EXHIBIT B

EXHIBIT B

OCEAN
COUNTY COLLEGE

BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees

From: Office of the President

Date: March 20, 2025

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, March 27, 2025**:

1. Recommend approval of the following items as accepted by the College Senate at its meetings on February 21, March 6, and 20, 2025:

    a. Revised Policy

        1) Policy #7180, Educational Programs, Course and Curriculum, Experiential Learning **(Exhibit B-1)**

    b. Inactivated Policy

        1) Policy #5165, Students, Academic Standards, College Skills Assessment Program **(Exhibit B-2)**

    c. Revised Programs

        1) Associate in Applied Science, Computer Science/Information Technology **(Exhibit B-3)**
        2) Associate in Arts, Education **(Exhibit B-4)**
        3) Associate in Science, Social Work **(Exhibit B-5)**

    d. Revised Program Option

        1) Associate in Applied Science, Computer Science/Informational Technology, Option in Cybersecurity **(Exhibit B-6)**

e. Inactivated Program

1) Associate in Arts, Photography **(Exhibit B-7)**

f. Inactivated Program Option

1) Associate in Arts, Performing Arts, Arts Administration Option **(Exhibit B-8)**

g. Inactivated Certificate of Completion

1) Certificate of Completion, Photography **(Exhibit B-9)**

h. Revised Courses

1) CSIT 123, Integrated Office Software **(Exhibit B-10)**
2) DANC 241, Dance Repertory I **(Exhibit B-11)**
3) ENGR 123, Surveying I **(Exhibit B-12)**
4) ENGR 181, Graphics for Engineers **(Exhibit B-13)**
5) MATH 151, A Survey of Mathematics **(Exhibit B-14)**
6) MATH 156, Introduction to Statistics **(Exhibit B-15)**
7) MATH 158, Algebraic Modeling **(Exhibit B-16)**
8) SOWK 202, Social Work Seminar Practicum **(Exhibit B-17)**

i. Revised Courses (FYI – for addition of Course Fees)

1) MUSC 120, Individual Applied Music Lessons I
2) MUSC 121, Individual Applied Music Lessons II
3) MUSC 220, Individual Applied Music Lessons III
4) MUSC 221, Individual Applied Music Lessons IV
5) PHYS 181, Astronomy of the Solar System
6) PHYS 182, Astronomy of Stars and Galaxies

2. Recommend the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Southern New Jersey County Commissioner's Association Meeting on Monday, April 28, 2025, in the Conference Center at Ocean County College from 5:30 p.m. to 10:00 p.m.

EXHIBIT B-1

Ocean County College, Toms River, NJ

EXHIBIT B-1
EDUCATIONAL PROGRAMS
COURSE AND CURRICULUM
Experiential Learning #7180

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POLICY

The College shall establish an Experiential Learning program of internships, externships, and/or apprenticeships designed to provide students with the opportunity to explore and enhance their academic and career goals. Programs may or may not include the opportunity to earn college credit that may or may not be applicable to their degree program. Select experiential learning opportunities may involve paid positions.

The college will endeavor to ensure that all workplace agreements for the referral, assignment, and placement of students contain a non-discriminatory assurance from all participating employers (internal and external) stating they do not discriminate on the basis of race, color, national origin, sex or disability.

Definitions

- Internship: A semester-long work experience for college credit.
- Externship: ~~A short job shadowing experience for zero college credit~~A short-term, (month or less), immersive experience designed to provide participants with hands-on exposure to a specific industry or profession.
- Apprenticeship: A voluntary arrangement between an employer (sponsor) and employee (apprentice), which provides on-the-job training and classroom instruction.

ADOPTED: May 26, 1987
Revised: May 28, 2020
Revised: June 29, 2023

REVIEWED: November 5, 1991

Ocean County College, Toms River, NJ

EXHIBIT B-1
EDUCATIONAL PROGRAMS
COURSE AND CURRICULUM
Experiential Learning #7180

Revised: February 20, 2025

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PROCEDURE

Internships, externships, and apprenticeships are offered in accordance with established guidelines.

GUIDELINES

~~Externship Process:~~

~~The College will recommend that students seek out externship opportunities in their field of interest.~~

Internship Process:

Step 1

Students will contact Career Services to discuss the internship process (including required paperwork, such as the Internship Agreement Form) and to obtain approval to participate in the program. Students will be responsible for locating their own internship sites; however, Career Services may have potential referral sites in their database. Career Services, in collaboration with Academic Affairs, will maintain a current roster of faculty, their disciplines, and their contact information as possible mentors. Career Services will assist the student in locating a Faculty Mentor.

Step 2

Students will meet with their Academic Advisor to determine if a proposed internship fits within their degree program. The Academic Advisor will verify that internship-seeking students have maintained at least a 2.5 GPA and have completed 30 credits toward their degree program (or 50 percent of their certificate program) in order to participate. Developmental classes are not calculated as part of the total number of credit hours. The student will also be instructed to select a one-, two-, or three-credit internship course, subject to all related fees and tuition.

Step 3

The Faculty Mentor is responsible for assigning related projects, communicating with the internship site supervisor throughout the experience, monitoring the student's progress, and issuing a grade at the end of the semester. The Faculty Mentor will discuss all related projects and requirements as well as the learning objectives with the student prior to signing the Internship Agreement Form.

Step 4

The Faculty Mentor, Site Supervisor, and student must sign the Internship Agreement Form, which outlines the terms of the internship. The Faculty Mentor is responsible for immediately contacting the related Academic Administrator to create the proper internship course section. The student will bring the registration form to Registration and Records to register for the course Students who do not have the completed form should not be permitted to register for an internship.

Step 5

The Faculty Mentor will initiate the Mid-Term and Final Evaluation Form. This form will be submitted to the Site Supervisor for completion and returned to the Faculty Mentor.

Step 6

The Faculty Mentor will submit a final grade for the student at the end of the semester. The grading process, standards, and procedures will be the same as any credit course offered at the College.

Step 7

The Faculty Mentor is responsible for issuing and collecting the Post-Internship Evaluation Form following the internship. This will allow the student to provide feedback with regard to the site in particular and to the internship experience in general. This feedback will be valuable when managing the internship database and recommending sites to future students.

Externship Process:

Step 1

Students will contact Career Services to discuss the externship process (including required paperwork, such as the Externship Agreement Form) and to obtain approval to participate in the program. Students will be responsible for locating their own Externship sites; however, Career Services may have potential referral sites in their database. Career Services, in collaboration with Academic Affairs, will maintain a current roster of faculty, their disciplines, and their contact information as possible mentors. ~~Career Services will assist the student in locating a Faculty Mentor.~~

Step 2: Research and Identify Opportunities

Externships are open to students who are looking to explore different career options. The College will recommend that students seek out externship opportunities in their field of interest.

- Determine your career goals and the type of externship that aligns with your interests.
- Look for externship opportunities through career centers, professional organizations,

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company websites, and networking.

Step 3: Prepare Application Materials

Application requirements vary but often include a resume, cover letter, and a statement of interest. Some programs may have prerequisites, such as relevant coursework or prior experience.

- Update your resume and tailor it to highlight relevant skills and experiences.
- Write a compelling cover letter that explains your interest in the externship.
- Gather letters of recommendation; when necessary.

Step 4: Participate in the Externship

Externships are typically structured as observational learning experiences but may also include interactive components such as shadowing professionals, attending meetings, assisting with projects, and participating in training sessions. The program may be hosted by local businesses and organizations, including government agencies, or nonprofit organizations.

- Arrive on time and dress appropriately.
- Engage actively, ask questions, and learn as much as possible.
- Take notes and observe company culture and workflow.

Step 5: Final documents

Prepare a summary of your externship experience that includes, but is not limited to, lessons learned, and identifying different career options as a result of your experience. A summary of externship experience will be submitted to career services.

Apprenticeships:

Apprenticeships will be managed in accordance with grant guidelines.

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Ocean County College, Toms River, NJ

EXHIBIT B-1
EDUCATIONAL PROGRAMS
COURSE AND CURRICULUM
Experiential Learning #7180

ADOPTED: May 28, 2020

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EXHIBIT B-2

EXHIBIT B-2

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Ocean County College, Toms River, NJ

STUDENTS
ACADEMIC STANDARDS
College Skills Assessment Program #5165

~~**POLICY**~~

~~Unless exempt, degree students are required to demonstrate college-level proficiency in English and mathematics, specifically Elementary Algebra, by taking the College Placement Test, Next Generation Accuplacer. Full-time students must take the College Placement Test prior to registering for their first semester. Part time students must take the College Placement Test before registering for an English or mathematics course or before registering for their twelfth credit. Exemptions may be granted to students in accordance with the procedure attached to this policy. Students are permitted to retest as many times as desired, but must wait at least four (4) days between tests for recommended brush-up and practice.~~

~~Students identified as needing skill development must enroll in the appropriate developmental course(s). Students who do not pass the appropriate course(s) will be subject to academic restrictions.~~

~~Placement testing is not required for those classified as Visiting, Non-Degree, or Personal Enrichment students. These students accept full responsibility for meeting any and all course pre-requisites.~~

~~ADOPTED: August 24, 1981~~
~~Revised: June 27, 1983~~
~~Revised: January 25, 1988~~
~~Revised: January 28, 1991~~
~~Revised: March 24, 1997~~
~~Revised: December 1, 2008~~
~~Revised: May 28, 2013~~
~~Revised: November 2, 2015~~
~~Revised: December 7, 2015~~
~~Revised: January 24, 2019~~
~~Revised: February 28, 2019~~
~~Revised: January 23, 2020~~

EXHIBIT B-2

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Ocean County College, Toms River, NJ

STUDENTS
ACADEMIC STANDARDS
College Skills Assessment Program #5165

PROCEDURE

I. Testing

A. Unless exempt (see Section B below), all degree students, both full-time and part-time (as defined in Policy #5134, Student Classification), are required to take a College Placement Test:

1. Full-time degree students must take the College Placement Test before registering for their first semester.

2. Part-time degree students must take the College Placement Test before (a) registering for their twelfth credit and/or (b) registering for an English or mathematics course. Prior to taking a College Placement Test, students may not enroll for more than three courses in a semester.

3. Non-degree, Visiting, and Personal Enrichment students as defined in Policy # 5134 are responsible for meeting any and all course pre-requisites and do not have to take placement tests.

4. Non-degree students may "audit" courses without earning college credit or a course grade. A non-degree student accepts responsibility for meeting course pre-requisites. Students auditing a course may not change from audit to credit.

5. College Placement Test scores are considered to be valid for a period of three (3) years. After three (3) years, students who have not taken the required courses indicated by the College Placement Test will have to retake the Placement Test.

6. Students may challenge their English and/or mathematics placement scores by taking a retest – as many times as desired, but must wait at least four (4) days between tests for recommended brush-up and practice.

7. Once enrolled in an English or mathematics class and the term for that class begins, students will no longer be allowed to retest.

B. Exemptions

Students who have a High School GPA of 3.0 or higher or 80% or higher, or who meet the language arts exemptions noted in Attachment A will be waived from the English portions of the College Placement Test. (Students submitting ACT scores must provide a composite English/Writing score. Students who took the ACT without the essay must take the Writeplacer essay and, depending on their scores, may also need to take the Accuplacer Reading and Writing Placement Tests.)

Students who achieve the mathematics exemptions noted in Attachment A will be waived from the mathematics portion of the College Placement Test. However, students who want to enroll in Pre-calculus, MATH 191 or higher will be required to take the Advanced Algebra and Functions Placement Test (AAF). See Math Placement Policy 5161.

Students must make requests for these exemptions by submitting official documentation (transcripts and/or scores) to the College.

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~~High School transcripts are considered to be valid for a period of five (5) years after the date of high school graduation.~~

~~Exemptions from placement testing are also available to students who hold bachelor's degrees or who have previously passed college-level English and/or mathematics courses. Students making requests for these exemptions must submit their transcripts to the College. The College requires official transcripts to award credit for coursework from other institutions.~~

~~II. Placement Criteria~~

~~Placement criteria measures for English and mathematics are listed in Attachment A for information purposes.~~

~~III. Student Placement in Developmental Courses~~

~~A. All Students~~

~~1. Students identified as needing development in English or algebra must demonstrate competency in the subject prior to receiving a degree from the College. Students enrolled in a certificate program that does not require a mathematics course do not need to demonstrate competency in algebra.~~

~~2. Students identified as needing development in English or algebra must pass the required developmental course(s) before enrolling in any other course in that subject area.~~

~~3. Students identified as needing development in English must enroll in the required developmental courses(s) immediately. Students identified as needing development in algebra must enroll in the required developmental course before completing **15** credits.~~

~~4. A passing grade for a developmental course is a grade of "C" or better. Developmental course credits do not count toward graduation requirements.~~

~~5. A student whose initial developmental placement is adjusted prior to the official tenth day of classes will be considered as incorrectly placed in that course and will have any reference to his/her enrollment in that course removed from his/her record.~~

~~6. Faculty teaching developmental courses may require, for course completion, that students work in a learning lab on specified assignments or that they receive the services of a designated tutor. Reasonable parameters for these requirements will be set at the discretion of the faculty member and will be tailored to the academic needs of the student.~~

~~B. Full-Time Students~~

~~1. During student registration, required developmental courses take enrollment priority over non-developmental courses. Matriculating students must enroll in required developmental English courses immediately and enroll in developmental algebra courses before completing 15 credits.~~

~~2. A new full-time student needing Reading and Writing I (ENGL 091) is limited to a maximum of 14 credits in the semester.~~

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3. A student identified as needing Reading and Writing I (ENGL 091) must register for that course and select the remaining courses (maximum of 14 credits) from the Limited Load Course List. For information purposes, the Limited Load Course List is Attachment B to this procedure.

C. Part Time Students

1. During student registration, required developmental English courses take enrollment priority over enrollment in non-developmental courses. Enrollment in required developmental algebra courses must take place before a student completes 15 credits.

2. A student identified as needing Reading and Writing I (ENGL 091) who wishes to take additional non-developmental courses must select the courses from the Limited Load Course List (Attachment B).

D. Limited Load Course List

Students whose performance on the College Placement Test indicates the need for remediation in ENGL 091 will be limited to a maximum credit load of 14 semester hours. The credit load must include the needed developmental course. The remainder of the credit load must be selected from the approved Limited Load Course List (Attachment B).

ADOPTED: June 28, 1983
Revised: April 3, 1984
Revised: December 9, 1985
Revised: January 13, 1988
Revised: January 29, 1991
Revised: June 23, 1992
Revised: March 25, 1993
Revised: March 25, 1997
Revised: February 23, 1999
Revised: November 2, 1999
Revised: December 4, 2007
Revised: December 2, 2008
Revised: August 25, 2009
Revised: January 25, 2011
Revised: July 19, 2011
Revised: December 5, 2011
Revised: May 2013
Revised: November 2, 2015
Revised: December 7, 2015
Revised: November 3, 2016
Revised: January 24, 2019
Revised: February 28, 2019
Revised: April 3, 2019
Revised: May 30, 2019
Revised: January 23, 2020

EXHIBIT B-2

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Ocean County College, Toms River, NJ

STUDENTS
ACADEMIC STANDARDS
College Skills Assessment Program #5165

~~**PROCEDURE**~~

~~ATTACHMENT A~~

~~OCC PLACEMENT TEST~~

~~Degree Students, both full-time and part-time, wishing to enroll at OCC must take the College Placement Test, Next Generation Accuplacer unless they meet the placement measures listed in the following chart:~~

~~TEST/Placement Measure~~	~~ENGLISH~~	~~MATHEMATICS~~
~~Overall High School GPA~~	~~High School GPA ≥ 3.0 or numeric average of 80% or higher~~	~~High School GPA≥ 3.0 or numeric average of 80% or higher that includes Algebra II and one Algebra Intensive Course (Pre-Calculus, Trigonometry or Calculus)~~
~~NEW PSAT (as of Fall 2015)~~	~~Reading Test ≥ 29~~	~~Mathematics ≥ 27.5~~
~~OLD PSAT (through Spring 2015)~~	~~Reading Test ≥ 54~~	~~Mathematics ≥ 53~~
~~NEW SAT (as of March 2016)~~	~~Evidence-Based Reading & Writing ≥ 450~~	~~Mathematics ≥ 500~~
~~OLD SAT (through February 2016)~~	~~Critical Reading ≥ 540~~	~~Mathematics ≥530~~
~~PARCC (as of Fall 2015)~~	~~Grade 11 English Language Arts & Literacy ≥ 4~~	~~Grade 11 Algebra II ≥ 4~~
~~ACT*~~	~~English/Writing with essay ≥ 18 and Reading ≥ 22~~	~~Mathematics ≥ 22~~
~~High School Equivalency Assessments~~	~~TASC: Language Arts Reading 580 and Language Arts Writing 560 with 6 Essay~~ ~~HiSET: Language Arts Reading 15 and Language Arts Writing 15 with Essay 4~~ ~~GED: Reasoning Through Language Arts 165~~	~~TASC Mathematics ≥ 560~~ ~~HiSET Mathematics ≥ 15~~ ~~GED Mathematics ≥ 165~~

~~PSAT, SAT and ACT scores are valid for 5 years.~~
~~High School Equivalency Assessment scores are valid for 5 years.~~
~~PARCC scores are valid for 18 months beyond graduation date.~~

~~*Students submitting ACT scores must provide a composite English/Writing score. Students who took the ACT without the essay must take the Writeplacer essay, and, depending on their scores, may also need to take the Accuplacer Reading Comprehension and Sentence Skills Placement Tests.~~

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Ocean County College, Toms River, NJ

STUDENTS
ACADEMIC STANDARDS
College Skills Assessment Program #5165

PLACEMENT INTO ENGLISH CLASSES

High School GPA of 3.0 or higher, or numeric average of 80% or higher: No Remediation. Student registers for English 151.

Next Generation Accuplacer Essay Score of 7 or 8: No Remediation. Student registers for ENGL 151.
Next Generation Accuplacer Essay Score of 6 or less: Student takes the Reading Test and Writing Test.

Register for:	If your Next Generation Accuplacer test scores are:
ENGL 151	Writeplacer Essay ≥ 7
ENGL 151	Writeplacer Essay = 6 AND Reading + Writing ≥ 536
ENGL 098 & 151	Writeplacer Essay = 6 AND Reading + Writing between 490 and 535; **OR** Essay = 5 AND Reading + Writing ≥ 490
ENGL 095	Writeplacer Essay = 5 or 6 AND Reading + Writing between 474 and 489
ENGL 091	Writeplacer Essay ≤ 6 AND Reading + Writing ≤ 473
ENGL 091	Writeplacer Essay ≤ 4 with any combination of Reading + Writing scores

PLACEMENT INTO MATH CLASSES: Placement Test Scores

SCORE	***MATH COURSE PLACEMENT**	
200-258	MATH 023: Algebra Basics	This is a developmental course. It does not earn graduation credits.
259-300	MATH 151: Survey of Mathematics MATH 156: Introduction to Statistics MATH 158: Algebraic Modeling MATH 168: Basic Technical Math MATH 171: Finite Mathematics MATH 181: Introduction to Probability	Students select from these courses to satisfy General Education or program requirements. Successful completion of these courses earns graduation credits.
259-275 276-300	**Pre-Calculus Track:** MATH 161: College Algebra for Specific Majors MATH 165: College Algebra	These courses prepare students for advanced mathematics courses and satisfy General Education requirements. Students planning to enroll in MATH 191 or higher to satisfy program requirements should select either MATH 161 or MATH 165. Students cannot earn graduation credits for both MATH 161 and MATH 165.

*Students wishing to enroll directly into Pre-calculus I, MATH 191 or higher must take the Advanced Algebra and Functions Test or meet the criteria of Multiple Measures (See Policy #5161).

Adopted: August 25, 1987
Revised: March 5, 1991
Revised: July 22, 1997
Revised: March 9, 2000
Revised: December 2, 2008
Revised: June 28, 2016
Revised: November 3, 2016
Revised: June 29, 2017
Revised: February 28, 2019
Revised: March 30, 2019

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Revised: August 25, 2009 Revised: May 30, 2019
Revised: July 19, 2011 Revised: January 23, 2020
Revised: March 14, 2012
Revised: November 2, 2015
Revised: December 7, 2015

PROCEDURE

ATTACHMENT B

College Skills Limited Load Courses (42) Master List
For Students Enrolled in ENGL 091

BUSINESS (3)

ACCT 121	Fundamentals of Accounting	3 s.h.
BUSN 131	Introduction to Business Administration	3 s.h.
BUSN 170	Small Business Management	3 s.h.

COMPUTER STUDIES (1)

CSIT 110	Introduction to Computers and Computer Applications	3 s.h.

HEALTH & PHYSICAL EDUCATION (2)

HEHP 210	Karate I	2 s.h.
HEHP 225	Contemporary Health	3 s.h.

HUMANITIES (23)

ARTS 170	Ceramics I	3 s.h.
ARTS 183	Basic Drawing	3 s.h.
ARTS 184	Two-Dimensional Design	3 s.h.
ARTS 186	Three-Dimensional Design	3 s.h.
ARTS 270	Ceramics II	3 s.h.
ARTS 271	Ceramics III	3 s.h.
ARTS 272	Ceramics IV	3 s.h.
ARTS 286	Painting I	3 s.h.
ARTS 287	Painting II	3 s.h.
COEM 120	Television Studio Production	3 s.h.
COMM 110	Introduction to Communications	3 s.h.
COMM 192	Voice and Diction	3 s.h.
COPH 181	Basic Digital Photography	3 s.h.
DANC 120	Modern Dance	2 s.h.
DANC 130	Ballet I	2 s.h.
DANC 150	Jazz Dance	2 s.h.
HIST 173	United States History to 1877	3 s.h.
HIST 174	United States History from 1877	3 s.h.
MUSC 150	Introduction to Group Keyboard	3 s.h.
MUSC 160	College Choir I	1 s.h.
MUSC 164	Introduction to Group Voice	2 s.h.
MUSC 173	Concert Band I	1 s.h.
THTR 193	Introduction to Acting I	3 s.h.

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~~MATH~~

~~Mathematics courses as determined by the Quantitative Reasoning, Algebra, and Statistics test (excluding MATH 156, MATH 171, and MATH 181).~~

~~SCIENCES (2)~~

~~BIOL 114~~	~~Principles of Biological Science~~	~~4 s.h.~~
~~CHEM 180~~	~~Introduction to Chemistry~~	~~4 s.h.~~

~~SOCIAL SCIENCES (3)~~

~~STSC 150~~	~~Student Success Seminar~~	~~2 s.h.~~
~~PSYC 172~~	~~General Psychology~~	~~3 s.h.~~
~~SOCI 181~~	~~Introduction to Sociology~~	~~3 s.h.~~

~~Adopted: August 25, 1987~~
~~Revised: March 5, 1991~~
~~Revised: July 22, 1997~~
~~Revised: November 14, 2000~~
~~Revised: September 17, 2002~~
~~Revised: August 5, 2008~~
~~Revised: August 25, 2009~~
~~Revised: March 14, 2012~~
~~Revised: July 27, 2015~~
~~Revised: February 28, 2019~~
~~Revised: March 30, 2019~~

EXHIBIT B-3

Date Submitted: 07/09/24 12:29 pm

Viewing: AAS.CS : Computer Science/Information Technology, Associate in Applied Science

Last approved: 06/27/24 9:19 am

Last edit: 07/09/24 12:29 pm

Changes proposed by: Cynthia Fallon (cfallon)

Catalog Pages Using this Program

Computer Science/Information Technology, Associate in Applied Science

Program Type	Associate of Applied Science (AAS)
Program Title	Computer Science/Information Technology, Associate in Applied Science
Academic School	Science, Technology, Engineering, Mathematics
Effective Catalog Year	2025-2026
Program Code	AAS.CS
CIP Code	110101 - Computer and Information Sciences, General.

Program Description

In Workflow

1. **STEM Academic Administrator**
2. **STEM Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Curriculum Committee Chair**
5. **Senate Chair**
6. **Vice President of Academic Affairs**
7. Cabinet
8. President
9. Board of Trustees Chair
10. Academic Administrator for Programs

Approval Path

1. 07/02/24 11:42 am Cynthia Fallon (cfallon): Approved for STEM Academic Administrator
2. 07/02/24 12:58 pm Sylvia Riviello (sriviello): Approved for STEM Dean
3. 07/09/24 11:36 am James Marshall (jmarshall): Rollback to Initiator
4. 07/09/24 12:29 pm Cynthia Fallon (cfallon): Approved

EXHIBIT B-3

for STEM Academic Administrator
5. 07/09/24 1:49 pm Sylvia Riviello (sriviello): Approved for STEM Dean
6. 07/09/24 3:08 pm James Marshall (jmarshall): Approved for Executive Director of Curriculum and Program Development
7. 07/12/24 12:53 pm Caroline Brittain (cbrittain): Approved for Curriculum Committee Chair
8. 07/18/24 4:57 pm Donna Rosinski-Kauz (drosinski-kauz): Approved for Senate Chair

History

1. May 9, 2021 by soconnor
2. Apr 10, 2023 by soconnor
3. Jun 27, 2024 by Cynthia Fallon (cfallon)

The Associate ~~This career program prepares students for entry-level positions~~ in Applied Science (AAS) in Information Technology prepares students for entry-level positions in various ~~a multitude of~~ computer-related roles within the IT field. ~~jobs.~~ The program features a comprehensive curriculum that covers essential areas such as hardware, software, operating systems, information security, networking, computing fundamentals, and cloud computing. ~~Both computer scientists and information technologists need a balance of software and hardware applications with specific courses emphasizing effective problemsolving.The software development process, (composing and coordinating component of a program) requires that students construct algorithms for problem solving with appropriatedocumentation.~~It is also ~~This curriculum has been~~ designed to equip students with ~~prepare~~ the skills needed for ~~student to meet~~ the ~~future needs of~~ integration, design, deployment, and management of computing ~~computing,~~ resources and services. This program prepares students for industry-recognized certifications, enhancing their qualifications and career prospects.

~~A graduate of the program will have a firm understanding of modern programming practices and related skills in computer informationtechnology.~~The department recommends the following minimal criteria for prospective students in the Computer Science/Information Technology program:

1. High school diploma or equivalent
2. Cumulative high school grade point average of C or above
3. Ranked in top half of high school graduating class
4. No developmental studies requirement

~~The AAS in Computer Science offers the following concentrations:Information Technology Cloud Computing Data Management Networking Programming~~

Program Objectives

N/A

Program Goals

	Program goals
PG1	N/A

Program Learning Outcomes

	Students who successfully complete this program will be able to:
~~PLO1~~	~~Describe the main functions of an operatingsystem.~~
~~PLO2~~	~~Identify the basic concepts of the computer system and computerarchitecture.~~
~~PLO3~~	~~Identify the major computer data, instruction and addressing formats.~~
~~PLO4~~	~~Recognize the problems involved in program portability and be able to identify the solutions to these problems.~~

	Students who successfully complete this program will be able to:
~~PLO5~~	~~Describe the software lifecycle.~~
~~PLO6~~	~~Identify the requirements and rationale for allocating static, dynamic and virtualmemory.~~
~~PLO7~~	~~Discuss the rationale and implement both member and friend examples of operatoroverloading.~~
~~PLO8~~	~~Explain the benefits of derived classes (including private, protected and public data members and methods) and implement examples of derivedclasses.~~
~~PLO9~~	~~Analyze (big O) sequential, binary and hashingalgorithms.~~
~~PLO10~~	~~Analyze (big O) common selection, exchange and insertion sortingalgorithms.~~
~~PLO11~~	~~Discuss the benefits, resource requirements and implementation of logical sorting algorithms.~~
~~PLO12~~	~~Explain the concepts, data structure and benefits involved in logically representing common data structures algorithms, such as ordered lists, stacks, queues and trees.~~
~~PLO13~~	~~Demonstrate independent thinker through mathematical, scientific and philosophical reasoning.~~
~~PLO14~~	~~Communicate effectively through reading, listening, speaking, and writing.~~
~~PLO15~~	~~Solve problems by collecting, organizing and evaluating information.~~
PLO1	Identify the basic concepts of modern computer architecture including hardware, the main functions of an operating system and ancillary software and how the major computer data, instruction and addressing formats influence computer performance.
PLO2	Understand the fundamental techniques used in the development of software such as classes, objects, algorithms, data types, control structures, arrays, attributes, and methods and explain the software development life cycle (SDLC).
PLO3	Demonstrate foundational computer science and cybersecurity knowledge such as access control, security mechanism, cryptography, vulnerability, and risk management.
PLO4	PLO4: Describe fundamental networking concepts with emphasis on networking applications, data delivery and routing, network architecture, layering, and protocols
PLO5	Explain the principles of cloud computing including the topics of cloud infrastructures, virtualization, software defined networks and storage, cloud

	Students who successfully complete this program will be able to:
	storage, and programming models.
PLO6	Demonstrate knowledge and skills in the areas of Computer Science to solve technical and computational problems.

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12	PLO 13	PLO 14	PLO 15	PLO 16	PLO 17	PLO 18	PLO 19	PLO 20	PLO 21
FirstSemester																					
ENGL 151																					
MATH 156																					
CSIT 124																					
CSIT 144																					
SecondSemester																					
ENGL 152																					
CSIT 185																					
CSIT 145																					
CSIT 200																					
ThirdSemester																					
CSIT 243																					
CSIT 277																					

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12	PLO 13	PLO 14	PLO 15	PLO 16	PLO 17	PLO 18	PLO 19	PLO 20	PLO 21
COMM 154																					
ACCT 161																					
BUSN 131																					
BUSN 134																					
FirstSemester																					
ENGL 151																					
MATH 156																					
CSIT 124																					
CSIT 144																					
SecondSemester																					
ENGL 152																					
CSIT 185																					
CSIT 145																					
CSIT 200																					
ThirdSemester																					

EXHIBIT B-3

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12	PLO 13	PLO 14	PLO 15	PLO 16	PLO 17	PLO 18	PLO 19	PLO 20	PLO 21
CSIT 243																					
CSIT 277																					
COMM 154																					
ACCT 161																					
BUSN 131																					
BUSN 134																					
ACCT 161																					
BUSN 131																					
BUSN 134																					
FirstSemester																					
ENGL 151																					
MATH 156																					
CSIT 124																					
CSIT 144																					

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12	PLO 13	PLO 14	PLO 15	PLO 16	PLO 17	PLO 18	PLO 19	PLO 20	PLO 21
SecondSemester																					
ENGL 152																					
CSIT 185																					
CSIT 145																					
CSIT 200																					
ThirdSemester																					
CSIT 243																					
CSIT 277																					
COMM 154																					

Required Qualifications

Plan of Study Grid

First Semester		Credit Hours
ENGL 151	English I	3
MATH 156	Introduction to Statistics	3
Humanities Gen. Ed. or Social Science Gen. Ed		3
~~MATH 151~~	~~A Survey of Mathematics~~	-
~~MATH 171~~	~~Finite Mathematics~~	-
~~or Higher~~		-
~~CSIT 165~~	~~Programming I~~	~~4~~
~~Humanities Gen. Ed. Requirement~~		~~3~~
~~Social Science Gen. Ed. Requirement~~		~~3~~
CSIT 124	Introduction to Programming	3
CSIT 144	Introduction to Operating System Using Unix	3
	Credit Hours	15

Second Semester		
ENGL 152	English II	3
~~CSIT 166~~	~~Programming II~~	~~4~~
~~CSIT 176~~	~~Computer Organization & Architecture~~	~~3~~
~~Computer Science/Information Technology Program Electives~~		~~6~~
CSIT 185	Networking I	3
CSIT 145	Computing Fundamentals	3
CSIT 200	Information Security Fundamentals	3
CSIT Elective		3
	Credit Hours	15
Third Semester		
~~Computer Science/Information Technology Program Electives~~		~~6~~
~~Lab Science Gen. Ed. Requirement~~		~~4~~
CSIT 243	Cisco Networking Fundamentals	3
CSIT 277	Introduction to Cloud Computing	4
Any Gen. Ed. Requirement		3
COMM 154	Fundamentals of Public Speaking	3
CSIT Elective		3
	Credit Hours	16
Fourth Semester		
~~CSIT 213~~	~~Database Management~~	~~3~~
~~Computer Science/Information Technology Program Electives~~		~~6~~
~~Business Studies Elective~~		~~3~~
Any CSIT, Business, Math, or Science Electives		14
	Credit Hours	14
	Total Credit Hours	60

Computer Science/Information Technology Electives

Students can choose any CSIT course (CSIT 115 or higher). Students are not required to select a specific area of interest/concentration.

Suggested Business Studies Electives

ACCT 161	Principles of Accounting I	3
BUSN 131	Introduction to Business Administration	3
BUSN 134	Principles of Marketing	3

Cloud Computing Concentration

~~Plan of Study Grid~~

~~First Semester~~ ~~Credit Hours~~

ENGL 151	English I	3
Select one of the following		3
MATH 151	A Survey of Mathematics	-
MATH 171	Finite Mathematics (or higher)	-
CSIT 165	Programming I	4
Humanities Gen. Ed. Requirement		3
Social Science Gen. Ed. Requirement		3
-	Credit Hours	0
Second Semester		
ENGL 152	English II	3
CSIT 166	Programming II	4
CSIT 176	Computer Organization & Architecture	3
Computer Science/Cloud Computing Program Electives		6
-	Credit Hours	0
Third Semester		
Computer Science/Cloud Computing Program Electives		6
COMM 154	Fundamentals of Public Speaking	3
Humanities or Social Science Gen. Ed. Requirement		3
Lab Science Gen. Ed. Requirement		4
-	Credit Hours	0
Fourth Semester		
CSIT 213	Database Management	3
Computer Science/Cloud Computing Program Electives		6
Business Studies Elective		3
-	Credit Hours	0
-	Total Credit Hours	0

Computer Science/Cloud Computing Elective

CSIT 144	Introduction to Operating System Using Unix	3
CSIT 168	Introduction to Python Programming	2
CSIT 185	Networking I	3
CSIT 186	Networking II	3
CSIT 265	Data Structures and Analysis	4
CSIT 277	Introduction to Cloud Computing	4

Business Studies Electives

ACCT 161	Principles of Accounting I	3
BUSN 131	Introduction to Business Administration	3

BUSN 134	Principles of Marketing	3

Data Management Concentration

Plan of Study Grid

First Semester		Credit Hours
ENGL 151	English I	3
MATH 171 or Higher		3
CSIT 165	Programming I	4
Humanities Gen. Ed. Requirement		3
Social Science Gen. Ed. Requirement		3
-	Credit Hours	0
Second Semester		
ENGL 152	English II	3
CSIT 166	Programming II	4
CSIT 176	Computer Organization & Architecture	3
Computer Science/Data Management Program Electives		6
-	Credit Hours	0
Third Semester		
CSIT 213	Database Management	3
Computer Science/Data Management Program Electives		3
COMM 154	Fundamentals of Public Speaking	3
Humanities or Social Science Gen. Ed. Requirement		3
Lab Science Gen. Ed. Requirement		4
-	Credit Hours	0
Fourth Semester		
Computer Science/Data Management Program Electives		9
Business Studies Elective		3
-	Credit Hours	0
-	Total Credit Hours	0

Computer Science/Data Management Electives

CSIT 144	Introduction to Operating System Using Unix	3
CSIT 168	Introduction to Python Programming	2
CSIT 185	Networking I	3
CSIT 200	Information Security Fundamentals	3
CSIT 265	Data Structures and Analysis	4
CSIT 275	Data Management Analytics	3

Business Studies Electives

ACCT 161	Principles of Accounting I	3
BUSN 131	Introduction to Business Administration	3
BUSN 134	Principles of Marketing	3

Networking Concentration

Plan of Study Grid

First Semester		Credit Hours
ENGL 151	English I	3
MATH 171 or Higher		3
CSIT 165	Programming I	4
Humanities Gen. Ed. Requirement		3
Social Science Gen. Ed. Requirement		3
-	Credit Hours	0
Second Semester		
ENGL 152	English II	3
CSIT 166	Programming II	4
CSIT 176	Computer Organization & Architecture	3
Computer Science/Networking Program Electives		6
-	Credit Hours	0
Third Semester		
Computer Science/Networking Program Electives		6
COMM 154	Fundamentals of Public Speaking	3
Humanities or Social Science Gen. Ed. Requirement		3
Lab Science Gen. Ed. Requirement		4
-	Credit Hours	0
Fourth Semester		
CSIT 213	Database Management	3
Computer Science/Networking Program Electives		6
Business Studies Elective		3
-	Credit Hours	0
-	Total Credit Hours	0

Computer Science/Networking Electives

CSIT 144	Introduction to Operating System Using Unix	3
CSIT 168	Introduction to Python Programming	2
CSIT 185	Networking I	3

CSIT 186	Networking II	3
CSIT 200	Information Security Fundamentals	3
CSIT 115 or Higher		4

Business Studies Electives

ACCT 161	Principles of Accounting I	3
BUSN 131	Introduction to Business Administration	3
BUSN 134	Principles of Marketing	3

Programming Concentration

Plan of Study Grid

First Semester		Credit Hours
ENGL 151	English I	3
MATH 171 or Higher		3
CSIT 165	Programming I	4
Humanities Gen. Ed. Requirement		3
Social Science Gen. Ed. Requirement		3
-	Credit Hours	0
Second Semester		
ENGL 152	English II	3
CSIT 166	Programming II	4
CSIT 176	Computer Organization & Architecture	3
Computer Science/Programming Program Electives		6
-	Credit Hours	0
Third Semester		
Computer Science/Programming Program Electives		6
COMM 154	Fundamentals of Public Speaking	3
Humanities or Social Science Gen. Ed. Requirement		3
Lab Science Gen. Ed. Requirement		4
-	Credit Hours	0
Fourth Semester		
CSIT 213	Database Management	3
Computer Science/Programming Program Electives		6
Business Studies Elective		3
-	Credit Hours	0
-	Total Credit Hours	0

Computer Science/Programming Electives

~~CSIT 168~~	~~Introduction to Python Programming~~	~~2~~
~~CSIT 185~~	~~Networking I~~	~~3~~
~~CSIT 186~~	~~Networking II~~	~~3~~
~~CSIT 200~~	~~Information Security Fundamentals~~	~~3~~
~~CSIT 212~~	~~Systems Analysis~~	~~3~~
~~CSIT 265~~	~~Data Structures and Analysis~~	~~4~~

Business Studies Electives

~~ACCT 161~~	~~Principles of Accounting I~~	~~3~~
~~BUSN 131~~	~~Introduction to Business Administration~~	~~3~~
~~BUSN 134~~	~~Principles of Marketing~~	~~3~~

Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
ENGL 151	3
ENGL 152	3

GSOC/ GHUM

Course Code & Title	Credits
GSOC/GHUM Gen Ed ~~SOCIAL SCIENCE OR HUMN GEN ED REQ~~	3

GMAT/ GSCI/ GTEC

Course Code & Title	Credits
~~LAB SCIENCE GEN ED REQ~~	~~4~~
MATH 156	3

General Education

Course Code & Title	Credits
CSIT 124 ~~SOCIAL SCIENCE GEN ED REQ~~	3
Any Gen Ed ~~HUMN GEN ED REQ~~	3
~~COMM 154~~	~~3~~
COMM 154	3

Concentration Courses

Course Code & Title	Credits
~~CSIT 166~~	~~4~~
~~CSIT 176~~	~~3~~
COMP/IT PROGRAM ELECTIVE	9 ~~6~~
~~COMP/IT PROGRAM ELECTIVE~~	~~6~~
~~CSIT 213~~	~~3~~
~~COMP/IT PROGRAM ELECTIVE~~	~~6~~
BUSN/MATH/SCIENCE/CSIT ~~BUSN~~ ELECTIVE	14 ~~3~~
~~CSIT 165~~	~~4~~
~~MATH 151, 171, OR HIGHER~~	~~3~~

Board Approval

History of Board approval dates

Board of Trustees Approval Date: November 7, 2005
NJ Presidents Council Approval: April 17, 2006
Board of Trustees Approval Date: December 1, 2008
Board of Trustees Approval Date: December 6, 2010
Board of Trustees Approval Date: January 28, 2013
Board of Trustees Approval Date: May 28, 2013
Board of Trustees Approval Date: March 28, 2019
Board of Trustees Approval Date: May 30, 2024

Reviewer Comments

James Marshall (jmarshall) (07/09/24 11:36 am): Rollback: Replace 2nd CSIT elective in third semester with Comm 154 to meet gen ed requirements.

Key: 44

EXHIBIT B-4

EXHIBIT B-4

Program Change Request

Date Submitted: 02/12/25 11:44 am

Viewing: AA.LA.EDUC : Education, Associate in Arts

Last approved: 04/11/23 1:48 pm

Last edit: 03/14/25 3:48 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using this Program	Education, an Option to the Associate in Arts in Liberal Arts

Program Type	Associate of Arts (AA)
Program Title	Education, Associate in Arts
Academic School	Business and Social Sciences
Effective Catalog Year	2025-2026
Program Code	AA.LA.EDUC
CIP Code	N/A - N/A

Program Description

The Associate of Arts (AA) in Liberal Arts with an option in Education will offer students the first two years of coursework for acceptance into a four-year Teacher Preparatic (K-6) as a generalist. Emphasis will be placed on preparing students for passing the CORE Praxis test of Reading, Writing and Mathematics for acceptance into a College of E edTPA for eventual New Jersey state licensure.

Program Objectives

Program Goals

	Program goals
PG1	N/A

Program Learning Outcomes

	Students who successfully complete this program will be able to:
PLO1	Apply the knowledge of student learning to develop appropriate activities and classroom management strategies to meet the needs of diverse students based on cultural, language, gender, and exceptionality differences.
PLO2	Outline the assessment process for classification of a student with exceptionalities and delineate the programs available for each classification from birth to adulthood.
PLO3	Address key legislations that has impacted the educational system for students, families, and school personnel.
PLO4	Demonstrate appropriate skills for used in problem solving in Algebra and Geometry for use in developing skills for teaching Math as a future teacher.
PLO5	Demonstrate writing skills when detailing the clinical observation experience by providing both a reflective narration and clinical report of what was observed.

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3
ENGL 151			
ENGL 152			
COMM 154			
HIST 173			
HIST 174			
ENGL 255			
ENGL 256			
HIST 181			
HIST 182			
POLI 161			
POLI 162			
GEOG 161			
GEOG 162			
BIOL 161			
CSIT 110			
MATH 156			
EDUC 140			
EDUC 178	Project	Project	

	Presentation	Presentation	
EDUC 261	Project Presentation Paper Exam		
EDUC 277	Project Presentation Paper Exam		Project Presentation Paper Exam

Required Qualifications

Communications	
ENGL 151	English I
ENGL 152	English II
COMM 154	Fundamentals of Public Speaking
History	
HIST 173	United States History to 1877
HIST 174	United States History from 1877
Humanities	
ENGL 255	World Literature Ancient through 1600
or ENGL 256	World Literature 1600 to Present
HIST 181	World Civilization to 1660
HIST 182	World Civilization From 1660
Social Science	
POLI 161	American Federal Government
or POLI 162	American State and Local Government
GEOG 161	World Physical Geography
Diversity	
GEOG 162	Human Geography
Math-Science-Tech	
MATH 151 or Higher	
BIOL 161	General Biology I
CSIT 110	Introduction to Computers and Computer Applications [1]
MATH 156	Introduction to Statistics
Program Requirement	
Any STSC - Student Success Seminar course [2]	
Choose from the following: [3]	
EDUC 140	Mathematics for the Professional Educator
EDUC 178	Introduction to the Education of Exceptional Students
EDUC 261	Development of the Learner
EDUC 277	The Teaching Profession in America
~~EDUC 278~~	~~Course EDUC 278 Not Found~~
Total Credit Hours	

1 Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science from the List of Approved G

EXHIBIT B-4

2
A variety of STSC -Student Success Seminar courses are available. Please speak to your academic advisor for assistance when selecting.
3
Course selections should be based on the requirements of the intended transfer to a four-year institution. Students should speak to their advisor for clarification.

Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
ENGL 151	3
ENGL 152	3
COMM 154	3

GHUM

Course Code & Title	Credits
HIST 181	3
HIST 182	3
ENGL 255 OR ENGL 256	3

GHIS

Course Code & Title	Credits
HIST 173	3
HIST 174	3

GSOC

Course Code & Title	Credits
POLI 161 OR POLI 162	3
GEOG 161	3

GDIV

Course Code & Title	Credits
GEOG 162	3

GMAT/ GSCI/ GTEC

Course Code & Title	Credits
MATH 151 OR HIGHER	3
BIOL 161	4
CSIT 110	3
MATH 156	3

Concentration Courses

Course Code & Title	Credits
EDUCATION COURSES	12

Elective Courses

Course Code & Title	Credits
STSC 150	2

Board Approval

History of Board approval dates

Board of Trustees Approval Date: February 28, 2019

Board Approved in batch on March 16, 2023 (STSC update - used admin save since there were so many programs being revised at once for the same change).

Was assigned wrong school (A&H) in Courseleaf. Susan updated to B&SS on 4/1/23.

Reviewer Comments

EXHIBIT B-5

Program Change Request

Date Submitted: 03/03/25 8:45 am

Viewing: AS.SW : Social Work, Associate in Science

Last approved: 04/17/24 5:20 pm

Last edit: 03/14/25 3:47 pm

Changes proposed by: Katherine Toy (ktoy)

Catalog Pages Using this Program	Social Work, Associate in Science

Program Type	Associate of Science (AS)
Program Title	Social Work, Associate in Science
Academic School	Business and Social Sciences
Effective Catalog Year	2025-2026
Program Code	AS.SW
CIP Code	44.0701 - 44.0701

Program Description

The Associate in Science (A.S.) Degree in Social Work will provide students with a comprehensive understanding of the discipline, applied concepts, and theories necessary designed for students who intend to transfer to an accredited four-year baccalaureate program in the field of Social Work (B.S.W.) or another human services degree progra

Program Objectives

N/A

Program Goals

	Program goals
PG1	N/A

Program Learning Outcomes

	Students who successfully complete this program will be able to:
PLO1	Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical practice frameworks.
PLO2	Apply knowledge, skills, values, and ethics in social work practice and demonstrate professional behaviors.
PLO3	Examine the history of social welfare, the development of the social work profession, and commitment to social and economic justice.
PLO4	Demonstrate knowledge of biopsychosocial variables that affect developmental behavior and articulate the interdependence of social systems.
PLO5	Demonstrate the importance of diversity, cultural curiosity, and difference in shaping life experiences in social work practice.
PLO6	Demonstrate an ability to locate and adapt basic research-informed practice and practice informed research.
PLO7	Use a generalist problem-solving framework, and apply critical thinking to inform and communicate professional judgments.
PLO8	Identify practice interventions and review their effectiveness at the micro, mezzo, and macro levels.

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO
				FirstSemester	
ENGL 151					
SOWK 101	Exam	Exam	Exam	Exam	Paper Exam
PSYC 172					
SOCI 181					
				SecondSemester	
ENGL 152					
SOWK 194	Presentation	Project	Paper		
PHIL 190					
PHIL 191					
PHIL 192					
				ThirdSemester	
SOWK 201	Presentation	Project		Paper	
SOCI 282					

ANTH 134					
BIOL 114					
				FourthSemester	
SOWK 207	Exam			Exam	Paper
SOWK 202	Project	Project			Project
MATH 156					
HIST 230					
POLI 161					
POLI 183					
ECON 152					

Required Qualifications

Plan of Study Grid

First Semester		Credit Hours
ENGL 151	English I	3
~~MATH 156~~	~~Introduction to Statistics~~	~~3~~
SOWK 101	Introduction to Social Work	3
PSYC 172	General Psychology	3
SOCI 181	Introduction to Sociology	3
Any STSC - Student Success Seminar course [1]		2
	Credit Hours	14
Second Semester		
ENGL 152	English II	3
~~SOCI 181~~	~~Introduction to Sociology~~	~~3~~
~~SOWK 207~~	~~Group Dynamics~~	~~3~~
~~or PSYC 271~~	~~or Abnormal Psychology~~	
SOWK 194	Interviewing and Communication Techniques	3
Technology Gen. Ed. Requirement [2]		3
Select from the following:		3
PHIL 190	Introduction to Critical Thinking	
PHIL 191	Introduction to Philosophy	
PHIL 192	Contemporary Ethical Issues	
Elective [3, 4]		3
	Credit Hours	15
Third Semester		
~~SOWK 194~~	~~Interviewing and Communication Techniques~~	~~3~~
SOWK 201	Human Behavior and the Social Environment	3
or PSYC 278	or Life Span Development	
SOCI 282	Sociology of the Family	3
ANTH 134	Cultural Anthropology [3]	3
or SOCI 238	or Race and Ethnicity	
BIOL 114	Principles of Biological Science [3]	4
or BIOL 119	or Science and the Human Body	
Elective [3, 4]		3
	Credit Hours	16
Fourth Semester		
~~SOWK 201~~	~~Human Behavior and the Social Environment~~ [3]	~~3~~
~~or PSYC 278~~	~~or Life Span Development~~	
SOWK 207	Group Dynamics	3
or PSYC 271	or Abnormal Psychology	
SOWK 202	Social Work Seminar and Practicum	3
~~PHIL 190~~	~~Introduction to Critical Thinking~~	~~3~~
MATH 156	Introduction to Statistics	3
Select from the following [4]		3
HIST 230	America and the West After World War II	
POLI 161	American Federal Government	
POLI 183	Introduction to Political Science	

ECON 152	Microeconomics Principles	3
Elective [3, 4]		3
	Credit Hours	15
	Total Credit Hours	60

[1] A variety of STSC -Student Success Seminar courses are available. Please speak to your academic advisor for assistance when selecting.

[2] Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) in math or science from the List of Approved Ge

[3] Social Work students pursuing the Addictions Counseling Certificate can choose from the list of Addictions Counseling courses below. This particular choice in electives will

ALDC 101 - Addiction Disorders and Recovery Supports

ALDC 102 - Addiction Counseling: Professional Responsibilities

ALDC 105 - Addiction Counseling Skills

ALDC 106 - Assessing Addictive Disorders

ALDC 107 - Addiction Counseling: Methodology

ALDC 108 - Addiction Counseling: Client Education

[4] Course selections should be based on the requirements of the intended transfer to a four-year institution. Students should speak to their advisor for clarification and in m SOWK 170, SOWK 171, SOWK 191 and SOWK 192.

Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
ENGL 151 ~~N/A~~	3 ~~N/A~~
ENGL 152	3

GHUM

Course Code & Title	Credits
PHIL Course ~~N/A~~	3 ~~N/A~~

GSOC

Course Code & Title	Credits
SOCI 181 ~~N/A~~	3 ~~N/A~~

GSOC/ GHUM

Course Code & Title	Credits
PSYC 172 ~~N/A~~	3 ~~N/A~~

GMAT/ GSCI/ GTEC

Course Code & Title	Credits
MATH 156 ~~N/A~~	3 ~~N/A~~
GTEC Course	3
BIOl 114 or BIOL 119	4

General Education

Course Code & Title	Credits
Gen Ed Elective ~~N/A~~	3 ~~N/A~~
ANTH 134 or SOCI 238	3

Concentration Courses

Course Code & Title	Credits
SOWK 101 ~~N/A~~	3 ~~N/A~~
SOWK 194	3
SOWK 201 or PSYC 278	3
SOCI 282	3
SOWK 207 or PSYC 271	3
SOWK 202	3

Elective Courses

Course Code & Title	Credits
STSC ~~N/A~~	2 ~~N/A~~
Elective	9

EXHIBIT B-5

Board Approval

History of Board approval dates	Board of Trustees Approval Date: January 24, 2019 NJPC Approval Date: April 22, 2019 Board Approved in batch on March 16, 2023 (STSC update - used admin save since there were so many programs being revised at once for the same change).
Reviewer Comments	

EXHIBIT B-6

EXHIBIT B-6

Program Change Request

Date Submitted: 03/06/25 3:28 pm

Viewing: AAS.CS.CY : Computer Science/Information ~~Science/Informational~~ Technology - Opt Science

Last approved: 02/12/25 11:02 am

Last edit: 03/12/25 9:05 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using this Program	Cybersecurity, An Option to the Associate in Applied Science in Computer Science/Information Technology

Program Type	Option
Program Title	Computer Science/Information ~~Science/Informational~~ Technology - Option in Cybersecurity, Associate in Applied Science
Option Title	Option in Cybersecurity
Academic School	Science, Technology, Engineering, Mathematics
Base Program	Computer Science/Information Technology, Associate in Applied Science
Effective Catalog Year	2025-2026
Program Code	AAS.CS.CY
CIP Code	110101 - Computer and Information Sciences, General.

Program Description

The Cybersecurity option in the Computer Science/Informational Technology, Associate in Applied Science is designed to provide students the opportunity to apply their w
experience while they prepare for career advancement. Up to 17 credits may be awarded for work experience, including military experience, trade/proprietary school prep

Program Learning Outcomes

	Students who successfully complete this program will be able to:
PLO1	Explain the current topics and techniques of cybersecurity.
PLO2	Apply the concepts, principles, and technologies of information security.
PLO3	Demonstrate foundational computer science and cybersecurity knowledge.
PLO4	Demonstrate an understanding of cryptography, authentication, and intrusion detection technologies.

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	
		FirstSemester	
ENGL 151			
MATH 151			
CSIT 165			
		SecondSemester	
ENGL 152			
CSIT 145			
CSIT 166			
CSIT 185			
CSIT 242			
		ThirdSemester	
CSIT 168			
CSIT 200			
CSIT 241			
		FourthSemester	
CSIT 240			
CSIT 243			
CSIT 244			

Required Qualifications

Plan of Study Grid

First Semester	Credit Hours
ENGL 151 English I	3
~~MATH 156Introduction to Statistics~~	~~3~~
MATH 151A Survey of Mathematics (or Higher)	3-4
CSIT 165 Programming I	4
~~CSIT 144 Introduction to Operating System Using Unix~~	~~3~~
CSIT 144 Introduction to Operating System Using Linux	3
Humanities or Social Science Gen. Ed. Requirement	3
Credit Hours	16-17
Second Semester	

EXHIBIT B-6

ENGL 152	English II	3
CSIT 145	Computing Fundamentals	3
CSIT 166	Programming II	4
CSIT 185	Networking I	3
CSIT 242	Penetration Testing Fundamentals	3
	Credit Hours	16
Third Semester		
CSIT 168	Introduction to Python Programming	2
CSIT 200	Information Security Fundamentals	3
CSIT 241	Cybersecurity Legal and Regulatory Overview	3
Any Gen. Ed. Requirement		3
CSIT Elective (CSIT 115 or Higher)		3-4
	Credit Hours	14-15
Fourth Semester		
~~CSIT 168~~	~~Introduction to Python Programming~~	~~2~~
CSIT 240	Ethical Hacking: Hacker Techniques and Tools	3
CSIT 243	Cisco Networking Fundamentals	3
CSIT 244	Digital Forensics Fundamentals	3
Elective(s) to make 60 credits		3-5
	Credit Hours	12-14
	Total Credit Hours	58-62

How does this option differ from it's base program?	Outside of the General education changes, there are 6 new courses here totaling 18 credits. They replace computer science electives and free elective. This is within the boundaries of a formal option.

Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
ENGL 151	3
ENGL 152	3

GHUM

Course Code & Title	Credits
x	x

GSOC

Course Code & Title	Credits
x	x

GSOC/ GHUM

Course Code & Title	Credits
SOCIAL SCIENCE OR HUMN GEN ED REQ	3

GMAT/ GSCI/ GTEC

Course Code & Title	Credits
MATH 151 or Higher ~~MATH GEN ED REQ~~	3-4 ~~3~~

General Education

Course Code & Title	Credits
ANY GEN ED REQ	3 ~~8~~
CSIT 165	4
CSIT 166	4

Concentration Courses

Course Code & Title	Credits
~~CSIT 166~~	~~4~~
~~CSIT 176~~	~~3~~
CSIT 144 ~~COMP PROGRAM ELECTIVE~~	3 ~~5~~
CSIT 145 ~~213~~	3
CSIT 168 ~~165~~	2 ~~4~~
CSIT 185 ~~144~~	3

EXHIBIT B-6

CSIT 200 ~~185~~	3
CSIT 240	3
CSIT 241	3
CSIT 242 ~~186~~	3
CSIT 243 ~~200~~	3
CSIT 244	3

Elective Courses

Course Code & Title	Credits
ELECTIVE	3-5 ~~3~~

Board Approval

History of Board approval dates

NEW DECEMBER 2022 CREATED AS OPTION - Susan entered the base program and then edited the option into it. This is not actually a revision but a new option.

Board of Trustees Approval Date: March 17, 2023

Reviewer Comments

EXHIBIT B-7

Program Change Request

A deleted record cannot be edited

Program Inactivation Proposal

Date Submitted: 02/12/25 9:09 am

Viewing: AA.LA.PHOT : Photography, Associate in Arts

Last approved: 04/15/24 1:28 pm

Last edit: 02/12/25 9:09 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using this Program

Photography, an Option to the Associate in Arts in Liberal Arts

Final Catalog	2024-2025

Rationale for Inactivation

Program Review Report Recommendation accepted by Learning Assessment Committee.

1. Sunset the AA in Liberal Arts: Photography Option
• Due to persistent low enrollment, retention challenges, and no graduates since its inception, the AA in Liberal Arts: Photography Option should be formally discontinued.
• Develop a communication plan to inform stakeholders, including current students, faculty, and advisors, about the program closure and transition options.

Program Type	Associate of Arts (AA)
Program Title	Photography, Associate in Arts
Academic School	Arts and Humanities
Will this program exceed the programmatic mission level for the Institution?	
Effective Catalog Year	2024-2025
Program Code	AA.LA.PHOT
CIP Code	240101 - Liberal Arts and Sciences/Liberal Studies.

Is this a new program announcement?

In Workflow

1. **AH Academic Administrator**
2. **AH Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Curriculum Committee Chair**
5. Senate Chair
6. Vice President of Academic Affairs
7. Cabinet
8. President
9. Board of Trustees Chair
10. Academic Administrator for Programs

Approval Path

1. 02/12/25 9:13 am Kathryn Kingsbury (kkingsbury): Approved for AH Academic Administrator
2. 02/12/25 10:16 am Jonathan Molinaro (jmolinaro): Approved for AH Dean
3. 02/12/25 10:23 am James Marshall (jmarshall): Approved for Executive Director of Curriculum and Program Development

Campus(es) where the program will be offered.

Is licensure required of program graduates to gain employment?

Will the institution seek accreditation for this program?

If yes, list the accrediting organization:

List the institutions with which articulation agreements will be arranged

History

1. Jan 26, 2021 by soconnor
2. Jan 26, 2021 by soconnor
3. Apr 3, 2023 by soconnor
4. Apr 10, 2023 by soconnor
5. Jan 8, 2024 by soconnor
6. Apr 15, 2024 by James Marshall (jmarshall)

Program Description

The Associate in Arts degree in Liberal Arts with an option in Photography provides the first two years of foundational courses that allow students to transfer into a baccalaureate program in photography. This program will prepare students for careers in photojournalism, fine art, photography, commercial/industrial photography, studio/portrait photography, and/or freelance photography.

Program Objectives

Program Goals

Program goals	
PG1	N/A

Program Learning Outcomes

Students who successfully complete this program will be able to:	
PLO1	Demonstrate overall proficiency in the use of photography equipment, including post production digital editing.
PLO2	Produce photographic images for a variety of applications including fashion photography, wedding photography, portrait photography, corporate photography, food photography, architecture photography, film set photography.

Students who successfully complete this program will be able to:	
PLO3	Build and plan digital media projects from concept to completion.
PLO4	Apply independent thinking, problem solving, and creativity to their work.
PLO5	Categorize important historical movements and social influences on photography.

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5
FirstSemester					
ENGL 151					
ENGL 152					
COMM 154					
PHOT 101					
PHOT 181					
PHOT 187					
PHOT 188					
PHOT 195					

College-wide Assessment of Program Learning Outcomes

- A Graduate Exit Survey and Noel Levitz Student Satisfaction Survey are undertaken in order to gauge overall student satisfaction with college programs.

- Course Level Assessment – 40 high enrollment courses from across all academic disciplines is conduced yearly on a three year cycle. Faculty develop specific assessment instruments/plans aligned to all course learning outcomes; specific recommendations for improvements in instruction, or curriculum are made based upon the results.

- Each course is individually digitally assessed at the end of each term for faculty performance and student satisfaction

- General Education Assessment – The college has 11 General Education goals and outcomes based on the NJCCC/AOA General Education Foundation; these are assessed cyclically each semester; there is a randomized selection of courses and students for inclusion in the assessment each semester; faculty teaching selected sections are required to submit the selected assignments for the students in their sections who have also been randomly selected. A faculty and staff committee works in teams to assess the submitted works using an appropriate AAC&U Value Rubric. Recommendations for curricular improvements, faculty workshops, etc. are made based on the data.

- Program Assessment – Program Assessment is conducted for all programs on a five year cycle; the program is reviewed and assessed in its entirety through indirect and direct assessment (i.e. testing, portfolio review, and artifact collection; student and alumni surveys, focus groups), and requires a full audit of all curriculum, faculty, enrollment and graduation trends, and advisory board recommendations, concluding in specific recommendations for improvement and planning, based upon the data collected

- Retention/Graduate rates are assessed college-wide for all first-time, full time students.

- Transfer rates are assessed at three years for first time, full-time students who non-completers.

Required Qualifications

Plan of Study Grid

First Semester		Credit Hours
Communications		
ENGL 151	English I	3
ENGL 152	English II	3
COMM 154	Fundamentals of Public Speaking	3
History		
History Gen. Ed. Requirement		3
History Gen. Ed. Requirement		3
Humanities		
PHOT 101	History of Photography	3
Humanities Gen. Ed. Requirement		3
Humanities Gen. Ed. Requirement		3
Social Science		
Social Science Gen. Ed. Requirement		3
Social Science Gen. Ed. Requirement		3
Diversity		
Diversity Gen. Ed. Requirement		3
Mathematics/Science/Technology		
Mathematics, Lab Science, Technology Gen. Ed. Requirement [1]		12
Program Requirements		
Any STSC - Student Success Seminar course [2]		2
PHOT 181	Basic Digital Photography	3
PHOT 187	Experimental Digital Photography	3
PHOT 188	Intermediate Digital Photography	3
PHOT 195	Lightroom & Photoshop for Photographers	3
Elective		
Elective credits to total 60 credits		1
	Credit Hours	60
	Total Credit Hours	60

1
Students must select one math course, one lab science course, and one technology course and complete the 12 cr. requirement with any additional math or science course from the list of Approved General Education Courses. Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science from the List of Approved General Education Courses.

2

A variety of STSC -Student Success Seminar courses are available. Please speak to your academic advisor for assistance when selecting.

Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
ENGL 151	3
ENGL 152	3
COMM 154	3

GHUM

Course Code & Title	Credits
PHOT 101	3
GEN. ED. HUMN	3
GEN. ED. HUMN	3

GHIS

Course Code & Title	Credits
GEN. ED. HISTORY	3
GEN. ED. HISTORY	3

GSOC

Course Code & Title	Credits
GEN. ED. SOCIAL SCIENCE	3
GEN. ED. SOCIAL SCIENCE	3

GDIV

Course Code & Title	Credits
GEN. ED. DIVERSITY	3

GMAT/ GSCI/ GTEC

Course Code & Title	Credits
MATH, SCIENCE, TECH	12

Concentration Courses

Course Code & Title	Credits
PHOT 181	3
PHOT 187	3
PHOT 188	3
PHOT 195	3

Elective Courses

Course Code & Title	Credits
STSC 150	2

Reviewer Comments

EXHIBIT B-8

Program Change Request

A deleted record cannot be edited

Program Inactivation Proposal

Date Submitted: 02/12/25 9:10 am

Viewing: AA.PA.ADMN : Performing Arts with Arts Administration Option, Associate in Arts

Last approved: 04/15/24 1:40 pm

Last edit: 02/12/25 9:10 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using this Program

Arts Administration, an Option to the Associate in Arts in Performing Arts

Final Catalog	2024-2025

Rationale for Inactivation

Recommendation from Program Review Report accepted by Learning Assessment Committee:

1. Sunset the Program:
o The department recommends formally discontinuing the Arts Administration program due to consistently low enrollment, retention, and graduation rates, as well as the absence of a program champion and unique curriculum elements.
o Develop a communication plan to inform stakeholders, including current students, faculty, and advisors, about the program's closure and transition options.

Program Type	Associate of Arts (AA)
Program Title	Performing Arts with Arts Administration Option, Associate in Arts
Academic School	Arts and Humanities
Will this program exceed the programmatic mission level for the Institution?	
Effective Catalog Year	2024-2025
Program Code	AA.PA.ADMN
CIP Code	N/A - N/A

In Workflow

1. **AH Academic Administrator**
2. **AH Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Curriculum Committee Chair**
5. Senate Chair
6. Vice President of Academic Affairs
7. Cabinet
8. President
9. Board of Trustees Chair
10. Academic Administrator for Programs

Approval Path

1. 02/12/25 9:13 am Kathryn Kingsbury (kkingsbury): Approved for AH Academic Administrator
2. 02/12/25 10:16 am Jonathan Molinaro (jmolinaro): Approved for AH Dean
3. 02/12/25 10:23 am James Marshall (jmarshall): Approved for Executive Director of Curriculum and Program Development

Is this a new program announcement?

Campus(es) where the program will be offered.

Is licensure required of program graduates to gain employment?

Will the institution seek accreditation for this program?

If yes, list the accrediting organization:

List the institutions with which articulation agreements will be arranged

History

1. Jan 26, 2021 by soconnor
2. Apr 3, 2023 by soconnor
3. Apr 10, 2023 by soconnor
4. Jan 8, 2024 by soconnor
5. Apr 15, 2024 by James Marshall (jmarshall)

Program Description

Students interested in the business side of the performing arts, Arts Administration, can complete the first two years of courses and gain performance and business experience that will prepare them to transfer to a baccalaureate program and pursue a career in Arts Administration. The focus of the program is on business administration with an emphasis on accounting, marketing, and economics. The curriculum is designed to promote academic and business-related student development in the performing arts. Students may gain experience through participation in Ocean County College Theatre productions.

Program Objectives

Program Goals

Program goals	
PG1	N/A

Program Learning Outcomes

Students who successfully complete this program will be able to:	
PLO1	Evaluate the unique dynamics of artistic organizations and how they function within the larger economic, political, and social environment.

Students who successfully complete this program will be able to:	
PLO2	Demonstrate effective business skills in the core areas of business: accounting, marketing, management, and economics, and apply these to an arts-related business.
PLO3	Develop strategies for managing sales/marketing, community outreach, personnel requirements, fund-raising, and grant acquisition for an arts organization.
PLO4	Identify areas of creative artistic expression based on an appreciation for artists.

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4
		FirstSemester		
ENGL 151				
ECON 151				
THTR 195				
		SecondSemester		
ENGL 152				
BUSN 134				
COMM 154				
		ThirdSemester		
ACCT 161				

College-wide Assessment of Program Learning Outcomes

- A Graduate Exit Survey and Noel Levitz Student Satisfaction Survey are undertaken in order to gauge overall student satisfaction with college programs.

- Course Level Assessment – 40 high enrollment courses from across all academic disciplines is conduced yearly on a three year cycle. Faculty develop specific assessment instruments/plans aligned to all course learning outcomes; specific recommendations for improvements in instruction, or curriculum are made based upon the results.

- Each course is individually digitally assessed at the end of each term for faculty performance and student satisfaction

- General Education Assessment – The college has 11 General Education goals and outcomes based on the NJCCC/AOA General Education Foundation; these are assessed cyclically each semester; there is a randomized selection of courses and students for inclusion in the assessment each semester; faculty teaching selected sections are required to submit the selected assignments for the students in their sections who have also been randomly

selected. A faculty and staff committee works in teams to assess the submitted works using an appropriate AAC&U Value Rubric. Recommendations for curricular improvements, faculty workshops, etc. are made based on the data.

- Program Assessment – Program Assessment is conducted for all programs on a five year cycle; the program is reviewed and assessed in its entirety through indirect and direct assessment (i.e. testing, portfolio review, and artifact collection; student and alumni surveys, focus groups), and requires a full audit of all curriculum, faculty, enrollment and graduation trends, and advisory board recommendations, concluding in specific recommendations for improvement and planning, based upon the data collected

- Retention/Graduate rates are assessed college-wide for all first-time, full time students.

- Transfer rates are assessed at three years for first time, full-time students who non-completers.

Required Qualifications

Plan of Study Grid

First Semester		Credit Hours
ENGL 151	English I	3
ECON 151	Macroeconomic Principles	3
THTR 195	Theatre Appreciation	3
Humanities Gen. Ed. Requirement		3
Any STSC - Student Success Seminar course [1]		2
	Credit Hours	14
Second Semester		
ENGL 152	English II	3
Mathematics Gen. Ed. Requirement [2]		3
BUSN 134	Principles of Marketing	3
COMM 154	Fundamentals of Public Speaking	3
Diversity Gen. Ed. Requirement		3
	Credit Hours	15
Third Semester		
ACCT 161	Principles of Accounting I	3
Performing Arts Elective [3]		3
History Gen. Ed. Requirement		3
Social Science Gen. Ed. Requirement		3
Lab Science Gen. Ed. Requirement [2]		4
	Credit Hours	16
Fourth Semester		
Performing Arts Elective [3]		3
History Gen. Ed. Requirement		3
Humanities Gen. Ed. Requirement		3
Mathematics or Lab Science Gen. Ed. Requirement [2]		3-4
Technology Gen. Ed. Requirement [2]		3
Elective to meet 60 credits		0-1
	Credit Hours	15-17
	Total Credit Hours	60-62

1

A variety of STSC -Student Success Seminar courses are available. Please speak to your academic advisor for assistance when selecting.

2

Students must select one math course, one lab science course, and one technology course and complete the 12 credit requirement with any additional math or science course from the list of Approved General Education Courses. Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course in math or science from the List of Approved General Education Courses.

3

Performing Arts Program Electives: Any course in DANC, MUSC, or THTR. Students selecting courses which are less than 3 credits must take additional courses from the lists provided in order to complete a total of 6 credits in Dance and/or Music and/or Theatre.

Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
ENGL 151	3
ENGL 152	3
COMM 154	3

GHUM

Course Code & Title	Credits
THTR 195	3
GEN. ED. HUMN	3
GEN. ED. HUMN	3

GHIS

Course Code & Title	Credits
GEN. ED. HISTORY	3
GEN. ED. HISTORY	3

GSOC

Course Code & Title	Credits
ECON 151	3
GEN. ED. SOCIAL SCIENCE	3

GDIV

Course Code & Title	Credits
GEN. ED. DIVERSITY	3

GMAT/ GSCI/ GTEC

Course Code & Title	Credits
GEN. ED. MATH	3
GEN. ED. LAB SCIENCE	4
GEN. ED. MATH OR LAB SCIENCE	3-4
GEN. ED. TECHNOLOGY	3

Concentration Courses

Course Code & Title	Credits
BUSN 134	3
ACCT 161	3
PERF. ARTS ELECTIVE	3
PERF. ARTS ELECTIVE	3

Elective Courses

Course Code & Title	Credits
STSC 150	2
ELECTIVE	0-1

Reviewer Comments

Key: 3

EXHIBIT B-9

Program Change Request

A deleted record cannot be edited

Program Inactivation Proposal

Date Submitted: 02/12/25 9:14 am

Viewing: CC.PHOT : Photography, Certificate of Completion

Last approved: 06/16/22 10:44 pm

Last edit: 02/12/25 9:14 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using this Program

Photography, Certificate of Completion

Final Catalog 2024-2025

Rationale for Inactivation

Recommendation in Program Review Report accepted by the Learning Assessment Committee:

2. Sunset and Re-envision the Photography, Certificate of Completion

• Sunset the Current Certificate Program: Given the consistently low enrollment and lack of completions, the Photography, Certificate of Completion should be discontinued in its current form.

• Explore Future Re-envisioning: Consider developing a revised certificate program that better aligns with student interests and workforce demands, focusing on emerging trends such as multimedia production, digital storytelling, or niche photography skills.

• Integrate Photography Coursework: Continue offering photography courses as electives within the Graphic Arts, Design, and Media program to attract students seeking a broader range of creative and technical skills, maintaining institutional support for photography education in a sustainable manner.

Program Type	Certificate of Completion
Program Title	Photography, Certificate of Completion
Academic School	Arts and Humanities
Will this program exceed the programmatic mission level for the Institution?	
Effective Catalog Year	2024-2025
Program Code	CC.PHOT

In Workflow

1. **AH Academic Administrator**
2. **AH Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Curriculum Committee Chair**
5. Senate Chair
6. Vice President of Academic Affairs
7. Cabinet
8. President
9. Board of Trustees Chair
10. Academic Administrator for Programs

Approval Path

1. 02/12/25 9:17 am Kathryn Kingsbury (kkingsbury): Approved for AH Academic Administrator
2. 02/12/25 10:16 am Jonathan Molinaro (jmolinaro): Approved for AH Dean
3. 02/12/25 10:23 am James Marshall (jmarshall): Approved for Executive Director of Curriculum and Program Development

CIP Code	500605 - Photography.

History

1. Jun 16, 2022 by Heather Sciarappa (hsciarappa)

Program Description

The Photography certificate program provides students with a working knowledge of black-and-white and color photography, and fundamental laboratory and technical skills required for entry-level employment. The curriculum is designed to teach students to become independent professional photographers or to work as technicians/photographers for others.

Program Learning Outcomes

Students who successfully complete this program will be able to:	
PLO1	Demonstrate overall proficiency in the use of photography equipment, including post-production digital editing.
PLO2	Produce photographic images for a variety of applications including industrial, medical, product display, architectural, portrait, food, and fashion modeling.
PLO3	Demonstrate the ability to take digital media projects from concept to completion.
PLO4	Apply independent thinking, problem-solving, and creativity to their work.
PLO5	Demonstrate an understanding of important historical movements and social influences on photography.

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5
FirstSemester					
PHOT 181					
PHOT 195					
GRPH 151					
SecondSemester					
PHOT 187					
PHOT 188					
INTR 289					

Required Qualifications

Plan of Study Grid

First Semester		Credit Hours
PHOT 181	Basic Digital Photography	3
PHOT 195	Lightroom & Photoshop for Photographers	3
GRPH 151	Digital Imagery	3
	Credit Hours	9

Second Semester

PHOT 187	Experimental Digital Photography	3
PHOT 188	Intermediate Digital Photography	3
INTR 289	Internship 2	2
	Credit Hours	8
	Total Credit Hours	17

Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
N/A	0

GHUM

Course Code & Title	Credits
N/A	0

GSOC

Course Code & Title	Credits
N/A	0

GSOC/ GHUM

Course Code & Title	Credits
N/A	0

GMAT/ GSCI/ GTEC

Course Code & Title	Credits
N/A	0

General Education

Course Code & Title	Credits
N/A	0

Concentration Courses

Course Code & Title	Credits
PHOT 181	3
PHOT 195	3
GRPH 151	3
PHOT 187	3
PHOT 188	3
INTR 289	2

Elective Courses

Course Code & Title	Credits
N/A	0

Reviewer Comments

EXHIBIT B-10

EXHIBIT B-10

Course Change Request

Date Submitted: 02/27/25 9:39 am

Viewing: CSIT 123 : Integrated Office Software

Last approved: 04/29/21 4:00 am

Last edit: 02/27/25 9:39 am

Changes proposed by: Gerald Cohen (gcohen)

Catalog Pages referencing this course	Accounting (ACCT) Approved General Education Courses Computer Science/ Information Technology (CSIT)
Programs referencing this course	AS.BA.ACCT: Business Administration - Option in Accounting, Associate in Science AS.GE.BUS: General Studies, Associate in Science - Business Concentration AS.GE.CS: General Studies, Associate in Science - Computer Studies Concentration AS.BA.HA: Business Administration with Health Administration Option, Associate in Science AS.HRTM: Hospitality, Recreation, and Tourism Management, Associate in Science CT.ACCT: Accounting, Certificate of Proficiency AAS.BUS.LEGA: Business with Paralegal Studies Option, Associate in Applied Science AS.BA.SM: Business Administration with Sports Management Option, Associate in Science AAS.BUS: Business, Associate in Applied Science AS.BA.SCM: Business Administration with Supply Chain Management Option, Associate in Science AAS.TS.TECH: Technical Studies with Industrial/Technical Option, Associate in Applied Science AAS.WBMKT: Web marketing, Associate in Applied Science CC.BS: Business Studies, Certificate of Completion AS.BA: Business Administration, Associate in Science CT.LEGA: Paralegal Studies, Certificate of Proficiency CT.SBM: Small Business Management, Certificate of Proficiency AS.BA.DA: Business Administration - Option in Data Analytics, Associate in Science CC.DATA: Data Analytics, Certificate of Completion AS.ACCT: Accounting, Associate in Science AS.BA.HR: Business Administration, Associate in Science AS.HRTM.CA: Hospitality, Recreation, and Tourism Management, Associate in Science - Option in Culinary Arts
Other Courses referencing this course	In The Catalog Description: ACCT 161 : Principles of Accounting I

Learning Outcomes Display (show only)

1. Course Information

Subject	CSIT - Computer Science/ Information Technology
School	Science, Technology, Engineering, Mathematics

Mathematics

Course Title Integrated Office Software

2. Hours

Semester Hours 3.00000

Lecture	3
Lab	0
Practicum	0

3. Catalog Description

For display in the online catalog: This course is designed to teach the skills necessary to design, produce and integrate documents, worksheets, ~~databases~~ and professional presentations. Database concepts and their usage will be discussed. The course will emphasize a hands-on project-oriented approach to problem solving. Students will use the MS Office Suite on a personal computers in a Windows environment. Working knowledge of Microsoft Windows is suggested. Open lab time work is required.

4. Requisites

Prerequisites NONE

Corequisites NONE

5. Course Type

Course Type for Perkins Reporting: vocational (approved for Perkins funding)

6. Justification

Describe the need for this course: This is a required course in all AS and AAS Business Degrees. This is an elective in the Computer Science/Information Technology AAS Degree.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

Yes

General Education Category: Technology

General Education Status: Approved

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiative

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiative

	Add item
1	Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
3	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)

5	Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Bergen CC
Course Title	Microsoft Office
Course Number	INF-114
Number of Credits	3
Comments	Marquis for Office 2016 Paradigm

Institution	Camden County College
Course Title	Personal Computer Applications
Course Number	CIS-101
Number of Credits	3
Comments	Microsoft Office 365: Office 2016 intro 9781305870017 Cengage

Institution	Mercer County CC
Course Title	Introduction to PC Business Applications
Course Number	CIS 112
Number of Credits	3
Comments	

Institution	Middlesex County College
Course Title	Computer Applications and Systems
Course Number	CSC-105
Number of Credits	3
Comments	

Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
Ec, Elective Credit, 3 cr.	Elective	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CPS1032, Microcomputer Applications, 3 cr.	Mathematics	

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
IT100, Information Technology, 3	Technological Literacy	

cr.		

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
INTR99088, General Education Course, 3 cr.	General Education Course	

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
EC01198110, Elective Credit, 3 cr.	Elective	

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CSIS1180, Microcomputers and Applications, 3 cr.	Computer Science	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Describe and illustrate the hardware and software requirements for integrated office software.
CLO2	Recognize and use various Windows features (menus, title bars, dialog boxes, cascading menus, dragging and dropping, pop-up menus, icons, taskbar and tool bars.)
CLO3	Use Windows to save and retrieve files, maintain directories and use MS Office Suite application software.
CLO4	Describe file management, word processing, spreadsheet and charting concepts.
CLO5	Identify an application using database, graphics, word processing, spreadsheet and presentation software.
CLO6	Create and edit documents with appropriate use of fonts.
CLO7	Format documents with appropriate styles and themes to improve the appearance of a document.
CLO8	Import graphics and use tables in a document.
CLO9	Work with multiple documents to transfer data between documents.
CLO10	Automate work by use of templates.
CLO11	Produce a professional looking document project utilizing word processing techniques.
CLO12	Create, edit and format a workbook and worksheet.
CLO13	Use formulas, functions, and financial functions in a worksheet.
CLO14	Work with multiple worksheets.
CLO15	Select and use appropriate charts and graphs in a worksheet.
CLO16	Produce a professional looking spreadsheet project utilizing worksheet techniques.
CLO17	Integrate the document and spreadsheet projects.
CLO18	Manage shared data among applications.
CLO19	Describe the basic concept ~~of relational database,~~ and usage of a ~~design~~ simple relational database. ~~database tables.~~
~~CLO20~~	~~Create, maintain, and query a database management system.~~
~~CLO21~~	~~Create and use database forms.~~

~~CLO22~~	~~Produce a database project utilizing the database techniques presented.~~
CLO20 ~~CLO23~~	Create a presentation containing text, graphics, ~~database,~~ and spreadsheet data.
CLO21 ~~CLO24~~	Use multi-media content, animation and transition for the presentation.
CLO22 ~~CLO25~~	Integrate word processing, spreadsheets and database into a presentation.
CLO23 ~~CLO26~~	Produce and present a professional slide show, utilizing graphs, clip art, charts and special features.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	
TO1	Introduction to Computers & Windows • Components of a Computer • Computer Software • Application Software Packages (Office Family) • Communications & Networks • Using Windows • Using Explorer • File, Disk Concepts and Maintenance • Microsoft Shortcut Bar • Using Windows Help	Hands-on operations with Windows environment. Create, move, search files and folders	Test
TO2	Word Processing • Creating and Editing a Document o Changing Fonts o Formatting a Document o Correcting Errors • Formatting Documents o Paragraph Formatting o Working with multiple open documents o Using the Thesaurus o Using Spelling and Grammar Checkers o Find and Replace • Improving Appearance of a Document o Adding Tables o Adding and Editing graphic objects • Creating Professional Documents o Using Mail Merge o Using Reference Tools o Using Templates	Create a complex Word document with provided materials according to given format and style	Hands-c
TO3	Excel Spreadsheets • Creating, Editing and Formatting a Worksheet o Autoformat o Custom Formats • Using Formulas o Hierarchy o Autosum • Using Functions o Statistical o Financial o Logical o Math • Creating Charts and Graphs o Types of Charts o Modifying a Chart	Create a workbook with multiple worksheets including financial functions and graphs/charts Format a workbook with business style and quality	Hands-c

	• Working with Multiple Worksheets		
TO4	Access Database • Describing a Database o Fields o Keys o Tables ~~Access Database~~ ~~• Creating a Database~~ ~~o Fields~~ ~~o Keys~~ ~~o Wizards~~ ~~o Manual~~ ~~• Maintaining a Database~~ ~~o Changing Views~~ ~~o Editing Tables~~ ~~o Entering and Editing Data~~ ~~• Creating Forms~~ ~~o Wizards~~ ~~o Viewing Data~~ ~~o Editing Data~~ ~~• Querying a Database~~ ~~o Sorting~~ ~~o Selection Criteria~~ ~~o Using Functions~~ ~~• Creating Reports~~ ~~o Wizards~~ ~~o Printing~~ ~~• Managing Shared Data among Applications~~	Describe ~~Design~~ a simple database with relational tables ~~tables~~ ~~Create a database, perform data entry.~~ ~~Create forms, queries and reports using Access~~	Test or I
TO5	PowerPoint Presentation • Creating a Presentation o Creating a Title Slide o Changing Text Style and Fonts o Creating Remaining Slides o Moving between Slides o Viewing the Presentation in Slide Sorter View o Correcting Errors o Using Online Help • Enhancing the Presentation o Adding Graphical Objects to a Slide o Adding Text to an Object o Using Graphs and Tables o Adding Special Effects o Running an Automatic Slide Show o Adding Sound to a Presentation	Produce a comprehensive presentation using all the PowerPoint features and make the presentation to class if possible.	Hands-c

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?	o Class lecture o Discussion o Demonstrations o Labs and online o Presentations

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral	Yes
Related Course Learning Outcome	CLO1-CLO23 ~~CLO1-CLO26~~

Related Outline Component	TO1-TO5

Assessment of General Education Goal (Recommended but not limited to)
Hands-on in-class test

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency	Yes
Related Course Learning Outcome	CLO1-CLO23 ~~CLO1-CLO26~~
Related Outline Component	TO1-TO5

Assessment of General Education Goal (Recommended but not limited to)
Hands-on in-class test

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking	Yes
Related Course Learning Outcome	CLO11, CLO16, CLO19, CLO23 ~~CLO22, CLO26~~
Related Outline Component	TO1-TO5

Assessment of General Education Goal (Recommended but not limited to)
Hands-on in-class test

14. Needs

Instructional Materials (text etc.):	New Perspectives on Microsoft Office 2013. ISBN 978-1-285-16764-0
Technology Needs:	MS Windows 7/10; MS Office 2013
Human Resource Needs (Presently Employed vs. New Faculty):	Presently Employed
Facility Needs:	
Library needs:	

Library needs.

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates	Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006; March 8, 2006 Board of Trustees Approval Date: December 11, 2006 Board of Trustees Approval Date: March 26, 2012 Board of Trustees Approval Date: February 25, 2013 Board of Trustees Approval Date: November 03, 2016
Reviewer Comments	

EXHIBIT B-11

Course Change Request

Date Submitted: 02/12/25 2:09 pm

Viewing: DANC 241 : Dance Repertory I

Last approved: 02/21/21 9:37 pm

Last edit: 02/12/25 2:09 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages referencing this course	~~Dance (DANC)~~
Programs referencing this course	AA.PA.DANC: Performing Arts with Dance Option, Associate in Arts

Learning Outcomes Display (show only)

1. Course Information

Subject	DANC - Dance
School	Arts and Humanities
Course Title	Dance Repertory I

2. Hours

Semester Hours	2.00000
Lecture	1.00
Lab	2.00
Practicum	0.00

3. Catalog Description

For display in the online catalog

This course will provide the serious dance student with the opportunity to work at a more advanced level of the rehearsal and performance process. Students will study choreography by faculty or guest artist resulting in a formal performance at the end of the semester. Additional public performances in the community may be scheduled throughout the course. Weekly

In Workflow

1. **AH Academic Administrator**
2. **AH Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Curriculum Committee Chair**
5. Senate Chair
6. Vice President of Academic Affairs
7. Cabinet
8. President
9. Board of Trustees Chair
10. AH Academic Administrator
11. Colleague

Approval Path

1. 02/12/25 2:15 pm Kathryn Kingsbury (kkingsbury): Approved for AH Academic Administrator
2. 02/12/25 2:46 pm Jonathan Molinaro (jmolinaro): Approved for AH Dean
3. 02/12/25 2:59 pm James Marshall (jmarshall): Approved for Executive Director of Curriculum and Program Development

rehearsals with dance faculty and/or guest artists as well as full participation in performances are required. Students are responsible for providing appropriate dance attire for rehearsals.

History

1. Feb 21, 2021 by soconnor

4. Requisites

Prerequisites	Audition and DANC 120 ~~160~~ or DANC 130 ~~170~~
Corequisites	None

5. Course Type

Course Type for Perkins Reporting	non-vocational (not approved for Perkins funding)

6. Justification

Describe the need for this course	This will provide students in the AA Performing Arts Dance Concentration with opportunities to perform at the collegiate level. Students who will transfer to 4-year institutions will need to have collegiate performance experience. Students who do not go on to 4-year institutions and instead pursue a performance career will have the opportunity to build resume credits with this course. As stated in Jacqueline Smith-Autard's The Art of Dance in Education, ~~Education~~ performance is an integral part of understanding dance as a performing art. While theoretical understanding is important, it is in the practical application of performing dance that students come to understand skills in a way that cannot be experienced through discussion.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

If the course does not satisfy a general education requirement, which of the following does it satisfy:

Program-specific requirement

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	Provide a challenging, coherent, and integrated curriculum, including high quality instructional and cultural programs for a diverse population of students

	Add item
2	Establish a shared commitment to high and meaningful educational and ethical standards.
3	Prepare students for successful transfer to other educational institutions.
4	Prepare students for a rewarding life marked by personal growth and life-long learning.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Raritan Valley CC
Course Title	Dance Repertory II
Course Number	DANC 221
Number of Credits	2
Comments	This course is set up similarly in that it has 4 levels (DANC 220, 221, 222, 223)

Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
DA370, Dance Ensemble, 2 credits, (Both 241 and 242 would transfer to this course)	Major (Dance Performance Track)	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
FEX1001"K3", FREE ELECTIVE, 2 credits	Elective	

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
DA001 (100 LEVEL DANCE COURSE), 2 credits	General Ed. Aesthetics	

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
INTR99071, FREE ELECTIVE, 2 credit	Elective	

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
EC "74", ELECTIVE CREDIT, 2 credits	Elective	

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
DANC2900, DANCE REPERTORY, 2 credits	Major	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Explain proper dance rehearsal and performance etiquette.
CLO2	Demonstrate an understanding of the dancer’s relationship to the choreographer in the rehearsal process.
CLO3	Create a collaborative work environment in the rehearsal studio and while in performance.
CLO4	Evaluate their personal performance processes and products.
CLO5	Remember choreographic phrases.
CLO6	Summarize their performance and rehearsal experience.
CLO7	Generate performance warm up and cool down routines that prepare the body for safe execution of choreography and body maintenance.
CLO8	Apply artistic interpretation to dance performances

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Rehearsal process, etiquette, and expectations	Recommended but not limited to: Class discussion, journal exercises, and individual conference meetings	Recommended but not limited to: Checklist completion, performance assessment, written paper	CLO1, CLO2, CLO3
TO2	Caring for the dancer's body in pre and post performance	Recommended but not limited to: Reading assignment, class demonstrations, journal exercise	Recommended but not limited to: Quiz, written paper, group presentation, individual presentation, performance assessment	CLO7
TO3	Performance skills, interpretation, and artistry	Recommended but not limited to: class discussions, journal exercises, performance work, reading assignments	Recommended but not limited to: Performance presentation, written paper, individual and/or group presentation	CLO3, CL04, CLO5, CL06, CLO8
TO4	Professional performance work in the dance industry.	Recommended but not limited to: class discussions, group projects, guest speakers	Recommended but not limited to: written paper, group presentation, individual presentation	CLO1, CL02, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

o Demonstration
o Performance
o Lecture
o Discussion

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

_____

Quantitative Knowledge and Skills

_____

Scientific Knowledge and Reasoning

_____

Technological Competency

_____

Information Literacy

Society and Human Behavior

Humanistic Perspective Yes

Related Course Learning Outcome CLO2, CLO3

Related Outline Component TO1, TO3, TO4

Assessment of General Education Goal (Recommended but not limited to)
Recommended but not limited to: written paper, group presentation, checklist completion, performance assessment, written paper

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Historical Perspective

Global and Cultural Awareness Yes

Related Course Learning Outcome CLO3, CLO8

Related Outline Component TO1, TO3, TO4

Assessment of General Education Goal (Recommended but not limited to)
Checklist completion, performance assessment, performance presentation, written paper, individual and/or group presentation

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Ethical Reasoning and Action

Independent/Critical Thinking Yes

Related Course Learning Outcome CL07, CLO8

Related Outline Component TO3

Assessment of General Education Goal (Recommended but not limited to)
Recommended but not limited to: Performance presentation, written paper, individual and/or group presentation

14. Needs

Instructional Materials (text etc.):	Department approved text or OER materials will be selected. Please contact department.
Technology Needs:	Video and DVD equipment, sound system, projector
Human Resource Needs (Presently Employed vs. New Faculty):	Presently Employed Faculty. *May need guest artists in future years.
Facility Needs:	Dance Performance space (Grunin Theater Stage and/or Black Box), Dance Rehearsal space with marker board.
Library needs:	

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates	Board of Trustees Approval Date: March 29, 2018 Board of Trustees Approval Date January 24, 2019 Board of Trustees Approval Date: August 2019
Reviewer Comments	

EXHIBIT B-12

Course Change Request

Date Submitted: 10/28/24 12:00 pm

Viewing: **ENGR 123 : Surveying I**

Formerly known as: **CVET 123**

Last approved: 08/10/22 3:22 pm

Last edit: 10/28/24 12:00 pm

Changes proposed by: Nancy Rizzuto (nrizzuto)

Catalog Pages referencing this course	**ENGR 123:** Engineering (ENGR)
Programs referencing this course	**ENGR 123:** AS.ENGR: Engineering, Associate in Science AS.PBS: Public Service, Associate in Science

Learning Outcomes Display (show only)

1. Course Information

Subject	ENGR - Engineering
School	Science, Technology, Engineering, Mathematics
Course Title	Surveying I

2. Hours

Semester Hours	3
Lecture	2
Lab	3
Practicum	0

3. Catalog Description

For display in the online catalog	Elementary surveying including measurements, leveling, transit surveys and computations. Practical field problems stressing use of tape, compass, transit and level.

4. Requisites

Prerequisites	MATH 158 or higher
Corequisites	

5. Course Type

Course Type for Perkins Reporting	vocational (approved for Perkins funding)

6. Justification

Describe the need for this course	An understanding of Land Surveying and the skills required to make accurate measurements are a critical part of an engineering education. With the technology available today, engineers are faced with making critical design decisions based on available information. Knowing how

data is collected and when new data should be measured is key to making sound engineering decisions.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

If the course does not satisfy a general education requirement, which of the following does it satisfy:

Elective

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiative

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiative

	Add item
1	Provide a challenging, coherent, and integrated curriculum, including high quality instructional and cultural programs for a diverse population of students
2	Establish a shared commitment to high and meaningful educational and ethical standards.
3	Prepare students for successful transfer to other educational institutions.
4	Prepare students for a rewarding life marked by personal growth and life long learning.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Mercer County CC
Course Title	Surveying I
Course Number	CIV 101
Number of Credits	3
Comments	

Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
*EC "56" (ELECTIVE CREDIT). Minimum Grade (C)	Elective	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Will not transfer

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
Elective, Minimum Grade (C)	Elective	

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
Elective, Minimum Grade (D)	Elective	

Rutgers - New

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status

Brunswick, Mason Gross School of the Arts			Will not transfer

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Will not transfer

If not transferable to any institution, explain: *Foot Note: 56 Course accepted as an elective for the B.A. in Applied Arts + Science only, as part of the 30-48 credits in an occupational or technical program. For all other programs, it is not transferable. Consult the Georgian Court University catalog for more information.

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Develop an understanding of working in a one-dimensional system (Elevation).
CLO2	Use tools to make accurate measurements in one-dimension.
CLO3	Develop an understanding of working in a two-dimensional system
CLO4	Use tools to make accurate two dimensional measurements.
CLO5	Record field data (measurements) that will stand up in a legal courtroom.
CLO6	Measure angles (horizontal & vertical) accurately and balance and adjust the raw field observations using principles of geometry and trigonometry. ~~Measure angles (horizontal & vertical) accurately.~~
CLO7	Combine the angular and distance measurement process and perform a field traverse.
~~CLO8~~	~~Balance and adjust the raw field observations using principles of geometry and trigonometry.~~
CLO8 ~~CLO9~~	Calculate State Plane Coordinates and determine area using Coordinate Geometry programs and theory.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	
TO1	Introduction: I. Introduction & Survey Units & Field Notes	Discussions, problem sets, laboratory exercises	Quizzes,
TO2	Leveling i. Theory of Errors & Leveling Theory ii. Leveling Field Procedures	Discussions, problem sets, laboratory exercises	Quizzes,
TO3	Distance and Angle i. Distance Measurement Theory & Distance Measurement ii. Angles, Bearings and Azimuths & Angle Measurements Theory iii. Angle Measurements Field Procedures	Discussions, problem sets, laboratory exercises	Quizzes,
TO4	Traverse i. Traversing Theory I. Traversing Field Procedures II. Traverse Computations Theory III. Traverse Computations Theory IV. Traverse Computations Balancing & Adjusting V. Traverse Computations on State Plane	Discussions, problem sets, laboratory exercises	Quizzes,
TO5	Additional Topics i. Coordinate Geometry ii. Area Computations	Discussions, problem sets, laboratory exercises	Quizzes,

EXHIBIT B-12

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?	Formal lecture and class discussion and field time . Theory and concepts will be explained during the lecture portion of the class and students will then perform hands-on laboratory sessions to reinforce the lecture topics covered.

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

_____

Quantitative Knowledge and Skills

_____

Scientific Knowledge and Reasoning

_____

Technological Competency

_____

Information Literacy

_____

Society and Human Behavior

_____

Humanistic Perspective

_____

Historical Perspective

_____

Global and Cultural Awareness

_____

Ethical Reasoning and Action

_____

Independent/Critical Thinking	Yes
Related Course Learning Outcome	All
Related Outline Component	All

Assessment of General Education Goal (Recommended but not limited to)
Quizzes, tests, projects & labs

14. Needs

Instructional Materials (text etc.):	An appropriate textbook will be selected. Please contact the department for current adoptions.
Technology Needs:	N/A
Human Resource Needs (Presently Employed vs. New Faculty):	N/A
Facility Needs:	N/A

Facility Needs: N/A

Library needs: N/A

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates	Board of Trustees Approval Date: September 22, 2008 Board of Trustees Approval Date: March 26, 2012 PLT Approval of Form: May 22, 2012 Board Approved: March 24, 2022
Reviewer Comments	

EXHIBIT B-13

Course Change Request

Date Submitted: 10/28/24 12:01 pm

Viewing: ENGR 181 : Graphics for Engineers

Last approved: 04/29/21 4:00 am

Last edit: 10/28/24 12:01 pm

Changes proposed by: Nancy Rizzuto (nrizzuto)

Catalog Pages referencing this course	Engineering (ENGR)
Programs referencing this course	CC.AMAM: Advanced Manufacturing and Mechatronics, Certificate of Completion AS.ENGR: Engineering, Associate in Science

Learning Outcomes Display (show only)

CC.AMAM: Advanced Manufacturing and Mechatronics, Certificate of Completion

PLO 1: Make use of their working knowledge of basic electronics, pneumatic, and mechanical systems in the context of advanced manufacturing and mechatronics.

PLO 2: Utilize their entry level skills for the operation and maintenance of computer numeric controlled (CNC) machines and programmable logic controllers (PLCs).

AS.ENGR: Engineering, Associate in Science

PLO 1: Perform analysis of engineering problems starting with establishing design concepts and ending with providing multiple and sustainable solutions to engineering problems.

PLO 2: Interpret, translate, and analyze physical problems using mathematical tools, scientific theory, engineering and technical knowledge, and industry practices.

PLO 3: Use teamwork and organizational skills in carrying out design and problem-solving projects.

PLO 4: Present technical information in oral, written, and graphic form.

1. Course Information

Subject	ENGR - Engineering
School	Science, Technology, Engineering, Mathematics
Course Title	Graphics for Engineers

2. Hours

Semester Hours	2.00000
Lecture	1.00
Lab	3.00
Practicum	

3. Catalog Description

For display in the online catalog

This course introduces students to graphic skills associated with engineering design, particularly those related to computer-aided design and drafting (CADD). The course provides the student with an understanding of design concepts, features and limitations of a micro-computer based CAD system. The majority of the course time consists of laboratory exercises. In the context of design, the course will cover fundamental aspects of engineering graphics including elementary projection, lines and planes, auxiliary views, edge views, oblique projection, angle between planes, angles between lines and planes, and intersection and revolution. Graphics will stress solutions of elementary design problems.

4. Requisites

Prerequisites	None
Corequisites	None

5. Course Type

Course Type for Perkins Reporting	vocational (approved for Perkins funding)

6. Justification

Describe the need for this course	A critical aspect of engineering design is modeling analysis. Without modeling, an engineering concept cannot be developed, and design feasibility analysis cannot be performed. A key task of modeling is to be able to draw, read, and modify engineering drawings. This course uses commercial CAD software packages that are appropriate to perform design creation, communication, and analysis.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

If the course does not satisfy a general education requirement, which of the following does it satisfy:

Program-specific requirement

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiative

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiative

	Add item
1	Cultivating a technologically progressive and entrepreneurial spirit (Mission Statement)
2	Deliver Innovative Curricula Programs and Assess Current Programs - Develop both transfer and vocational programs (Academic Master Plan)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Brookdale CC
Course Title	Engineering Graphics w/CADD
Course Number	CADD121
Number of Credits	3
Comments	

Institution	Mercer County CC
Course Title	Engineering Graphics
Course Number	ENT 116
Number of Credits	0.5
Comments	

Comments

Institution	Rowan College at Burlington County
Course Title	Design Computer Graphics I
Course Number	EGR 110
Number of Credits	3
Comments	

Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
	Elective	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
TECHX, 1003, 2 Credits	Technology Elective	

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
FE001, 3 Credits	100 Level Free Elective	

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
INTR99086 -3, 4 Credits	Free Elective	

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
14180215: Engineering Graphics, 1 Credit	Major	

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
	Free Elective	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Develop an understanding of the direct relationship between design concepts and engineering graphics and apply learned skills to an engineering design project. ~~graphics.~~
CLO2	Develop a working knowledge of computer-aided design
CLO3	Set up drawings, use drawings aids, save drawings, and get help when needed.
CLO4	Draw lines, basic shapes, geometric constructions, and edit drawings.
CLO5	Make multi-view layouts and print or plot the drawing.
CLO6	Place text and design instructions on drawings.
CLO7	Create multiple patterns of drawing components.
CLO8	Develop technical communication skills via engineering graphics language.
~~CLO9~~	~~Apply learned skills to an engineering design project.~~

EXHIBIT B-13

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	
TO1	Two-Dimensional Sketching	Reading, discussion, projects	Quiz, ex
TO2	Three-Dimensional Models:	Reading, discussion, projects	Quiz, ex
TO3	Orthographic Views	Reading, discussion, projects	Quiz, ex
TO4	Assembly Drawings	Reading, discussion, projects	Quiz, ex
TO5	Dimensioning a Drawing	Reading, discussion, projects	Quiz, ex
TO6	Templates & Plotting	Reading, discussion, projects	Quiz, ex
TO7	Parametric Drawing Tools	Reading, discussion, projects	Quiz, ex
TO8	Auxiliary Views	Reading, discussion, projects	Quiz, ex
TO9	Section Views	Reading, discussion, projects	Quiz, ex

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?	One hour of formal lecture and class discussion and three hours of computer laboratory per week. Concepts will be explained, and students will follow with hands-on laboratory sessions.

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

_____

Quantitative Knowledge and Skills Yes

Related Course Learning Outcome CLO3-CLO9

Related Outline Component All

Assessment of General Education Goal (Recommended but not limited to)
Quiz, exam, labs, individual and group project

_____

Scientific Knowledge and Reasoning

_____

Technological Competency

_____

Information Literacy

_____

Society and Human Behavior

_____

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking	Yes
Related Course Learning Outcome	All
Related Outline Component	All

Assessment of General Education Goal (Recommended but not limited to)
Quiz, exam, labs, individual and group project

14. Needs

Instructional Materials (text etc.):	An appropriate text or open educational resource will be selected. Contact the department for current adoptions.
Technology Needs:	Computer-aided graphic software (AutoCAD already installed in Engineering Computer Lab)
Human Resource Needs (Presently Employed vs. New Faculty):	Presently Employed
Facility Needs:	
Library needs:	Ongoing updates to library computers to match Engineering Lab

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates	Board of Trustees Approval Date: September 22, 2008 Board of Trustees Approval Date: June 27, 2011 Board of Trustees Approval Date: July 23, 2020

EXHIBIT B-14

Course Change Request

Date Submitted: 10/28/24 12:01 pm

Viewing: MATH 151 : A Survey of Mathematics

Last approved: 07/19/21 11:24 pm

Last edit: 10/28/24 12:01 pm

Changes proposed by: Nancy Rizzuto (nrizzuto)

Catalog Pages referencing this course	Approved General Education Courses Education (EDUC) Mathematics (MATH)
Programs referencing this course	AA.LA.EDUC: Education, Associate in Arts CT.INFO: Information Technology, Certificate of Proficiency

Learning Outcomes Display (show only)

1. Course Information

Subject	MATH - Mathematics
School	Science, Technology, Engineering, Mathematics
Course Title	A Survey of Mathematics

2. Hours

Semester Hours	3.00000
Lecture	3
Lab	0
Practicum	0

3. Catalog Description

For display in the online catalog

This is a mathematical course for liberal arts students. This course is a study of some of the fundamental concepts in mathematics. Topics include: sets, probability, logic systems of numeration, groups, and mathematical systems. Applications of these topics in various fields of study are included in the course.

In Workflow

1. **STEM Academic Administrator**
2. **STEM Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Curriculum Committee Chair**
5. Senate Chair
6. Vice President of Academic Affairs
7. Cabinet
8. President
9. Board of Trustees Chair
10. STEM Academic Administrator
11. Colleague

Approval Path

1. 11/06/24 9:48 am cfallon: Approved for STEM Academic Administrator
2. 02/25/25 10:25 am Vandana Saini (vsaini): Approved for STEM Dean
3. 02/25/25 10:35 am James Marshall (jmarshall): Approved for Executive Director of Curriculum and Program Development

History

1. Jul 19, 2021 by soconnor

4. Requisites

Prerequisites	None ~~MATH 012 or MATH 023 with grade of C or higher, or Mathematics placement requiring no remediation.~~
Corequisites	None

5. Course Type

Course Type for Perkins Reporting	non-vocational (not approved for Perkins funding)

6. Justification

Describe the need for this course	This course is designed to provide students with the mathematical knowledge needed to successfully integrate mathematics into their chosen area of study or career path.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

Yes

General Education Category	Mathematics
General Education Status	Approved

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	This course helps to prepare students to become intentional learners who will be able to understand and employ quantitative analysis to solve problems, and demonstrate intellectual agility in mathematics.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Brookdale CC
Course Title	Advanced Topics in Mathematics for the Liberal Arts
Course Number	MATH 146
Number of Credits	3
Comments	

Institution	Mercer County CC
Course Title	Mathematics for Liberal Arts
Course Number	MATH 146
Number of Credits	3
Comments	

Institution	Atlantic Cape CC
Course Title	Applications of Mathematics
Course Number	MATH 121
Number of Credits	3
Comments	

Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MA 105, Modern Math Concepts I, 3	GE	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MATH 1010, Foundations of Math, 3	GE	

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MA 105, Matematical Modeling in the Social, 3	GE	

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MATH 01201, Structures of Math, 3	GE	

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
Math 103, Topics in Mathematics for the Liberal Arts, 3	GE	

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
TRCREC, Transfer Elective, 3	Elective	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
~~CLO1~~	~~Appreciate an authentic image of the art of mathematics in the liberal arts curriculum~~
CLO1 ~~CLO2~~	Describe the meaning ~~Understand an overall perspective~~ of the word set and use the proper terminology and symbols associated ~~mathematics~~ with the study ~~an insight into the intrinsic nature~~ of sets ~~mathematics as human enterprise~~

Students who successfully complete this course will be able to:	
CLO2 ~~CLO3~~	Use Venn diagrams to sort information and analyze problems ~~Appreciate the history of the mathematical topics discussed, thus giving the student a perspective on mathematics' role in the development of civilization~~
CLO3 ~~CLO4~~	Use the proper terminology and symbols associated with the study of logic to write compound verbal statements in symbolic form ~~Describe the meaning of the word set~~
CLO4 ~~CLO5~~	Use truth tables to analyze compound statements and determine whether an argument is valid or invalid by means of a truth table ~~Use the proper terminology and symbols associated with the study of sets~~
CLO5 ~~CLO6~~	Determine the probability of a single event or a series of events, the mathematical expectation of an event and the odds in favor of or against an event ~~Use Venn diagrams to sort information and analyze problems~~
CLO6 ~~CLO7~~	Use a tree diagram to determine the sample space for an experiment ~~Use the proper terminology and symbols associated with the study of logic~~
CLO7 ~~CLO8~~	Identify the characteristics of a mathematics system and perform mathematics operations using clock arithmetic ~~Write compound verbal statements in symbolic form~~
CLO8 ~~CLO9~~	Perform mathematical operations in various ancient number systems, modular systems and various bases ~~Use truth tables to analyze compound statements~~
~~CLO10~~	~~Determine whether an argument is valid or invalid by means of a truth table~~
~~CLO11~~	~~Determine the probability of a single event or a series of events~~
~~CLO12~~	~~Use a tree diagram to determine the sample space for an experiment~~
~~CLO13~~	~~Determine the odds in favor of or against an event~~
~~CLO14~~	~~Determine the mathematical expectation of an event~~
~~CLO15~~	~~Perform mathematics operations using clock arithmetic~~
~~CLO16~~	~~Identify the characteristics of a mathematics system~~
~~CLO17~~	~~Perform the mathematical operation in modular systems~~
~~CLO18~~	~~Perform mathematical operations with various ancient number systems~~
~~CLO19~~	~~Perform mathematical operation in various bases~~
~~CLO20~~	~~Use technology correctly to solve mathematical problems~~
CLO9 ~~CLO21~~	Utilize ~~various reasoning,~~ problem-solving an critical thinking techniques to solve applications

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Art of mathematics in the liberal arts curriculum	Writing Assignment	Writing Assignment	CLO1
TO2	Insight into nature of mathematics as a human enterprise	Writing Assignment	Writing Assignment	CLO2
TO3	History of mathematical topics and perspective on mathematics role in the development of civilization	Writing Assignment	Writing Assignment	CLO7, CLO8 ~~CLO3~~
TO4	Meaning of the word “set”	Textbook hw	Test	CLO1 ~~CLO4~~
TO5	Terminology and symbols related to Sets	Textbook hw	Test	CLO1, CLO2 ~~CLO5~~
TO6	Sorting information and analyzing problems using Venn Diagrams	Textbook hw	Test	CLO2 ~~CLO6, 20, 21~~
TO7	Terminology and symbols related to Logic	Textbook hw	Test	CLO3 ~~CLO7~~
TO8	Compound verbal statements written in symbolic form	Textbook hw	Test	CLO3 ~~CLO8~~
TO9	Truth tables used to analyze compound statements	Textbook hw	Test	CLO4 ~~CLO9, 21~~
TO10	Truth tables used to determine validity of arguments	Textbook hw	Test	CLO4 ~~CLO10, 21~~
TO11	Probability of a single event or series of events	Textbook hw	Test	CLO5 ~~CLO11,20,21~~
TO12	Tree diagrams used to determine sample space of an experiment	Textbook hw	Test	CLO6 ~~CLO12~~
TO13	Odds in favor of or against an event	Textbook hw	Test	CLO5,CLO9 ~~CLO13,20,21~~
TO14	Mathematical expectation of an event	Textbook hw	Test	CLO05, CLO9 ~~CLO14,20,21~~
TO15	Mathematical operations using clock arithmetic	Textbook hw	Test	CLO7 ~~CLO15~~
TO16	Characteristics of a mathematical system	Textbook hw	Test	CLO7 ~~CLO16,21~~

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO17	Mathematical operations in modular systems	Textbook hw	Test	CLO8,CLO9 ~~CLO17,21~~
TO18	Mathematical operations in various ancient number systems	Textbook hw	Test	CLO8,CLO9 ~~CLO18~~
TO19	Mathematical operations in various bases	Textbook hw	Test	CLO8,CLO9 ~~CLO19,20,21~~

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

o Lecture
o Group Work/Handouts
o On-line access
o Videos available in the library and shown on cable television

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

_____

Quantitative Knowledge and Skills Yes

Related Course Learning Outcome All

Related Outline Component All

Assessment of General Education Goal (Recommended but not limited to)
Writing Assignments, Test

_____

Scientific Knowledge and Reasoning

_____

Technological Competency

_____

Information Literacy

_____

Society and Human Behavior

_____

Humanistic Perspective

_____

Historical Perspective

_____

Global and Cultural Awareness

_____

Ethical Reasoning and Action

_____

Independent/Critical Thinking	Yes
Related Course Learning Outcome	CLO1-8 ~~CLO4-19~~
Related Outline Component	4-19

Assessment of General Education Goal (Recommended but not limited to)
Writing Assignment, Tests

14. Needs

Instructional Materials (text etc.):	Contact the department for current adoptions.
Technology Needs:	~~Computer Software in the Mathematics Computer Lab~~
Human Resource Needs (Presently Employed vs. New Faculty):	Presently Employed
Facility Needs:	None
Library needs:	None

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates	Reviewed/Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; December 2004; July 2005; February 28, 2006; March 8, 2006; June 2006 Board of Trustees Approval Date: November 6, 2006 Board of Trustees Approval Date: March 26, 2012 Board of Trustees Approval Date: November 3, 2016
Reviewer Comments	

Key: 1684

EXHIBIT B-15

Course Change Request

Date Submitted: 10/28/24 12:02 pm

Viewing: MATH 156 : Introduction to Statistics

Last approved: 07/19/21 11:24 pm

Last edit: 10/28/24 12:02 pm

Changes proposed by: Nancy Rizzuto (nrizzuto)

Catalog Pages referencing this course	Approved General Education Courses Business (BUSN) Mathematics (MATH) Psychology (PSYC)
Programs referencing this course	AAS.CS.CY: Computer Science/Informational Technology - Option in Cybersecurity, Associate in Applied Science AS.BA.ACCT: Business Administration - Option in Accounting, Associate in Science AS.HLSC: Homeland Security, Associate in Science AS.PUBH: Public Health, Associate in Science CT.HSCS: Health Sciences Community Services, Certificate of Completion AA.LA.EDUC: Education, Associate in Arts CC.AMAM: Advanced Manufacturing and Mechatronics, Certificate of Completion AS.ES: Environmental Studies, Associate in Science AS.BA.HA: Business Administration with Health Administration Option, Associate in Science CT.NUTR: Nutrition, Certificate of Proficiency AS.HRTM: Hospitality, Recreation, and Tourism Management, Associate in Science AAS.CS: Computer Science/Information Technology, Associate in Applied Science AAS.NURS: Nursing, Associate in Applied Science AS.OTA: Occupational Therapy Assistant, Associate in Science AS.SW: Social Work, Associate in Science AS.BA.SM: Business Administration with Sports Management Option, Associate in Science AS.BA.SCM: Business Administration with Supply Chain Management Option, Associate in Science AAS.TS.COMP: Technical Studies with Computer Technology Option, Associate in Applied Science AAS.TS.TECH: Technical Studies with Industrial/Technical Option, Associate in Applied Science AAS.WBMKT: Web marketing, Associate in Applied Science CT.SBM: Small Business Management, Certificate of Proficiency AS.BA.DA: Business Administration - Option in Data Analytics,

In Workflow

1. **STEM Academic Administrator**
2. **STEM Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Curriculum Committee Chair**
5. Senate Chair
6. Vice President of Academic Affairs
7. Cabinet
8. President
9. Board of Trustees Chair
10. STEM Academic Administrator
11. Colleague

Approval Path

1. 11/06/24 9:48 am cfallon: Approved for STEM Academic Administrator
2. 02/25/25 10:25 am Vandana Saini (vsaini): Approved for STEM Dean
3. 02/25/25 10:34 am James Marshall (jmarshall): Approved for Executive Director of Curriculum and Program Development

History

Associate in Science
AAS.CS.AI: Computer Science/Informational Technology - Option in Artificial Intelligence, Associate in Applied Science
CC.DATA: Data Analytics, Certificate of Completion
AS.ACCT: Accounting, Associate in Science
AS.SW.MEDI: Social Work, Associate in Science - Option in Medical and Behavioral Health
AS.HRTM.CA: Hospitality, Recreation, and Tourism Management, Associate in Science - Option in Culinary Arts

1. Jul 19, 2021 by soconnor

Learning Outcomes
Display (show only)

1. Course Information

Subject	MATH - Mathematics
School	Science, Technology, Engineering, Mathematics
Course Title	Introduction to Statistics

2. Hours

Semester Hours	3.00000
Lecture	3
Lab	0
Practicum	0

3. Catalog Description

For display in the online catalog	An introductory level course for non-mathematics majors who need or desire a working knowledge of statistics. This course is oriented towards all fields in which statistics finds applications. Topics include: summarizing data, probability, normal and binomial distributions, hypothesis testing, confidence intervals and correlation.

4. Requisites

Prerequisites	~~MATH 023 with a grade of C or higher, ENGL 098 with a grade C or higher~~
Corequisites	None

5. Course Type

Course Type for Perkins Reporting	non-vocational (not approved for Perkins funding)

6. Justification

Describe the need for this course	Describe the need for this course. This course is designed to provide students with the mathematical knowledge needed to successfully integrate statistics into their chosen area of study or career path statistical concepts that allow successful implementations of data handling in different areas of study or career paths.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

Yes

General Education Category	Mathematics
General Education Status	Approved

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	This course helps to prepare students to become intentional learners who will be able to understand and employ quantitative analysis to solve problems, and demonstrate intellectual agility in mathematics.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Brookdale CC
Course Title	Statistics
Course Number	MATH 131
Number of Credits	3
Comments	

Institution	Mercer County CC
Course Title	Elementary Statistics I
Course Number	MAT 125
Number of Credits	3
Comments	

Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MA 103, Making Sense of Data, STAT Thinking, 3	GE	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MATH 1016, Statistics, 3	GE	

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MA 151, Statistics with Applications, 3	GE	

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
STAT 02260, Statistics I, 3	GE	

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
01960211, Statistics I, 3	GE	

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CSIS 1206, Statistics, 3	GE	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Develop the student's use of basic statistical tools needed to summarize and analyze data from real problems.
CLO2	Develop the student's awareness of the use of statistics in experimental procedures and decision making.
CLO3	Explain statistical terms ~~Recognize sampling methods~~ and recognize sampling methods and levels of data.
~~CLO4~~	~~Explain statistical terms.~~
~~CLO5~~	~~Interpret descriptivestatistics.~~
CLO4 ~~CLO6~~	Illustrate statistical information using appropriate graphs and interpret descriptive statistics. ~~graphs.~~
CLO5 ~~CLO7~~	Apply appropriate probability formulas and compare different probability distributions. ~~formulas.~~
~~CLO8~~	~~Compare different probabilitydistributions.~~
CLO6 ~~CLO9~~	Construct confidence intervals.
CLO7 ~~CLO10~~	Perform appropriate hypothesis tests.
CLO8 ~~CLO11~~	Apply correlation and regression analysis to bi-variable data.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Summarize and analyze data from real problems Descriptive statistics; sampling theory; sampling techniques	Homework problems; writing assignments; Excel data analysis and/or one major statistical software package	Quiz; Test; Data Based Project	CLO 1
TO2	Use statistics in experimental procedures & decision making Descriptive statistics; experimental procedures	Homework problems; writing assignments; Excel data analysis and/or one major statistical software package	Quiz; Test; Data Based Project	CLO 2
TO3	Use sampling methods and levels of data	Homework problems; writing assignments; Excel data analysis and/or one	Quiz; Test; Data Based Project	CLO3

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	Frequency distributions; descriptive statistics	major statistical software package		
TO4	Statistical terms Accurately explain and use statistical terms.	Homework problems; writing assignments; Excel data analysis and/or one major statistical software package	Quiz; Test; Data Based Project	CLO4
TO5	Descriptive statistics Calculate and interpret descriptive statistics	Homework problems; writing assignments; Excel data analysis and/or one major statistical software package	Quiz; Test; Data Based Project	CLO8
TO6	Graphing data Frequency distributions; probability distributions; binomial distributions	Homework problems; writing assignments; Excel data analysis and/or one major statistical software package	Quiz; Test; Data Based Project	CLO6
TO7	Probability Probability techniques	Homework problems; writing assignments; Excel data analysis and/or one major statistical software package	Quiz; Test; Data Based Project	CLO7
TO8	Probability distributions Applications of probability distributions	Homework problems; writing assignments; Excel data analysis and/or one major statistical software package	Quiz; Test; Data Based Project	CLO8
TO9	Confidence intervals Construct confidence intervals	Homework problems; writing assignments; Excel data analysis and/or one major statistical software package	Quiz; Test; Data Based Project	CLO9
TO10	Hypothesis testing Hypothesis testing methods	Homework problems; writing assignments; Excel data analysis and/or one major statistical software package	Quiz; Test; Data Based Project	CLO10
TO11	Correlation and regression Correlation and regression analysis	Homework problems; writing assignments; Excel data analysis and/or one	Quiz; Test; Data Based Project	CLO11

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
		major statistical software package		

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

o Lecture
o Group activities
o Data sets

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

Quantitative Knowledge and Skills Yes

Related Course Learning Outcome CLO2,3,4,5,6,7,8 ~~CLO2,3,5,6,7,8,9,10,11~~

Related Outline Component TO2,3,5,6,7,8,9,10,11

Assessment of General Education Goal (Recommended but not limited to)
Quiz, test, writing assignment, Project

Scientific Knowledge and Reasoning

Technological Competency Yes

Related Course Learning Outcome CLO1, 4, 6, 7, 8 ~~9, 10, 11~~

Related Outline Component TO1, 6, 9, 10, 11

Assessment of General Education Goal (Recommended but not limited to)
Quiz, test, writing assignment, Project

Information Literacy

Society and Human Behavior

_____

Humanistic Perspective

_____

Historical Perspective

_____

Global and Cultural Awareness

_____

Ethical Reasoning and Action	Yes
Related Course Learning Outcome	CLO1, 3, 4, 5, 6, 7, 8 ~~CLO1,3,5,6,7,8,9,10,11~~
Related Outline Component	TO1,3,5,6,7,8,9,10,11

Assessment of General Education Goal (Recommended but not limited to)
Quiz, test, writing assignment, Project

_____

Independent/Critical Thinking	Yes
Related Course Learning Outcome	CLO1, 3, 4, 5, 6, 7, 8 ~~CLO1,3,4,5,6,7,8,9,10,11~~
Related Outline Component	TO1,3,4,5,6,7,8,9,10,11

Assessment of General Education Goal (Recommended but not limited to)
Quiz, test, writing assignment, Project

14. Needs

Instructional Materials (text etc.):	Contact the department for current adoptions, Cassette tapes, and Workbook
Technology Needs:	Calculator, Computer software: Excel, CD tutorial, Stat-Pro
Human Resource Needs (Presently Employed vs. New Faculty):	Presently Employed
Facility Needs:	None
Library needs:	None

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates	Reviewed/Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; December 2004; July 2005; February 28, 2006; March 8, 2006; June 2006. Board of Trustees Approval Date: November 6, 2006 Board of Trustees Approval Date: March 26, 2012 Board of Trustees Approval Date: March 26, 2012 Board of Trustees Approval Date: November 03, 2016
Reviewer Comments	

Key: 1685

EXHIBIT B-16

Course Change Request

Date Submitted: 10/28/24 12:02 pm

Viewing: MATH 158 : Algebraic Modeling

Last approved: 02/24/22 4:14 am

Last edit: 02/25/25 10:33 am

Changes proposed by: Nancy Rizzuto (nrizzuto)

Catalog Pages referencing this course	Approved General Education Courses Mathematics (MATH)

Learning Outcomes Display (show only)

1. Course Information

Subject	MATH - Mathematics
School	Science, Technology, Engineering, Mathematics
Course Title	Algebraic Modeling

2. Hours

Semester Hours	4.00000
Lecture	4
Lab	0
Practicum	0

3. Catalog Description

For display in the online catalog

This course is designed for students in a variety of fields for which a conceptual undersatnding of college algebra topics is appropriate. Continuous and discrete functions will be studied from graphical, numerical, verbal, and algebraic perspectives with applications to diverse disciplines. Topics will include linear, quadratic, polynomial, exponential, logarithmic absolute value, radical, and rational functions and their application. This course will NOT satisfy the prerequisite for Precalculus courses.

4. Requisites

In Workflow

1. **STEM Academic Administrator**
2. **STEM Dean**
3. **Executive Director of Curriculum and Program Development**
4. **Curriculum Committee Chair**
5. Senate Chair
6. Vice President of Academic Affairs
7. Cabinet
8. President
9. Board of Trustees Chair
10. STEM Academic Administrator
11. Colleague

Approval Path

1. 11/06/24 9:48 am cfallon: Approved for STEM Academic Administrator
2. 02/25/25 10:25 am Vandana Saini (vsaini): Approved for STEM Dean
3. 02/25/25 10:34 am James Marshall (jmarshall): Approved for Executive Director of Curriculum and Program Development

History

Prerequisites

None

1. Feb 24, 2022 by soconnor

Corequisites

None

5. Course Type

Course Type for Perkins Reporting	non-vocational (not approved for Perkins funding)

6. Justification

Describe the need for this course	This course will provide students with the mathematical knowledge needed to integrate mathematics into their chosen area of study or career path. It is designed for students whose major does not require rigorous symbolic manipulation but requires an increased understanding of functions and graphs. Students planning a major in education, social sciences, allied health, and humanities are among those who will benefit from this course.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

Yes

General Education Category	Mathematics
General Education Status	Approved

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	Through the use of technology to perform problem-solving tasks, the proposed course encourages students to think critically about advanced mathematical concepts encountered in their everyday world. By expanding students' access to quantitative concepts utilized in disciplines other than the science, math, and engineering fields, it thus serves to contribute to the fulfillment of the college mission to "offer comprehensive educational programs that develop intentional learners of all ages and ensure the full assessment of student learning in these programs." By providing students the conceptual and technological tools to master mathematical problems that they can expect to encounter in their daily lives, this

Add item	
	course also contributes to the fulfillment of the divisional goal to prepare "students to thrive in a complex and challenging world" (FY15 Planning Documents of Academic Affairs, 2013). Further, this course will also address the school's goal to provide courses that help "students to master the fundamental concepts of each discipline, attain the competencies that allow them to critically think, problem-solve, continue their education, and become productive citizens of society" (FY15 Planning Documents of the School of Math, Science, & Technology, 2013).

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Brookdale CC
Course Title	Algebraic Modeling
Course Number	MATH 145
Number of Credits	4
Comments	

Institution	Mercer County CC
Course Title	Applied College Algebra
Course Number	MATH 140
Number of Credits	4
Comments	

Institution	Sussex County CC
Course Title	Mathematical Concepts
Course Number	MATH 106
Number of Credits	3
Comments	

Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MA 106, Modern Concepts II, 4	Gen Ed	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MAHT1000, 3 credits	Elective	

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
MA 105, Mathematicsal Modeling in Social Sciences , 3 or 4 credits	Gen Ed	

Rowan University

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
Depending on the Rutgers school, the course either transfers as elective credit (New Brunswick) or does not transfer.	Elective	

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
TRCREC, Transfer Elective, 3	Ged Ed	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	Distinguish between a relation and a function when given graphs, tables, or diagrams.
~~CLO2~~	~~Use graphing utilities, spreadsheets, or calculators to evaluate expressions with function notation.~~
~~CLO3~~	~~Classify continuous and discrete functions as linear, quadratic, polynomial, exponential, logarithmic, radical, or rational, given the graph or rule of the function.~~
CLO2 ~~CLO4~~	Relate verbal descriptions of functions to mathematical models.
CLO3 ~~CLO5~~	Describe the mathematical characteristics of linear, exponential, logarithmic, polynomial, and rational functions.
~~CLO6~~	~~Use graphing utilities to identify an appropriate model for a set of datapoints.~~

Students who successfully complete this course will be able to:	
CLO4 ~~CLO7~~	Examine charts and graphs to determine the zeros and intercepts of a function.
CLO5 ~~CLO8~~	Solve equations and inequalities with the aid of charts, graphs, calculators, and/or computer software.
CLO6 ~~CLO9~~	Graph functions and two-variable equations with the aid of a graphing utility.
~~CLO10~~	~~Solve systems of equations graphically and numerically using charts, graphs, calculators, and/or computer software.~~
CLO7 ~~CLO11~~	Perform basic algebraic manipulations in the context of solving practical problems.
~~CLO12~~	~~Illustrate problem solving techniques using computer software or graphing utilities.~~
CLO8 ~~CLO13~~	Apply function concepts and mathematical modeling to practical applications.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Functions and Mathematical Models a. Defining functions by tables, graphs, and formulas. b. Introduce Domain, Range, and Average Rate of Change.	Homework	Quizzes & Exams	CLO1, CLO7 ~~CLO11, CLO12~~
TO2	Linear Functions and Models a. Constant change and linear growth, linear functions, linear graphs, piece-wise functions. b. Finding line of best fit for data	Homework	Quizzes & Exams	CLO2, CLO3, CLO4, CLO5, CLO6, CLO8 ~~CLO7, CLO8, CLO9, CLO11, CLO12, CLO131~~
TO3	3 Natural Growth Models a. Percentage based Growth and decay. b. Fitting Natural Growth Models to data	Homework	Quizzes & Exams	CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8 ~~CLO8, CLO9, CLO11, CLO12, CLO13~~
TO4	Continuous Growth and Logarithmic Models a. Compound Growth and continuous growth, exponential and logarithmic	Homework	Quizzes & Exams	CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8 ~~CLO8, CLO9, CLO11, CLO12, CLO13~~

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	functions. b. Fitting continuous and logarithmic models to data.			
TO5	Quadratic Functions and Models a. Quadratic functions and graphs. Understanding intercepts and extrema, b. Fitting Quadratic Models to data.	Homework	Quizzes & Exams	CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8 ~~CLO8, CLO9, CLO11, CLO12, CLO13~~
TO6	Polynomial Models a. Polynomial functions and graphs. b. Fitting Polynomial Models to data.	Homework	Quizzes & Exams	CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8 ~~CLO8, CLO9, CLO11, CLO12, CLO13~~
TO7	Bounded Growth Models a. Logistic Functions and graphs. b. Fitting Logistic Models to data.	Homework	Quizzes & Exams	CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8 ~~CLO8, CLO9, CLO11, CLO12, CLO13~~
TO8	Cumulative Assessment Use modeling techniques to model real data.	Research Project	Research Project	CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8 ~~CLO8, CLO9, CLO11, CLO12, CLO13~~

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

o Lecture
o Class discussion
o Group Projects and Presentations
o Computer applications
o Graphing utility applications
o Laboratory investigations
o Writing

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

Quantitative Knowledge and Skills Yes

Related Course Learning Outcome All

Related Outline Component All

Assessment of General Education Goal (Recommended but not limited to)
Individual Student Exams

Scientific Knowledge and Reasoning

Technological Competency

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Independent/Critical Thinking

14. Needs

Instructional Materials (text etc.): Appropriate textbook

Technology Needs: Access to PC computer software or tables with graphing utilities

Human Resource Needs (Presently Employed vs. New Faculty):

Facility Needs:

Library needs:

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates	Board of Trustees Approval Date: January 27, 2014 Board of Trustees Approval Date: November 3, 2016
Reviewer Comments	

EXHIBIT B-17

Course Change Request

Date Submitted: 03/03/25 8:43 am

Viewing: SOWK 202 : Social Work Seminar and Practicum

Last approved: 04/13/22 4:19 am

Last edit: 03/03/25 8:43 am

Changes proposed by: Katherine Toy (ktoy)

Catalog Pages referencing this course	Social Work (SOWK)
Programs referencing this course	AS.PBS: Public Service, Associate in Science AS.SW: Social Work, Associate in Science AS.SW.MEDI: Social Work, Associate in Science - Option in Medical and Behavioral Health

Learning Outcomes Display (show only)	AS.SW: Social Work, Associate in Science PLO 1: Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical practice frameworks. PLO 2: Apply knowledge, skills, values, and ethics in social work practice and demonstrate professional behaviors. PLO 5: Demonstrate the importance of diversity, cultural curiosity, and difference in shaping life experiences in social work practice. PLO 7: Use a generalist problem-solving framework, and apply critical thinking to inform and communicate professional judgments. PLO 8: Identify practice interventions and review their effectiveness at the micro, mezzo, and macro levels.

1. Course Information

Subject	SOWK - Social Work
School	Business and Social Sciences
Course Title	Social Work Seminar and Practicum

2. Hours

Semester Hours	3.00000
Lecture	2.00
Lab	0.00
Practicum	4.00

3. Catalog Description

For display in the online catalog	This course is a capstone course in the social work curriculum. It should be taken as the last course in the social work curriculum. It provides students with professionally supervised opportunities to gain practical, hands-on, direct, and indirect practice experience within real world human service agencies. As a requirement, students will be placed at off-site community-based settings for a total of 60 hours per semester. In addition, students will attend a field practicum seminar class on campus that connects lecture and discussions with their field work experiences.

4. Requisites

Prerequisites	SOWK 101, SOWK 194 ~~194,~~ and SOWK 201 ~~207~~ or PSYC 278 ~~271~~

Corequisites	SOWK 207 ~~201~~ or PSYC 271 ~~278~~

5. Course Type

Course Type for Perkins Reporting	vocational (approved for Perkins funding)

6. Justification

Describe the need for this course	This course is an applied course for students at the end of the social work curriculum. This course is for students wishing to pursue a career in human services, social work, counseling, psychology, psychological rehabilitation or other social or behavioral health disciplines. The course is designed to provide students with practical experience needed to advance in the helping professions. Many employers and four year university settings prefer students to possess professionally supervised direct service experience. This course will also better position the student to obtain entry-level employment in human service settings following graduation.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

If the course does not satisfy a general education requirement, which of the following does it satisfy:

Program-specific requirement

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiative

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiative

	Add item
1	Demonstrate the college's commitment to offer comprehensive educational programs that develop intentional learners at all ages. (Mission Statement)
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
3	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	Challenging students to transfer information into knowledge and knowledge into action.

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution	Atlantic Cape CC
Course Title	Internship in Human Services
Course Number	HSRV215
Number of Credits	4
Comments	

Institution	Brookdale CC
Course Title	Human Services Practicum

Course Number	PSYC285
Number of Credits	3
Comments	

Institution	Rowan College of South Jersey
Course Title	Social Service Field Work
Course Number	SO221
Number of Credits	3
Comments	Formerly Cumberland CC

Institution	Middlesex County College
Course Title	Supervised Field Placement
Course Number	HUS153
Number of Credits	4
Comments	

Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
EXPINT Experiential Learning Internship 3-credits	Experiential Learning Requirement	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
FEX 1000 Free Elective 3 credits	Elective	

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
SW001 100 Level Social Work Elective 3-credits	Major	

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
INTR99081 Free Elective 3-credits	Elective	

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Will not transfer

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
SOWKEC Social Work Elective 3-credit	Major	

If not transferable to any institution, explain:

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:

CLO1	Identify and demonstrate social work and other professional behaviors.
CLO2	Analyze case examples and interpret how social welfare policies impact practice.
CLO3	Apply ethical principles to real world, practical experiences from field placements.
CLO4	Engage and document diversity in practice settings.
CLO5	Practice engagement and assessment skills with consumers of services.
CLO6	Identify where and how research-informed practice is utilized in practice settings.
CLO7	Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients.
CLO8	Create an action plan addressing human rights and social/economic justice issues.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	
TO1	Introduction and Course Overview a. Field education/internships b. Competency-based practice c. Supervision d. Agency review e. Grading rubric	Readings Discussion/Reflection Reflective Essays Process Recordings	Graded Graded Graded Agency
TO2	Conducting Self-Assessments a. Review of process recordings b. Theoretical applications c. Personal Biases and Cultural Intentionality d. Ethical Knowledge and Behaviors	Readings Discussion/Reflection Reflective Essays Process Recordings	Graded Graded Graded Agency
TO3	Engagement, Assessment and Intervention Skill-Building a. Engagement skill practice b. Assessment skill practice c. Intervention review	Readings Discussion/Reflection Reflective Essays Process Recordings	Graded Graded Graded Agency
TO4	Macro-level Approaches to Care a. Organizational Assessment b. Social Policy c. Research-informed practice and Practice-informed research	Readings Discussion/Reflection Reflective Essays Process Recordings	Graded Graded Graded Agency

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?	Lectures Process recordings Readings Discussions Essays (question of the day format) Papers Experiential learning through field experience

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

_____

Quantitative Knowledge and Skills

_____

Scientific Knowledge and Reasoning

_____

Technological Competency

_____

Information Literacy

_____

Society and Human Behavior Yes

Related Course Learning Outcome CLO2, CLO3, CLO5

Related Outline Component TO1, TO2, TO3, TO4

Assessment of General Education Goal (Recommended but not limited to)
Quiz, exam, activity, assignment, project, paper, or presentation

_____

Humanistic Perspective

_____

Historical Perspective

_____

Global and Cultural Awareness Yes

Related Course Learning Outcome CLO4, CLO7, CLO8

Related Outline Component TO1, TO2

Assessment of General Education Goal (Recommended but not limited to)
Quiz, exam, activity, assignment, project, paper, or presentation

_____

Ethical Reasoning and Action

_____

Independent/Critical Thinking Yes

Related Course Learning Outcome CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8

Related Outline Component TO1, TO2, TO3, TO4

Assessment of General Education Goal (Recommended but not limited to)
Quiz, exam, activity, assignment, project, paper, or presentation

14. Needs

Instructional Materials (text etc.): An appropriate textbook will be selected. Please contact the Department for current adoptions.

Technology Needs:

Human Resource Needs (Presently Employed vs. New Faculty): Presently employed employees.

Facility Needs:

Library needs:

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades

or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates	Board of Trustees Approval Date: August 23, 2018 Board of Trustees Approval Date: December 6, 2018 Course revision board approved: August 26, 2021
Reviewer Comments	