Applied Science and Technology	6
Total		**36 credits**

Master of Science in Homeland Security

The Master of Science in Homeland Security (MSHS) degree presents a unique curriculum covering domestic and global issues in security and develops competencies in theory, analysis, practice and policymaking. Students will become conversant with the roles of technology, intelligence and law in establishing protection policies and procedures and in responding to and mitigating threats and disasters, whether natural or anthropogenic. The students will learn to develop policy, establish objectives and understand the impact of operational decisions in both the domestic and international arenas. Courses cover law enforcement, terrorism, intelligence, legal issues, emergency management, cyber security, biosecurity and public administration issues.

The program is intended for adults who want to learn advanced aspects of homeland security and emergency preparedness and prepares students to guide and supervise both day-to-day operational and strategic planning and decision making, which is mandated in the post-9/11 era. Students who complete the Master of Science in Homeland Security will encounter a wide variety of career options. Many will utilize this degree with prior experience in security, police or military service to advance in those fields. Those who are already experienced in those fields will utilize this degree to enter policy and leadership positions. Those without formal security training, but with expertise in the health professions, engineering, business or law, will find that this degree prepares them to utilize their disciplinary knowledge in security situations.

The Master of Science in Homeland Security degree program is a 36-credit graduate program offering both required courses and elective courses as needed to satisfy the individual learning interests of students. The course work provides a solid grounding in relevant academic theory, applied practice and policymaking. Students will complete course work in a prescribed order, and will complete a Capstone project in security policy.

		Credits
I. Core Courses		**24**
HLS-500	Terrorism and Homeland Security in the U.S.	3
HLS-501	Natural Disasters and Security Planning	3
HLS-510	Protecting the Homeland: Balancing Security and Liberty	3
HLS-615	Domestic and Global Intelligence for Security Management	3
HLS-620	Preparedness: Planning, Prevention and Deterrence	3
HLS-625	Technology and Information Security	3
HLS-630	Protecting the Homeland: Response and Recover	3
HLS-640	Administration and Finance for Security Professionals	3
II. Electives in Homeland Security		**6**
(students select two of the following courses)		
HLS-610	The Psychology and Sociology of Disaster	3
HLS-611	International Legal and Ethical Issues	3
HLS-645	Pandemics, Bioterrorism, and Biosecurity	3
III. Core Advanced Level Course		**6**
HLS-650	Capstone in Homeland Security	6
Total		**36 credits**

Learning Outcomes

Graduates of the Master of Science in Homeland Security will be able to:

> analyze terrorism as it relates to the United States and internationally;

> strategize plans to address disasters and threats to security;

> apply statutory and constitutional legal principles to implementation of national and global security strategies;

> debate the relationship between security versus personal and societal freedom;

> analyze response and recovery efforts in homeland security at the local, state, federal and tribal levels;

> analyze national and global intelligence mechanisms, security procedures and organizations, and the interplay among them and between them and public institutions; and

> evaluate critical resources and key infrastructures that are potential targets of security risk.

Master of Science in Human Resources Management

The Master of Science in Human Resources Management (MSHRM) degree was developed with the guidance of human resources professionals and is aligned with the Society for Human Resource Management (SHRM) HR Curriculum Guidebook and Templates. 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.

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.

Courses must be taken in order:

I. MSHRM Core Courses		**27**
HRM-530	Human Resources Management	3
ORR-510	Organizational Research	3
HRM-540	Lifestyle Benefits and Compensation in the New Millennium	3
HRM-550	Strategic Recruiting, Retention and Succession Planning	3
HRM-560	Intellectual Capital and the Workplace Learner	3
HRM-570	The Effectiveness of a Market Connected Culture	3
HRM-600	Managing the Human Resources Enterprise	3
HRM-610	Human Resources as a Strategic Partner	3
HRM-620	The Legal and Ethical Environment of Human Resources	3
II. Electives*		**6**

**Students have the option of taking Thomas Edison State College graduate business or business related online courses to fulfill their electives. Electives not offered by the School of Business and Management must be approved by the academic dean prior to enrolling in the course. Students have the option to transfer business graduate credits from other regionally accredited institutions and/or apply credits recommended by the American Council on Education (ACE).*

III. Capstone Project		**3**
MAN 630 - Management Capstone		
Total		**36 credits**

What You Will Know and What You Will Be Able To Do

Human resources 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.

Learning Outcomes

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 resources skills in staffing, providing professional development, managing organizational culture, and measuring and rewarding performance; and
> assess and use research and best-practice standards from the human resources field to improve their practice.

Gain Advanced Standing for Society of Human Resource Management (SHRM) Certification

Human resources management students can earn up to 3 elective credits by earning the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certificate examinations offered by the Human Resources Certification Institute (HRCI).

Advisory*: The maximum core course and elective course credit a student may transfer into the Master of Science in Human Resources Management degree program is 12 credits.*

Master of Science in Management

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.

Students may tailor their degree program to provide additional depth in one of the following areas of study: Organizational Leadership, Accounting, Project Management, School Business Administrator and Homeland Security. In addition, students who wish to advance in public service organizations, nonprofits or social entrepreneurship ventures may choose to specialize in one of the following areas of study, developed through a collaboration of the John S. Watson School of Public Service and Continuing Studies and the School of Business and Technology: Community and Economic Development, Environmental Policy and Environmental Justice, Information and Technology for Public Service, Nonprofit Management, Public Finance, Public Health, and Public Service Administration and Leadership.

These areas are described in greater detail below.

I. MSM Core Courses		**18**
ORG-502	Leadership and Management in the 21st Century	3
HRM-530	Human Resources Management	3
ORR-510	Organizational Research	3
EIO-520	Economic Issues in Organizations	3
FAM-540	Finance and Accounting for Managers	3
Select ONE of the following courses:		
MKM-560	Marketing Management	3
OR		
PJM-510	Project Management	3
II. MSM Electives*		**12**
III. Core Advanced Level Courses		**6**
MSM-620	Leadership, Vision and Strategic Planning	3
MAN-630	Management Capstone	3
Total		**36 credits**

What You Will Know and What You Will Be Able To Do

The MSM degree curriculum focuses on developing critical competencies that impact managerial performance: A Capstone project is required of each student. The student will work individually with a mentor of his/her choosing to solve a problem currently faced by an organization. The project provides students the opportunity to apply what they have learned with guidance from an expert in the field.

> Managerial role competencies.
> Generic decision-making competencies associated with 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

**Students have the option of taking Thomas Edison State College graduate business or business related online courses to fulfill their electives. Electives not offered by the School of Business and Management must be approved by the academic dean prior to enrolling in the course. Students have the option to transfer business graduate credits from other regionally accredited institutions and/or apply credits recommended by the American Council on Education (ACE).*

Advisory: The maximum core course and elective course credit a student may transfer in to the Master of Science in Management degree program is 12 credits.

MSM Areas of Study

Organizational Leadership

Organizational Leadership area focuses on developing management and leadership skills and transforming students into strategic leaders.

Required and Suggested Course:

Organizational Leadership (12 credits)

OML-630	Contemporary Issues in Leadership	3
GLM-550	Global Management	3
LCO-610	Leading Change in Complex Organizations	3
OML-610	Organizational Management and Leadership I	3
OML-620	Organizational Management and Leadership II	3

Accounting

The accounting area of study builds knowledge in the principles of financial accounting, theoretical structures of accounting, stock market transactions, and auditing and investigative fraud techniques. The program is aimed at individuals who have already completed an undergraduate degree at a regionally accredited institution of higher education with a minimum of 24 credits in accounting.

Required Course:

Accounting (12 credits)

ACC-501	Principles of Forensic Accounting	3
ACC-601	Intermediate Accounting III	3
ACC-602	Advanced Accounting	3
ACC-603	Accounting Theory	3

Project Management

The area of study in project management prepares students for Project Management Institute (PMI) and other types of certification as project management professionals. The specialization provides a comprehensive overview of the field according to the Project Life Cycle model and nine areas of competency outlined by the PMI, the thought leader of contemporary project management practice and scholarship.

Required and Suggested Course:

Project Management (12 credits)

PJM-510	Project Management (required)	3
PJM-520	Project Leadership and Communications	3
PJM-530	Project Risk Management	3
PJM-540	Procurement and Vendor Management	3
PJM-640	Global Project Management	3

Homeland Security Management

Homeland security management was developed by a team of law enforcement and emergency management practitioners, and professors. The program 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. Courses cover law enforcement, terrorism, emergency management and business continuity issues.

Required Course:

Homeland Security Management (12 credits)

HLS-500	Terrorism and Homeland Security in the U.S.	3
HLS-510	Protecting the Homeland: Balancing Security and Liberty	3
HLS-620	Preparedness: Prevention and Deterrence	3
HLS-630	Protecting the Homeland: Response and Recovery	3

Human Resources Management

The human resources management area of study prepares students for roles as human resources professionals and strategic partners within today's organizations. This specialization will build business knowledge and expertise in critical HRM competencies. The program focuses on the most important strategic initiatives that human resources professionals face as they lead their organizations through the uncharted waters of constant change.

Required and Suggested Course:

Human Resources Management (12 credits)

HRM-530	Human Resources Management	3
HRM-540	Lifestyle Benefits and Compensation in the New Millennium	3
HRM-550	Strategic Recruiting, Retention and Succession Planning	3
HRM-560	Intellectual Capital and the Workplace Learner	3
HRM-570	The Effectiveness of a Market Connected Culture	3
HRM-600	Managing the Human Resources Enterprises	3
HRM-610	Human Resources as a Strategic Partner	3
HRM-620	The Legal and Ethical Environment of Human Resources	3

School Business Administration

This degree provides a curriculum that encompasses the academic and professional areas of business and management while meeting the eligibility requirements for the New Jersey Department of Education administrative certification with the endorsement of School Business Administrator. The Master of Science in Management with an area of study in School Business Administration is uniquely positioned for individuals seeking to become certified school business administrators in pre-K-12 school districts and in other educational settings requiring this endorsement.

Required Course:

School Business Administration (12 credits)

EDL-550	School Law	3
EDL-680	Budget Forecasting and Fiscal Planning	3
EDL-690	Developing School and Community Partnerships	3
EDL-670	Technology for Instruction and Administration	3
OR		
EDL-800	The Superintendency	3

MSM/Public Service Areas of Study

Students wishing to pursue a Public Service area of study within the MSM degree program must be admitted jointly to the John S. Watson School of Public Service and Continuing Education as well as to the School of Business and Management. Only one set of application materials must be submitted for joint consideration.

The John S. Watson School of Public Service and Continuing Studies, in partnership with the School of Business and Management, has developed seven areas of study that are offered under the Master of Science in Management.

Additionally, there is a learner-designed area of study (LDAS), which students with specialized backgrounds and/or interests are encouraged to develop their own course of study with proper approval.

- Community and Economic Development
- Environmental Policy/Environmental Justice
- Information and Technology Management for Public Service
- Nonprofit Management
- Public Finance
- Public Health/Public Policy
- Public Service Administration and Leadership

These areas of study position the College to enable students to prepare for several rapidly evolving fields or for students in these fields to advance professionally and strengthen the capacity of those who provide services in the public interest. Curricula focus on an evidence-based, inquiry-based approach to problem solving that enable students to address and identify solutions to real-world challenges and work with leaders in their respective fields.

I. Core Courses		**18**
ORG-502	Leadership and Management in the 21st Century	3
HRM-530	Human Resources Management	3
ORR-510	Organizational Research	3
EIO-520	Economic Issues in Organization	3
FAM-540	Finance for Accounting and Managers	3
MKM-560	Marketing Management	3
OR		
PJM-510	Project Management	3
II. Areas of Study*		**12**
III. Electives		**3**
IV. Capstone		**3**
MAN-630	Management Capstone	3
Total		**36 credits**

**See Areas of Study section for more information.*

Areas of Study

Community and Economic Development

This area of study explores how community and government leaders work together to build critical organizations and partnerships such as community-based services, arts centers, downtown businesses, and a variety of urban renewal and redevelopment projects.

Required and Suggested Courses:

Community and Economic Development (CED) (12 credits)

MSP-520	Community and Economic Development and Leadership (required)	3
MSM-620	Leadership, Vision and Strategic Planning	3
MSP-620	Principles of Economic Development	3
MSP-622	Population, Land Use and Municipal Finance	3
MSP-623	Methods and Techniques for Community and Economic Development	3
MSP-662	Practical Grant Writing	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

- demonstrate a working knowledge of the issues in CED;
- summarize the policies that influence CED decisions and approaches;
- analyze how CED policies are applied; and
- compare and contrast how different tools are applied to solve CED problems.

Environmental Policy and Environmental Justice

The environmental policy and environmental justice area of study prepares graduates for positions in both the private and public sectors, particularly regarding government's regulatory functions that deal with current environmental crises.

Required and Suggested Courses:

Environmental Policy and Environmental Justice (12 credits)

MSP-530	Environmental Issues and Policy (required)	3
MSP-531	Environmental Justice Issues and Policy (required)	3
MSP-630	Environmental Law and Policy	3
MSP-632	Environmental Science and Quantitative Methods	3
MSP-662	Practical Grant Writing	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> demonstrate knowledge of the primary issues in the environmental field;
> demonstrate knowledge of the primary issues in the environmental justice field;
> compare and contrast the views of environmental advocates on the same issue; and
> compare and contrast the views of environmental justice advocates on the same issue.

Information Technology Management for Public Service

This area of study focuses on how IT simultaneously impedes and enables connectivity between private citizens, the business sector, nonprofit organizations and government, highlighting specific technologies and their applications in the public sector, identifying the core principles relevant to both managing IT and inducing lasting organizational change.

Required Courses:

Information and Technology for Public Service (12 credits)

MSP-550	Managing Information and Technology in the Public Sector	3
MSP-552	E-Government in Urban and Public Service	3
MSP-650	Science, Technology and Public Policy	3
MSP-652	Ethical Implications for IT Professionals in Public Service	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> compare and contrast the uses of specific IT systems in the public sector;
> evaluate the IT induced organizational changes in the public sector; and
> categorize the principles of managing IT in the public sector.

Nonprofit Management

Nonprofits provide a vital link in addressing the economic and social gaps in society that are not effectively addressed by either government or private industry. This area of study is designed to support both current and emerging leadership, ultimately leading to an increase in capacity.

Required and Suggested Courses:

Nonprofit Management (12 credits)

NPM-502	Nonprofit Management (required)	3
NPM-610	Nonprofit Governance (required)	3
MSP-664	Volunteer Management	3
MSP-662	Practical Grant Writing	3
SOE-570	Social Entrepreneurship	3
NPM-670	Critical Issues in Nonprofit Management	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> evaluate elements of leadership and governance within a contemporary nonprofit entity;
> analyze the theories, roles, responsibilities and legal duties of nonprofit boards and executive staff. Assess emerging organizational and governance trends in the nonprofit environment;
> examine human resources, marketing and communications issues for nonprofits;
> analyze fundraising and financial management topics in nonprofit management, including regulatory issues; and
> assess emerging trends in the nonprofit arena such as collaborations/mergers, advocacy and international concerns.

Public and Municipal Finance

This area of study is tailored for employees of government and quasi-governmental agencies as well as local members of non-profits and community groups, labor and employment organizations, community boards and hospitals, etc., who want to know how to face the strategic challenges such as municipal aid reduction to public sector, how to cut costs and manage public resources more efficiently.

Required and Suggested Courses:

Public and Municipal Finance (12 credits) – Any combination having courses from both areas:

Management

MSM-620	Leadership, Vision and Strategic Planning	3
PJM-530	Project Risk Management	3

Accounting/Finance

MSP-674	Public Finance	3
MSP-676	Urban Economics	3
MSP-678	Finance and Budgeting for Nonprofits	3
MSP-677	Municipal Bonds and Public Policy	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> discuss the role of government in providing goods and services to citizens and be able to participate in programs aimed at designing, planning, executing and delivering such goods and services;
> evaluate the results of such programs and modify future programs and plans accordingly; and
> evaluate the needs of government financing activities and be able to locate the sources of needed information and incorporate that information into the process.

Public Health/Public Policy

This program is designed to help students analyze public health issues, evaluate methods of intervention and recommend new approaches to implementation. Examples of health issues include the prevention and treatment of chronic diseases, racial and ethnic health disparities, the relationship between health and the built environment, improving health outcomes through poverty and violence prevention, links between management and management of health systems and the links between health and marketing, communication and technology.

Required and Suggested Courses:

Public Health/Public Policy (12 credits)

MSP-540	Advanced Studies in Healthcare (required)	3
MSP-542	Epidemiology (required)	3
MSP-642	Legal Issues in Healthcare	3
MSP-662	Practical Grant Writing	3
MSP-640	Healthcare Operations and Systems	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> effectively analyze what social, political, environmental and economic forces influence the health of populations;
> classify causes of disease and the impact they have on public health;
> evaluate interventions to combat public health issues; and
> make suggestions to improve policy and public health practice.

Public Service Administration and Leadership

Municipal, county and state leaders working and advocating in public service arenas are continually under pressure to do more with less. The Public Service Administration and Leadership area of study develops leaders who are skilled at providing effective and thoughtful direction and strategy. This area of study has a strong emphasis on management, ethics, budget and finance, decision making and methods to identify innovative solutions to organizational issues.

Required and Suggested Courses:

Public Service Administration and Leadership (12 credits)

MPL-580	Public Service Leadership and Governance (required)	3
MPL-582	Law, Ethics and Decision Making in the Public Sector (required)	3
MSP-678	Finance and Budgeting for Nonprofits	3
MSP-550	Managing Information and Technology in the Public Sector	3
MSM-620	Leadership, Vision and Strategic Planning	3

Learning Outcomes

Upon completion of the area of study, students will be able to:

> evaluate and propose effective strategic leadership strategies for public service administrators; and
> interpret, debate and propose what constitutes ethical and legal approaches in effective leadership.

Master of Science in Nursing

The Master of Science in Nursing (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. The MSN degree requires a minimum of 36 credits consisting of different combinations of courses: core, direct care core, electives, specialty and Practicum. Two years experience in nursing is recommended and a BSN degree from an accredited program is required.

Three areas of nursing specialty are offered: Nurse Educator, Nursing Informatics and Nursing Administration. The Nurse Educator program prepares graduates for teaching roles in healthcare and academic settings. The Nursing Informatics program prepares graduates to function as a nursing informatics specialist. The Nursing Administration program prepares graduates for the role of nurse administrator in healthcare settings. A certificate in the selected area of specialty is awarded along with the MSN degree.

MSN Nurse Educator

		Credits
I. Core Courses		**12**
NUR-529	Health Policy	3
NUR-530	Evidence-Based Nursing Practice	3
NUR-531	Nursing Informatics: Concepts and Issues	3
NUR-600	Nursing Leadership in a Global Community	3
II. Direct Care Core Courses		**9**
NUR-516	Advanced Health Assessment	3
NUR-640	Advanced Pathophysiology	3
NUR-650	Advanced Pharmacology	3
III. Specialty Courses		**9**
NUR-630	Theoretical Foundations and Instructional Strategies	3
NUR-700	Curriculum Theory and Development in Nursing Education	3
NUR-710	Testing, Assessment and Evaluation	3
IV. Practicum Courses		**6**
NUR-740	Nurse Educator: Seminar and Practicum I	3
NUR-750	Nurse Educator: Seminar and Practicum II	3

Note: Course descriptions, advisories and prerequisites can be found in this publication and on the College website at 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, the core courses are to be taken first and the Practicums are to be taken last, and may not be taken concurrently with core courses.*

MSN in Nursing Informatics

I. Core Courses		**12**
NUR-529	Health Policy	3
NUR-530	Evidence-Based Nursing Practice	3
NUR-531	Nursing Informatics: Concepts and Issues	3
NUR-600	Nursing Leadership in a Global Community	3
II. Electives*		**9**
III. Specialty Courses		**9**
NUR-631	Nursing Informatics: Systems Life Cycle	3
NUR-701	Nursing Informatics: Databases and Knowledge Management	3
NUR-711	Nursing Informatics: Consumer Informatics and Communication Technologies	3
IV. Practicum Courses		**6**
NUR-721	Nursing Informatics: Seminar and Practicum I	3
NUR-731	Nursing Informatics: Seminar and Practicum II	3

MSN in Nursing Administration

I. Core Courses		**12**
NUR-529	Health Policy	3
NUR-530	Evidence-Based Nursing Practice	3
NUR-531	Nursing Informatics: Concepts and Issues	3
NUR-600	Nursing Leadership in a Global Community	3
II. Electives*		**9**
III. Specialty Courses		**9**
NUR-632	Nursing Administration: Standards and Structures	3
NUR-702	Nursing Administration: Executive Managerial Process	3
NUR-712	Nursing Administration: Resources Acquisition and Management	3
IV. Practicum Courses		**6**
NUR-722	Nursing Administration: Seminar and Practicum I	3
NUR-732	Nursing Administration: Seminar and Practicum II	3

Note: For MSN - Nurse Educator and MSN – Nursing Informatics, completion of 120 onground, supervised hours is required in each Practicum course. Application for Practicum placement is submitted six months in advance. The Practicums must be taken consecutively at the same facility. For MSN – Nursing Administration, completion of 150 onground, supervised hours is required in each Practicum course. Application for Practicum placement is submitted six months in advance. The Practicums must be taken consecutively at the same facility.

**Electives may be selected from nursing elective course offerings, direct care courses and/or alternate specialty area courses. Speak with your advisor to select electives pertinent to your specialty.*

Graduate Certificates

Graduate certificates are available completely online and offer students an excellent opportunity to gain expertise in specific areas to advance their careers. Students may apply the credits earned through these programs toward a graduate degree at Thomas Edison State College.

Graduate Certificate in Clinical Trials Management

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 mentor, and assignments that mirror workplace requirements.

CTM-510	Introduction to Clinical Trials Research and Drug Development	3
CTM-520	Clinical Trials Research: Practice to Policy	3
CTM-530	Introduction to Clinical Trials Data Management	3
CTM-540	Ethical Issues and Regulatory Principles in Clinical Trials	3
TOTAL		**12 CREDITS**

Graduate Certificate in Educational Leadership

The graduate certificate in Educational Leadership program is designed for the classroom teacher or other education professional who holds a graduate degree in education and is seeking only the supervisor endorsement. The program is approved by the New Jersey Department of Education as having met the academic requirements for the supervisor endorsement.

To be eligible for the standard administrative certificate with a supervisor endorsement, a candidate must hold a master's degree from a regionally accredited college or university; hold a standard New Jersey instructional or educational services certificate or its out-of-state equivalent; and complete three years of successful teaching and/or educational services experience. Teaching and/or educational services experience completed in a New Jersey public school must have been under an appropriate New Jersey certificate. (N.J.A.C. 6A:9-12.6)

EDL-520	Standards-Based Curriculum Development, Pre-K-12	3
EDL-530	Critical Issues and Theories in Curriculum Design and Evaluation, Pre-K-12	3
EDL-540	Curriculum Leadership and Supervision	3
EDL-660	Human Resources Administration	3
TOTAL		**12 CREDITS**

Graduate Certificate in Homeland Security

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.

HLS-500	Terrorism and Homeland Security in the U.S.	3
HLS-510	Protecting the Homeland: Balancing Security and Liberty	3
HLS-620	Preparedness: Prevention and Deterrence	3
HLS-630	Protecting the Homeland: Response and Recovery	3
TOTAL		**12 CREDITS**

Graduate Certificate in Human Resources Management

Courses available for this graduate-level certificate focus on the most important strategic initiatives that human resources 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 154 to determine which of these course options can help meet core requirements of that graduate degree program. *Students must complete 12 semester credits by selecting four of the following course options:*

HRM-530	Human Resources Management	3
HRM-540	Lifestyle Benefits and Compensation in the New Millennium	3
HRM-550	Strategic Recruiting, Retention and Succession Planning	3
HRM-560	Intellectual Capital and the Workplace Learner	3
HRM-570	The Effectiveness of a Market Connected Culture	3
HRM-600	Managing the Human Resources Enterprise	3
HRM-610	Human Resources as a Strategic Partner	3
HRM-620	The Legal and Ethical Environment of Human Resources	3
TOTAL		**12 CREDITS**

Students interested in pursuing a Master of Science in Management degree should see Page 155 for degree requirements. Students may simultaneously earn a Graduate Certificate in Human Resources Management and an MSM with a Human Resources Management area of study.

Graduate Nursing Certificate Programs

The W. Cary Edwards School of Nursing graduate nursing certificate programs are designed for experienced RNs with a master's in nursing who want to develop the knowledge and skills needed to practice in another area of nursing specialty. The certificate programs consist of theory courses and up to two Practicums, a maximum of 15-18 credits each, and are available in each area of specialty offered in the MSN degree program. The competencies identified, and the theory and Practicum courses, are the same for the certificate programs as for students completing the same area of specialty in the MSN degree program. A certificate in the selected area of specialty is awarded on certificate program completion and submission of the Request for Graduate Nursing Certificate form, pending clearance by the College.

▶ Nurse Educator

The Nurse Educator certificate program is designed for experienced RNs with a master's in another area of nursing specialty who want to develop the knowledge and skills needed to teach in school of nursing and healthcare settings. The program includes three theory courses and the student's choice of either an onground education Practicum or an advanced clinical Practicum, or both, for a total of 12 to 15 credits. The student will select a healthcare or educational setting and preceptor for the Practicums. The same facility will be used as the setting for both Practicums, which are 120 hours each.

Nurse Educator Certificate Program Requirements

NUR-630	Theoretical Foundations and Instructional Strategies	3
NUR-700	Curriculum Theory and Development in Nursing Education	3
NUR-710	Testing, Assessment and Evaluation	3
NUR-740	Nurse Educator: Seminar and Practicum I	3
	and/or	
NUR-750	Nursing Educator: Seminar and Practicum II	3
TOTAL		**12-15 CREDITS**

**Completion of 120 onground, supervised hours is required in each Practicum course. Application for Practicum placement is submitted six months in advance. The Practicums must be taken consecutively at the same facility.*

▶ Nursing Informatics

The Nursing Informatics certificate program is designed for experienced RNs with a master's in nursing in another area of nursing specialty who want to develop the knowledge and skills needed to practice as a nursing informatics specialist in healthcare settings. The program includes four theory courses and two Practicums for a total of 18 credits. The student will select a healthcare setting and preceptor for the Practicums. The same facility will be used as the setting for both Practicums, which are 120 hours each.

Nursing Informatics Certificate Program Requirements

NUR-531	Nursing Informatics: Concepts and Issues*	3
NUR-631	Nursing Informatics: Systems Life Cycle	3
NUR-701	Nursing Informatics: Databases and Knowledge Management	3
NUR-711	Nursing Informatics: Consumer Informatics and Communications Technology	3
NUR-721	Nursing Informatics: Seminar and Practicum I**	3
NUR-731	Nursing Informatics: Seminar and Practicum II**	3
TOTAL		**18 CREDITS**

**If completed as part of the degree requirements for the BSN or MSN at Thomas Edison State College, this course will not be required for certificate completion.*

***Completion of 120 onground, supervised hours is required in each Practicum course. Application for Practicum placement is submitted six months in advance. The Practicums must be taken consecutively at the same facility.*

▶ Nursing Administration

The Nursing Administration certificate program is designed for experienced RNs with a master's in nursing in another area of nursing specialty who want to develop the knowledge and skills needed to practice as a nurse administrator in healthcare settings. The program includes three theory courses and two Practicums for a total of 15 credits. The student will select a healthcare setting and preceptor for the Practicums. The same facility will be used as the site for both Practicums, which are 150 hours each.

Nursing Administration Certificate Program Requirements

NUR-632	Nursing Administration: Standards and Structures	3
NUR-702	Nursing Administration: Executive Managerial Process	3
NUR-712	Nursing Administration: Resource Acquisition and Management	3
NUR-722	Nursing Administration: Seminar and Role Practicum*	3
NUR-732	Nursing Administration: Seminar and Process Practicum*	3
TOTAL		**15 CREDITS**

**Completion of 150 onground, supervised hours is required in each Practicum course. Application for Practicum placement is submitted six months in advance. The Practicums must be taken consecutively at the same facility.*

Graduate Certificate in Online Learning and Teaching

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.

OLT-510	Theory and Culture of Online Learning	3
OLT-520	Learning Technology as an Issue in Online Learning	3
OLT-630	Issues in Instructional Design in Online Learning	3
OLT-640	Communication and Interactivity in Online Learning	3
TOTAL		**12 CREDITS**

Graduate Certificate in Organizational Leadership

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 must complete 12 semester credits by selecting four of the following course options:*

ORG-502	Leadership and Management in the 21st Century	3
ORR-510	Organizational Research	3
EIO-520	Economic Issues in Organizations	3
HRM-530	Human Resources Management	3
FAM-540	Finance and Accounting for Managers	3
OML-610	Organizational Management and Leadership	3
OML-620	Organizational Management and Leadership II	3
TOTAL		**12 CREDITS**

Students interested in pursuing a Master of Science in Management degree should see Page 155 for degree requirements. Students may simultaneously earn a Graduate Certificate in Organizational Leadership and an MSM with an Organizational Leadership area of study.

Note: Course descriptions, advisories and prerequisites can be found in this publication and on the College website at www.tesc.edu. *It is the student's responsibility to know and to satisfy advisories and prerequisites prior to course registration. In the graduate nursing certificate programs the theory courses are to be taken first and the Practicum(s) last.*

Graduate Certificate in Professional Communications

The rise of social media and mobile and commerce-based applications has increased the need for organizations to understand how people use technology to communicate that encompasses all fields of communication from education to healthcare to public policy to business. This graduate certificate links the study of technology and how it is used to communicate in today's market and prepares students to serve as voices for their organizations in today's new media environment.

The graduate certificate in Professional Communication requires:

> communications theory (3 credits)
> grant or proposal writing (3 credits)
> advanced writing for a specific discipline (3 credits)
> emerging technology (e.g., social media) (3 credits)

COM-610	Professional Communications Theory	3
COM-620	Advanced Professional and Business Writing	3
SOM-702	Introduction to Social Media	3
MSP-662	Practical Grant Writing	3
TOTAL		**12 CREDITS**

Learning Outcomes

Upon completion of the certificate, students will be able to:

> analyze the implications of various forms of media in specific communications context;
> develop various professional communications consistent with best practices;
> integrate technology into the development of a professional communications plan; and
> apply ethical and legal standards to address communications practice.

Graduate Certificate in Project Management

The Project Management certificate provides a comprehensive overview of the field according to the Project Life Cycle model and nine areas of competency outlined by the Project Management Institute (PMI), the thought leader of contemporary project management practice and scholarship. These areas of competency are the management of project integration throughout all phases of the life cycle, project scope and planning, deliverables definition and activity scheduling, cost and budget, quality principles, human resources and team leadership, formal and informal communications and documentation, risk planning and monitoring, and contracts and procurement.

Students are required to take PJM-510 Project Management and then select three additional courses.

PJM-510	Project Management	3
PJM-520	Project Leadership and Communication	3
PJM-530	Project Risk Management	3
PJM-540	Procurement and Vendor Management	3
PJM-640	Global Project Management	3
TOTAL		**12 CREDITS**

Students interested in pursuing a Master of Science in Management degree should see Page 155 for degree requirements. Students may simultaneously earn a Graduate Certificate in Project Management and an MSM with a Project Management area of study.

Graduate Certificate in Public Service Leadership

This graduate-level certificate is open only to graduates of the Executive Potential Program (EPP). 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 from the list below.

Credits earned taking these graduate-level courses for the Graduate Certificate in Public Service Leadership may be applied to the requirements of most graduate degree programs at Thomas Edison State College. Student should check with the dean of their graduate program concerning which courses may be used toward their degree.

Graduates of the EPP program 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 Admissions at (888) 442-8372 or *gradstudies@tesc.edu*. *Students must complete 12 semester credits by selecting four of the following course options:*

ETH-590	Ethics for Managers	3
HRM-530	Human Resources Management	3
HRM-550	Strategic Recruiting, Retention and Succession Planning	3
HRM-560	Intellectual Capital and the Workplace Learner	3
NPM-502	Nonprofit Management	3
NPM-610	Nonprofit Governance and Board Leadership	3
NPM-670	Critical Issues in Nonprofit Management	3
OML-610	Organizational Management and Leadership I	3
OML-620	Organizational Management and Leadership II	3
OML-630	Contemporary Topics in Leadership and Organizational Development	3
PJM-510	Project Management	3
SOE-570	Social Entrepreneurship	3
TOTAL		**12 CREDITS**

Professional Certificates (noncredit)

John S. Watson School of Public Service and Continuing Studies

Continuing Studies

Mission and Purpose:

Noncredit certificates and courses offered by the John S. Watson School of Public Service and Continuing Studies are designed to reach diverse communities throughout New Jersey, the region, the nation and the world, and help adults to prepare for career changes, professional advancement, test preparation, skills acquisition, business training and various professional certifications. With an emphasis on access and opportunity, the School truly believes that lifelong learning empowers both the individual and the community.

Certificates and Courses

Fitness Training and Fitness Management

- Fitness Business Management**
- Personal Fitness Training**
- Personal Fitness Training-Advanced**
- Personal Training and Group Exercise Training for Older Adults**
- Women's Exercise Training and Wellness**
- Certified Posture Specialist**

Nutrition

- Nutrition for Optimal Health, Wellness and Sports**
- Family Nutrition**
- Functional Family Nutrition**
- School Nutrition and Wellness**

Healthcare

- Medical Transcription**
- Medical Transcription Editor**
- Medical Coding and Billing**
- Pharmacy Technician**
- Medical Office Assistant Specialist**
- Electronic Health Records Specialist**

Human Resources

- SHRM Learning System*
- Workforce Career Coach Facilitator***

Teaching

- Introduction to the Teaching Profession*

Professional Continuing Education for Social Workers, Addiction Counselors and Mental Health Specialists

- Fetal Alcohol Spectrum Disorder*

Nonprofit Management

- Grantsmanship for Nonprofits*
- ABC's of Not-For-Profit Accounting*
- Managing Volunteers*
- The Role of Nonprofit Boards*
- Fundraising for Nonprofits*

Cyber Security and Counterterrorism

- Cyber Security**
- Counterterrorism Intelligence**

Building/Construction Management

- General Building Code*
- Construction Management**

Business

- Entrepreneurship **

** Indicates a certificate of successful completion*
*** Indicates a Thomas Edison State College certificate*
**** Indicates certification through a professional organization*

What You Can Study

Index of Degree Programs by Area of Study

From accounting to sociology, and architectural design to criminal justice, students can concentrate in one of more than 100 areas of study to complete their degrees. In addition, students can earn undergraduate and graduate certificates as well as noncredit professional certificates.

The following alphabetical list tells you:

> The area of study you can choose
> The type of degree or certificate you can earn

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

A

Accounting
> Accounting, BSBA
> Accounting/CPA BSBA
> Accounting, Undergraduate Certificate
> Accounting, MSM

Administrative Studies
> Administrative Studies, AAS

Allied Dental Education*
> Allied Dental Concentration, BSHeS

Air Traffic Control*
> Air Traffic Control, ASAST
> Air Traffic Control, BSAST

Anthropology
> Anthropology, BA

Applied Computer Studies
> Applied Computer Studies, AAS

Applied Electrical Studies
> Applied Electronic Studies, AAS

Applied Health Studies
> Applied Health Studies, AAS

Art
> Art, BA

Automotive Performance Technology
> Automotive Performance Technology, BSAST

Aviation Flight Technology*
> Aviation Flight Technology, ASAST
> Aviation Flight Technology, BSAST

All certifications are recommended.

Aviation Maintenance Technology*
> Aviation Maintenance Technology, ASAST
> Aviation Maintenance Technology, BSAST

Aviation Support
> Aviation Support, AAS

B

Biology
> Biology, ASNSM
> Biology, BA

Biomedical Electronics
> Biomedical Electronics, ASAST
> Biomedical Electronics, BSAST

Business Administration
> Business Administration, ASBA
> Business Administration, BSBA
> Business Administration, MBA

C

Clinical Laboratory Science
> Clinical Laboratory Science, ASAST
> Clinical Laboratory Science, BSAST

Clinical Trials Management
> Clinical Trials Management, MSAST
> Clinical Trials Management, Graduate Certificate

Communications
> Communications, BA
> Professional Communications, Graduate Certificate

Community and Economic Development
> Community and Economic Development, MPSL
> Community and Economic Development, MSM

Computer-Aided Design
> Computer-Aided Design, Undergraduate Certificate

Computer Information Systems
> Computer Information Systems, BSBA
> Computer Information Systems, Undergraduate Certificate

Computer Science
> Computer Science, ASNSM
> Computer Science, BA
> Computer Science, Undergraduate Certificate

Computer Science Technology
> Computer Science Technology, ASAST

Construction
> Construction, BSAST

Construction and Facilities Support
> Construction and Facility Support, AAS

Criminal Justice
> Criminal Justice, BA
> Career Track in Criminal Justice, AAS

D

Data Analytics
> Data Analytics, MBA

Dental Assistant*
> Dental Assistant, Undergraduate Certificate

Dental Hygiene*
> Dental Hygiene, BSAST
> Dental Hygiene, AAS

Dietetic Sciences*
> Coordinated Dietetic Program, BSHeS

E

Economics
> Economics, BA

Educational Leadership
> Educational Leadership, MAEdL
> Educational Leadership, Graduate Certificate

Educational Technology
> Educational Technology and Online Learning, MAETOL

Electrical/Mechanical Systems and Maintenance
> Electrical/Mechanical Systems and Maintenance, AAS

Electrical Technology
> Electrical Technology, ASAST
> Electrical Technology, BSAST

Electronics Engineering Technology
> Electronics Engineering Technology, ASAST
> Electronics Engineering Technology, BSAST

Electronics
> Electronics, Undergraduate Certificate

Energy Systems Technology
> Energy Systems Technology, BSAST

Energy Utility Technology
> Energy Utility Technology, BSAST

English
> English, BA

Entrepreneurship
> Entrepreneurship, BSBA

Environmental Policy/Environmental Justice
> Environmental Policy/Environmental Justice, MPSL
> Environmental Policy/Environmental Justice, MSM

Environmental, Safety and Security Technologies
> Environmental, Safety and Security Technologies, AAS

Environmental Sciences
> Environmental Sciences, ASAST
> Environmental Sciences, BSAST

Environmental Studies
> Environmental Studies, BA

F

Finance
> Finance, BSBA
> Finance, MBA
> Finance, Undergraduate Certificate

Financial Institutional Management
> Financial Institution Management, BSBA

Fire Protection Science
> Fire Protection Science, ASAST
> Fire Protection Science, BSAST

Fitness and Wellness Services
> Fitness and Wellness Services, Undergraduate Certificate

Foreign Language
> Foreign Language, BA

G

Gas Distribution
> Gas Distribution, Undergraduate Certificate

General Studies
> General Studies, AA

H

Health Information Management
> Health Information Management, BSHIM**

Health Services Management and Education
> Health Services Management and Education, BSHeS

Health Services Technology
> Health Services Technology, BSAST

Healthcare Management
> Healthcare Management, MBA

History
> History, BA

Homeland Security
> Homeland Security and Emergency Preparedness, BS
> Homeland Security, MSM
> Homeland Security, MSHS
> Homeland Security, Graduate Certificate

Hospital Healthcare Administration
> Hospital Healthcare Administration, BSBA

Hospitality Management
> Hospitality Management, BSBA

Humanities
> Humanities, BA

Human Resources Management/Organizational Management
> Human Resources Management/ Organizational Management, BSBA
> Human Resources Management, MSM

Human Resources Management
> Human Resources Management, MSHRM
> Human Resources Management, MSM
> Human Resources Management, Undergraduate Certificate
> Human Resources Management, Graduate Certificate

Human Services
> Associate in Arts in Human Services, AAHS
> Bachelor of Science in Human Services, BSHS

I

Information Technology
> Information Technology, BSAST
> Information Technology, MPSL
> Information Technology, MSM

***Open to Rutgers students only. Joint degree with Rutgers School of Health Related Professions.*

Information Technology for Public Service
> Information Technology for Public Service, MPSL
> Information Technology for Public Service, MSM

International Business
> International Business, BSBA

International Studies
> International Studies, BA

J

Journalism
> Journalism, BA

L

Labor Studies
> Labor Studies, BA
> Labor Studies, Undergraduate Certificate

Laboratory Animal Science
> Laboratory Animal Science, ASAST
> Laboratory Animal Science, BSAST

Learner-Designed
> Learner-Designed, BA
> Learner-Designed, BS
> Learner-Designed, BSAST
> Learner-Designed, BSBA

Liberal Studies/Liberal Arts
> Liberal Studies, AA, BA
> Liberal Studies, MALS

M

Management
> General Management, BSBA
> Management, MSM
> Management, MBA

Marketing
> Marketing, BSBA
> Marketing, MBA
> Marketing, Undergraduate Certificate

Mathematics
> Mathematics, ASNSM
> Mathematics, BA

Mechanics and Maintenance
> Mechanics and Maintenance, AAS

Medical Imaging*
> Medical Imaging, ASAST
> Medical Imaging, BSAST
> Medical Imaging Sciences, BS**

Military Technology Leadership***
> Military Technology Leadership, AAS
> Military Technology Leadership, BSAST
> Multidisciplinary Technology, AAS

Music
> Music, BA

N

Natural Sciences/Mathematics
> Natural Sciences/Mathematics, BA

Nonprofit Management
> Nonprofit Management, MPSL
> Nonprofit Management, MSM

Nuclear Energy Engineering Technology*
> Nuclear Energy Engineering Technology, BSAST

Nuclear Engineering Technology*
> Nuclear Engineering Technology, ASAST
> Nuclear Engineering Technology, BSAST

Nuclear Medicine Technology*
> Nuclear Medicine Technology, ASAST
> Nuclear Medicine Technology, BSAST

Nursing*
> Bachelor of Science in Nursing, BSN
  - RN/BSN
  - Accelerated 2nd Degree BSN Program
> Master of Science in Nursing, MSN
  - Nurse Educator
  - Nursing Informatics
  - Nursing Administration
> Nurse Educator, Graduate Certificate
> Nursing Informatics, Graduate Certificate
> Nursing Administration, Graduate Certificate

Nutrition and Dietetics
> Nutrition and Dietetics, BSND

O

Online Learning and Teaching
> Online Learning and Teaching, Graduate Certificate

Operations Management
> Operations Management, BSBA
> Operations Management, Undergraduate Certificate

Organizational Leadership
> Organizational Leadership, BSOL
> Organizational Leadership, MSM

Organizational Management and Leadership
> Organizational Management and Leadership, Graduate Certificate

P

Philosophy
> Philosophy, BA

Photography
> Photography, BA

Political Science
> Political Science, BA

Polysomnography
> Polysomnography, AAS
> Polysomnography, Undergraduate Certificate

Project Management
> Project Management, MSM
> Project Management, Graduate Certificate

Psychology
> Psychology, BA

Public Administration
> Public Administration, BSBA
> Public Administration, Undergraduate Certificate

**All certifications are recommended. In nursing, with the exception of accelerated, license is required.*

*** Open to Rutgers students only. Joint degree with Rutgers School of health related Professions.*

****This option is only available to current military personnel and veterans of the armed forces.*

Public and Municipal Finance
> Public and Municipal Finance, MPSL
> Public and Municipal Finance, MSM

Public Health/Public Policy
> Public Health/Public Policy, MPSL
> Public Health/Public Policy, MSM

Public Service Administration and Leadership
> Public Service Administration and Leadership, MSM

Public Service Leadership
> Public Service Leadership, Graduate Certificate

R

Radiation Protection*
> Radiation Protection, ASAST
> Radiation Protection, BSAST

Radiation Therapy*
> Radiation Therapy, ASAST
> Radiation Therapy, BSAST

Real Estate
> Real Estate, BSBA

Religion
> Religion, BA

Respiratory Therapy
> Respiratory Therapy, AAS***

S

Social Sciences
> Social Sciences, BA

Sociology
> Sociology, BA

T

Technical Studies
> Technical Studies, ASAST
> Technical Studies, BSAST

Theater Arts
> Theater Arts, BA

**All certifications are recommended.*

****This option is open only to current military personnel enrolled in the Interservice Respiratory Therapy Program at Fort Sam Houston in Texas.*

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 one of more than 100 areas of study.

Earning Your Degree

There are three basic approaches that students can take to complete a degree. Not all degrees are capable of being completed with only Thomas Edison State College courses.

> Conventional: students using this approach may complete all of their degree requirements using courses and exam programs offered by Thomas Edison State College.

> Credentialed: students using this approach may complete all of their degree requirements using courses and exam programs offered by 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 courses and exam programs.

Heavin School of Arts and Sciences

Area of Study	Degree(s) Offered
Communications	BA
Computer Science	ASNSM, BA
Criminal Justice	AAS, BA
Educational Leadership	MAEdL
Educational Technology and Online Learning	MAETOL
English	BA
History	BA
Homeland Security	MSHS
Homeland Security and Emergency Preparedness	BS
Humanities	BA
International Studies	BA
Liberal Studies	AA, BA, MALS
Mathematics	ASNSM, BA
Natural Sciences/Mathematics	BA
Professional Communications	MALS
Psychology	BA
Social Sciences	BA
Sociology	BA

School of Applied Science and Technology

Area of Study	Degree(s) Offered
Applied Computer Studies	AAS
Computer and Information Technology	ASAST
Clinical Trials Management	MSAST
Electronics Engineering Technology	BSAST
Information Technology	BSAST
Nuclear Energy Engineering Technology	BSAST
Nuclear Energy Technology	ASAST, BSAST
Technical Studies	MSAST

** Onsite courses required for Accelerated 2nd Degree BSN Program*

School of Business and Management

Area of Study	Degree(s) Offered
Accounting	BSBA, MSM
Accounting for CPAs	BSBA
Business Administration	ASBA, MBA
Computer Information Systems	BSBA
Data Analytics	MBA
Entrepreneurship	BSBA
Finance	BSBA, MBA
General Management	BSBA
Healthcare Management	MBA
Human Resources Management/ Organizational Management	BSBA
Human Resources Management	MSHRM, MSM
Marketing	BSBA, MBA
Operations Management	BSBA
Organizational Leadership	BSOL, MSM
Project Management	MSM
School Business Administration	MSM

W. Cary Edwards School of Nursing

Area of Study	Degree(s) Offered
Accelerated 2nd Degree BSN Program	BSN*

John S. Watson School of Public Service and Continuing Studies

Area of Study	Degree(s) Offered
Community and Economic Development	MSM, MPSL
Environmental Policy/Environmental Justice	MSM, MPSL
Information Technology Management for Public Service	MSM, MPSL
Nonprofit Management	MSM, MPSL
Public and Municipal Finance	MSM, MPSL
Public Health	MSM, MPSL
Public Service Administration and Leadership	MSM
Learner-Designed	MSM, MPSL

Credentialed Approach

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

Area of Study	Degree(s) Offered
W. Cary Edwards School of Nursing	
Nursing	RN-BSN, MSN
Nurse Educator	MSN
Nursing Informatics	MSN
Nursing Administration	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 earned professional licenses or certifications.

Area of Study	Degree(s) Offered
Heavin School of Arts and Sciences	
Anthropology	BA
Art	BA
Biology	ASNSM, BA
Economics	BA
Environmental Studies	BA
Foreign Language	BA
Human Services	AA, BSHS
Journalism	BA
Labor Studies	BA
Learner-Designed	BA, BS
Music	BA
Philosophy	BA
Photography	BA
Political Science	BA
Religion	BA
Theater Arts	BA
School of Applied Science and Technology	
Administrative Studies	AAS
Air Traffic Control*	ASAST, BSAST
Allied Dental Education**	BSHeS
Applied Electronic Studies	AAS
Applied Health Studies	AAS
Automotive Performance Technology	BSAST
Aviation Flight Technology*	ASAST, BSAST
Aviation Maintenance Technology*	ASAST, BSAST
Aviation Support	AAS
Biomedical Electronics	ASAST, BSAST
Clinical Laboratory Science	ASAST, BSAST
Construction	BSAST
Construction and Facility Support	AAS
Dental Hygiene*	BSAST
Dietetic Science*, **	BSHeS
Electrical Technology	ASAST, BSAST
Electrical/Mechanical Systems and Maintenance	AAS
Electronics Engineering Technology	ASAST
Energy Systems Technology*	BSAST
Energy Utility Technology	BSAST
Environmental Safety and Security Technologies	AAS
Environmental Sciences	ASAST, BSAST
Fire Protection Science	ASAST, BSAST
Health Information Management**	BSHIM
Health Services Management and Education*, **	BSHeS
Health Services Technology	BSAST
Imaging Sciences*, **	BSHeS
Laboratory Animal Science	ASAST, BSAST
Learner-Designed	BSAST
Mechanics and Maintenance	AAS
Medical Imaging	ASAST, BSAST
Medical Imaging Sciences**	BSMIS
Military Technology Leadership***	AAS, BSAST
Multidisciplinary Technology	AAS
Nuclear Medicine Technology	ASAST, BSAST
Nutrition and Dietetics	BS
Occupational Therapy****	AAS
Polysomnography	AAS
Radiation Protection	ASAST, BSAST
Radiation Therapy*	ASAST, BSAST
Respiratory Therapy****	AAS
Technical Studies	BSAST
School of Business and Management	
Financial Institutional Management	BSBA
Hospital Healthcare Administration	BSBA
Hospitality Management	BSBA
International Business	BSBA
Learner-Designed	BSBA
Public Administration	BSBA
Real Estate	BSBA

**Degree program requires previously earned professional licenses and/or certifications.*
***Open to Rutgers students only. Joint degree with Rutgers School of Health Related Professions.*
****This option is only available to current military personnel and veterans of the armed forces.*
***** This option is open only to current military personnel enrolled in the Healthcare Programs at Fort Sam Houston in Texas.*

section 3
Course Registration

Course Registration: At a Glance

2013-2014 Calendar

Term	July 2013	Aug. 2013	Sept. 2013	Oct. 2013	Nov. 2013	Dec. 2013
Start Date	July 1, 2013	Aug. 5, 2013	Sept. 2, 2013	Oct. 1, 2013	Nov. 4, 2013	Dec. 2, 2013
End of Term	Sept. 22, 2013	Oct. 27, 2013	Nov. 24, 2013	Dec. 22, 2013	Jan. 26, 2014	Feb. 23, 2014
Registration Dates	May 22 - June 15, 2013	June 21 - July 20, 2013	July 26 - Aug. 17, 2013	Aug. 23 - Sept. 14, 2013	Sept. 20- Oct. 19, 2013	Oct. 25 - Nov. 16, 2013
Late Registration	June 16 - 20, 2013	July 21 - 25, 2013	Aug. 18 - 22, 2013	Sept. 15 - 19, 2013	Oct. 20 - 24, 2013	Nov. 17 - 21, 2013

Term	Jan. 2014	Feb. 2014	March 2014	April 2014	May 2014	June 2014
Start Date	Jan. 6, 2014	Feb. 3, 2014	March 3, 2014	April 1, 2014	May 5, 2014	June 2, 2014
End of Term	March 30, 2014	April 27, 2014	May 25, 2014	June 22, 2014	July 27, 2014	Aug. 24, 2014
Registration Dates	Nov. 22 - Dec. 14, 2013	Dec. 20, 2013- Jan. 18, 2014	Jan. 24 - Feb. 15, 2014	Feb. 21 - March 15, 2014	March 21 - April 19, 2014	April 25- May 17, 2014
Late Registration	Dec. 15 - 19, 2013	Jan. 19 - 23, 2014	Feb. 16 - 20, 2014	March 16 - 20, 2014	April 20 - 24, 2014	May 18 - 22, 2014

Graduate and nursing courses are offered four times a year in: January, April, July and October.

Course Tuition and Fees

For complete tuition and fees information, please refer to the Tuition and Fees Schedule on the College website at *www.tesc.edu/tuition*.

To Register for a Course or TECEP® Examination:

Web: *www.tesc.edu*
Fax: (609) 292-1657
Phone: (609) 633-9242

Telephone registrations are accepted weekdays, excluding Dec. 24, 2013, to Jan. 1, 2014, and College holidays. See Page 180 for a listing of holiday closing dates.

Mail: Thomas Edison State College
Office of the Registrar
Attn: Course Registration
101 W. State St.
Trenton, NJ 08608-1176

TECEP® examinations are administered throughout the year as follows:

> at sites chosen by students, following the College's TECEP® guidelines for site, proctor and test date selection;
> at Thomas Edison State College in Trenton, N.J.; and
> online through OPS.

Information on test dates, registration deadlines, test sites and proctor selection guidelines may be found in this section.

For general information about applying to or enrolling in the College, please direct all inquiries to: (888) 442-8372 (8 a.m. – 6 p.m., Eastern Time) or email: *admissions@tesc.edu*.

The information contained in this publication was accurate at the time of publication.

The College retains the right to make changes as needed without prior notice.

All student forms may be accessed at *www.tesc.edu/studentforms*. Paper-based course registration forms and order forms for textbooks and course material are located in the back of this publication.

Registering for Undergraduate Courses

Registration Methods: An Overview

You may register for courses in several ways during scheduled registration periods (see the 2013-2014 Calendar on Page 172 for exact registration dates). Please note that no registrations will be accepted by mail during late registration periods.

1. **Online registration** (via Online Student Services) is available to Thomas Edison State College students who have paid the College's Comprehensive Tuition, have approved Thomas Edison State College financial aid, are paying for the course tuition and fees by credit card or have an approved Tuition Assistance Form from the Navy, Marines, Air Force, MyCAA or Coast Guard. This real-time, online registration is found at *www.tesc.edu* under the link for Current Students. It allows you to view and select from among the up-to-the-minute course offerings and available mentors. In addition, you may view your final course grades and change your address, phone number and email address.

2. **Fax** in your Registration Form during scheduled registration sessions to the Office of the Registrar at (609) 292-1657, using your tuition assistance, VISA, MasterCard, American Express or Discover for payment of tuition and fees. Fax registration is available 24 hours a day, seven days a week during scheduled registration sessions.

3. **Register by telephone** by calling (609) 633-9242. Call only during scheduled registration sessions, Monday through Friday excluding Dec. 24, 2013, to Jan. 1, 2014, and major holidays. Use your VISA, MasterCard, American Express or Discover for payment of tuition and fees.

4. **Mail in** your Registration Form during scheduled registration sessions with your check or money order, company tuition aid voucher or your VISA, MasterCard, American Express or Discover number indicated in the space provided on the Registration Form *(located in the Forms section).*

5. **Walk in** with your completed Registration Form and payment. The Office of the Registrar is located in the Academic Center at 167 W. Hanover St., Trenton, N.J. If you pay in cash, your payment must be delivered directly to the Office of the Bursar at 221 W. Hanover St., Trenton, N.J., after the registrar has processed your registration at the Academic Center. *(Note: Walk-in registrations will not be taken Dec. 24, 2013, to Jan. 1, 2014, or during major holidays.)*

Late Registration

Late registration for all courses will take place following the close of regular registration. Only online, fax, telephone and walk-in registrations will be accepted during this period. All late registrations must include the late registration fee. Registrations postmarked after the close of the regular registration period will not be processed and the student will be contacted. Students registering during late registration who plan to use the textbook supplier MBS Direct for course materials, will need to contact MBS Direct immediately to ensure receipt of those materials before the course begins.

Fees

For complete tuition and fees information, please visit *www.tesc.edu/tuition.* If you are enrolled in a Thomas Edison State College program such as the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP), the W. Cary Edwards School of Nursing or Corporate Choice®, please refer to your program tuition and fee structure information for appropriate tuition and fee costs.

In addition to the tuition and registration fees, there are separate costs for course materials, textbooks, DVDs, course supplies, and shipping and handling. These fees must be paid to MBS Direct, if you have chosen that supplier, when you order your Course Materials Package. For ordering information, please see the form at the back of this publication.

Checks and money orders for tuition and registration fees should be made payable to: Thomas Edison State College. Third party and "tuition aid" payment documentation must be attached to the Registration Form. A Registration Form received without proper payment or documentation will not be processed and the student will be contacted. After the forms are processed, students will be sent a registration confirmation.

Financial Aid for Undergraduate Students

Eligible Thomas Edison State College undergraduate students who are taking the required number of Thomas Edison State College Guided Study and online courses per semester can be considered for Federal Pell Grants and Federal Direct Student Loans. Graduate students are eligible for Federal Direct Student Loans. New Jersey residents who qualify and take at least 12 credits per semester may also be eligible for New Jersey Tuition Aid Grants. Federal financial aid cannot be awarded for *e*-Pack®, PLA courses or TECEP® examinations, only for the College's online and Guided Study courses.

Applications, forms and information concerning financial aid are available from: Thomas Edison State College, Office of Financial Aid, 101 W. State St., Trenton, NJ 08608-1176, by phone at (888) 442-8372 or via email at *finaid@tesc.edu*. Additional information is also available on the College website at *www.tesc.edu*.

How to Register for Undergraduate Courses or TECEP® Examinations: Step-by-Step Instructions

> Select a course or TECEP® examination. If you are an enrolled Thomas Edison State College student and need help determining whether a particular course or TECEP® examination fits your degree requirements, contact an academic advisor. If you are enrolled in another institution, check with that institution to make sure the course or TECEP® examination fits your degree requirements.

> Register for the courses or TECEP® examination during scheduled registration sessions. Be sure to include the GS, EP, PA, NU, NG, TE or OL suffix, which identifies your course as Guided Study (GS), *e*-Pack® (EP), prior learning assessment (PA), nursing (NU), nursing graduate (NG), TECEP® examination (TE) or online (OL). Your payment method determines how you may register. You may only register for PA courses if you have successfully completed PLA-100 or another PLA course. You can check your current course schedule via Online Student Service, under "Academic Profile."

> Receive a registration confirmation from Thomas Edison State College by email.

> If you have registered for a course, after receiving confirmation of registration, you may purchase your course materials from any available source. For your convenience, all materials required for your courses are available from MBS Direct. To review the materials needed for your course, go to *http://bookstore.mbsdirect.net/tesc.htm* and follow these instructions:

1) click "Order Your Books;"
2) select your term and program and then click "Continue;"
3) select your course and click "Continue;" and
4) click on the title of the book and you will see information regarding the book, including title, edition and ISBN#.

Course materials and textbook costs are separate. Students will find the Course Manual, syllabus and Course Calendar online once the semester begins. Access information to courses will be emailed to OL, GS, EP, PA, NU and NG students with their registration confirmation. For PA courses, you will be demonstrating the college-level knowledge you have already acquired, so no book purchase is required.

> Start your course work on the term start date as outlined in the academic calendar. Contact your mentor the first week. Arrange for a proctor during the first week.

> If you have registered for a TECEP® examination, refer to the TECEP® information on Page 172. To learn which areas of study are available as TECEP® examinations, go to *www.tesc.edu/listalltecep.php*

To learn what materials are recommended for your TECEP® exam, go to *http://www2.tesc.edu/listalltecep.php* and click your TECEP® title. Then go to *http://www.studytactics.com/st_home.php* and click "College" then "Search". Enter your text title. If it is available you may order by clicking on the text title.

Payment Options

For payment made by credit card, military tuition assistance and Thomas Edison State College approved financial aid:

> register online at *www.tesc.edu*;

> fax your registration to (609) 292-1657;

> call (609) 633-9242 to register via the telephone weekdays, excluding major holidays; or

> complete the Registration Form and mail it to the Office of the Registrar, Attention: Course/TECEP® Registration.

For payment made by corporate vouchers and checks: You must fax, email or mail your completed Registration Form and Corporate Voucher Form together. Registrations received without approved corporate vouchers will not be processed. If your company requires partial student payment, make sure your payment is included. Registration with payment by check must be mailed. All payment methods are accepted from students who choose to register in person.

Prior Learning Assessment (PLA) Registration:

Step-by-Step Instructions

Stop! Do not register for a portfolio course until you have reviewed the PLA Self-Assessment Guide at *www.tesc.edu/pla*. This information is designed to help you determine, before you register, whether your prior learning is appropriate for this method of earning credit. See the section on Page 21 for a more complete description.

1. **Select a course.** Choose a course description from the College's PLA Description Database at *www.tesc.edu/plasearch.php* or from a regionally accredited college/university if the course you want is not in the College's database. If you are an enrolled Thomas Edison State College student, it is recommended that you make sure a particular portfolio course fits your degree requirements by calling the Advisement Center toll free at (888) 442-8372. If you are enrolled in another institution, check to make sure the portfolio fits your degree requirements and that PLA is accepted at your home institution.

2. **Register for the 12-week single-course portfolio course.** If you choose the single-course option, you will need to propose the course by completing the Prior Learning Assessment Proposal Form. It is important to start this proposal process at least two weeks prior to the end of the registration period for a given semester so that a mentor may be identified before the registration period ends. Unless a qualified mentor agrees to work with you by the end of the registration period, you may not be able to enroll for the portfolio course during the semester you desire. After you have made certain the portfolio course fits into your degree requirements, submit the PLA Portfolio Proposal Form for review, specifying the semester you are requesting. You may find the form online at *www.tesc.edu/files/PLAProposalForm.pdf*. You may also submit the PLA Proposal Form electronically by going to *https://ssl.tesc.edu/plaproposal.php*. The Office of Portfolio Assessment will determine whether the portfolio course you propose can be approved and activated. You will receive notification of the course code via email indicating that you are cleared to register for your portfolio course as you would for any other Thomas Edison State College course.

Receive confirmation of your registration from the Office of the Registrar. This communication will contain information about accessing your online portfolio course via myEdison.®

3. Contact your mentor during the first week of the semester. The contact information is found in myEdison.® Please keep in mind that the portfolio course must be completed within the 12-week semester for which you are registered, unless a shorter period, no less than 30 days, is agreed upon between you and the mentor. Only one eight-week extension may be requested.

Registering for Graduate Courses

You are eligible to take graduate-level courses if:

- you have been accepted into a graduate degree or certificate program;
- you have applied to be a nonmatriculated graduate student; or
- you have been accepted for the bachelor's to master's degree program.

Graduate courses are offered four times a year in January, April, July and October. A typical course load is 6 credits per term and degrees may be earned in 18 months or less. Online courses are guided by mentors, most of whom have practical experience and earned doctoral degrees.

All online courses are delivered through myEdison®, *http://myedison.tesc.edu/webapps/login/*, the College's online course management system. Students are expected to have experience and proficiency using a computer, browsing the Web and sending and receiving email. Upon acceptance, students will be sent a seven-digit College ID number and password.

Graduate students in the W. Cary Edwards School of Nursing should refer to the information on online nursing courses in previous sections of this publication.

Registration Methods: An Overview

You may register for courses in several ways during scheduled registration periods (see the 2013-2014 Calendar for exact registration dates). Please note that no registrations will be accepted by mail during late registration periods. Graduate courses are offered in January, April, July and October.

1. **Online registration** (via Online Student Services) to Thomas Edison State College graduate students who have approved Thomas Edison State College financial aid or students who are paying the graduate tuition by credit card. This real time, online registration is found at *www.tesc.edu*, under the link for Current Students and then Online Student Services. For Graduate PLA, students must submit a proposal form; to register, they must follow the instructions for registering for a single-course portfolio course. Payment in full is required at the time of registration.

2. **Fax** in your Graduate Registration Form, found in the Student Forms section of the College website, during scheduled registration sessions using your tuition assistance, VISA, MasterCard, American Express or Discover for payment of tuition. Fax registration is available 24 hours a day, seven days a week during the scheduled registration periods.

3. **Register by telephone** by calling (609) 633-9242. Call only during scheduled registration sessions, Monday through Friday excluding major holidays. Use your VISA, MasterCard, American Express or Discover for payment of tuition and fees.

4. **Mail** in your Graduate Registration Form during scheduled registration sessions. Payment must be included with your registration.

5. **Walk in** with your completed Registration Form and payment. The Office of the Registrar is located in the Academic Center at 167 W. Hanover St., Trenton, N.J. If you pay in cash, your payment must be delivered directly to the Office of the Bursar at 221 W. Hanover St., Trenton, N.J., after the registrar has processed your registration at the Academic Center. *(Note: Walk-in registrations will not be taken Dec. 24, 2013, to Jan. 1, 2014, or during major holidays.)*

Late Registration

Late registration for all courses will take place following the close of regular registration. Only online, fax, telephone and walk-in registrations will be accepted during this period. All late registrations must include the late registration fee. Students who mail in registrations postmarked after the close of the regular registration period will not be processed and will be contacted.

Financial Aid for Graduate Students

Graduate students are eligible for Federal Direct Unsubsidized Student Loans. Detailed information may be found in the Financial Aid Packet, which may be accessed through the Thomas Edison State College website or by calling the Office of Financial Aid at (888) 442-8372.

How to Register for Graduate Courses: Step-by-Step Instructions

1. Select a course. If you are an enrolled Thomas Edison State College student and need help determining whether a particular course fits your degree requirements, contact an academic advisor. If you are enrolled in another institution, check with that institution to make sure the course fits your degree requirements.

2. Register for the courses during scheduled registration sessions. Your payment method determines how you may register.

You can check your current course schedule on Online Student Service, under view current schedule.

3. Receive a course confirmation from Thomas Edison State College by email.

4. After receiving confirmation of course registration, order your Course Materials Package, which includes all course materials and textbooks from MBS Direct, at the Current Students page on the College website or call MBS Direct at (800) 325-3252. Course materials and textbook costs are separate and must be paid directly to MBS Direct. Students will find the syllabus and Course Calendar online once the semester begins. Access information to courses will be emailed to students with their registration confirmation.

5. Start your course work on the term start date as outlined in the academic calendar. Contact your mentor the first week.

All payment methods are accepted from students who choose to register in person.

Payment Options

For payment made by credit card, military tuition assistance and Thomas Edison State College approved financial aid award letter:

- register online at *www.tesc.edu*;
- fax your registration to (609) 292-1657;
- call (609) 633-9242 to register via the telephone weekdays, excluding major holidays; or
- complete the Registration Form and mail it to the Office of the Registrar, Attention: Course Registration.

For payment made by corporate vouchers and checks: You must fax, email or mail your completed Registration Form and Corporate Voucher Form together. Registrations received without approved corporate vouchers will not be processed. If your company requires partial student payment, make sure your payment is included. Registration with payment by check must be mailed.

Graduate PLA Portfolio Assessment

Students enrolled in a Thomas Edison State College graduate degree may apply to earn PLA portfolio credit for any course required by the degree. Portfolio assessment opportunities for Thomas Edison State College courses will be based on the stated learning outcomes. For electives, matriculated students may present course descriptions from graduate courses offered at other regionally accredited colleges or universities as a basis for earning credit through prior learning assessment (PLA) subject to the dean's approval. This policy may be limited by external accrediting bodies or by the nature of the course. Please check with the college academic dean regarding whether that degree program accepts PLA credit.

2013-2014 Academic Calendar

TERM	JULY 2013	AUG. 2013	SEPT. 2013	OCT. 2013	NOV. 2013	DEC. 2013
Registration Dates	May 22 - June 15, 2013	June 21 - July 20, 2013	July 26 - Aug. 17, 2013	Aug. 23 - Sept. 14, 2013	Sept. 20- Oct. 19, 2013	Oct. 25 - Nov. 16, 2013
Late Registration	June 16 - 20, 2013	July 21 - 25, 2013	Aug. 18 - 22, 2013	Sept. 15 - 19, 2013	Oct. 20 - 24, 2013	Nov. 17 - 21, 2013
Course Transfer Period	May 22 - July 5, 2013	June 21 - Aug. 9, 2013	July 26 - Sept. 6, 2013	Aug. 23 - Oct. 4, 2013	Sept. 20 - Nov. 8, 2013	Oct. 25 - Dec. 6, 2013
Term Start Date	July 1, 2013	Aug. 5, 2013	Sept. 2, 2013	Oct. 1, 2013	Nov. 4, 2013	Dec. 2, 2013
Deadline for 100% tuition refund	June 30, 2013	Aug. 4, 2013	Sept. 1, 2013	Sept. 30, 2013	Nov. 3, 2013	Dec. 1, 2013
Deadline for 75% tuition refund	July 7, 2013	Aug. 11, 2013	Sept. 8, 2013	Oct. 7, 2013	Nov. 10, 2013	Dec. 8, 2013
Deadline for 50% tuition refund	July 14, 2013	Aug. 18, 2013	Sept.15, 2013	Oct. 14, 2013	Nov. 17, 2013	Dec. 15, 2013
Deadline for 25% tuition refund	July 21, 2013	Aug. 25, 2013	Sept. 22, 2013	Oct. 21, 2013	Nov. 24, 2013	Dec. 22, 2013
Midterm exam week for select 12-week courses	Aug. 12-18, 2013	Sept. 16-22, 2013	Oct. 14-20, 2013	Nov. 11-17, 2013	Dec. 16-22, 2013	Jan. 13-19, 2014
Final exam for 12-week term	Sept. 16-22, 2013	Oct. 21-27, 2013	Nov. 18-24, 2013	Dec. 16-22, 2013	Jan. 20-26, 2014	Feb. 17-23, 2014
End of 12-week term	Sept. 22, 2013	Oct. 27, 2013	Nov. 24, 2013	Dec. 22, 2013	Jan. 26, 2014	Feb. 23, 2014
Final grades available	Oct. 4, 2013	Nov. 8, 2013	Dec. 6, 2013	Jan. 3, 2014	Feb. 7, 2014	Mar. 7, 2014

TERM	JAN. 2014	FEB. 2014	MARCH 2014	APRIL 2014	MAY 2014	JUNE 2014
Registration Dates	Nov. 22 - Dec. 14, 2013	Dec. 20, 2013 - Jan. 18, 2014	Jan. 24 - Feb. 15, 2014	Feb. 21 - March 15, 2014	March 21 - April 19, 2014	April 25 - May 17, 2014
Late Registration	Dec. 15 - 19, 2013	Jan. 19 - 23, 2014	Feb. 16 - 20, 2014	March 16 - 20, 2014	April 20 - 24, 2014	May 18 - 22, 2014
Course Transfer Period	Nov. 22, 2013 - Jan. 10, 2014	Dec. 20, 2013 - Feb. 7, 2014	Jan. 24 - March 7, 2014	Feb. 21 - April 4, 2014	March 21 - April 9, 2014	April 25 - June 6, 2014
Term Start Date	Jan. 6, 2014	Feb. 3, 2014	March 3, 2014	April 1, 2014	May 5, 2014	June 2, 2014
Deadline for 100% tuition refund	Jan. 5, 2014	Feb. 2, 2014	March 2, 2014	March 31, 2014	May 4, 2014	June 1, 2014
Deadline for 75% tuition refund	Jan. 12, 2014	Feb. 9, 2014	March 9, 2014	April 7, 2014	May 11, 2014	June 8, 2014
Deadline for 50% tuition refund	Jan. 19, 2014	Feb. 16, 2014	March 16, 2014	April 14, 2014	May 18, 2014	June 15, 2014
Deadline for 25% tuition refund	Jan. 26, 2014	Feb. 23, 2014	March 23, 2014	April 21, 2014	May 25, 2014	June 22, 2014
Midterm exam week for select 12-week courses	Feb. 17-23, 2014	March 17-23, 2014	April 14-20, 2014	May 12-18, 2014	June 16-22, 2014	July 14-20, 2014
Final exam for 12-week term	March 24-30, 2014	April 21-27, 2014	May 19-25, 2014	June 16-22, 2014	July 21-27, 2014	Aug. 18-24, 2014
End of 12-week term	March 30, 2014	April 27, 2014	May 25, 2014	June 22, 2014	July 27, 2014	Aug. 24, 2014
Final grades available	April 1, 2014	May 9, 2014	June 6, 2014	July 3, 2014	Aug. 8, 2014	Sept. 5, 2014

Testing and Test Administration

Undergraduate Examinations and Proctors

Most Guided Study (GS) and online (OL) courses, not including nursing, require one proctored midterm and one proctored final examination or final project; *e*-Pack® (EP) courses and TECEP® exams require a proctored final only. All course semesters (GS, OL, EP, TE) are 12 weeks long. Make sure you are ready to complete the tests on your scheduled test day, because once the pen/paper test seal is broken or the online test link is accessed, the test will be graded on the work completed.

Verify the Format of your Examinations

First, check your course space to determine the format of your examinations: paper vs. online/proctored through our Online Proctor Service (OPS). The OPS allows you to take your proctored exam(s) in the privacy of your own home with a Web camera. The link for scheduling an appointment with our OPS vendor (ProctorU) is in your course space. If you cannot complete your exams online, you must locate a proctor for the paper examinations and submit a Proctor Request Form by the end of the first week of the semester. Forms and proctor guidelines can be found at *www.tesc.edu/proctor*.

Find a Proctor

You may take Thomas Edison State College paper examinations at any accredited college or university or at any public library. It is advisable to find a location close to your home or work so you have easy access on your test day, especially if you are taking more than one course a semester. Be sure your proctor is available during the midterm and final test weeks as many institutions close for spring break and holidays. Contact your local college or university and find a full-time professor or professional staff member. Adjunct and part-time professors do not qualify. You can also contact your local library. A full-time librarian is qualified to proctor examinations. Librarians at elementary and high schools do not qualify. We do not send examinations to employers, corporate training offices, members of the clergy, family members or friends. The student is responsible for paying the proctor fees, if requested by the proctor. For more information, go to *www.tesc.edu/proctor.*

Military Students

Students in GoArmyEd, Military Degree Completion Program (MDCP), and the Army, Marines, Army Reserves, Air Force and Coast Guard can utilize a TCO, ESO, career counselor, base librarian, chaplain or a commissioned officer who is not in your direct chain of command. Students in the Navy College Program for Afloat College Education (NCPACE) and Navy College programs can utilize the above as well as an NCPACE representative. For more information, go to *www.tesc.edu/militaryproctor*.

Important Points for Testing

> If you are using a proctor who has been previously approved, he/she does not have to complete the Proctor Request Form each semester. It is your responsibility, however, to submit the Proctor Request Form and verify that the proctor's name and mailing address are correct and up-to-date. If this information is wrong and the examinations are mailed to an incorrect address, it will delay your examinations. If such a delay occurs during the test week for finals, you may have to file for a course extension.

> If you are on extension, your online test link will not be opened and your paper examination will not be mailed automatically by the Office of Test Administration (OTA). You must contact OTA at *testing@tesc.edu* three business days before you wish to take your online test or two weeks before your paper test date. We cannot guarantee delivery of your paper exams before your extension deadline if you do not request them at least two weeks before your extension ends. Military students must allow three weeks for delivery.

Taking Examinations at Thomas Edison State College

There are scheduled test days during every official test week. All test administrations begin at 8:30 a.m. in the testing room located at 101 W. State St., in Trenton, N.J. For more information, go to *www.tesc.edu/proctor.*

The schedule for testing at the College may be found on Page 179. To schedule a test date for your course examination or TECEP®, go to *http://www.itfrontdesk.com/resv/index.html*

To schedule a CLEP test, contact the Office of Test Administration at *testing@tesc.edu.*

Examination Schedule for On-Site Testing at Thomas Edison State College

OL = Online Courses
GS = Guided Study Courses
TE = TECEP® Examinations
EP = *e*-Pack® Courses

Tests Administered	Test Date	CLEP Registration Deadline
CLEP	6/15/13	5/31/13
May 2013 12-wk OL/GS MTs and TE Apr. 2013 12-wk OL/GS/EP Finals and TE	Week of 6/17/13 to 6/22/13	
June 2013 12-wk OL/GS MTs and TE	Week of 7/15/13 to 7/20/13	
May 2013 12-wk OL/GS/EP Finals and TE	Week of 7/22/13 to 7/27/13	
CLEP	7/20/13	7/5/13
July 2013 12-wk OL/GS MTs and TE	Week of 8/12/13 to 8/18/13	
CLEP	8/17/13	8/2/13
June 2013 12-wk OL/GS/EP Finals and TE	Week of 8/19/13 to 8/24/13	
Aug. 2013 12-wk OL/GS MTs and TE July 2013 12-wk OL/GS/EP Finals and TE	Week of 9/16/13 to 9/22/13	
CLEP	9/21/13	9/6/13
Sept. 2013 12-wk OL/GS MTs and TE	Week of 10/14/13 to 10/20/13	
CLEP	10/19/13	10/4/13
Aug. 2013 12-wk OL/GS/EP Finals and TE	Week of 10/21/13 to 10/27/13	
Oct. 2013 12-wk OL/GS MTs and TE	Week of 11/11/13 to 11/17/13	
CLEP	11/16/13	11/1/13
Sept. 2013 12-wk OL/GS/EP Finals and TE	Week of 11/18/13 to 11/24/13	
CLEP	12/14/13	11/29/13
Oct. 2013 12-wk OL/GS/EP Finals and TE Nov. 2013 12-wk OL/GS MTs and TE	Week of 12/16/13 to 12/22/13	
Dec. 2013 12-wk OL/GS MTs and TE	Week of 1/13/14 to 1/19/14	
CLEP	1/18/14	1/3/14
Nov. 2013 12-wk OL/GS/EP Finals and TE	Week of 1/20/14 to 1/26/14	
CLEP	2/15/14	1/31/14
Jan. 2014 12-wk OL/GS MTs and TE Dec. 2013 12-wk OL/GS/EP Finals and TE	Week of 2/17/14 to 2/23/14	
Feb. 2014 12-wk OL/GS MTs and TE	Week of 3/17/14 to 3/23/14	
CLEP	3/22/14	3/7/14
Jan. 2014 12-wk OL/GS/EP Finals and TE	Week of 3/24/14 to 3/30/14	
Mar. 2014 12-wk OL/GS MTs and TE	Week of 4/14/14 to 4/20/14	
CLEP	4/19/14	4/4/14
Feb. 2014 12-wk OL/GS/EP Finals and TE	Week of 4/21/14 to 4/27/14	
Apr. 2014 12-wk OL/GS MTs and TE	Week of 5/12/14 to 5/18/14	
CLEP	5/17/14	5/2/14
Mar. 2014 12-wk OL/GS/EP Finals and TE	Week of 5/19/14 to 5/25/14	
CLEP	6/14/14	5/30/14
May 2014 12-wk OL/GS MTs and TE Apr. 2014 12-wk OL/GS/EP Finals and TE	Week of 6/16/14 to 6/22/14	
June 2014 12-wk OL/GS MTs and TE	Week of 7/14/14 to 7/20/14	
CLEP	7/19/14	7/3/14
May 2014 12-wk OL/GS/EP Finals and TE	Week of 7/21/14 to 7/27/14	
CLEP	8/16/14	8/1/14
June 2014 12-wk OL/GS/EP Finals and TE	Week of 8/18/14 to 8/24/14	

Thomas Edison State College
101 W. State Street
Trenton, NJ 08608-1176

All Proctor Request Forms for the paper versions of OL/GS course exams as well as for TE and EP tests are due in the Office of Test Administration by the end of the first week of the semester. Please check your course space carefully as OL and GS courses have the Online Proctor System (OPS) feature which allows for an online, proctored examination.

Students can register for TE examinations online through Online Student Services. Students registered in TE/OL/GS and EP sections can then view available test dates at the College's Trenton, N.J., testing facility by going to the Test Scheduling System at *https://www.itfrontdesk.com/resv/index.html*

Students who do not have access to the Web or who are on an official course extension should contact the Office of Test Administration at *testing@tesc.edu* to schedule an exam date. As always, space is filled on a first-come, first-served basis, so schedule exams early in the semester.

Go to *http://www.tesc.edu/about/Main-Campus.cfm* for directions to the College's paper testing facility at 101 W. State Street, Trenton, NJ. CLEP examinations are also administered at this facility.

The College will be closed on the following dates during the 2013-2014 academic year.

Holiday	College Closed
Independence Day	Thursday, July 4, 2013
Labor Day	Monday, Sept. 2, 2013
Columbus Day	Monday, Oct. 14, 2013
Thanksgiving Day	Thursday, Nov. 28, 2013
Winter Holiday	Wednesday, Dec. 25, 2013- Wednesday, Jan. 1, 2014
Martin Luther King Jr. Holiday	Monday, Jan. 20, 2014
Presidents' Day	Monday, Feb. 17, 2014
Good Friday	Friday, April 18, 2014
Memorial Day	Monday, May 26, 2014

Student Services

Students with Disabilities

Thomas Edison State College adheres to the letter and spirit of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and is an Equal Opportunity/Affirmative Action institution.

While Thomas Edison State College will make reasonable effort to provide accommodations to students in the spirit of the Americans with Disabilities Act, it is important to emphasize the flexibility of the ways in which students may access the College and use convenient methods of earning credits. The College does not require students to earn credit through any specific credit-earning method.

The Office of Student Special Services assists students with disabilities to access College programs and services. Students can contact the office by phone, fax, postal mail and email. All student-related information, records and documents are kept confidential. Students may access information on Disability Support Services and the Office of Student Special Services via the College website at *www.tesc.edu/disabilitysupportservices*.

When requesting accommodations, it is the student's responsibility to disclose and verify their disability to the ADA coordinator; all such disclosures will be kept confidential. Accommodations under the ADA for a given term must be approved prior to the start date of the respective term.

If you would like to discuss reasonable disability accommodations for course work and/or examinations, please contact the ADA coordinator in the Office of Student Special Services prior to registering for a course or examination via phone at (609) 984-1141, ext. 3415, or email at *ada@tesc.edu* Hearing impaired individuals may call the TTY phone at (609) 341-3109.

Academic Advising

Applicants

Applicants to the College who have questions regarding enrollment are encouraged to contact the Lerner Support Center at (888) 442-8372 for assistance.

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 Advising Expressline at (888) 442-8372 to address brief questions. Appointments for both undergraduate and graduate advising can be made through the AppointmentDesk program available online through myEdison® or by interactive voice response by calling (609) 858-2122.

Advising Expressline

Students who have already received their official program evaluation and have brief questions or need clarification of general degree issues should utilize the Advising Expressline. A student advising appointment (discussed next) should be made for more in-depth discussion regarding special degree concerns and/or specialization and area of study course requirements. The Advising Expressline is open Monday through Friday, from 10 a.m. to 6 p.m., Eastern Time, excluding holidays. The toll free number for the Advising Expressline is (888) 442-8372. It is highly recommended that students call at least two weeks prior to the date of registration to determine if a course(s) is 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 for both undergraduate and graduate advising can be made through the AppointmentDesk program available online through myEdison® or by interactive voice response by calling (609) 858-2122.

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 *Advisement and Degree Planning Handbook*, which provides them with the steps required in developing a program plan, at *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 Office of Academic Advising

Students may write to the Office of Academic Advising (via letter, fax, Help Desk or email). Correspondence will be answered by an advisor. Correspondence should be sent to:

Mail:	Thomas Edison State College Office of Academic Advising 101 W. State St. Trenton, NJ 08608-1176
Help Desk (Preferred):	*http://myedison.tesc.edu/webapps/login/*
Fax:	(609) 777-2956
*Email:	*academicadvising@tesc.edu*

*Students emailing Academic Advising using the *academicadvising@tesc.edu* address must include their degree program name (e.g., BSBA or MALS) in the subject line of their email.

Financial Aid

Applications, forms and information concerning financial aid are available from: Thomas Edison State College, Office of Financial Aid, 101 W. State St., Trenton, NJ 08608-1176; by telephone at (888) 442-8372; or via email at *finaid@tesc.edu*. Additional information is also available on the College website at *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. Information on the New Jersey Stars II Scholarship can be accessed at *www.hesaa.org*

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

Financial Aid for Graduate Students

Graduate students are eligible for Federal Direct Unsubsidized Student Loans. Detailed information may be found in the Financial Aid Packet, which may be accessed through the Thomas Edison State College website or by calling the Office of Financial Aid at (888) 442-8372.

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
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 after the results of the appealed semester are posted.

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 67 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 67 percent criterion, the student is not maintaining satisfactory academic performance. (Grades of W 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 bachelor's 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.

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.

Scholarships

The Thomas Edison State College Scholarship Program is designed to assist students in meeting their financial commitments to the College while they take advantage of the many credit earning options available to them. The College Scholarship Committee, in conjunction with the Office of Development, conducts the annual award period. The list of current scholarships and the associated award period dates are available on the College website at *www.tesc.edu* under Tuition and Financial Aid.

Recipients for each scholarship are selected based on a competitive application process. Scholarship awards are disbursed after the notification to and acceptance by recipients is completed. Applicants must meet the following eligibility criteria.

Scholarship applicants must:

> be enrolled at Thomas Edison State College at the time of application;

> have applied for financial aid (federal, state [N.J. residents only] and Thomas Edison State College);

- have a 3.0 Thomas Edison State College GPA at the time of application;
- have completed a minimum of 12 Thomas Edison State College credits each academic year since enrollment with at least six hours each year from online or Guided Study courses;
- successfully complete 66 percent of courses attempted (incompletes, withdrawals and failed classes do not count as completed credits);
- meet all eligibility criteria for the scholarship(s) for which they have applied; and
- provide required documentation, if any, before the end of the application period.

Questions about the College Scholarship Program should be directed to the Office of Financial Aid.

Veteran Benefits

Thomas Edison State College is approved under the provisions of Title 10 and Title 38, United States Code for enrollment of veterans, military and other eligible persons for programs approved by the New Jersey State Approving Agency. Students who have served in the U.S. armed forces may be eligible to receive veteran educational benefits to assist with educational expenses. These benefits also may extend to the spouse and child dependents of deceased or disabled veterans.

For information about applying for or using your veterans' educational benefits at Thomas Edison State College, contact the Office of Military and Veteran Education by telephone, email or mail. You may also review the information on the College website at *www.tesc.edu/military/veterans/index.cfm*.

Thomas Edison State College
Office of Military and Veteran Education
101 W. State St.
Trenton, NJ 08608-1176
Phone: (866) 446-1804
Fax: (609) 984-7143
Email: *militaryeducation@tesc.edu*

Notes

section 4
College Policies and Procedures

Academic Code of Conduct Policy

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 academic integrity, an essential component of a quality academic experience.

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

All members of the community are responsible for reviewing the academic code of conduct policy and behaving in keeping with the stated principles.

Purpose

The purpose of this policy is to define and advise students of the academic code of conduct, and to identify violations and their consequences. It also provides an appeals process for students who believe they have been incorrectly accused of violating the standards of academic integrity.

Violations

The College considers any violation of this Academic Code of Conduct to be a serious breach of trust that threatens the academic environment of the entire community. Community members are in violation of the Academic Code of Conduct when acts of academic dishonesty occur.

These include, but are not limited to:

- cheating;
- fabricating information or citations;
- falsifying documents;
- falsifying information about test proctors;
- forgery;
- gaining unauthorized access to examinations;
- making up or changing data for a research project;
- plagiarizing;
- submitting credentials that are false or altered in any way;
- tampering with the academic work of other students; and/or
- using words and ideas from others without appropriate attribution.

Disciplinary Process

Allegations of violations of the Academic Code of Conduct may be initiated by mentors, staff or students enrolled at Thomas Edison State College. Specific allegations of a violation of the Academic Code of Conduct must be submitted in writing to the appropriate dean's office. In cases of violations that result from inappropriate behavior in courses, the appropriate dean is the dean of the School that offers the course. In all other cases, the appropriate dean is the dean of the School in which the student is enrolled.

First Time Plagiarism Offenses

First time incidents of academic dishonesty concerning plagiarism (as defined in the *Advisement and Degree Planning Handbook*) may reflect ignorance of appropriate citation requirements. Mentors will make a good faith effort to address all first-time offenses that occur in courses. In these cases, the mentor may impose sanctions that serve as a learning exercise for the offender. These may include the completion of tutorials, assignment rewrites or any other reasonable learning tool including a lower grade when appropriate. The mentor will notify the student by email.

Second Plagiarism Offenses and All Other Violations

Decisions about the sanctions applied for subsequent plagiarism offenses or other violations will be made by the appropriate dean's office, with the advice of the mentor or staff person who reported the violation. The student will be notified via certified mail of the decision.

Options for sanctions include:

- Lower or failing grade for an assignment
- Lower or failing grade for the course
- Rescinding credits
- Rescinding certificates or degrees
- Recording academic sanctions on the transcript
- Suspension from the College
- Dismissal from the College

The College reserves the right to review all credits, degrees and certificates. If any academic misconduct is revealed, those credits, degrees and certificates also may be rescinded. Records of all Academic Code of Conduct violations will be maintained in the student's file.

In extreme or emergency circumstances, any officer of the College at the vice president or higher level may immediately suspend a student from access to College premises, activities or electronic sites pending disciplinary action. Such action will be reported to the vice president and provost.

Hearing

If a hearing is requested, such hearing will be convened at Thomas Edison State College, Trenton, N.J., within 10 business days after the request is received by the College. Students unable to travel to Trenton may attend the hearing telephonically via conference call. In these circumstances, every effort will be made to adhere as closely as possible to the procedures further outlined in this section.

- The student shall have the opportunity to testify and present evidence and witnesses. A list of witnesses and a copy of documents to be presented at the hearing must be submitted to the College at least seven days prior to the hearing.
- The student may have a nonparticipating advisor present for the proceedings.
- The committee shall hear and question witnesses.
- The student may suggest questions for witnesses to the committee.
- The hearing will be audio recorded. All records and/or audio recordings of the hearing will be kept in the custody of the College. Records or recordings may not be reproduced without the specific authorization of the president of Thomas Edison State College.
- All expenses incurred by the student and any witness will be borne by the student.
- If a student (with notice) does not appear at the hearing, the committee shall decide whether to proceed in the student's absence.
- An audio recording of the hearing (not deliberations) shall be made and maintained by the College.

The Academic Integrity Committee will review all reports and evidence regarding the misconduct charge. A written decision will be issued by the chairperson, Academic Integrity Committee, within 10 business days of the hearing. A certified copy will be sent to the student concerned. In its decision, the Academic Integrity Committee will determine the appropriate sanction.

Appeal Process

The student shall have the opportunity to appeal any decision involving disciplinary action. An appeal must be submitted in writing to the vice president and provost within 10 business days after receipt of the report of hearing decision. The appeal must specify the grounds on which it is made. Allowable grounds for appeals are limited to the following:

- Evidence of procedural irregularity
- Evidence of mitigating circumstances or facts that could not have been presented to the dean imposing the sanctions
- Evidence of undue severity of sanction
- Evidence of bias on the part of the dean's office
- Evidence that the decision of the dean's office is arbitrary, capricious or unreasonable and that the evidence does not support the charges
- The vice president and provost will issue a decision within 10 business days and may require that the previously imposed sanction be:
    1) Affirmed and executed
    2) Suspended, set-aside or rejected
    3) Modified or adjusted as warranted by circumstance

The decision of the vice president and provost is final.

Nonacademic Code of Conduct

Preamble

Thomas Edison State College provides flexible, high-quality, collegiate learning opportunities for self-directed adults. The College is dedicated to maintaining a scholarly community in which the freedom of expression both written and oral is paramount, however, at all times students are expected to maintain professionalism and respectfulness and be mindful of the audience.

Purpose

The purpose of this policy is to advise the students of Thomas Edison State College of their responsibilities and expected conduct when interacting with other students, mentors or staff of the College in nonacademic acts or activities. Furthermore, it provides procedures for filing complaints, investigations, hearings, range of possible sanctions and appeals under this policy.

Statement of Responsibilities and 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; respect College resources; 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, professional, 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 disruptive conduct.

Violations

Behavior by students that violates the spirit or intent of the Nonacademic Code of Conduct and that takes place on Thomas Edison State College premises or during College-related activities shall be grounds for disciplinary action by the College. The College reserves the right, notwithstanding anything contained herein, to refer any nonacademic offense to the appropriate civil or criminal authority, as it may deem appropriate.

Violations of the Nonacademic Code of Conduct may include, but are not limited to, the following:

> Disruption of College Activities - exam administration, online courses, assessment activities, studying, research, administration and meetings. These activities may also be considered a violation of the Academic Code of Conduct. When there are academic elements involved, the case will also be referred to the appropriate dean for their review.

> Unauthorized Entry and Use - unauthorized entry and/or use of any College network, building, facility, room or office. Facilities include, but are not limited to, the Trenton offices, off-site centers and special event venues.

> Misappropriation/Misuse of or Damage to College property

- o misappropriation of or possession of misappropriated College property
- o intentional or negligent damage of College property
- o intentionally misplacing resources or in any way intentionally depriving other members of the College of the property or having access to the resources
- o infecting networks, programs or other electronic media or systems with viruses or otherwise intentionally causing systems to malfunction

> Physical Abuse and Dangerous Activity

- o actual physical abuse or threat of physical abuse to another person
- o damage to another person's property
- o causes another person to fear physical abuse or fear damage to his/her property
- o creating a condition which unnecessarily endangers or threatens the health, safety or well-being of other persons, or which could cause damage to property
- o possession, use or distribution of firearms, ammunition, explosives or other weapons on College property

> Written or Oral Harassment - written or oral harassment includes the use of threatening or obscene language, or language which is otherwise abusive or discriminatory in the circumstances, by a student, directed to another student, a mentor, trustee or employee of the College.

> Sexual Harassment – sexual harassment represents a form of abuse and/or intimidation and involves actions such as

- o unwelcome sexual advances
- o requests for sexual favors and other physical and expressive behavior of a sexual nature
- o written or oral abuse or threats of a sexual nature
- o displaying or distributing pornographic or derogatory pictures or materials
- o unnecessary physical contact such as touching, patting, pinching or punching
- o continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior
- o conduct that has the purpose or effect of unreasonably interfering with an individual's education or work performance or creating an intimidating or hostile environment

> Disorderly, lewd or obscene conduct on College property or at a College activity.

> Refusal to Provide Identification - refusal to provide identification upon request by an officer, employee or agent of the College acting on behalf of the College in the course of his/her duties.

> Submission of Fraudulent Documents - such as transcripts, diplomas, test scores, references or applications that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses or otherwise deceptive (collectively referred to as fraudulent documents).

> Misrepresentation – lying or materially misrepresenting information to an official College body or officer.

> Lying in the course of a nonacademic disciplinary investigation or hearing.

> Failing to appear as a witness during a nonacademic disciplinary hearing.

> Other nonspecific acts or activities that violate nonacademic College policies.

Disciplinary Process

The vice president for Enrollment Management and Learner Services (EMLS) is responsible for:

- > investigating allegations of misconduct;
- > determining appropriate actions, including sanctions;
- > adjudicating student appeals; and
- > maintaining a written record of all actions regarding student conduct violations.

The vice president for Enrollment Management and Learner Services will establish a Student Conduct Committee composed of no fewer than five regular members. Additional members may be appointed on an ad hoc basis in order to provide expertise and insight relevant to specific cases. Questions will be decided by simple majority vote with three regular members required to constitute a quorum. This committee will adjudicate matters and impose sanctions as appropriate for those cases referred to it.

Complaints of student misconduct may be initiated by mentors, staff or students enrolled at Thomas Edison State College. When appropriate, staff and mentors are encouraged to first exercise their authority by engaging the student in an effort to correct the misbehavior in a professional and constructive manner, prior to submitting a formal complaint. Staff and mentors should attempt to settle disputes or address concerns by discussing the issue with the student. All parties (staff, mentors and students) are obligated to make a good faith effort to coherently define the problem and seek resolution within the guidelines of current policies and procedures. If a problem or issue cannot be resolved or a student does not respond to corrective measures then referral is appropriate.

Referrals for discipline shall be made by a School dean or by any unit manager within the College's organization. Students wishing to report a violation of the Nonacademic Code of Conduct may do so by reporting the violation to any staff member or mentor of the College. Staff members and mentors are responsible for forwarding such complaints to the appropriate dean or unit manager. Allegations of misconduct

brought by one student against another student must first be reviewed by either a dean or unit manager, who will assess the situation for appropriate resolution prior to referral. Failing such resolution they will make the referral on the complaining student's behalf.

Referrals for specific allegations of a violation of the Nonacademic Code of Conduct must be submitted in writing to the associate vice president and dean of Learner Services, who will advise the student, in writing, that a complaint has been made, the specific allegations in the complaint and that they may be referred for a formal disciplinary hearing.

The associate vice president and dean of Learners Services, acting for the vice president for Enrollment Management and Learner Services, will appoint a staff member to investigate the allegation and to determine whether there is sufficient evidence to proceed with a hearing.

If, in the opinion of the associate vice president and dean of Learner Services, the allegations should be pursued, the student will be advised that a hearing will be scheduled. This notice will include the date and time of the hearing and provide a list of charges that contain specifications upon which the charges are based.

The vice president for Enrollment Management and Learner Services can withdraw the charges once they have been made for just cause at any time during the disciplinary process.

Student rights and responsibilities

The student:

> Must notify the associate vice president and dean of Learner Services of the names of the student's advisor and any witnesses who will attend the hearing, at least three days before the hearing.
> Will be notified of the charges against him/her, in writing, prior to the hearing.
> Will be informed of the evidence upon which a charge is based and any witnesses attending the hearing.
> Will have a reasonable length of time to prepare a response to any charges.
> Will be given ample opportunity to express concerns and offer evidence in defense at the hearing.
> Will receive a written determination of the charges and notifications of any sanctions imposed, in a timely manner.
> Will be afforded confidentiality throughout the process.
> Will have the right to waive any of these rights.
> Must submit a copy of documents and a list of witnesses to be presented at the hearing.

Student Conduct Committee Hearing

All committee hearings will be convened at Thomas Edison State College, Trenton, N.J. Students unable to travel to Trenton may attend the hearing telephonically via conference call.

> An audio recording of the hearing (not deliberations) shall be made and maintained by the College.
> The Student Conduct Committee shall have the opportunity to question all witnesses.
> The student and complainant may suggest questions for witnesses to the chair.
> If a student (with notice) does not appear at the hearing, the chair shall determine whether to proceed in the student's absence.
> Formal rules of process and technical rules of evidence do not apply.
> The student may have an advisor present at the hearing, however, the student is responsible for presenting his/her information and, therefore, the advisor is not permitted to speak or participate directly in the hearing.
> The student shall have the opportunity to present his/her version of what happened, submit supporting documentation and present witnesses.
> All records of the hearing will be kept in the custody of the College. Records or recordings are the property of the College and may not be reproduced without the specific authorization of the president of Thomas Edison State College.
> All expenses incurred by the student will be borne by the student.

The Student Conduct Committee will deliberate in closed session and decide if a violation did or did not occur based on a preponderance of the evidence. If a violation is determined to have taken place, the committee will determine what disciplinary action, if any, to impose on the student. A written decision will be issued by the chairman, Student Conduct Committee, to the vice president of Enrollment Management and Learner Services. A copy of the decision will be sent to the student by certified and regular mail and serves as notice of the committee decision and any sanctions to be imposed. With the exception of dismissal and expulsion, the Student Conduct Committee may impose, on its own authority, all sanctions listed in this policy. One or more of the following sanctions may be imposed:

> Written Warning – A written reprimand for violation of a specific nature, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

> Exclusion/Removal from College Activity/Event – A student given this sanction may be barred from attending College sponsored activity and events for a specified period of time, not to exceed 180 days. These restrictions may be extended to participation in online events sponsored by the College.

> Probationary Suspension – A student may be suspended from the College for a specified period of time, not to exceed one year. The student while suspended shall not participate in any College sponsored activity and will be barred from College premises. At the discretion of the vice president and provost, a permanent transcript notation of the suspension may be made. Students suspended from the College are not entitled to refunds for tuition or fees associated with their interrupted enrollment.

> Dismissal and Expulsion from the College – Permanent separation of the student from the College. A permanent transcript notation is mandatory. Students expelled from the College are not entitled to refunds for tuition or fees associated with their interrupted enrollment. As the most severe action of the institution, dismissal and expulsion must be recommended to, confirmed by, and officially imposed under the authority of the vice president and provost. The Student Conduct Committee shall provide a rationale for dismissal/expulsion from the College to the vice president and provost with a copy to the vice president for Enrollment Management and Learner Services. If the recommendation is accepted and the sanction imposed, the vice president and provost will notify the student by certified and regular mail. The Student Conduct Committee and the vice president for Enrollment Management and Learner Services will receive a copy of the letter of notification.

> Postponing or Withholding of a Degree – The College may withhold the award of a degree, otherwise earned, until completion of a disciplinary process set forth in any of its Codes of Conduct.

> Revocation of a Degree - An awarded degree may be revoked for fraud, misrepresentation or other violation of College standards.

> Interim Suspension - In extreme or emergency circumstances, any vice president of the College may immediately suspend a student from access to College premises, activities or electronic sites pending a conduct hearing or disciplinary action. Such interim suspensions will be reported as soon as possible to all the members of the President's Council.

Appeal Process

The student shall have the opportunity to appeal any decision involving disciplinary action. Appeals of dismissals and expulsions will be submitted directly to the Office of the President. All other appeals must be submitted in writing to the vice president for Enrollment Management and Learner Services, within 15 business days after receipt of the disciplinary action. The appeal must specify the grounds on which it is being made. Allowable grounds for appeals are limited to the following:

> Evidence of procedural irregularity;
> Evidence of significant mitigating circumstances or facts that could not have been presented to the investigating staff member;
> Evidence of undue severity of sanction;
> Evidence of bias on the part of a member of the Student Conduct Committee;
> Evidence that the decision of the Student Conduct Committee is arbitrary, capricious or unreasonable and that the charges are not supported by the evidence.

A written decision will be issued and the student will receive a copy of the appeal decision by certified and regular mail. The appeal decision may require that the previously imposed sanctions be:

> Affirmed and executed.
> Suspended, set-aside or rejected.
> Modified or adjusted as warranted by circumstance.

Upon notification, administrative offices throughout the College will take all requisite actions to record and implement the final decision of the College.

Academic 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.

Administrative (Non-Academic) Appeals and Waivers

Students may appeal a decision from any office in the College regarding an administrative action, policy or procedure. Such an appeal must be submitted in writing to the Administrative Appeals Committee via mail (Thomas Edison State College - Administrative Appeals Committee, 101 W. State St., Trenton, NJ 08608-1176), email at *AdminAppeals@tesc.edu* or fax at (609) 943-5232. Supporting documentation not submitted with the appeal may otherwise be required by the Committee. The Administrative Appeals Committee considers administrative matters involving financial relief, waivers, exceptions to policies and other special considerations of departmental decisions across all divisions of the College.

Thomas Edison State College Student Complaint Policies and Procedures

I. Thomas Edison State College's mission is to provide the highest level of service to its students, in an environment conducive to learning and academic excellence. The College also acknowledges the maturity, autonomy and dignity of its students. Consistent with its mission, the College has instituted various mechanisms to address student complaints. When registering concerns or complaints, College students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of the Associate Vice President and Dean of Learner Services at (609) 984-1141, ext. 3090, or *escheff@tesc.edu*.

II. Complaint Policies and Procedures

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

A. Grade or Academic Credit Appeal. See Student Forms Area of myEdison® or visit *www.tesc.edu/studentforms*.
B. Academic Code of Conduct Policy. See Page 185 of this *Catalog*.
C. Nonacademic Code of Conduct Policy. See Page 186 of this *Catalog*.
D. Policy Against Discrimination and Harassment. See this page, opposite column.
E. Disability Accommodations. See Page 181 of this *Catalog*.

III. Other Student-Related Complaints

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a mentor or a College staff member that does not fall within any of the categories listed here, the complaint will be handled as follows:

A. Informal Resolution

Students are encouraged to speak directly with the mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint.

If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

B. Informal Complaint

A student may register an informal complaint within 30 days of the event that triggered the complaint. The earlier the communication is made, however, the more likely it is to resolve the matter satisfactorily.

Complaints involving academic matters should be made to the dean of the relevant School. Other types of complaints should be made to the head of the appropriate College office.

Informal complaints may be made by telephone or email. Appropriate College staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the College's response within 20 days of the informal complaint.

If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

C. Formal Complaint

A formal complaint must be submitted in writing to the dean of the relevant School or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within 60 days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within 15 days. The appropriate College administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within 30 days of the receipt of the complaint.

A complete record of formal complaints will be kept by the relevant College office. Records of the final outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

Equal Opportunity/Diversity

Thomas Edison State College is an Equal Opportunity 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 concerning disability accommodations may be directed to Thomas Edison State College, Office of Student Special Services, Attn: ADA coordinator or by calling (609) 984-1141, ext. 3415, or by emailing *ada@tesc.edu*. Hearing-impaired individuals may call the TTY line at (609) 341-3109.

Policy Against Discrimination and Harassment

Thomas Edison State College is committed to maintaining an academic environment free from discrimination and harassment. The College prohibits sexual harassment and discrimination based on race, creed, color, national origin, ancestry, marital status, civil union status, domestic partnership status, sex, gender identity or expression, or affectional or sexual orientation, disability or nationality. Hostile environment harassment based on any of these protected categories is also prohibited.

Sexual harassment refers to unwelcome conduct based on a person's sex, including sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a condition of an individual's academic success.
- Submission to or rejection of such conduct is used as the basis for academic decisions affecting an individual.
- Such conduct interferes with an individual's academic performance or creates a hostile academic environment.

Any student who believes that he or she has been sexually harassed or discriminated against by a mentor or College staff member should file a complaint with the College's Title IX Coordinator and Equity/Diversity Officer Heather Brooks, *hbrooks@tesc.edu*. If a student believes that another student has harassed or discriminated against him or her, the student should file a complaint with the Office of the Associate Vice President and Dean of Learner Services at (609) 984-1141, ext. 3090, or

escheff@tesc.edu. Students are encouraged to make timely reports so that a satisfactory resolution is more likely.

Policy Against Harassment, Intimidation and Bullying

Any of the following acts are prohibited and could lead to suspension or dismissal from the College:

If a student acts with the purpose to bully, intimidate and harass another person by:

> making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or

> subjecting another to striking, kicking, shoving or other offensive touching, or threatening to do so; or

> engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the education program.

This policy is in addition to the College's Policy Against Discrimination and Harassment. Issues arising from this policy will be investigated and adjudicated in accordance with the College's Non-Academic Code of Conduct.

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 D 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 pretrial 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. Examples of New Jersey Drug Law Penalties

> Six-month loss or delay of a driver's license for conviction of any drug offense.

> $500 to $300,000 fine for conviction of various drug offenses.

> Forfeiture 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.

> 25 years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

IV. Drug and Alcohol Counseling

Referrals 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 Student Special Services at (609) 984-1141, ext. 3445.

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, Undergraduate Prospectus* and *Graduate 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, email 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 signed 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: Undergraduate 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

Academic Standing: Graduate Grading System
See "Graduate Academic Policies" Pages 211-213.

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 including TECEP®; business, industry and corporate training programs evaluated and recommended for credit by the American Council on Education (ACE) or National CCRS; military training programs evaluated and recommended for credit by the American Council on Education (ACE); licenses, special programs, and registries 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 attempting 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.

Grades which reflect attempted graded credits (A, A-, B+, B, B-, C+, C, C-, D, IF and F) will be used to calculate the official Thomas Edison State College GPA. Grades of CR (Credit) and W (Withdrawn) will not be used in the calculation of the GPA, but will be recorded on the student's transcript. Grades of NC (No Credit) will not be counted in the GPA nor recorded on the transcript.

This policy applies only to courses for which students register that began on or after July 1, 2011.

Policy on D Grades

Students may transfer in or apply Thomas Edison State College course grades of D to their nonarea of study requirements as long as their overall grade point average is at least a 2.0 or higher, as determined by the School in which they are enrolled, with the following exceptions:

- all area of study courses must be graded C or better in order to apply to area of study requirements; and
- all required composition courses must be graded C or better.

Grade Rounding Policy

Grades on course assignments and examinations that are determined by percentages involving decimals should be rounded up to the next whole number when equal to .5 or greater. When the decimal is less than .5 the grade is to be rounded down. This policy also applies to final course grades where the final course grade is determined using percentages with decimals.

Grade Appeals (Undergraduate and Graduate)

The grade appeal process is for students who have evidence that an inappropriate grade has been assigned as a result of prejudice, caprice or other improper conditions, such as mechanical error or assignment of a grade inconsistent with the standards in the syllabus.

- Students must initiate an appeal within 30 days of the issuing of a final grade.
- The student will first contact the course mentor either by email, telephone or U.S. mail.
- If the student is not satisfied with the results of the initial contact, or if the course does not have a mentor, the concern must be presented in writing to the School dean in which the course is offered using the appeal form (undergraduate and/or graduate forms can be found on the Thomas Edison State College website, *www.tesc.edu*).
  - The School dean will mediate between the mentor and the student to obtain resolution of the issue.
  - If the student is dissatisfied with the decision of the School dean, the student may make a written appeal to the vice president and provost within 10 business days.
  - The provost will respond within 30 days with a final decision.

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, including courses not used to fulfill degree requirements.

All area of study courses must be graded C or better in order to apply to area of study requirements for undergraduate students at Thomas Edison State College.

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 can only utilize a grade of C or better in the area of English composition 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

Thomas Edison State College has certain academic residency requirements, however, there are no physical residency requirements. Thomas Edison State College requires a minimum of 30 credits from a regionally accredited institution for bachelor's 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

- All military programs have academic residency requirements of 12 credits for an associate degree and 24 credits for a bachelor's degree.
- The joint degree programs with Rutgers University have academic residency requirements. For associate degrees the requirement is 6 credits and for bachelor's 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

Thomas Edison State College will determine residency pursuant to New Jersey Administrative Code 9A:5-1.1-1.2. The Code requires that students be domiciled in the state of New Jersey for a period of 12 months prior to enrollment in a public institution of higher education in order to be eligible for in-state tuition. 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 of New Jersey for the purpose of determining tuition (N.J.S.A. 18A:62-4.1).

The Office of the Registrar is the College's principle authority on residency determination for tuition purposes. Following the registrar's guidance, initial residency assessment will be determined by the Office of Admissions. The permanent address of the student in effect at the time the student applies for admission will be used to determine residency for tuition purposes. The initial determination will be communicated to the student and used for all tuition and fee assessments until a subsequent change of residency has been approved in accordance with prescribed procedures. All requests for a change in residency status will be forwarded to the Office of the Registrar.

Students who are classified as nonresidents may petition for in-state residency to the Office of the Registrar. The application for state residency status for tuition purposes determination may be obtained on the College website under student forms at *www.tesc.edu/studentforms*. Please return completed application and documentation to the Office of the Registrar, 101 W. State St., Trenton, NJ 08608-1176.

Students submitting change of address forms (or taking other administrative actions), which indicates their state of residency has changed, will be contacted by the College and asked to verify their continued eligibility for in-state tuition. Such verification may require them to submit a completed petition/questionnaire and the submission of supporting documentation.

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. Supplementary evidence may include current voter registration card, New Jersey driver's license and New Jersey motor vehicle registration.

Undergraduate Nonmatriculated Student Status Policy

Undergraduate nonmatriculated students are those students who enroll in courses but have not applied for admission or been accepted to a specific degree program at Thomas Edison State College. Nonmatriculated students do not receive advisement services and may not apply for graduation, as only matriculated students may receive advisement services and apply for graduation and only a matriculated student may be awarded a degree. Generally, there is no limit to the number of courses or credit hours a student in nonmatriculated status may earn; however, some Schools may put a limit on the number of courses a student may take as an undergraduate nonmatriculated student. Additionally, undergraduate nonmatriculated students may be restricted from enrolling in selected courses by the Schools.

Undergraduate nonmatriculated students are governed by the policies in effect at the time of their course registration. Courses and credits earned at Thomas Edison State College while an undergraduate nonmatriculated student will be evaluated based on the requirements in place at the time the undergraduate nonmatriculated student enrolls in the College.

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 and therefore would pay in-state tuition rates.

Active Status for Contractual Program Students

Students enrolled in Thomas Edison State College through contractual and military agreements [i.e., Corporate Choice®, GoArmyEd, Military Degree Completion Program (MDCP), Navy College Program and the Rutgers University 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, 2012, must register for another 3-credit course before Sept. 1, 2013, 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."

An "inactive" military student may receive the following College services:

- Register for classes online. Military students will pay the current tuition rate of their respective contract. All other contract students will pay the current nonmatriculated tuition rate. Registration by telephone or fax will also be permitted.
- View grades and current financial aid award status.
- Submit changes to mailing or email addresses.
- Receive academic advising for only current or potential Thomas Edison State College degree programs.
- View their Academic Evaluation

Evaluation updates, review of new transcripts, degree program changes and access to myEdison® account will not be available.

"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 the following ways:

Military Students:

> Enroll for a minimum of 3 semester hours in a course or other credit-earning option. Students will be governed by the academic policies in place at the time they began their program.

Other Contractual Students:

> 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.

> 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.

Military students with a valid Servicemembers Opportunity College (SOC) agreement with Thomas Edison State College, and who remain in "inactive" status for five consecutive years, must reapply for admission to return to the College and will be governed by the academic policies and degree programs in place at the time of their readmission.

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 Learner Support Center at (888) 442-8372.

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. Please see Page 201 for more information on leave of absences.

Note: Students are considered enrolled in the W. Cary Edwards 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.

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 *Advisement and Degree Planning Handbook*, along with the graduation fee to the Office of the Bursar. The form may also be found on the College website at *www.tesc.edu/studentforms*. 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 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. The U.S. Department of Education defines the adult learner, in part, as anyone "engaged in some form of instruction or educational activity to acquire the knowledge, information, and skills necessary to succeed in the workforce, learn basic skills, earn credentials, or otherwise enrich their lives." A significant portion of adult learners will often exhibit one or more of these seven characteristics:

- have delayed enrollment into postsecondary education;
- attend part time;
- be financially independent of parents;
- work full time while enrolled;
- have dependents other than a spouse;
- be a single parent; and/or
- lack a standard high school diploma.

Thomas Edison State College is committed to assisting self-directed adult students achieve their educational goals. 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. Admission will normally be granted to any individual who possess a U.S. high school diploma, or its equivalent, and meets at least one of the following criteria:

- is at least 21 years of age (unless participating in a special College program); or
- is currently serving on active duty with the armed forces of the United States; or
- already possesses an associate degree from a regionally accredited institution of higher education.

Individuals not meeting this criteria, but who feel they warrant special consideration for other reasons may petition the director of Admissions and present appropriate documentation to support their being accepted to the College. Students admitted through special consideration are subject to the same academic policies and requirements as those admitted unconditionally.
Thomas Edison State College contracts with professional organizations, businesses, governmental entities, and other colleges and universities for the delivery of various educational services. Individuals affiliated with these groups seeking to enroll at the College will be subject to the admissions qualifications contained in the relevant contracts. (Interested parties should contact their human resources department or *admissions@tesc.edu* to determine if their employer currently contracts with the College for higher education opportunities and if their agreements contain any unique admissions requirements.)

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 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.

Comprehensive Statewide Transfer Agreement

The New Jersey Commission on Higher Education has a policy that guarantees admission to a state college to a graduate with an associate in arts or associate in science degree from any New Jersey county or community college or Thomas Edison State College. This policy applies to Thomas Edison 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 bachelor's 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 bachelor's 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.

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

Note: 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.

New Jersey Statewide Transfer and Articulation Agreement Appeals Process

Thomas Edison State College has implemented the New Jersey Statewide Transfer and Articulation Agreement policies as a transfer resource to support course transfer decisions made by the College. The College provides an appeal process for students to request reconsideration of these policies. This appeal process will be announced on the College website at *www.tesc.edu* and in the following College publications: *College Catalog* and *Advisement and Degree Planning Handbook*. Questions regarding the appeal process can be forwarded to the Office of the Registrar by phone at (609) 984-1180 or by email at *registrar@tesc.edu*.

Procedures and Appeal Guidelines

Review Procedures

Undergraduate student's who disagree with any portion of their transfer credit evaluation should submit a written request for review to the registrar by mail to Office of the Registrar, Thomas Edison State College, 101 W. State St. Trenton, NJ 08008-1176 or by email to *registrar@tesc.edu*. Students have 30 calendar days from receipt of the academic evaluation to file an appeal.

The request for review should include the following information:

- your full name;
- Thomas Edison State College ID number;
- mailing address and phone number;
- email address;
- detailed narrative to include supporting rationale and reason for appeal; and
- documentation which supports the request. This could include course descriptions, course syllabus, course objectives, learning outcomes, transcripts or other relevant information.

Thomas Edison State College's Office of the Registrar will conduct a review of the credit evaluation and respond to the student in writing with a decision.

Formal Appeals

Undergraduate students not satisfied with the Office of the Registrar's determination or who believe that the decision is not consistent with the Statewide Transfer and Articulation Agreement may appeal in writing to the associate vice president and dean for Learner Services within 30 calendar days of receipt of the decision of the Office of the Registrar. The appeal should contain the same information required for the registrar's review (see previous section) along with any additional explanations or arguments the student wishes to have considered. The associate vice president and dean for Learner Services will refer the matter to either the Student Appeals or appropriate Academic Appeals Committee. The committee will meet to consider the appeal within 30 calendar days of receipt. The committee may affirm, reject, modify or adjust the transfer credit evaluation as they deem appropriate. The committee will inform the student, in writing, of its decision. The chairperson of the committee shall also inform the vice president and provost of its decision.

The decision of the committee is final and may not be appealed within the institution.

Degree Requirements

Thomas Edison State College awards degrees that reflect the general content of an American education. As part of the credit requirement for the bachelor's 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 Arts in Human Services (AAHS)

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 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

Repeated courses will appear on the transcript marked as "repeats." Semester hours will only be assigned in the case of repeated Thomas Edison State College courses. Repeated transfer courses or assessment credit will appear as repeats with 0 semester hours assigned.

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 bachelor's 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.

Transcripts are provided to students who are enrolled students, graduates or were a previously enrolled student. Applicants are not entitled to a Thomas Edison State College transcript, except for courses they have taken with the College as a nonmatriculated student.

Transfer credits will be identified by transfer institution department code, course number, course title and credits.

Examination credits will be identified by the name of the program, title of the examination and credits. Examples of testing programs include TECEP®, CLEP and DSST.

Thomas Edison State College credits will be identified by the title of the course, credits, grade and term completed. Courses with a grade of NC (No Credit) will not be transcripted.

Other assessment credits will be identified by the name of the program, course (equivalent) title and credits. Examples of such assessments include those reviewed by Thomas Edison State College's Office for Assessment of Professional and Workplace Learning or 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.

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) or National CCRS, licenses/certificates or courses reviewed by Thomas Edison State College and 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, college ID number at that institution, Social Security number, date of birth, years in attendance and address of Thomas Edison State College. An official transcript from their diploma program in nursing must be submitted by RNs if applying to the BSN degree program.

2. With the exception of official transcripts, all other military documents (i.e., licenses and/or certificates) should be photocopied, certified by a notary public to be a true copy and mailed by the student to: Thomas Edison State College, Attn: Office of the Registrar, 101 W. State St., Trenton, NJ 08608-1176.

Military personnel in the Army, Army National Guard and Army Reserves should submit an AARTS transcript, and Marine and Navy personnel, a SMART transcript. Coast Guard and Air Force personnel should contact their respective institutes for transcripts. For assistance in obtaining transcripts and DD214s, please refer to: *www.uscg.mil/hq/cgi/links/links_transcripts.asp.* College transcripts will be accepted, if available, directly from a military education office. For more information, please see Page 13.

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 (866) 205-6267 or email *credit@ace.nche.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. Thomas Edison State College does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the College does not sponsor foreign national students for F-1 or J-1 visa status.

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* 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. Students must be actively enrolled to receive a letter of good 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.

Catalog Currency

Students must use the Thomas Edison State College *Catalog* that is in effect on the date of enrollment to determine graduation degree 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 website at *www.tesc.edu/documents/NondegreeServiceApp.pdf.*

The Credit Banking application fee entitles students to transcription services for one year. Students are advised that credits transcripted 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 transcripted 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 Online Student Services or by notifying the Office of the Registrar of changes in the following: name, address (including county), employment, email 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.

Score Reports

TECEP® examination results are not awarded a letter grade. They are transcripted 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/tecep.* 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 email. 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 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, transcripts and graduation re-enrollment fee.

Nonenrolled Students

Nonenrolled students use services at the College and pay for them on a per-service fee basis. Nonenrolled students must complete the online application and 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 W. Cary Edwards 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 GoArmyED 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 website at *www.tesc.edu/tuition.* Information on graduate tuition and fees is available in the *Graduate Prospectus* and on the College website. Tuition and fees are subject to change without prior notice.

Admission 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. The Application Fee is waived for Thomas Edison State College alumni.

Comprehensive Tuition Plan

The Comprehensive Tuition Plan allows students to pay one convenient tuition each year they are enrolled and allows a student to attempt a maximum of 36 credits of Thomas Edison State College courses (Guided Study, online and *e*-Pack® courses) as well as TECEP® examinations and prior learning assessment (PLA). The maximum of 36 credits will include all credits registered for even if a student later withdraws; for example, if a student registers for 12 credits but withdraws from a 3-credit course, the student will have used 12 credits of their 36 credits leaving a balance of 24 credits. Once a student registers for 36 credits under their Comprehensive Tuition Plan, their enrollment plan with Thomas Edison State College will be changed to the Enrolled Options Plan for the balance of their enrollment year. The student will be required to pay per-credit tuition and fees for any additional courses for which they register. In addition, any enrollment extension paid for by a student who was previously under the Comprehensive Tuition Plan will be under the Enrolled Options Plan.

This tuition covers all administrative costs associated with a Thomas Edison State College education except the Graduation Fee, Course Extension 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. Visit *http://direct.mbsbooks.com/tesc.htm* for more information.

Enrolled Options Tuition 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. Students may then choose what College credit-earning methods they require and will be charged for each option.

Per Credit Tuition Plan

The Per Credit Tuition Plan enables students to register and pay for course tuition on a per credit basis directly after they apply and are accepted into a degree program. Students who select the Per Credit Tuition Plan with the intention of graduating from Thomas Edison State College have academic residency requirements of 12 credits for an associate degree and 24 credits for a bachelor's degree. Residency requirements are met by earning credits via Thomas Edison State College Online (OL), Guided Study (GS) or *e*-Pack® (EP) courses, TECEP® exams (TE) or Portfolio Assessment (PF).

Enrollment Extension Policy

To be used by those students whose anniversary date occurs up to three months prior to their anticipated graduation date. The anniversary date may be extended up to three months under the Enrolled Options tuition plan. Students who anticipate a delay of longer than three months must remit the full Annual Enrollment Tuition. In addition, any enrollment extension paid for by a student who was previously under the Comprehensive Tuition Plan will be under the Enrolled Options Plan.

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.

Tuition and Fee Schedule for W. Cary Edwards School of Nursing Students

A separate tuition and fee schedule is in effect for students in the W. Cary Edwards School of Nursing. *Note: Active duty military personnel who enroll in the W. Cary Edwards School of Nursing will pay the nursing program in-state tuition rate.* Visit *www.tesc.edu/nursing* to view the W. Cary Edwards 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 (LOA) 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 as the enrollment fee is due again upon returning from leave of absence. Requesting an leave of absence does not entitle a student to an enrollment fee refund, nor does it freeze a students 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 or completing and submitting a Re-Enrollment from Inactive Status Form. The student's anniversary enrollment date will be the new enrollment date. Students returning to the W. Cary Edwards School of Nursing from leave of absence will need to submit the Nursing Re-enrollment From Leave of Absence Form with appropriate fees.

Students returning to the W. Cary Edwards School of Nursing from inactive status will need to submit the Nursing Re-enrollment From Inactive Status 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 Services 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 bachelor's 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 bachelor's degree.

Award of Degrees

First Associate Degree

Students who desire both a Thomas Edison State College associate degree and a Thomas Edison State College bachelor's degree may have both degrees awarded together in the same graduation cycle.

If a student has completed an undergraduate, advanced or professional degree and applies for an associate degree, he/she must complete a minimum of 12 credits in the option beyond credits completed on the date the most recent degree was awarded. The student must also meet all requirements specific to the degree.

Second Associate Degree

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 must:

> complete a minimum of 12 additional credits in the option for a second associate degree beyond the date the most recent degree was completed; and

> students must complete all requirements for the degree as listed in the current Thomas Edison State College *Catalog*.

First Bachelor's Degree

A student who applies for a first bachelor's degree may not have completed another four-year degree. Students who have earned a bachelor's, graduate or professional degree must follow the policies and procedures under "Second Bachelor's Degree." A student may have completed an associate degree, first professional degree or degrees prior to earning his/her first bachelor's degree.

Second Bachelor's Degree

Students who have received one bachelor's degree at Thomas Edison State College or one bachelor's or first professional degree at another regionally accredited institution and wish to earn a second bachelor's degree must:

> complete a minimum of 24 additional credits in the area of study/core for a second bachelor's degree beyond the date the most recent degree was completed;

> Bachelor of Science in Business Administration students must complete 18 additional credits in the area of study and 6 additional credits in the core for a second bachelor's degree beyond the date the most recent degree was completed; and

> complete all requirements for the degree as listed in the current Thomas Edison State College *Catalog.*

The College will not award a third associate or bachelor's degree.

Second Master's Degree

Students who hold a master's degree from a regionally accredited institution may earn another master's degree under the following conditions:

> students may apply no more than 12 graduate semester hours of credits from any previously earned master's degrees toward the new master's degree;

> transfer graduate credits that were earned more than seven years ago may not be applied to the new master's degree without the permission of the appropriate School dean; and

> students must also adhere to any additional degree and transfer credit policies imposed by the School in which their degree is to be earned.

Bachelor's to Master's Program

Thomas Edison State College undergraduates may apply for conditional admission to the Thomas Edison State College graduate program of their choice when:

> they have earned at least 60 undergraduate transcripted credits;

> they have a minimum GPA of 3.0; and

> they have three years of degree program relevant experience.

Conditionally admitted students will not be permitted to enroll in graduate courses until they have successfully completed 90 undergraduate credits with an overall Thomas Edison State College GPA of 3.0. Conditionally admitted students may earn up to 9 graduate credits (three courses) to meet requirements for both the bachelor's and master's degrees. These students will pay undergraduate tuition for the 9 graduate credits (three courses) and must maintain their active undergraduate enrollment status. *Note: there are recommended courses in each graduate program in which undergraduate students may enroll; check with an advisor for those courses.*

Students who do not achieve a 3.0 in their graduate course work will not be permitted to take additional courses. Students who do not successfully complete the 9 credits will have to reapply for admission to graduate study.

Note: See Bachelor of Science in Nursing for BSN/MSN option.

Submission of Fraudulent Documents Policy

The submission of documents such as transcripts, diplomas, test scores, references or applications, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by Thomas Edison State College.

All documents submitted to the College, in support of applications for admission, academic evaluations or required administrative processing must be true, accurate and complete. Supporting documents must not make misrepresentations, omit relevant information or be altered from the original.

Any documents submitted under false pretenses, forged or misrepresented (in whole or part) shall subject the individuals involved to sanctions by the College. Specifically, Thomas Edison State College reserves the right to withdraw offers of admission, place a temporary or permanent ban on applying for future admission, prohibit registration, rescind degrees, and suspend or expel students who present fraudulent documents. Such actions may also result in a forfeiture of academic credit earned while enrolled under false pretenses. Dismissal for misconduct does not abrogate a student's financial responsibility to the College, the federal government or private loan providers. Students remain liable for all relevant tuition and fees and the payment of their debts.

It is illegal for any person to falsely represent themselves as having received a degree. N.J.S.A. 18A:3-15.2. Such a violation is punishable by a monetary penalty per offense. Moreover, forgery of a document is a criminal offense that can be prosecuted under criminal law. N.J.S.A. 2C:21-1. The College reserves the right to file criminal charges against any individual who submits fraudulent documents in accordance with the laws of the state of New Jersey and/or appropriate U.S. federal statute.

Enrolled Undergraduate Students

Students enrolled in a Thomas Edison State College degree program are strongly encouraged to consult with an academic program advisor before registering for courses and examinations to be certain their selections are appropriate. Students receiving financial aid are strongly encouraged to have their course selections approved on a degree program plan by an advisor. In all cases, it is the student's responsibility to know and fulfill degree requirements.

Your degree program plan will note courses and/or examinations that are appropriate for your degree. You may register for a course by submitting the Course/TECEP® Form to the Office of the Registrar by phone, fax, email or electronically via the College website *www.tesc.edu/students.*

Please note that some degrees may require students to take courses at other institutions. You are responsible for any and all costs incurred at other institutions.

Veterans/Military Personnel

Information for Undergraduate Students

For students using the Post 9-11 GI Bill/ Chapter 33 VA benefits, once all of the necessary forms are completed, you will be able to register for classes and payment will be forwarded from Veterans Affairs to Thomas Edison State College. For students using any other VA Chapter benefits, tuition and fees are due upon enrollment; Veterans Affairs will reimburse you according to VA policy. You are responsible for securing the necessary VA forms, which must be submitted prior to your registration. Additional information may be obtained online at *www.tesc.edu/military/veterans/index.cfm,* from the Thomas Edison State College Office of Military and Veteran Education by calling (888) 442-8372 or from your local VA office.

If you are active duty military, you may be eligible for tuition assistance. Check with your military education office for details. Active duty Army soldiers wishing to use tuition assistance should use the Army's Tuition Assistance portal located at *www.GoArmyEd.com.*

Active duty, reserve and guard service members pursuing an undergraduate degree from Thomas Edison State College are advised to be in either the Military Degree Completion Program (MDCP) or the Navy College Program Distance Learning Partnership (NCPDLP). Service members not pursuing a Thomas Edison State College undergraduate degree still qualify for MDCP or NCPDLP tuition rates.

Students participating in the military education programs have an academic residency requirement. Twenty-four credits must be earned from Thomas Edison State College for bachelor's degree students and 12 credits must be earned from Thomas Edison State College for associate degree students.

Thomas Edison State College is a participating institution in the Servicemembers Opportunity Colleges, the Navy College Program Distance Learning Partnership (NCPDLP), the Navy College Program for Afloat College Education (NCPACE) and GoArmyEd program. It is also a Level One provider for both the Coast Guard Institute and the Army National Guard Education Support Center. Thomas Edison State College also participates in the United States Air Force AUABC and GEM programs.

Obtain additional information by calling the Office of Admissions toll free at (888) 442-8372.

Thomas Edison State College Air Force Program partnerships with (CCAF) Community College of the Air Force.

Thomas Edison State College is a participating institution in *The Community College of the Air Force (CCAF) General Education Mobile (GEM) program.*

Community College of the Air Force (GEM) General Education Mobile Program

The College's participation in the program enables airmen to complete up to 15 credits of their general education requirements in a single block of five online courses at Thomas Edison State College that may be applied directly to a student's Associate in Applied Science degree at CCAF or a degree at Thomas Edison State College. For application and enrollment information please visit: *www.tesc.edu/military/air-force/GEM-Program.cfm*

Air University Associate to Baccalaureate Cooperative Program (AU-ABC)

The Thomas Edison State College/AU-ABC partnership enables airmen completing an Associate of Applied Science (AAS) degree with CCAF a seamless path to complete a bachelor's degree with Thomas Edison State College. For application and enrollment information please visit: *www.tesc.edu/military/air-force/AU-ABC.cfm*

Academic Integrity

A detailed statement of what constitutes academic honesty and plagiarism is included in this *Catalog*. By registering for a course, students agree to abide by this statement. Academic dishonesty will result in disciplinary action and possible dismissal from the College.

The College is committed to helping students understand the seriousness of plagiarism, which is defined as the use of the work and ideas of others without proper documentation. Students who submit course materials or examination responses that are found to be plagiarized will receive an F on the plagiarized assignment, may receive a grade of F for the course and may face dismissal from the College.

Student Responsibilities

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

Updating the Records

It is crucial that the College has accurate records of your name, address, email address and telephone number. If any of these change between the time you register and the time you receive your grades, please notify the College immediately. For your convenience, you may do this online by visiting Online Student Services — a suite of online services for students located at *https://ssl.tesc.edu/pages/web/default.jsp* or by mailing a completed Student Data Change Form to the Office of the Registrar. The form is available at *www.tesc.edu*.

International Student Policies

Out-of-Country and International Undergraduate Students

Students residing outside of the continental United States are normally eligible for enrollment in Guided Study courses if email can be used for course delivery. Online courses, *e*-Pack® courses, TECEP® examinations and prior learning assessment (PLA) courses are also options for out-of-country students. Prior to registering for a TECEP® examination, an online course or a Guided Study course, out-of-country students must contact the Office of Test Administration at *testing@tesc.edu* to have the test proctor approved. Thomas Edison State College must approve the means of test administration as arranged by the student. In addition, approval for registration is based on the student's willingness to absorb additional costs for delivery of course and examination materials. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or by an approved DSST or College-Level Examination Program (CLEP) test administrator at an official DSST or CLEP test site. If English is not the official language of the country of citizenship, the student must also submit a score of at least 500 on the paper-based examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering. Students are responsible for all mailing or other shipping costs and proctoring fees. Military and diplomatic personnel and their families who have APO/FPO addresses are exempt from this restriction. U.S. military personnel are expected to take examinations through the education officer at a military base.

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 bachelor's 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 the Office of Admissions at Thomas Edison State College by the Educational Testing Service (ETS). For

information on TOEFL, write to TOEFL, Box 2877, Princeton, NJ 08541-2877, USA or go to *www.ets.org/toefl*.

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.); and
> 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 DSST, CLEP or TOEFL test administrator at an official DSST, 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. If English is not the official language of their country of citizenship, 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; 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 that may be 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 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 academic dean at an approved American university abroad, or with an approved DSST, CLEP or TOEFL test administrator at an official DSST, 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. United States military personnel are expected to take examinations through the education officer at a military base.

Note: Does not apply to military and diplomatic personnel and their families who have APO/FPO addresses.

Transfer Credit

An enrolled student may transfer a maximum of 90 credits from international institutions. Thomas Edison State College does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the College does not sponsor foreign national students for F-1 or J-1 visa status

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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, DC 20036-1135
> (202) 296-3359
> *http://ies.aacrao.org*

> Educational Credential Evaluators, Inc. (ECE)
> P.O. Box 514070
> Milwaukee, WI 53203-3470
> (414) 289-3400
> *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*

> Educational Perspectives, nfp. (EP)
> P.O. Box 618056
> Chicago, IL 60661-8056
> (312) 421-9300
> *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. 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 or university 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 the continued pursuit of a Thomas Edison State College degree.

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 Enrolled Options Plan and Technology Services Fee. After enrollment, any credentials or documents submitted will be evaluated. When the evaluation has been completed, you will be advised of any remaining degree requirements. It is your responsibility 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.

Undergraduate Course Policies and Regulations

Withdrawals/Refunds

Your withdrawal request must be processed online or be made on the Request for Course Withdrawal Form found in your *Course Manual*, online at *www.tesc.edu* under Current Students/Student Forms or in a letter addressed to: Office of the Registrar, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176 [Fax: (609) 292-1657]. Stopping payment on credit cards or checks does not constitute an official withdrawal, nor does it relieve you from your financial obligation to the College. Failure to submit assignments or take examinations does not constitute an official withdrawal, nor does verbal notification to your mentor or to any member of the College staff before the end of the term.

A request for course withdrawal will only be accepted online or in writing and must be submitted before the end of the term. A withdrawal request will not be processed if it is submitted after the course has officially ended. Students will not be permitted to withdraw after an official course extension has ended.

Your written withdrawal request must cite your course code, course name and the mentor's name as well as your name and College ID number. The postmark, email or fax date will constitute the official withdrawal date.

Failure to withdraw as stated above will result in the forfeiture of any refund and may result in a failing grade. If you wish to withdraw from your degree program at the College, you must do so in writing to the Office of the Registrar.

Withdrawal Tuition Refund Schedule

Tuition refunds for course withdrawals will be processed within two weeks after the withdrawal request is received in the Office of the Registrar. The registration fee and late fee are not refundable. There are no refunds for Comprehensive Tuition Plan students.

Return any course materials to the textbook supplier, not to the College. Please refer to policies and procedures issued by the supplier regarding materials returns.

Withdrawal requests must be postmarked, emailed or fax dated according to the following schedule for the corresponding tuition refund.

Refund and Transfer Policy

- Withdrawals before the first day of the term = 100 percent tuition refund.
- Withdrawals between the first and the seventh day of the term = 75 percent tuition refund
- Withdrawals between the eighth and 14th day of the term = 50 percent tuition refund
- Withdrawals between the 15th and 21st day of the term = 25 percent tuition refund
- Withdrawals after the 21st day of the term = No refund

Transfers from one course to another within the same term are permitted before the start date of the term. Transfers from one term to another are not permitted.

Extensions

Students are governed by the policies and procedures in effect on their course start date.

Students making satisfactory progress may apply for one eight-week extension per course. Mentors must certify that 50 percent of the course work has been completed, and the student must pay the extension fee. Other than the mentor's certification, no other documentation is required. The Office of the Registrar will process the request and notify the student of their new course ending date. With the exception of extensions related to military deployments, all students must pay for the extension. This requirement applies even in cases of medical illness or financial hardship. In cases involving military deployments, documentation presented must show deployment dates relevant to the specific course.

In limited circumstances, such as severe illness or medical treatment, students may apply for a second extension of eight weeks. In these cases students must submit appropriate supporting documentation relevant to the issue preventing course completion during the first extension and pay another extension fee. The Office of the Registrar will determine if the second extension is warranted and notify the student of their decision. If approved, the registrar will notify the student of their new course ending date.

For both first and second extensions, the eight weeks will be added to the current end date of the course in question. Students cannot have more than 16 additional weeks added to the original start date of the course term. Students may not request more than two extensions for a single course.

Students may not apply for (or be granted) an extension after the last day of the course. Students will be permitted to withdraw after an official course extension has been processed as long as the extension hasn't ended.

A percentage of your final grade in an online course is based on your participation in online discussions and, perhaps, in group activities involving other members of the class. These

asynchronous "conversations" and collaborative assignments will not continue after the scheduled end of the original term.

If you are on extension, you must call the Office of Test Administration at (609) 984-1181 two weeks prior to your desired test date or at least two weeks prior to your extension end date to ensure that examinations are sent to your proctor when you are ready to take them. If you take your examination or complete assignments after the end of the term without having an approved extension, you will be billed for the extension fee and the late fee.

Graduation

The Thomas Edison State College's Board of Trustees confers degrees four times a year, on dates in each of the following months: September, December, March and June. Deadline for submission of the Request for Graduation Form and all applicable payments is as follows:

Deadline for application submission	Graduation
July 1	September
Oct. 1	December
Jan. 1	March
April 1	June

All students must apply for graduation during a period of active enrollment, which is defined under the College's policy on enrollment on Page 194. This requirement applies to students enrolled in the College under the Comprehensive Tuition Plan, Enrolled Options Tuition Plan, Per Credit Tuition Plan and contractual or military population programs.

Enrollment in a degree program at the College is separate and distinct from enrollment in courses or other methods of earning credit and therefore students enrolled in Thomas Edison State College courses must also maintain enrollment in the College as defined above while they finish the courses. Enrollment in a course, either during an original term or during a course extension, does not automatically extend a student's enrollment in the College.

All students must apply for graduation by submitting the most current version of the Request for Graduation Form and the current Graduation Fee, found at *www.tesc.edu* under Student Forms. In order to be reviewed for graduation, students must have completed all degree requirements and have no outstanding fees due to the College.

The College reviews student files for graduation and certifies students for graduation each day. Graduation degree audits are completed in the order in which the Request for Graduation is received. Depending upon when each form is received and the volume of requests received for the current graduation cycle, the graduation degree audit may take from three to eight weeks to be completed. Upon completion of the graduation degree audit, students are notified of the outcomes. If the audit shows that all degree or financial requirements have not been satisfied, the student is notified of the outstanding requirements and further instructions at that time.

If the audit is successful, the student is sent two letters of certification for graduation. These letters indicate the student's name, degree program for which the degree requirements have been met and the date that the degree will be conferred by the Board of Trustees. These letters can be used alone or with a Thomas Edison State College transcript showing completion of at least the minimum number of credits required for the degree to potential employers or graduate schools, before the official degree is posted on the transcript.

Degrees awarded are posted on the Thomas Edison State College transcript as of the official date of graduation, and cannot be posted earlier. Undergraduate diploma packages are mailed within 10 business days from the date of graduation; graduate diploma packages are mailed within four weeks from the date of graduation. With the graduation package, the graduate will receive a student copy of the final Thomas Edison State College transcript and two letters certifying the conferral of the degree.

Thomas Edison State College Commencement Ceremony

Graduates will be invited to participate in the fall Commencement ceremony for which the College determines they are eligible. An invitation and appropriate information will be emailed to eligible graduates approximately three months before the Commencement ceremony.

Thomas Edison State College Course Grade Release Dates and Graduation Eligibility

If your last course begins:	You may graduate in:
July 2013	March 2014
August 2013	March 2014
September 2013	June 2014
October 2013	June 2014
November 2013	June 2014
December 2013	September 2014
January 2014	September 2014
February 2014	September 2014
March 2014	December 2014
April 2014	December 2014
May 2014	December 2014
June 2014	March 2015

Guide to Undergraduate Courses

To use this *Catalog* most effectively — making sure you register for the courses that are right for you and that you receive the appropriate course materials — please familiarize yourself with the information in the following pages before choosing your courses.

Course Load

You are permitted to enroll for a maximum of 36 course credits each academic year, taking no more than 12 credits at any one time. Overlap of more than 12 credits is not permitted except when courses are extended. Enrollment in more than 12 credits at a time requires permission from an academic advisor.

Course Credit

The number of semester hour credits awarded for each course is specified in the course description. Most courses carry 3 credits. Courses yielding 6 credits are generally advanced, interdisciplinary courses, which combine study from a range of academic disciplines. The work required for these courses is equivalent to their credit value. Thus, a 6-credit course is equivalent to two 3-credit courses. Note that 6-credit courses may not be broken down into 3-credit courses (or taken in different semesters.)

Tuition and Fees

For complete tuition and fees information, please visit *www.tesc.edu/tuition.*

Mentors

When you register for a course, you will be assigned a mentor who will be assessing your course assignments and examinations. Mentors are assigned according to their availability for the given semester.

Mentors are expected to assess the work you accomplish, and they are available to offer you guidance on matters of course content when you need it. However, since all Thomas Edison State College courses are for independent adult students, mentors are not considered tutors who assist you in remedial aspects of your work.

After you register, before the semester begins, you will receive a confirmation email. Nursing, PLA, Guided Study and online students will receive access information for the online course site in their confirmation email.

Tutorial Services

Thomas Edison State College offers students access to the SMARTHINKING online tutorial service free of charge. It is particularly helpful if you are taking mathematics, physics, Spanish, writing, statistics, accounting, economics (macro and micro) or chemistry. If you are taking other subjects, but need help with writing, you may also access the service to get the help you need.
Students taking online courses will find a link to the service in each course you are taking. This link will describe the steps you need to take to set up a personal account. You only need to set up an account once, even if you use it for more than one course.

All students receive information on accessing SMARTHINKING with your registration confirmation. Once you have the login information, go to *www.smarthinking.com* and follow the instructions to set up a personal account.

Grading

When your mentor receives an assignment from you, he/she will assess your learning, make comments on your assignments, offer suggestions for improvement and assign a letter or percentage grade. Keep copies of all assignments. If you are working in an online, Guided Study or nursing course, you must use the assignment link within myEdison®, the College's online course delivery system. You also will be able to communicate with your mentor through online discussions of your work. You should receive a response to your assignments within a week after submission.

Mentors will send you an examination feedback form with your grade, and they will send their final grade report to the Office of the Registrar. Final course grades are available for viewing and printing online at Online Student Services approximately two weeks after a semester ends. The College will not release grades to students by any other means. If you find errors or omissions in a Grade Report, report the error immediately — in writing — to the Office of the Registrar.

Grade Definition

Final Course Grade Definition

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: Undergraduate 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

Grading for prior learning assessment (PLA), *e*-Pack® (EP) courses and TECEP® examinations (TE) is credit/no credit. No grade points are assigned for CR/NC grades.

Grade Notes:

A final grade of F is assigned when:

> a student does not complete the course work and examination(s) for a course and does not request a withdrawal or extension before the course has ended;

OR

> the overall average on all course work (including examinations) is below the passing level (59 or below).

A temporary grade of I, or "incomplete," is assigned by the College when:

> A student has completed the required course work, including the final examination, by the end of the semester, but the mentor has not yet received the final examination. Once your mentor receives your final examination and has submitted a change of grade to the Office of the Registrar, the final grade will be posted. This I grade is not recorded on the student's permanent transcript.

Note: Students may not request that mentors provide an I grade, or "incomplete," for a course. If you need additional time to complete course work or examinations, you will need to request an extension from the College. Mentors cannot give extensions without your having followed the full course extension request procedure. When no request for extension is filed, and examinations are not completed, the I converts to a grade of IF six weeks after the end of the term.

A grade of IF, or "incomplete failure," is issued six weeks after the end of a term:

> as a replacement grade for students on extensions who do not complete the work;

OR

> as a replacement grade for students who are originally assigned an I grade when the College does not receive a completed examination. This IF grade is not recorded on the student's permanent transcript.

A grade of NC, or "no credit," is assigned to a TECEP® or *e*-Pack® student who does not achieve a passing score, or a PLA portfolio course student who fails to complete the course and does not request an extension within the appropriate time frame. This grade is not recorded on the student's permanent transcript.

To receive credit for the course, students must:

> Earn a passing average on the total of all assigned course work (e.g., examinations, assignments, discussion postings, etc.). Failure to complete and submit all assignments will negatively influence the final grade and may result in a failing grade for the course. In addition, a grade of C– or below in nursing courses is not accepted for credit toward any program in the W. Cary Edwards School of Nursing. A grade of B or better is required for each course in the graduate nursing certificate programs for the credit to be applied to program requirements.

Graduate Academic Policies

Academic Probation

Candidates who fall below a 3.0 average will be placed on academic probation.

Admissions

Admission to graduate 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.
> MPSL applicants should have three years of professional experience or significant volunteer service.
> MALS candidates should have professional, managerial or significant volunteer experience.
> MAEdL and Graduate Certificate in Educational Leadership candidates must have three years of teaching experience and appropriate educational/instructional certification.
> MSN candidates are processed on an open and rolling basis.
> Two years of experience in nursing is recommended, not required, for the MSN degree and for the graduate nursing certificate programs.
> Candidates must have earned an 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.
> Foreign students must submit course-by-course evaluations from an approved Thomas Edison State College agency. The evaluation must state they have the equivalent for a United States regionally accredited degree.
> Candidates must submit all official transcripts and documentation of past college credits, professional and/or military training and other experiences.
> 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 current resume.
> Candidates are required to have the following basic computer skills: ability to access the Internet and experience with/knowledge about sending email.
> Recommended undergraduate GPA is 2.75 (MBA 3.0).

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 and begun their first course.

A. Date of Enrollment. The date of enrollment is defined as the 10th 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 the student becomes inactive or take a leave of absence. MSN students are considered enrolled upon acceptance.

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 in graduate programs have up to seven years to complete their degree. Students wishing to request a waiver of this timeframe should make their request to the dean of the School in which they are enrolled.

D. Deferred Enrollment. A graduate student who has been accepted may defer enrollment. 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

Students who wish to audit a graduate course must contact, for permission, the dean of the School in which the course is offered. Students are charged full tuition to audit a course. A grade of AU will be awarded.

Bachelor's to Master's Program

Thomas Edison State College undergraduates may apply for conditional admission to the Thomas Edison State College graduate program of their choice when:

> they have earned at least 60 undergraduate transcripted credits;
> they have a minimum GPA of 3.0; and
> they have three years of degree program relevant experience.

Conditionally admitted students will not be permitted to enroll in graduate courses until they have successfully completed 90 undergraduate credits with an overall Thomas Edison State College GPA of 3.0. Conditionally admitted students may earn up to 9 graduate credits (3 courses) to meet requirements for both the bachelor's and master's degrees. These students will pay undergraduate tuition for the 9 graduate credits (3 courses) and must maintain their active undergraduate enrollment status. *Note: There are recommended courses in each graduate program in which undergraduate students may enroll; check with an advisor for those courses.*

Students who do not achieve a 3.0 in their graduate course work will not be permitted to take additional courses. Students who do not successfully complete the 9 credits successfully will have to reapply for admission to graduate study.

Note: See Bachelor of Science in Nursing for BSN/MSN.

Graduate Nonmatriculated Student Status

A student may take no more than 9 semester hours of graduate-level courses on a nonmatriculated basis. The specific number of courses is detailed by each graduate program. Students who wish to continue taking graduate-level courses beyond 9 credits must apply for graduate admission and meet all graduate admission requirements.

Graduate Course Policies and Regulations

Grades

Students must maintain a B average to remain in good academic standing.

Graduate Academic Standing Grading System

Letter Grade	Quality Points	Percentage 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
F	0	Below 73
I (Incomplete Temporary Grade)		
IF	0	Below 73
CR*	N/A	None

*Nongraded credit assessed at the B level and above will be counted toward graduate degree requirements in accordance with College and appropriate School policies.

Withdrawals/Refunds

Your written withdrawal request must be made on the Request for Course Withdrawal Form found in your course section, online at *www.tesc.edu* under Current Students/Student Forms or in a letter addressed to: Office of the Registrar, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176 [Fax: (609) 292-1657] before the end of the term. Stopping payment on credit cards or checks does not constitute an official withdrawal, nor does it relieve you from your financial obligation to the College. Failure to submit assignments or take examinations does not constitute an official withdrawal, nor does verbal notification to your mentor or to any member of the College staff.

A request for course withdrawal will only be accepted in writing and must be submitted before the end of the term. A withdrawal request will not be processed if it is submitted after the course has officially ended.

If you send a letter, it must cite your course code, course name and the mentor's name as well as your name and College ID number. The postmark, email or fax date will constitute the official withdrawal date.

Failure to withdraw as stated above will result in the forfeiture of any refund and may result in a failing grade. These policies refer to course withdrawals only. If you wish to withdraw from your degree program at the College, you must do so in writing to the Office of the Registrar.

Withdrawal Tuition Refund Schedule

Tuition refunds for course withdrawals will be processed within two weeks after the withdrawal request is received in the Office of the Registrar. The late fee is nonrefundable.

Return any textbooks to your textbook supplier, not to the College. Please refer to the policies and procedures issued by your textbook supplier regarding materials returns.

Withdrawal requests must be postmarked, emailed or fax dated according to the following schedule for the corresponding tuition refund.

Refund and Transfer Policy

- Withdrawals before the first day of the term = 100 percent tuition refund
- Withdrawals between the first and the seventh day of the term = 75 percent tuition refund
- Withdrawals between the eighth and 14th day of the term = 50 percent tuition refund
- Withdrawals between the 15th and 21st day of the term = 25 percent tuition refund
- Withdrawals after the 21st day of the term = No refund

Transfers from one course to another within the same term are permitted before the start date of the term. Transfers from one term to another are not permitted.

Extensions

Students are governed by the policies and procedures in effect on their course start date.

Students making satisfactory progress may apply for one eight-week extension per course. Mentors must certify that 50 percent of the course work has been completed, and the student must pay the extension fee. Other than the mentor's certification, no other documentation is required. The Office of the Registrar will process the request and notify the student of their new course ending date. With the exception of extensions related to military deployments, all students must pay for the extension. This requirement applies even in cases of medical illness or financial hardship. In cases involving military deployments, documentation presented must show deployment dates relevant to the specific course.

In limited circumstances, such as severe illness or medical treatment, students may apply for a second extension of eight weeks. In these cases students must submit appropriate supporting documentation relevant to the issue preventing course completion during the first extension and pay another extension fee. The Office of the Registrar will determine if the second extension is warranted and notify the student of their decision and if approved of their new course ending date.

For both the first and second extension, the eight weeks will be added to the current end date of the course in question. Students cannot have more than 16 additional weeks added to the original start date of their term. Students may not request more than two extensions for a single course.

Students may not apply for (or be granted) an extension after the last day of the course. Students will be permitted to withdraw after an official course extension has been processed as long as the extension has not ended.

A percentage of your final grade in an online course is based on your participation in online discussions and, perhaps, in group activities involving other members of the class. These asynchronous "conversations" and collaborative assignments will not continue after the scheduled end of the original term.

Updating the Records

It is crucial that the College have accurate records of your name, address, email address and telephone number. If any of these change between the time you register and the time you receive your grades, please notify the College immediately. For your convenience, you may do this online via Online Student Services — a suite of online services for students located at *https://ssl.tesc.edu/pages/web/default.jsp* or by mailing a completed Student Data Change Form to the Office of the Registrar. The form is available at *www.tesc.edu*.

Academic Integrity

A detailed statement of what constitutes academic honesty and plagiarism is included in every course. By registering for a course, students agree to abide by this statement. Academic dishonesty will result in disciplinary action and possible dismissal from the College.

The College is committed to helping students understand the seriousness of plagiarism, which is defined as the use of the work and ideas of others without proper documentation. Students who submit course materials or examination responses that are found to be plagiarized will receive an F on the plagiarized assignment, may receive a grade of F for the course and may face dismissal from the College.

Learning Outcomes Assessment

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

Thomas Edison State College is focused on meeting the educational needs of the self-directed adult learner. Students come to the College with a wealth of experience from academic work at other institutions, from the workplace and from military service. Thomas Edison State College is committed to education as a transformative process that broadens perspectives in a global, technologically sophisticated and diverse society. Our vision for general education at the College is that it be threaded throughout the curriculum, across all schools and at all levels of study.

Undergraduate degrees offered through Thomas Edison State College are designed around three constructs:

1. General Education: an integrated foundation based on the liberal arts with a focus on core skills and competencies
2. Area of Study: in-depth work in a specific discipline
3. Elective Courses: a flexible elective component to meet personal and intellectual interests complementary to but distinct from the selected field of study.

All three pillars of our undergraduate degree programs are designed so that our graduates meet Institutional General Education Outcomes that document student competencies.

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 has approved 11 institutional learning outcomes for all undergraduates and six institutional learning outcomes for all graduate students.

Outcomes-Based General Education

Thomas Edison's institutional outcomes are closely mapped to the Essential Learning Outcomes (LEAP Outcomes) as documented by the Association of American Colleges and Universities (*www.aacu.org/leap*).

All Thomas Edison State College students who graduate from bachelor's degree programs will complete 60 semester hour credits of general education, by demonstrating general education competencies and completing general education electives, taken directly from the LEAP Outcomes (*www.aacu.org/leap*). Some of these credits must fulfill specific category requirements and others allow students to tailor their general education experience to your their own needs and interests.

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

Intellectual and Practical Skills

Communication:

Written: Communicate their ideas effectively in writing using text, data and images as appropriate and in different genres and styles.
Oral: Communicate their ideas effectively orally using multiple modes of communication, as appropriate.

Information Literacy:

Identify, locate, evaluate, and effectively and responsibly use and share information for the problem at hand.

Quantitative Reasoning/Literacy:

Demonstrate competency and comfort in working with numerical data, create complex and refined arguments supported by quantitative evidence and clearly communicate those arguments in a variety of formats (using words, tables, graphs, mathematical equations, etc.), as appropriate.

Technological Competency:

Solve problems and perform tasks using appropriate technological tools.

Personal and Social Responsibility

Diversity/Global Literacy:

Recognize that they are members of a world community and demonstrate intercultural knowledge, skills and attitudes that support effective and appropriate interaction in a variety of cultural contexts.

Ethical Leadership:

Assess their own ethical values and the social context of a given situation, recognize ethical issues in a variety of settings, apply ethical principles to ethical dilemmas and consider the ramification of alternative actions.

Lifelong Learning:

Demonstrate a commitment to lifelong learning.

Human Cultures and the Physical and Natural World

through study in areas including the sciences and mathematics, social sciences, humanities, histories, language and the arts.

Problem Solving:

Design, evaluate and implement a strategy to answer questions or achieve a desired goal using a variety of discipline-specific methods.

Inquiry and Analysis:

Use appropriate theories and methodologies to effectively explore issues, objects or works through the analysis of the topic into its component parts and the collection and evaluation of evidence that results in informed conclusions or judgments.

Integrative and Applied Learning,

including synthesis and advanced accomplishment across general and specialized studies

Critical Thinking:

Critically explore issues and ideas, frame events and consider evidence and analyze assumptions before accepting or formulating an opinion or conclusion.

Integrative Learning:

Make connections among ideas and experiences and synthesize and transfer learning to new, complex situations.

Learning Outcomes:

All Thomas Edison State College students who graduate from advanced-level degree programs will be able to:

- demonstrate mastery of in-depth knowledge of the current major questions, debates and methodologies in their field or profession;
- use critical-thinking, reflective and research skills to evaluate theory to make informed decisions and improve practice in their field;
- communicate in a variety of formats appropriate to the field of study;
- apply ethical decision making in research, evaluation, organizational culture and communities;
- integrate and use effectively technology in evaluating information and its sources in practical application in field of study; and
- recognize cultural influences in organization and community decision making.

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 typically part of a student's degree program, Thomas Edison State College students are required to participate in such activities when selected. All students who take part in outcomes assessment activities contribute to the continued excellence of Thomas Edison State College and to the reputation of the degrees awarded by the institution.

About Thomas Edison State College

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.

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 worldwide community of learners. Our student body represents every state in the U.S. and approximately 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: 20,877

> Average age 35
> 41 percent New Jersey residents
> 59 percent out-of-state (50 states and students from, or studying in, approximately 70 countries)
> 53 percent male
> 47 percent female
> Cumulative degrees awarded: 43,350

Our Mentors

The College has approximately 700 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. We require that all graduate mentors hold a terminal degree. Many also 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.

> 25 graduate and undergraduate degrees
> more than 100 areas of study
> 15 undergraduate certificates
> 11 graduate certificates
> several professional certificates

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.

Accreditation

Thomas Edison State College is regionally accredited by the Middle States Commission on Higher Education. This prestigious accreditation is part of a national system of quality assurance that requires colleges and universities to reach a common understanding and agreement as to the standards of quality for American higher education.

The W. Cary Edwards School of Nursing baccalaureate, master's and graduate certificate programs are accredited by the National League for Nursing Accrediting Commission (NLNAC). The W. Cary Edwards School of Nursing baccalaureate and master's degree nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The W. Cary Edwards School of Nursing programs are approved by the New Jersey Board of Nursing.

Thomas Edison State College's Master of Arts in Educational Leadership Program, which is designed to prepare educators for roles in school leadership, is granted Initial Accreditation by the Teacher Education Accreditation Council (TEAC) for a period of five years, from Dec. 11, 2009, to Dec. 11, 2014. This accreditation certifies that the forenamed professional education program has provided evidence that the program adheres to TEAC's quality principles.

The Thomas Edison State College bachelor's degree in Nuclear Energy Engineering Technology is accredited by the Engineering Technology Accreditation of ABET. ABET is a specialized accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

Thomas Edison State College's associate degree program and undergraduate certificate in Polysomnography was awarded initial accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The initial accreditation status is valid from March 16, 2012, until March 31, 2017.

Middle States Commission on Higher Education
3264 Market St.
Philadelphia, PA 19104
(267) 284-5000
www.msche.org

New Jersey Board of Nursing
P.O. Box 45010
Newark, NJ 07101
(973) 504-6430
www.state.nj.us/lps/ca/nursing.htm

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle NW, Suite 530
Washington, DC 20036-1120
(202) 887-6791
www.aacn.nche.edu/accreditation

National League for Nursing Accrediting Commission (NLNAC)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.nlnac.com

Teacher Education Accreditation Council (TEAC)
One Dupont Circle NW, Suite 320
Washington, DC 20036
(202) 466-7236
www.teac.org

Engineering Technology Accreditation Commission of ABET
111 Market Place, Suite 1050
Baltimore, MD 21202
(410) 347-7700
http://www.abet.org/

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
(727) 210-2350
http://www.caahep.org

The College is a member of the University Continuing Education Association (UCEA), a professional organization of colleges and universities in the field of continuing and distance education, and subscribes to its standards of professional practice. The College also is a member of the International Council for Distance Education (ICDE), a professional organization representing the advancement of distance education internationally. Professional staff and mentors are individual members of the American Association of Collegiate Independent Study (AACIS).

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* or the library's student page at *http://slic.njstatelib.org/services_TESC.php.*

The New Jersey State Library provides free online resources to students pursuing their education. *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. *JerseyClicks.org* is 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), a consortium of New Jersey College and University libraries and the New Jersey State Library. Enrolled students are provided access to several online databases and extensive scholarly resources through the College's membership in VALE. Students may access VALE resources through myEdison® by following the links under Services then Educational Resources. Students in the College's online courses are expected to make use of VALE resources and other online resources.

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 (PLA) , Practicum and online courses (including nursing and graduate courses)
> Registration periods:
  - 12 for most undergraduate options
  - 4 registration periods for nursing and most graduate courses
> Graduation: The Board of Trustees certifies graduates four times a year
> Commencement: Sept. 28, 2013

Alumni Association

All graduates of Thomas Edison State College are automatically members of the Alumni Association – a worldwide organization of nearly 43,000 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 alumni.

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.

Annual giving is one vital way you can support the College. Your gift will help us:

> keep tuition affordable;
> expand online courses and degree programs; and
> improve the Thomas Edison State College experience through advanced technology and student services.

For more information, visit *www.tescfoundation.org.*

The Alumni Association also encourages its members to take part in as many activities as possible, including the Alumni Ambassador Program, advocacy and networking opportunities.

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 website, *www.tesc.edu/alumni*, provides current news, College store, online giving information and the opportunity to network with students and alumni.

Current news items for publications and updated information may be sent to:

Office of Alumni Affairs
Thomas Edison State College
101 W. State St.
Trenton, NJ 08608-1176
Phone: (609) 633-8592
Fax: (609) 943-3023
alumni@tesc.edu

Arnold Fletcher Award

The Arnold Fletcher Award recognizes Thomas Edison State College bachelor's degree graduates for achieving excellence in nontraditional learning. Award recipients are selected from each graduating class. The following areas are examples of appropriate nontraditional learning modes:

> 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 from nontraditional learning.

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 Thomas Edison State College grade point average of 3.2;
> have earned from Thomas Edison State College at least 24 graded credits of which 12 credits are in liberal arts/sciences; and
> student members will be selected only from the top 20 percent of the group of qualified students.

Kappa Delta Pi Honor Society

Kappa Delta Pi is an honor society recognizing the academic achievements and professional accomplishments of educators worldwide. Kappa Delta Pi is one of the largest and most prestigious educational honor societies in the world. With more than 500 active chapters, Kappa Delta Pi is dedicated to the ideals of fidelity to humanity, service, science and toil. As part of its goal, KDP recognizes scholarship and enhances the professional development of its members. Thomas Edison State College's chapter of Kappa Delta Pi was established in 2010.

For induction into the Alpha Zeta Epsilon chapter of Kappa Delta Pi at Thomas Edison State College, students must meet the following requirements:

> matriculation in either the Graduate Certificate in Educational Leadership or Master of Arts in Educational Leadership Program;
> have an overall Thomas Edison State College grade point average of 3.5; and
> have completed at least six semester hours of graduate course work in Educational Leadership at Thomas Edison State College.

Sigma Beta Delta International Honor Society

The School of Business and Management has been approved as a chapter of the international honor society, Sigma Beta Delta.

Established in 1994, Sigma Beta Delta is an honor society for students in business, management and administration and serves institutions which offer bachelor's and graduate degrees in business, management and administration where the institution holds accreditation from one of the six regional accrediting bodies, but not specialized accreditation in business. Thomas Edison State College's chapter was established in 2009.

Students invited into this society at Thomas Edison State College must meet the following requirements:

> students must be candidates for bachelor's or master's degrees in business and management;
> students must have completed at least 12 credits in the School of Business and Technology at Thomas Edison State College;
> undergraduate students must have a Thomas Edison State College grade point average of at least 3.5 and rank in the upper 20 percent of their graduating class; and
> graduate students must have a Thomas Edison State College grade point average of at least 3.75 and rank in the upper 20 percent of their class.

Regina Sanchez-Porter Award

The Regina Sanchez-Porter award is given to a BSN graduate who has given outstanding service to the profession and community, combined with high academic achievement.

Upsilon Rho Chapter Sigma Theta Tau International Honor Society of Nursing

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.

Student candidates shall have demonstrated superior academic achievement, academic integrity, and professional leadership potential.

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
> the student must be ranked in the top 35 percent of the graduating class (defined as students who have completed NUR-441 during the current academic year).

Eligible undergraduate students who have completed NUR-441 during the academic year (July-June) will receive an invitation via email in July (no application process).

Criteria for membership in the Upsilon Rho Chapter for **Accelerated 2nd Degree BSN Program students** are as follows:

> the student must have at least a 3.0 GPA on a 4.0 grading scale
> the student must be ranked in the top 35 percent of the graduating Accelerated 2nd Degree BSN Program class
> the student must have completed at least three quarters (3/4) of the required nursing curriculum.

Eligible Accelerated 2nd Degree BSN Program students will receive an invitation via email during the summer term (no application process).

Criteria for membership in the Upsilon Rho Chapter for **graduate students** are as follows:

> the student must have achieved a grade point average of at least 3.5 on a 4.0 scale
> the student must have completed a minimum of one half of the required graduate curriculum (18 credits).

Graduate student candidates may apply for membership by submitting the Graduate Student Application to the chapter by the deadline indicated on the application. Applications are emailed to all graduate students in July. Eligible graduate students who apply and are accepted for membership will receive an invitation via email. Eligible candidates may apply for membership as Nurse Leaders by going to *www.nursingsociety.org*. 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.
> candidates must have earned a minimum of a baccalaureate degree in any field and have demonstrated outstanding achievement in nursing.

Eligible Nurse Leader candidates who apply and are accepted for membership will receive an invitation via email.

Schools

School of Business and Management

Mission and Purpose:

The School of Business and Technology provides relevant, rigorous and career-focused degree programs that prepare leaders to add value to their firms and organizations in the dynamic global marketplace. Like all of Thomas Edison State College schools, our pedagogy, credit-earning opportunities and formats are highly flexible in order to meet the needs of self-directed adults who seek to achieve educational and professional goals.

All programs listed below accept credits earned from other regionally accredited institutions as well as through alternative methods of learning – including TECEP® and CLEP examinations, prior learning assessment (PLA) and from workplace-based training that has been evaluated and assessed for credit by Thomas Edison State College or the American Council on Education.

Students wishing to participate in the Bachelor's to Master's program (B2M) may do so with any of the bachelor's and master's degree programs listed below. The B2M program enables students who have earned 60 credits to apply for early entry into a Thomas Edison State College master's degree program. Further, students may take up to 9 credits in the graduate degree program at undergraduate tuition rates and apply these credits to both degrees. Visit the College website, *www.tesc.edu*, for more information about the programs, tuition rates, financial aid, alternative methods for earning credit and how to apply.

Degrees and Certificates in Business:

Undergraduate Degrees in Business

> Associate in Science in Business Administration (ASBA)
> Bachelor of Science in Organizational Leadership (BSOL)
> Bachelor of Science in Business Administration (BSBA)
  - o The BSBA offers the following degree options: Accounting, Accounting/CPA, Computer Information Systems, Entrepreneurship, Finance, Financial Institution Management, General Management, Hospital Healthcare Administration, Hospitality Management, Human Resources/Organizational Management, International Business, Marketing, Operations Management, Public Administration and Real Estate as well as the Learner-Designed Area of Study (LDAS).

Learning Outcomes

Graduates of these programs will obtain competencies in the business core and a breadth of knowledge in the liberal arts and sciences, preparing them to apply these competencies to business situations. In addition they will be able to:

> identify concepts, theories and issues in contemporary business practice;
> identify, apply and evaluate various decision-making models; and
> evaluate different organizational structures and ways in which organizations function.

Undergraduate Certificates in Business

> Accounting
> Computer Information Systems
> Finance
> Global Leadership
> Human Resources Management
> Marketing
> Operations Management
> Public Administration

Graduate Degrees in Business

> Master of Science in Human Resources Management (MSHRM)
> Master of Science in Management (MSM)
  - o Students have the option of selecting one of the following areas of study: Organizational Leadership, Accounting, Project Management, Human Resources Management, School Business Administration and Homeland Security
  - o Students may also pursue a Public Service area of study in combination with the MSM. These include: Community and Economic Development, Environmental Policy and Environmental Justice, Information and Technology for the Public Sector, Nonprofit Management, Public Finance, Public Health Management and Public Service Administration and Leadership.
> Master of Business Administration (MBA)
  - o Students may select one of the following areas of study: Data Analytics, Finance, Healthcare Management and Marketing.

Learning Outcomes for Graduate Degrees in Business are degree specific and are described in full on the College website: *www.tesc.edu*.

Graduate Certificate in Business

> Human Resources Management
> Organizational Leadership
> Project Management

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. The School's curriculum meets the educational and career needs of learners in work environments where opportunity is facilitated by technical currency, practical knowledge and applied skills.

The School's curriculum provides opportunities to achieve personal and career goals through programs in two associate, two bachelor's degree and one master's degree in 75 areas of study, allowing the flexibility to integrate skills and knowledge acquired outside academia by granting academic credit for professional licenses and certifications, apprenticeships and military and industrial training.

Students may advance toward their academic goal by transferring credit from other regionally accredited institutions and by earning credit through exam programs, such as TECEP®, CLEP and DSST examinations, and portfolio assessment and academic program reviews.

Undergraduate Degrees in Technology

> Associate in Applied Science (AAS)
  - o The following degree options are available: Administrative Studies, Applied Computer Studies, Applied Electronic Studies, Applied Health Studies, Aviation Support, Construction and Facility Support, Dental Hygiene (joint program with Rutgers), Electrical Mechanical Systems and Maintenance, Environmental, Safety and Security Technologies, Mechanics and Maintenance, Military Technology Leadership, Multidisciplinary Technology and Respiratory Therapy (only offered at Fort Sam Houston).

> Associate in Applied Science and Technology (AAST)
  - o All credits earned in this degree program will transfer into the Bachelor of Science in Applied Science and Technology. The following degree options are available (starred options require that students already possess professional certification prior to enrollment): Air Traffic Control, Aviation Flight Technology, Aviation Maintenance Technology, Biomedical Electronics, Civil and Construction Engineering Technology, Clinical Laboratory Science, Computer and Information Technology, Electrical Technology, Electronics Engineering Technology, Engineering Graphics, Environmental Sciences, Fire Protection Science, Laboratory Animal Science, Medical Imagining, Nuclear Engineering Technology, Nuclear Medicine Technology, Polysomnography, Radiation Protection, Radiation Therapy and Technical Studies.

> Bachelor of Science in Applied Science and Technology (BSAST)
  - o The following degree options are approved, (starred options require that students also possess professional certification prior to enrollment): Air Traffic Control, Automotive Performance Technology, Aviation Flight Technology, Aviation Maintenance Technology, Biomedical Electronics, Civil Engineering Technology, Clinical Laboratory Science, Construction, Dental Hygiene, Electrical Technology, Electronics Engineering Technology, Energy Systems Technology, Energy Utility Technology, Engineering Graphics, Environmental Sciences, Fire Protection Science, Health Services Technology, Information Technology, Laboratory Animal Science, Medical Imaging, Nuclear Energy Engineering Technology, Nuclear Engineering Technology, Nuclear Medicine Technology, Radiation Protection, Radiation Therapy, Respiratory Care, and Technical Studies.

> Bachelor of Science in Health Sciences (BSHeS) (joint program with Rutgers)

> Bachelor of Science in Health Information Management (BSHIM) (joint program with Rutgers)

> Bachelor of Science in Medical Imaging Sciences (BSMIS) (joint program with Rutgers)

Learning Outcomes

Bachelor's degree graduates from the above programs will:

> 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; and

> communicate effectively in the technical discipline.

Undergraduate Certificates in Technology

> Computer-Aided Design

> Electronics

> Gas Distribution

> Polysomnography

Graduate Degrees in Technology

> Master of Science in Applied Science and Technology (MSAST)
  - o The following areas of study have been approved: Clinical Trials Management and Technical Studies.

Learning Outcomes

On completion of the MSAST the graduate will be able to:

> demonstrate mastery of the knowledge, techniques, skills, modern tools and advanced technologies of the appropriate discipline;

> initiate, design and conduct research;

> integrate theoretical concepts and research findings into product and process innovation;

> incorporate productivity measurement and project planning tools to plan, manage and calculate constant improvement projects that support organizational goals;

> demonstrate leadership in the workplace through the use of advanced technological and management tools and techniques; and
> evaluate the impact of environment, health and safety.

Graduate Certificate in Technology

> Clinical Trials Management

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 diverse 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 New Jersey supervisor, principal and school administration 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 bachelor's 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 Applied Science (AAS)
> Associate in Arts (AA)
> Associate in Arts in Human Services (AAHS)
> Associate in Science in Natural Sciences and Mathematics (ASNSM)
> Bachelor of Arts (BA)
> Bachelor of Science (BS)
> Bachelor of Science in Human Services (BSHS)

Undergraduate Certificates

> Computer Science
> Fitness and Wellness Services
> Labor Studies

Graduate Degrees

> Master of Arts in Educational Leadership (MAEdL)
> Master of Arts in Educational Technology and Online Learning (MAETOL)
> Master of Arts in Liberal Studies (MALS)
> Master of Science in Homeland Security (MSHS)

Graduate Certificates

> Educational Leadership
> Homeland Security
> Online Learning and Teaching
> Professional Communication

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

Graduates of the Bachelor of Arts and Bachelor of Science 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; and
> demonstrate independent thought and collaboration in decision-making activities in a variety of settings.

Undergraduate Outcomes

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.

Learning Outcomes

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

> interpret and critically analyze the professional track;
> apply theory to professional practice;
> apply knowledge of the specific skills, techniques and agencies necessary to serve client populations;
> apply knowledge of cultural diversity as it relates to fields of human services; and
> apply theories of management as it relates to human services.

Bachelor of Arts

The following is a list of approved areas of study:

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

Natural Sciences/Mathematics
> Biology
> Computer Science
> Mathematics

Multidisciplinary
> Environmental Studies
> International Studies

Social Sciences
> Anthropology
> Criminal Justice
> Economics
> History
> Labor Studies
> Political Science
> Psychology
> Sociology

BA Areas of Concentration
> Humanities
> Natural Sciences/Mathematics
> Social Sciences
> Liberal Studies
> Learner-Designed Area of Study (LDAS)

Bachelor of Science

The following is a list of approved areas of study:
> Homeland Security and Emergency Preparedness
> Learner-Designed Area of Study (LDAS)

Bachelor of Science in Human Services

Graduate Degree Programs

The Heavin School of Arts and Sciences offers four graduate degree programs.

Master of Arts in Educational Leadership

The Master of Arts in Educational Leadership (MAEdL) serves adults who wish to prepare for roles as school leaders. The program is offered completely online and aims to promote an understanding of educational leadership and administration through a process which is based upon the national ISLLC standards. These standards have been identified as critical to successful school leadership. The six standards revolve around themes of vision, school culture, management, community collaboration, integrity — fairness and ethical action, and political, social, economic, legal and cultural influences. Two areas of study are available within the MAEdL program: a Building Leadership area of study comprised of 36 credits and a District Leadership area of study comprised of 42 credits.

Master of Arts in Educational Technology and Online Learning

The Master of Arts in Educational Technology and Online Learning (MAETOL) prepares graduates to become leaders and practitioners in educational technology and to develop and administer online programs for all learners, from preschool to higher education, including adult learners. The program infuses a well-grounded series of applied professional studies in educational technology, online learning, educational leadership and curriculum development. The curriculum provides a solid grounding in both relevant academic theory and applied practice. As part of their course work, students complete a research-based Capstone project and applied Practicum experience in the field. The program also provides ample opportunities for the personalization of curriculum sequence to meet individual needs with regard to career goals.

Master of Arts in Liberal Arts

The Master of Arts in Liberal Studies (MALS) degree program is designed for working professionals interested in applying the rigorous study of the liberal arts to their chosen professions. Students may tailor their master's program to profession or their interests by selecting a learner-designed area of study. The program focuses on the links between the liberal arts and a student's career, which enables them to gain specific competencies and perspectives that can make a difference in their career. The Master of Arts in Liberal Studies is a 36-credit program.

Master of Science in Homeland Security

The Master of Science in Homeland Security (MSHS) presents a unique curriculum covering domestic and global issues in security and develops competencies in theory, analysis, practice and policymaking. Students will become conversant with the roles of technology, intelligence and law in establishing protection policies and procedures and in responding to and mitigating threats and disasters, whether natural or anthropogenic. The students will learn to develop policy, establish objectives and understand the impact of operational decisions in both the domestic and international arenas. Courses cover law enforcement, terrorism, intelligence, legal issues, emergency management, cyber security, biosecurity and public administration issues.

W. Cary Edwards School of Nursing

Mission and Philosophy

The W. Cary Edwards 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 W. Cary Edwards School of Nursing believes that independent and self-directed study in a mentored, online environment is the hallmark of the academic programs offered to students by the W. Cary Edwards School of Nursing. In this learning environment, the 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 W. Cary Edwards 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.

The W. Cary Edwards School of Nursing supports the belief that attainment of the bachelor's 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 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, and for advanced study and lifelong learning. The graduate nursing certificate programs offer opportunities for advanced specialized study to master's prepared nurses seeking additional opportunities in nursing.

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 client is viewed 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 that 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 W. Cary Edwards School of Nursing must: use a teaching-learning process based on the principles of adult learning; demonstrate effective design and delivery of educational experiences in varied learning environments; provide for collaboration and collegial interaction among 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 these beliefs and contributions to the ongoing development of caring, competent, informed, ethical and accountable nurses, the W. Cary Edwards 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 W. Cary Edwards 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 W. Cary Edwards 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; and
- provide a foundation for advanced study and lifelong learning.

Degrees and Certificates

Undergraduate Degree

- Bachelor of Science in Nursing (BSN)

Graduate Degree

- Master of Science in Nursing (MSN)
  - Nurse Educator
  - Nursing Informatics
  - Nursing Administration

Graduate Nursing Certificates

- Nurse Educator
- Nursing Informatics
- Nursing Administration

BSN Program Outcomes

Upon completion of the BSN degree program, the graduate will be able to:

> demonstrate the use of critical-thinking skills in the integration of current nursing knowledge and evidence-based findings to direct clinical practice decisions;

> apply knowledge of human diversity, ethics and safe, client-focused care in the design, implementation across the lifespan evaluation and quality management of healthcare across the lifespan;

> demonstrate the use of effective communication strategies to identify, manage and exchange knowledge with clients, healthcare professionals and community members;

> analyze the effect of health policy on the organization, financing and delivery of healthcare;

> use information technology to manage knowledge, communicate information and facilitate decision making in nursing practice;

> synthesize the multidimensional roles of professional nursing to provide leadership for nursing practice; and

> demonstrate a commitment to advanced study and lifelong learning.

MSN Program Outcomes

Upon 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 practice;

> demonstrate the use of scholarly inquiry to inform practice decisions;

> apply ethical decision making in practice;

> analyze the effect of health policy, finance, healthcare technology and the organizational context on the development and implementation of quality programs;

> demonstrate the use of leadership strategies that advance the design and implementation and evaluation of practice initiatives;

> analyze the effect of sociopolitical, cultural and global influences on practice;

> utilize interprofessional communication to improve practice outcomes;

> integrate advances in technology into practice; and

> demonstrate a commitment to lifelong learning.

Nurse Educator Competencies

In addition to the MSN degree outcomes, the graduate of the Nurse Educator program 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; and

> design curriculum, implement and evaluate curriculum based on sound educational principles, theory and research.

Nursing Informatics Competencies

In addition to the MSN degree outcomes, the graduate of the Nursing Informatics program will be able to:

> integrate knowledge, skills and scientific findings from nursing science, computer science, information science and cognitive science in the professional practice of nursing informatics;

> analyze the concepts of, and relationships between, data, information, knowledge and wisdom for implications to nursing practice;

> demonstrate leadership in the professional practice of nursing informatics through the use of effective communication, interdisciplinary collaboration and administrative skills;

> participate at each stage within the health information systems life cycle as a leader and team member;

> promote the use of healthcare informatics-related education for consumers and healthcare providers;

> integrate legal, ethical, regulatory, technical and professional standards into the development and implementation of healthcare information systems;

> use research, evidence-based practice, quality improvement and safety methodologies in the evaluation and improvement of healthcare information systems; and

> advance nursing informatics professional practice and values.

Nursing Administration Competencies

In addition to the MSN degree outcomes, the graduate of the Nursing Administration program will be able to:

> utilize systems thinking to lead and manage complex healthcare organizations;

> provide leadership in the professional design of nursing care grounded in ethical, multicultural and professional standards and healthcare policy;

> utilize financial, material, human and environmental resources to benefit nursing divisions in complex healthcare

organizations;

> use information management systems to facilitate organizational decision making;

> demonstrate communication skills and relationship building competencies to support organizational goals;

> demonstrate leadership in the professional community;

> integrate best evidence to provide quality nursing care and promote improvement in healthcare outcomes; and

> use an interdisciplinary approach to execute nursing administration practice.

W. Cary Edwards School of Nursing

The W. Cary Edwards School of Nursing was established in 1983 as an RN-BSN degree program for RNs, in 2006 was expanded to an RN-BSN/MSN Nurse Educator degree program and in 2011 offered MSN programs in Nursing Informatics and Nursing Administration. In 2011, the School established a one-year Accelerated 2nd Degree BSN Program. For more than 25 years, the W. Cary Edwards School of Nursing has provided distance education programs for RNs.

The W. Cary Edwards School of Nursing baccalaureate, master's and graduate nursing certificate programs are accredited by the National League for Nursing Accrediting Commission (NLNAC).

National League for Nursing Accrediting Commission (NLNAC)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.nlnac.com

The W. Cary Edwards School of Nursing baccalaureate and master's degree nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE).

Commission on Collegiate Nursing Education
One Dupont Circle NW, Suite 530
Washington, DC 20036
(202) 887-6791
www.aacn.nche.edu/accreditation

The W. Cary Edwards School of Nursing programs are approved by:

The New Jersey Board of Nursing
P.O. Box 45010
Newark, NJ 07101
(973) 504-6430
www.state.nj.us/oag/ca/nursing.htm

W. Cary Edwards School of Nursing Policies and Procedures

The policies stated here apply to students enrolling in the RN-BSN/MSN degree programs and students enrolling in the graduate certificate programs.

RN-BSN/MSN applicants to the W. Cary Edwards 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 online 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 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 BSN degree may apply for the MSN degree. RNs with a master's of nursing in another area of specialty may enroll in a graduate nursing certificate program.

Policies for the Accelerated 2nd Degree BSN Program can be found at *www.tesc.edu/documents/Accelerated_2nd_Degree_BSN_Handbook.pdf*. Admissions requirements for the Accelerated 2nd Degree BSN Program can be found at *www.tesc.edu/nursing/2nd-degree-bsn-requirements.cfm*.

Admissions

> Admission to all RN-BSN/MSN programs offered by the W. Cary Edwards School of Nursing will be open and rolling.

> All RN-BSN/MSN applicants to the W. Cary Edwards 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, or a bachelor of science in nursing degree or a master's in nursing degree.

> All RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing must possess a current and valid RN license recognized in the United States.

> Two years experience in nursing is recommended, not required, for the MSN degree and for the graduate nursing certificate programs.

> All MSN applicants to the W. Cary Edwards School of Nursing must possess a current and valid RN license recognized in the United States.

> All MSN applicants must follow the graduate application and admission process outlined under Graduate Academic Polices, Admissions in this publication.

Admissions Process

All RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing must:

> submit the completed online application with nonrefundable fee;

> have a current and valid RN license recognized in the U.S. If your state does not have an online validation process, you must submit a notarized copy of your license to Thomas Edison State College, Office of Admissions, 101 W. State St., Trenton, NJ 08608-1176. In order for your application to be processed, the College must validate your license;

> 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 email, including attachments; and
- 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, and a webcam.

As of July 2012, all nursing students are advised to upgrade to:

- Operating Systems: For Windows users, Windows XP with service pack 3 installed or later versions such as VISTA and Windows 7.0; for Mac Users: Mac OSXv10.5 and later. Students also need to ensure that their MAC is dual bootable using Boot Camp or a similar program.
- Office Suite: Microsoft Office Suite version 2007 or 2010.
- Adobe Acrobat Reader.
- Current virus protection.
- Current email account on file with the Office of the Registrar.
- Webcam with microphone.

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

- Enrollment for all RN students in the W. Cary Edwards School of Nursing will be in effect on completion of the admissions process.
- RN students will have the status of "enrolled" upon receipt of completed application, license verification and all applicable fees.
- Enrollment in the MSN degree program for students selecting the BSN/MSN option on application will be in effect following the request form and certification for graduation from the BSN degree.
- Program materials will be provided and all students will be given access to advisement services on enrollment.
- An Academic Program Evaluation will be provided online for students enrolled in nursing.
- Enrollment for RN students will remain in effect as long as students earn a minimum of 3 credits at the College that apply to their degree or certificate program in each 12-month period.

Re-enrollment

- Students returning to the BSN or to the MSN degree program or graduate nursing certificate programs from inactive or leave of absence status must submit the appropriate completed Nursing Re-enrollment from Inactive or Re-enrollment from Leave of Absence form. If your state does not have an online validation process, you must resubmit a notarized copy of your license to Thomas Edison State College, Office of Admissions, 101 W. State St., Trenton, NJ 08608-1176. In order for your re-enrollment to be processed, the College must validate your license.
- Students returning to the BSN degree program from inactive status will pay the application fee.

Degree/Certificate Program Requirements

- Students may complete selected degree requirements by course, exam or prior learning assessment (PLA).
- 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 toward degree requirements.
- Graduate credits earned prior to application that may satisfy requirements for the MSN degree or certificate program will be reviewed for acceptance upon application.
- Nursing credits earned prior to application to the MSN degree or certificate programs must be newer than seven 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 and be newer than 10 years at the time of application 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.
- A maximum of 12 graduate-level credits will be accepted in transfer toward the MSN degree.
- A maximum of 6 graduate-level credits will be accepted in transfer toward the Nurse Educator and Nursing Administration certificates.
- A maximum of 9 graduate-level credits will be accepted in transfer toward the Nursing Informatics certificate.
- 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 to graduate.
- 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 a graduate nursing 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 a graduate nursing 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

Anatomy and Physiology	6
Chemistry	3
Microbiology	3
Nutrition	3
Psychology	3
Sociology	3
Growth and Development	3
Social Discussions of Health	3
Pharmacology	3
Nursing Fundamentals I	3
Nursing Fundamentals II	3
Professional Adjustments	3
Psychiatric Mental Health Nursing I	3
Psychiatric Mental Health Nursing II	3
Adult Nursing I	3
Adult Nursing II	3
Adult Nursing III	3
Maternal Child Health I	3
Maternal Child Health II	3

Graduation

- All students in the W. Cary Edwards School of Nursing degree programs will submit the Request for Graduation with graduation fee according to College guidelines.
- All students in the W. Cary Edwards School of Nursing degree programs must have achieved the established GPA and have satisfied all financial obligations to be eligible for graduation.
- Students in a graduate nursing certificate program must complete all course requirements, submit the request for graduate nursing certificate according to College guidelines for graduation and have satisfied all financial obligations to be eligible for certificate award.
- Students completing the MSN degree program will be awarded a certificate in their selected area of speciality in addition to the MSN degree on program completion.

Appeals and Complaints

- All students in the W. Cary Edwards School of Nursing will follow College policies on academic appeals and complaints as outlined in this *College Catalog*.

Nonenrolled RNs

- Nonenrolled RNs who wish to try an online nursing course may take two unrestricted undergraduate courses or three unrestricted graduate courses prior to enrollment.
- Courses restricted to students enrolled in the W. Cary Edwards School of Nursing include: Public Health Nursing and the graduate Practicums.

Accelerated 2nd Degree BSN Program Policies and Procedures

Admissions, retention, progression credentials and graduation policies differ for the Accelerated 2nd Degree BSN Program and can be found at *www.tesc.edu/documents/Accelerated_2nd_Degree_BSN_Handbook.pdf*

Updated Credentials for Selected Courses

RN-BSN students are required to show proof of malpractice insurance and a current valid RN license for selected courses. Please see W. Cary Edwards School of Nursing *RN-BSN/MSN Student Handbook*. Students must be in compliance with the W. Cary Edwards School of Nursing, facility and state requirements prior to registration in the Practicum courses, as indicated in the Practicum Packet.

Practicum Process

For explanation of the Practicum process, please see the W. Cary Edwards School of Nursing *RN-BSN/MSN Student Handbook*.

Compliance with documentation of the following is required one term prior to the start date of the term the student wishes to take the Practicum:

- nursing license in-state Practicum will be held;
- current malpractice insurance in the amount of 1,000,000/3,000,000 per occurrence;

> current health insurance;
> a criminal history/child abuse background check clearance which is purchased from the vendor selected by the W. Cary Edwards School of Nursing; and
> health history and physical, immunizations and CPR certification which is purchased through a vendor selected by the School.

Additionally, an updated e-portfolio is required to register for the Practicum courses.

John S. Watson School of Public Service and Continuing Studies

Mission and Purpose:

The John S. Watson School of Public Service and Continuing Studies is dedicated to strengthening leadership in governmental, nonprofit and corporate sectors. Graduate programs in the School have a praxis orientation with an applied focus toward building capacity and leadership within the public service professions. Students engage in rigorous and relevant experiences that integrate policy and management across disciplines. Programs are designed to develop and hone the skills necessary to transform students' personal commitment into public leadership, enabling them to acquire a deep understanding of today's public service environment and develop the skills necessary to work as leaders in public service professions.

The John S. Watson School for Public Service and Continuing Studies at Thomas Edison State College strives to prepare public service professionals for leadership roles in a wide variety of public service-related settings including government agencies at the local, regional and state levels; educational institutions providing services to youth, families and communities; health, human and social service agencies; and nonprofit, community and faith-based organizations.

To meet this objective, and in a continuing effort to broaden its education program to meet accelerating demand for education and careers in public service and, in doing so, to assure its continuing tradition of excellence in distance learning in higher education, the John S. Watson School of Public Service and Continuing Studies has two options for graduate study:

> Master of Public Service Leadership and areas of study in public service available under the Master of Science in Management. Options in the Master of Science are offered in celebration with the School of Business and Management.

The Master of Public Service Leadership is designed:

> to strengthen leadership in local, county/regional and state government, the nonprofit and private sectors;
> to strengthen the capacity of people and organizations providing services to the public;
> to provide applied research, technical assistance, program development and policy analysis; and
> to support informed public policy.

Degrees

Master of Public Service Leadership (MPSL)

Areas of study:

> Community and Economic Development
> Environmental Policy/Environmental Justice
> Information and Technology for Public Service
> Nonprofit Management
> Public Finance
> Public Health/Public Policy

Master of Science in Management (MSM)

Public Service, areas of study:

> Community and Economic Development
> Environmental Policy/Environmental Justice
> Information and Technology for Public Service
> Nonprofit Management
> Public Finance
> Public Health/Public Policy
> Public Service Administration and Leadership
> Learner-Designed Area of Study

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.

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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 specializations, 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 noncollegiate sector, Thomas Edison State College students and members of the academic leadership.

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> Take the New Jersey Turnpike 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-Capitol 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

> Turn left at the first traffic light onto West State Street.
> Thomas Edison State College's Kuser Mansion is located at 315 W. State St..

FROM U.S. ROUTE 1, NORTH OR SOUTH

> Take Route 1 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

> 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 is 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

> Turn left at the first traffic light onto West State Street.
> Thomas Edison State College's Kuser Mansion is 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.

PARKING

1. KELSEY BUILDING and TOWNHOUSES
Metered parking is usually available near the Kelsey Building and Townhouses. Handicap-accessible parking is available directly across the street on West State Street.

2. ACADEMIC CENTER
Metered parking is usually available near the Academic Center. Handicap-accessible parking is available in front of the building.

3. CANAL BANKS BUILDING
Street parking is usually available near the Canal Banks Building. The building is ADA compliant. Handicap-accessible parking is available.

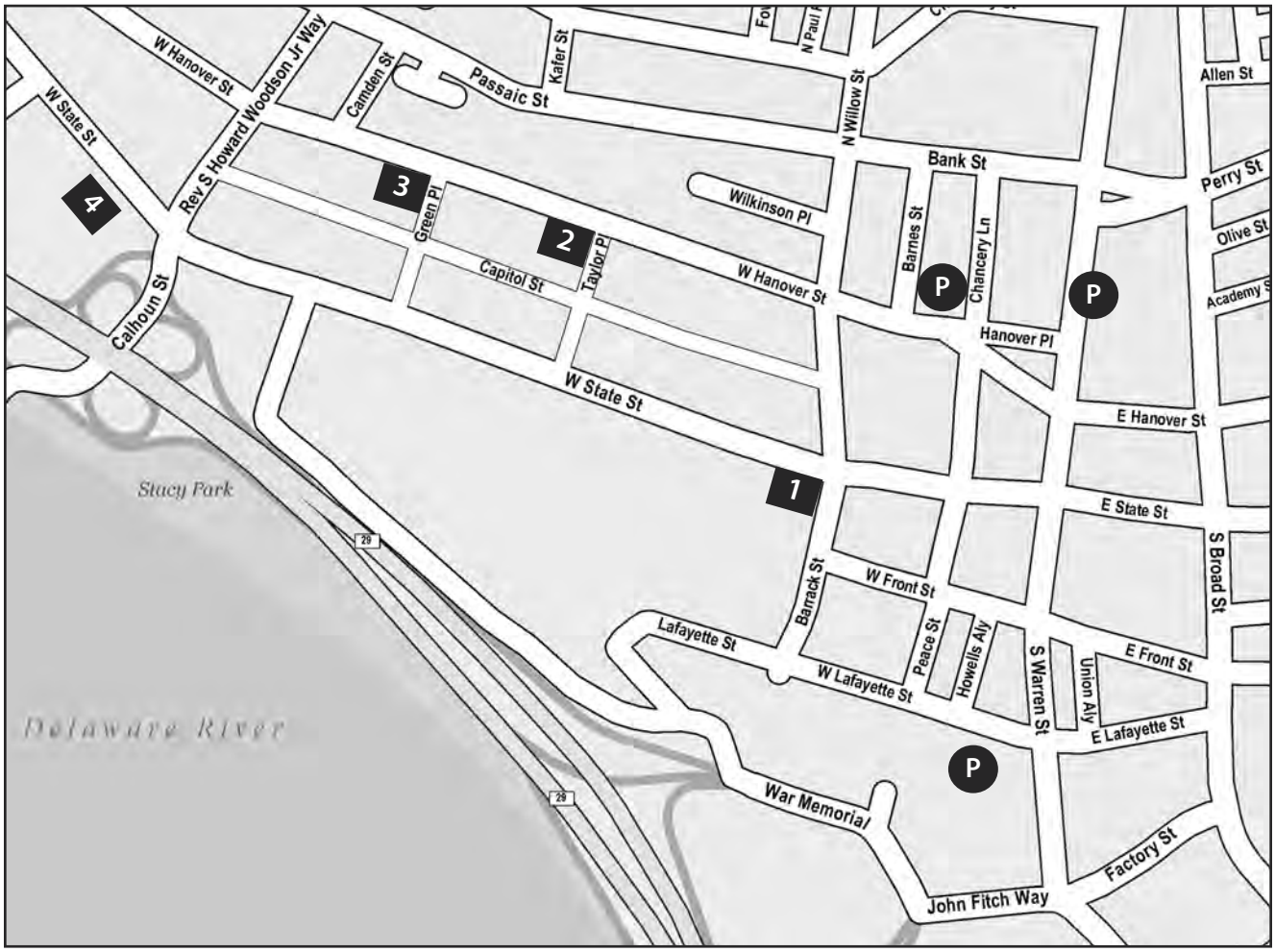
4. KUSER MANSION
Parking is available behind the building. Handicap-accessible parking is available next to the main entrance.

PARKING GARAGES

Park America
41 Chancery Lane
Trenton, NJ 08608
(609) 393-9822

Trenton Parking Authority
N. Warren Street Garage
110-116 N. Warren St.
Trenton, NJ 08608

Lafayette Yard Garage
Public Parking at the Lafayette Marriott



FORMS

THE FOLLOWING PAGES CONTAIN IMPORTANT FORMS:

▶ **Undergraduate Course Registration Form for Guided Study, standard prior learning assessment (PLA), online, nursing, *e*-Pack® courses and TECEP® exams**	(2 copies)
▶ **Prior Learning Assessment (PLA) Proposal Form**	(2 copies)
▶ **Textbook and Course Materials Order Form**	(2 copies)
▶ **Graduate Registration Form**	(2 copies)

Please review each form carefully. Select the forms for the services that you need and fill them out completely. Make sure to include your ZIP code, telephone number(s), email address and payment when submitting a form. Please note: all forms are also available online at *www.tesc.edu/studentforms.*

COPY EACH FORM AS NEEDED.

UNDERGRADUATE COURSE REGISTRATION FORM

THOMAS EDISON STATE COLLEGE
Higher Education. For Adults with Higher Expectations.®

Use this form to register for Guided Study, Standard Prior Learning Assessment (PLA), Online, Nursing, TECEP® exams and *e*-Pack® courses

COPY THIS FORM AS NEEDED

Submit this completed form with payment to:

Office of the Registrar
Thomas Edison State College
Course/ TECEP® Registration
101 W. State St.
Trenton, NJ 08608-1176
Office (609) 633-9242
Fax (609) 292-1657

Please check the semester you want:

- ☐ July 2013
- ☐ August 2013
- ☐ September 2013
- ☐ October 2013
- ☐ November 2013
- ☐ December 2013
- ☐ January 2014
- ☐ February 2014
- ☐ March 2014
- ☐ April 2014
- ☐ May 2014
- ☐ June 2014

You may call in your registration at (609) 633-9242 or register online at *www.tesc.edu*

Telephone registrations are accepted with a credit card during scheduled registration sessions.

You may register online, via fax or mail your registration 24 hours a day during scheduled registration sessions. Include your credit card number or other payment information.

GENERAL INFORMATION

☐ Check if this is an address change.

College Identification Number

Last Name | First Name | MI

Street Address | City | State | ZIP Code

( ) | ( )

Daytime Telephone Number | Evening Telephone Number

Email Address *required for courses

COURSE REGISTRATION

List the course(s) for which you wish to register below. Include the complete course code (consisting of a three-letter discipline abbreviation, three-digit course number and two-digit suffix of GS, BL, TE, OL, PA, EP, NU or NG), the course title and applicable tuition. You are responsible for all prerequisites. **If you are requesting a specific mentor, write that mentor's name next to the course title**. We will assign you that mentor if available. If you are enrolled in a special population program such as the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP), Corporate Choice® or Bachelor of Science in Nursing degree program, please refer to your program tuition and fee structure information for appropriate tuition and fee costs.

> Students are responsible for meeting all course prerequisites prior to registering.
> Registrations received without complete information or total payment will not be processed and will be returned.
> Students who have paid the College's Comprehensive Tuition are still responsible for payment for course materials and any late fees that may apply. Course materials can be purchased from MBS Direct.

Complete Course Code	Course Title	Tuition

COURSE CODE SUFFIX KEY:

GS = Guided Study
EP = *e*-Pack® courses
PA = Prior Learning Assessment
OL = Online course
NU = Nursing
NG = Nursing Graduate
BL = Blended
TE = TECEP®

SAMPLE COMPLETE COURSE CODES:

COS-101-GS SOC-210-OL STA-101-EP

Total Tuition $_____
Registration Fee $_____
Late Fee if applicable $_____
TOTAL PAYMENT $_____

***For complete tuition and fees information, please refer to the College website at *www.tesc.edu*, and click on *Tuition and Financial Aid*.**

(CONTINUED ON REVERSE SIDE)

COURSE REGISTRATION FORM - Page 2

Student Name _____ College Identification Number _____

CHECKLIST

Do you certify that prerequisites for all courses have been met?	☐ Yes	☐ No
Are you a member of the United States military?	☐ Yes	☐ No
Are you an enrolled Thomas Edison State College student?	☐ Yes	☐ No
If you have recently applied, when was you application submitted? _____		
Is this your first Thomas Edison State College course?	☐ Yes	☐ No
Is this your final course prior to graduation? If so, have you reviewed the graduation schedule on Page 195?	☐ Yes	☐ No
If you are an enrolled student, have you reviewed your course with an academic advisor to determine if appropriate to your program of studies?	☐ Yes	☐ No

Note: review with academic advisor does not establish registration.

PAYMENT INFORMATION

☐ I am currently enrolled under the Comprehensive Tuition Plan.* If not, please check method of payment.

☐ Check/Money Order ☐ Credit Card ☐ Thomas Edison State College Financial Aid ☐ Military/Corporation/Agency Assistance Plan**

Make check/money order payable to: **Thomas Edison State College**

Cash payments must be made in person and are accepted only at: **Office of the Bursar,** 221 W. Hanover St., Trenton, NJ 08618, *after* the registrar has processed the registration at the Academic Center.

TUITION AID or MILITARY/CORPORATE/AGENCY NAME: _____

If your employer is providing tuition assistance, provide your employer's address and the contact person:

_____
Contact Name

_____
Street Address City State ZIP Code

_____
Employer's Telephone Number Fax Number (if available) Email Address (if available)

** THE COMPREHENSIVE TUITION COVERS ONLY THE REGISTRATION FEE AND COURSE TUITION COSTS. YOU MUST STILL PAY ANY LATE REGISTRATION FEE, IF APPLICABLE, AND ORDER YOUR COURSE MATERIALS FROM MBS DIRECT.*

*** TUITION ASSISTANCE AUTHORIZATION/DOCUMENTATION MUST ACCOMPANY THIS REGISTRATION FORM OR REGISTRATION WILL NOT BE PROCESSED AND WILL BE RETURNED.*

STUDENT SIGNATURE

I hereby certify that the above statements are true and correct to the best of my knowledge and that I meet the prerequisites as listed for each course for which I have registered. I have read the current College Catalog *and agree to abide by it. I authorize the release of grade information on the above course(s) to my employer, if my employer is paying for my course(s). By signing this form, I verify that I understand and agree to abide by the complete policy on academic integrity and procedures for discipline of academic integrity violations as stated in the* College Catalog.

Student Signature _____ Date _____

Thomas Edison State College is committed to providing reasonable accommodation for verified disability. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415 (voice), or (609) 341-3109 (TTY).

CREDIT CARD AUTHORIZATION

CREDIT CARD: ☐ AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD ☐ DISCOVER

ACCOUNT NUMBER: _____ Total Payment Amount From Other Side: _____

CARD EXPIRATION DATE: _____ Authorization Signature/Date **(required):** _____

BILLING ADDRESS FOR CARD: _____

UNDERGRADUATE COURSE REGISTRATION FORM

THOMAS EDISON STATE COLLEGE
Higher Education. For Adults with Higher Expectations.®

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COPY THIS FORM AS NEEDED

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Thomas Edison State College
Course/ TECEP® Registration
101 W. State St.
Trenton, NJ 08608-1176
Office (609) 633-9242
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- ☐ July 2013
- ☐ August 2013
- ☐ September 2013
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- ☐ November 2013
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- ☐ February 2014
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- ☐ June 2014

You may call in your registration at (609) 633-9242 or register online at *www.tesc.edu*

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You may register online, via fax or mail your registration 24 hours a day during scheduled registration sessions. Include your credit card number or other payment information.

GENERAL INFORMATION

☐ Check if this is an address change.

College Identification Number

Last Name | First Name | MI

Street Address | City | State | ZIP Code

( ) | ( )

Daytime Telephone Number | Evening Telephone Number

Email Address *required for courses

COURSE REGISTRATION

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Total Tuition $_____
Registration Fee $_____
Late Fee if applicable $_____
TOTAL PAYMENT $_____

***For complete tuition and fees information, please refer to the College website at** *www.tesc.edu*, **and click on** *Tuition and Financial Aid*.

(CONTINUED ON REVERSE SIDE)

COURSE REGISTRATION FORM - Page 2

Student Name _____ College Identification Number _____

CHECKLIST

Do you certify that prerequisites for all courses have been met? ☐ Yes ☐ No

Are you a member of the United States military? ☐ Yes ☐ No

Are you an enrolled Thomas Edison State College student? ☐ Yes ☐ No

If you have recently applied, when was you application submitted? _____

Is this your first Thomas Edison State College course? ☐ Yes ☐ No

Is this your final course prior to graduation? If so, have you reviewed the graduation schedule on Page 195? ☐ Yes ☐ No

If you are an enrolled student, have you reviewed your course with an academic advisor to determine if appropriate to your program of studies? ☐ Yes ☐ No

Note: review with academic advisor does not establish registration.

PAYMENT INFORMATION

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TUITION AID or MILITARY/CORPORATE/AGENCY NAME: _____

If your employer is providing tuition assistance, provide your employer's address and the contact person:

_____
Contact Name

_____
Street Address City State ZIP Code

_____
Employer's Telephone Number Fax Number (if available) Email Address (if available)

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STUDENT SIGNATURE

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Student Signature _____ Date _____

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CREDIT CARD AUTHORIZATION

CREDIT CARD: ☐ AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD ☐ DISCOVER

ACCOUNT NUMBER: _____ Total Payment Amount From Other Side: _____

CARD EXPIRATION DATE: _____ Authorization Signature/Date **(required):** _____

BILLING ADDRESS FOR CARD: _____

THOMAS EDISON STATE COLLEGE
Higher Education. For Adults with Higher Expectations.

UNDERGRADUATE SINGLE-COURSE PRIOR LEARNING ASSESSMENT (PLA) PROPOSAL FORM FOR PORTFOLIO

For course descriptions, visit the College website at *www.tesc.edu/plasearch.php*

Center for the Assessment of Learning

Thomas Edison State College • 101 W. State St. • Trenton, NJ 08608-1101

COMPLETE BOTH SIDES - COPY THIS FORM AS NEEDED

This form is to be completed only by students who have completed PLA-100 or previously completed a PLA course, and are planning to follow the single course process. All other students interested in PLA should contact *plaweb@tesc.edu for assistance.*

Check one:

☐ I am currently enrolled in an undergraduate degree program at Thomas Edison State College.

☐ I am not currently enrolled in Thomas Edison State College.

Current Institution _____

Date _____

2013-2014 ACADEMIC YEAR
Please check the semester you plan to take your PLA course:

☐ July	☐ January
☐ August	☐ February
☐ September	☐ March
☐ October	☐ April
☐ November	☐ May
☐ December	☐ June

PLEASE PRINT

Last Name	First Name		MI
Street Address	City	State ( )	ZIP Code
College ID (if Thomas Edison State College student)		Daytime Telephone Number ( )	
Email Address		Evening Telephone Number	

Have you completed English Composition I and II (ENC-101 and ENC-102)?* ☐ Yes ☐ No

This proposal form should be submitted **at least two weeks prior to the close of the registration period** for the semester requested.

Please indicate the primary reason for your interest in prior learning assessment (PLA):

☐ pursuing a degree at Thomas Edison State College
(note degree program in which you are enrolled) _____

☐ pursuing a degree at another institution (please name) _____

☐ banking credits for teacher certification

☐ banking credits for professional advancement

☐ other _____

ALL STUDENTS MUST READ THE FOLLOWING AND SIGN BELOW:

I acknowledge that the information I submit to Thomas Edison State College in my portfolio is true and correct. I understand that willful failure to give accurate information is considered adequate grounds for dismissal from the College and for revocation of credits granted.

_____ _____
Student Signature Date

Thomas Edison State College is committed to providing reasonable accommodation for verified disability. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415 (voice), or (609) 341-3109 (TTY).

**** Students who register for PLA are strongly advised to have completed the requirements for English Composition I and II. Prior learning assessment (PLA) may not be done to satisfy requirements for physical education activity courses, field experience, student teaching, cooperative study, Practicum courses, English Composition I and II, internships, seminars, lab courses or other courses whose subject matter may be inconsistent with demonstrating prior learning through a narrative-centered e-portfolio process.***

(CONTINUED ON REVERSE SIDE)

Portfolio Proposal: Page 2

COMPLETE SECTION I OR SECTION II BELOW. THEN COMPLETE SECTION III.

I. If the course you plan to complete as a portfolio appears in the Thomas Edison State College PLA Course Description Database at *www.tesc.edu/plasearch.php*, please provide the following information as it appears there:

a. Course Title _____

b. Course Code _____

c. Credits (semester hours) _____

II. If the course you plan to complete as a PLA portfolio **does not** appear in the Thomas Edison State College PLA Course Description Database, please provide the following details from another regionally accredited college and attach a working link or photocopy of the description, no more than two years old, from that college's catalog.

a. Course Title _____

b. Course Code _____

c. Credits _____

d. Department in which the course is offered _____

e. Name of the college where you found the course description _____

f. **Year the catalog was published** _____

g. Page on which the description appears _____

Attach a photocopy of the course description or provide a working link to the description.

III. Briefly describe the experience you will bring to your PLA e-portfolio. This will be reviewed for approval by the Office of Portfolio Assessment. Before completing this section, make sure to read and carefully consider the *PLA Self-Assessment Guide* at *www.tesc.edu/degree-completion/PLA-Self-Assessment-Guide.cfm*. This information is designed to help you determine, before you register, whether your prior learning is appropriate for this method of earning credit.

_____

_____

_____

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_____

This form may be faxed to (609) 984-3898.

THIS IS NOT A REGISTRATION FORM. By returning this form to the Office of Portfolio Assessment, you are declaring your intent to develop a PLA Portfolio. You will be informed when you are cleared to register, at which time you may register online through Online Student Services, you can telephone your registration request to (609) 633-9242 or fax the registration form to (609) 984-3898. **STUDENTS MAY NOT REGISTER ONLINE until they are cleared to do so.**

THOMAS EDISON STATE COLLEGE
Higher Education. For Adults with Higher Expectations.

UNDERGRADUATE SINGLE-COURSE PRIOR LEARNING ASSESSMENT (PLA) PROPOSAL FORM FOR PORTFOLIO

For course descriptions, visit the College website at *www.tesc.edu/plasearch.php*

Center for the Assessment of Learning

Thomas Edison State College > 101 W. State St. > Trenton, NJ 08608-1101

COMPLETE BOTH SIDES - COPY THIS FORM AS NEEDED

This form is to be completed only by students who have completed PLA-100 or previously completed a PLA course, and are planning to follow the single course process. All other students interested in PLA should contact *plaweb@tesc.edu for assistance.*

Check one:

☐ I am currently enrolled in an undergraduate degree program at Thomas Edison State College.

☐ I am not currently enrolled in Thomas Edison State College.

Current Institution _____

Date _____

2013-2014 ACADEMIC YEAR
Please check the semester you plan to take your PLA course:

☐ July	☐ January
☐ August	☐ February
☐ September	☐ March
☐ October	☐ April
☐ November	☐ May
☐ December	☐ June

PLEASE PRINT

Last Name _____ First Name _____ MI _____

Street Address _____ City _____ State ( ) _____ ZIP Code _____

College ID (if Thomas Edison State College student) _____ Daytime Telephone Number ( ) _____

Email Address _____ Evening Telephone Number _____

Have you completed English Composition I and II (ENC-101 and ENC-102)?* ☐ Yes ☐ No

This proposal form should be submitted **at least two weeks prior to the close of the registration period** for the semester requested.

Please indicate the primary reason for your interest in prior learning assessment (PLA):

☐ pursuing a degree at Thomas Edison State College
(note degree program in which you are enrolled) _____

☐ pursuing a degree at another institution (please name) _____

☐ banking credits for teacher certification

☐ banking credits for professional advancement

☐ other _____

<u>ALL STUDENTS</u> MUST READ THE FOLLOWING AND SIGN BELOW:

I acknowledge that the information I submit to Thomas Edison State College in my portfolio is true and correct. I understand that willful failure to give accurate information is considered adequate grounds for dismissal from the College and for revocation of credits granted.

_____ Student Signature

_____ Date

Thomas Edison State College is committed to providing reasonable accommodation for verified disability. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415 (voice), or (609) 341-3109 (TTY).

**** Students who register for PLA are strongly advised to have completed the requirements for English Composition I and II. Prior learning assessment (PLA) may not be done to satisfy requirements for physical education activity courses, field experience, student teaching, cooperative study, Practicum courses, English Composition I and II, internships, seminars, lab courses or other courses whose subject matter may be inconsistent with demonstrating prior learning through a narrative-centered e-portfolio process.***

(CONTINUED ON REVERSE SIDE)

COMPLETE SECTION I OR SECTION II BELOW. THEN COMPLETE SECTION III.

I. If the course you plan to complete as a portfolio appears in the Thomas Edison State College PLA Course Description Database at *www.tesc.edu/plasearch.php*, please provide the following information as it appears there:

a. Course Title _____

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a. Course Title _____

b. Course Code _____

c. Credits _____

d. Department in which the course is offered _____

e. Name of the college where you found the course description _____

f. **Year the catalog was published** _____

g. Page on which the description appears _____

Attach a photocopy of the course description or provide a working link to the description.

III. Briefly describe the experience you will bring to your PLA e-portfolio. This will be reviewed for approval by the Office of Portfolio Assessment. Before completing this section, make sure to read and carefully consider the *PLA Self-Assessment Guide* at *www.tesc.edu/degree-completion/PLA-Self-Assessment-Guide.cfm*. This information is designed to help you determine, before you register, whether your prior learning is appropriate for this method of earning credit.

_____

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This form may be faxed to (609) 984-3898.

THIS IS NOT A REGISTRATION FORM. By returning this form to the Office of Portfolio Assessment, you are declaring your intent to develop a PLA Portfolio. You will be informed when you are cleared to register, at which time you may register online through Online student Services, you can telephone your registration request to (609) 633-9242 or fax the registration form to (609) 984-3898. **STUDENTS MAY NOT REGISTER ONLINE until they are cleared to do so.**

TEXTBOOK AND COURSE MATERIALS ORDER FORM

Thomas Edison State College

COPY THIS FORM AS NEEDED

Please check semester:

- ☐ July 2013
- ☐ August 2013
- ☐ September 2013
- ☐ October 2013
- ☐ November 2013
- ☐ December 2013
- ☐ January 2014
- ☐ February 2014
- ☐ March 2014
- ☐ April 2014
- ☐ May 2014
- ☐ June 2014

Textbooks and course materials may be purchased from MBS Direct. Students are responsible for obtaining textbooks and course materials in a timely manner. Order early to ensure that books are not returned to the publishers. Call MBS Direct for current prices or availability of used books.

By Internet - Safely order your books online from the Virtual Bookstore at *http://direct.mbsbooks.com/tesc.htm.* Follow the prompts and we do the rest. You can save 20 percent on UPS shipping by ordering through the Internet.

By Phone - Orders may be placed by calling (800) 325-3252, Monday-Thursday, 7 a.m.-10 p.m.; Friday, 7 a.m.-6 p.m.; Saturday, 8 a.m.-5 p.m.; and Sunday, 12 p.m.-4 p.m., CDT/CST.

By Fax - Complete the Textbook Order Form. Fax to (800) 499-0143. Credit card will be charged for a new book if a used copy is not available.

Shipping charges valid at time of publication.

A $3 per tape REFUNDABLE deposit will be charged on all media components. Look for the Refund Form in the carton containing the course materials.

By Mail - Complete the Textbook and Course Materials Order Form. Send with your check, money order or credit card information. **Mail orders must be for the price of a new book. If you prefer a used book, and used is available, a check will be issued for the difference.** Mail your completed Textbook and Course Materials Order Form to:
MBS Direct, P.O. Box 597, Columbia, MO 65205

Send express orders to:
MBS Direct, 2805 Falling Leaf Lane, Columbia, MO 65201

Shipping Internationally - Students ordering books to be shipped internationally must call for shipping charges.
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TEXTBOOK ORDER

Complete Course or Examination Code	Indicate NEW/USED*	Start Date	Course or Examination Title	Amount

NOTE: Due to fluctuating demand, TECEP® textbooks may not always be available. If MBS Direct does not have the textbooks you need, you may order books directly from the publisher (refer to the TECEP® Test Description area of the College website at *www.tesc.edu*) or from a bookstore.

* USED BOOKS IF AVAILABLE.
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Missouri Residents add 2.75% tax. Washington State Residents add 8% tax. $ _____

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CARD EXPIRATION DATE: _____ Authorization Signature/Date (required): _____

Recommended Study Aids

"How to Study In College"
by Walter Pauk

"Harbrace College Handbook"
by John C. Hodges

"Study Skills for Today's College Student"
by Jerold W. Apps

"College Reading and Study Skills"
by Nancy V. Wood

"100 Things Every Online Student Ought to Know"
by Frank L. Christ
and
Loyd R. Ganey Jr.

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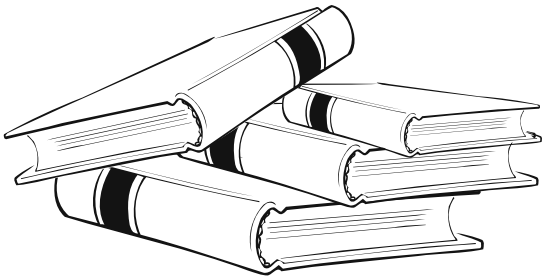

TEXTBOOK AND COURSE MATERIALS ORDER FORM

Thomas Edison State College

COPY THIS FORM AS NEEDED

Please check semester:

- ☐ July 2013
- ☐ August 2013
- ☐ September 2013
- ☐ October 2013
- ☐ November 2013
- ☐ December 2013
- ☐ January 2014
- ☐ February 2014
- ☐ March 2014
- ☐ April 2014
- ☐ May 2014
- ☐ June 2014

Textbooks and course materials may be purchased from MBS Direct. Students are responsible for obtaining textbooks and course materials in a timely manner. Order early to ensure that books are not returned to the publishers. Call MBS Direct for current prices or availability of used books.

By Internet - Safely order your books online from the Virtual Bookstore at *http://direct.mbsbooks.com/tesc.htm.* Follow the prompts and we do the rest. You can save 20 percent on UPS shipping by ordering through the Internet.

By Phone - Orders may be placed by calling (800) 325-3252, Monday-Thursday, 7 a.m.-10 p.m.; Friday, 7 a.m.-6 p.m.; Saturday, 8 a.m.-5 p.m.; and Sunday, 12 p.m.-4 p.m., CDT/CST.

By Fax - Complete the Textbook Order Form. Fax to (800) 499-0143. Credit card will be charged for a new book if a used copy is not available.

Shipping charges valid at time of publication.

A $3 per tape REFUNDABLE deposit will be charged on all media components. Look for the Refund Form in the carton containing the course materials.

By Mail - Complete the Textbook and Course Materials Order Form. Send with your check, money order or credit card information. **Mail orders must be for the price of a new book. If you prefer a used book, and used is available, a check will be issued for the difference.** Mail your completed Textbook and Course Materials Order Form to:
MBS Direct, P.O. Box 597, Columbia, MO 65205

Send express orders to:
MBS Direct, 2805 Falling Leaf Lane, Columbia, MO 65201

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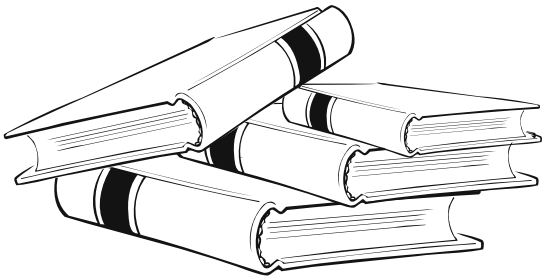

GRADUATE REGISTRATION FORM

COPY THIS FORM AS NEEDED

Thomas Edison State College
Higher Education. For Adults with Higher Expectations.®

Submit this completed form with payment to:

Office of the Registrar
Thomas Edison State College
Course Registration
101 W. State St.
Trenton, NJ 08608-1176
Phone: (609) 633-9242
FAX: (609) 292-1657

Please check the semester you want:

- ☐ July 2013
- ☐ October 2013
- ☐ January 2014
- ☐ April 2014

You may call in your registration at (609) 633-9242 or register online at *www.tesc.edu*

Telephone registrations are accepted with a credit card during scheduled registration sessions.

You may register online, via fax or mail your registration 24 hours a day during scheduled registration sessions. Include your credit card number or other payment information.

GENERAL INFORMATION

☐ Check if this is an address change.

College ID Number

Last Name | First Name | MI

Street Address | City | State | ZIP Code

( ) | ( )

Daytime Telephone Number | Fax (if available)

Email Address (required)

Please indicate the degree program in which you are enrolled:_____

COURSE REGISTRATION

For complete tuition and fees information, please refer to the College website at *www.tesc.edu***, and click on** *Tuition and Financial Aid***.** Registrations received without complete information or total payment will not be processed and will be returned. Students are responsible for payment for course materials and shipping and handling. Students may not register for more than 6 credits without approval from the dean of their program.

Complete Course Code	Course Title	Tuition

Late fee (if applicable) $_____

Total Tuition $_____

(CONTINUED ON REVERSE SIDE)

Student Name _____ College Identification Number _____

PAYMENT INFORMATION

☐ Check/Money Order ☐ Credit Card ☐ Thomas Edison State College Financial Aid ☐ Military/Corporation/Agency Assistance Plan**

Make check/money order payable to: **Thomas Edison State College**

Cash payments must be made in person, and are accepted only at: **Office of the Bursar,** 221 W. Hanover St., Trenton, NJ 08618, *after* the registrar has processed the registration at the Academic Center.

TUITION AID or CORPORATE/AGENCY NAME: _____

If your employer is providing tuition assistance, provide your employer's address and the contact person:

Contact Name _____

Street Address _____ City _____ State _____ ZIP Code _____

Employer's Telephone Number _____ Fax Number (if available) _____ Email Address (if available) _____

*** TUITION ASSISTANCE AUTHORIZATION/DOCUMENTATION MUST ACCOMPANY THIS REGISTRATION FORM OR REGISTRATION WILL NOT BE PROCESSED AND WILL BE RETURNED.*

STUDENT SIGNATURE

I hereby certify that the above statements are true and correct to the best of my knowledge and that I meet the prerequisites as listed for each course for which I have registered. I have read the current College Catalog *and agree to abide by it. I authorize the release of grade information on the above course(s) to my employer, if my employer is paying for my course(s). By signing this form, I verify that I understand and agree to abide by the complete policy on academic integrity and procedures for discipline of academic integrity violations as stated in the* College Catalog.

Student Signature _____ Date _____

Thomas Edison State College is committed to providing reasonable accommodation for verified disability. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415 (voice), or (609) 341-3109 (TTY).

CREDIT CARD AUTHORIZATION

CREDIT CARD: ☐ AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD ☐ DISCOVER

ACCOUNT NUMBER: _____ Total Payment Amount From Other Side: _____

CARD EXPIRATION DATE: _____ Authorization Signature/Date **(required):** _____

BILLING ADDRESS FOR CARD: _____

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Employer's Telephone Number _____ Fax Number (if available) _____ Email Address (if available) _____

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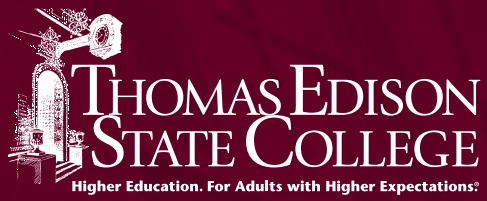

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