

# ***EXHIBIT B***



**BOARD OF TRUSTEES**

**Bylaw, Policy, and Curriculum Committee Agenda Items**

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** February 19, 2026

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, February 26, 2026**:

1. Recommend approval of the following items as accepted by the College Senate at its meetings on February 5, and 19, 2026:
  - a. Revised Programs with Name Change
    - 1) Associate in Arts Degree, Performing Arts to Associate in Arts Degree, Fine and Performing Arts (**Exhibit B-1**)
    - 2) Associate in Science Degree, Graphic Arts, Design, and Media to Associate in Science Degree, Media, Communication, and Design (**Exhibit B-2**)
  - b. Inactivated Certificates of Completion
    - 1) Certificate of Completion, Advanced Manufacturing and Mechatronics (**Exhibit B-3**)
    - 2) Certificate of Completion, Technology Leadership (**Exhibit B-4**)
  - c. New Course
    - 1) SBSS 252, Travel Seminar – Business and Social Sciences (**Exhibit B-5**)

d. Revised Courses

- 1) ACCT 121, Fundamentals of Accounting (**Exhibit B-6**)
  - 2) ACCT 161, Principals of Accounting I (**Exhibit B-7**)
  - 3) ACCT 162, Principals of Accounting II (**Exhibit B-8**)
  - 4) ACCT 261, Intermediate Accounting I (**Exhibit B-9**)
  - 5) MATH 023, Algebra Basics (**Exhibit B-10**)
  - 6) MUSC 177, Ear Training and Sight Singing I (**Exhibit B-11**)
2. Recommend the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Ocean County College Foundation Scholarship Celebration on Thursday, June 4, 2026, on the Ocean County College Campus Mall from 6:00 p.m. to 10:00 p.m.

***EXHIBIT B-1***

# Program Change Request

Date Submitted: 01/23/26 9:36 am

Viewing: AA.FPA ~~AA.PA~~ : Fine and Performing Arts

Last approved: 01/16/26 10:01 am

Last edit: 02/20/26 2:31 pm

Changes proposed by: James Marshall (jmarshall)

Program Type	Associate in Arts (AA)
Program Title	<u>Fine and</u> Performing Arts
Academic School	Arts and Humanities
Effective Catalog Year	2026-2027
Program Code	<u>AA.FPA</u> <del>AA.PA</del>
CIP Code	500101 - Visual and Performing Arts, General.

## Program Description

## In Workflow

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

## Approval Path

1. 01/23/26 9:37 am  
James Marshall (jmarshall):  
Approved for AH Academic Administrator
2. 01/23/26 9:51 am  
Jonathan Molinaro (jmolinaro):  
Approved for AH Dean
3. 01/26/26 9:47 am  
James Marshall (jmarshall):

Approved for  
Executive Director  
of Curriculum and  
Program  
Development

4. 02/02/26 1:15 pm  
Catherine Mancuso  
(cmancuso):

Approved for Vice  
President of  
Academic Affairs

5. 02/12/26 8:43 pm  
Caroline Brittain  
(cbrittain):

Approved for  
Curriculum  
Committee Chair

6. 02/19/26 6:35 pm

Jennifer Dellner  
(jdellner): Approved  
for Senate Chair

## History

1. Jan 16, 2026 by  
James Marshall  
(jmarshall)

The Associate of Arts in Fine and Performing Arts provides students with a focused foundation in the fine and performing arts. The degree integrates creative practice, technical skill development, and critical inquiry through studio work, performance, and academic study specific to each concentration. Students examine artistic principles, historical and cultural contexts, and professional practices while developing an individual artistic voice and collaborative skills. Emphasis is placed on applying theory to practice, mastering discipline-appropriate materials and techniques, and preparing for successful transfer to four-year institutions or entry-level opportunities in arts-related fields.

~~This program prepares students for transfer to baccalaureate programs in dance, music, theatre performance, and theatre production. Students may select courses within one of the categories listed or from among the various categories based on their interests and transfer needs.~~

## Program Objectives

## Program Goals

Program goals	
PG1	NA

## Program Learning

## Outcomes

Students who successfully complete this program will be able to:	
PLO1	<u>Create, perform, or present artistic work that exhibits technical proficiency, perceptual awareness, and creative expression within the student's chosen concentration.</u> <del>Develop artistic/technical skill, a working vocabulary, and knowledge of equipment and materials pertaining to one or more of the performing arts disciplines (dance, music, theatre performances, and/or theater production).</del>
PLO2	<u>Apply discipline-specific theories, principles, and terminology to analyze, discuss, Define and critique artistic works within historical, cultural, and social contexts.</u> <del>discuss basic theories, principles, and terminology inherent to one or more of the performing arts.</del>
PLO3	<u>Demonstrate creative problem-solving and adaptability by responding effectively to artistic challenges and mastering new materials, techniques, or performance practices within the chosen concentration.</u> <del>Discuss the historical role, cultural reference, and social impact of one or more of the performing arts.</del>
PLO4	<u>Integrate classroom and studio learning into the production, performance, or presentation of artistic work using appropriate materials, techniques, technologies, and processes.</u> <del>Use critical thinking in analyzing a performing art and/or in managing a production.</del>
PLO5	<u>Demonstrate academic</u> <del>Compare various career opportunities</del> and professional <u>readiness by applying critical thinking, collaboration, communication skills, and an understanding</u> <del>challenges in one or more</del> of <u>transfer pathways or career opportunities related to</u> the <u>chosen concentration.</u> <del>performing arts.</del>
PLO6	<del>Apply classroom/studio learning to a performance art.</del>
PLO7	<del>Demonstrate basic performance/production principles and processes pertaining to one or more of the performing arts.</del>
PLO8	<del>Display individual style and creativity in one or more of the performing arts.</del>

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8
Required Qualifications								
<b><u>Communications</u></b>								
<u>ENGL 151</u>		<u>English I</u>						<u>3</u>
<u>ENGL 152</u>		<u>English II</u>						<u>3</u>
<u>COMM 154</u>		<u>Fundamentals of Public Speaking</u>						<u>3</u>
<b><u>History</u></b>								
		<u>History Gen. Ed. Requirement</u>						<u>3</u>
<b><u>Humanities</u></b>								
		<u>Humanities Gen. Ed. Requirement</u>						<u>3</u>
		<u>Humanities Gen. Ed. Requirement</u>						<u>3</u>
<b><u>Social Science</u></b>								
		<u>Social Science Gen. Ed. Requirement</u>						<u>3</u>
		<u>Social Science Gen. Ed. Requirement</u>						<u>3</u>
<b><u>Mathematics-Science-Technology</u></b>								
		<u>Mathematics Gen. Ed. Requirement</u>						<u>3</u>
		<u>Lab Science Gen. Ed. Requirement</u>						<u>4</u>
		<u>Technology Gen. Ed. Requirement</u>						<u>3</u>
<b><u>Diversity</u></b>								
		<u>Diversity Gen. Ed. Requirement</u>						<u>3</u>
<b><u>Program Requirement</u></b>								
<u>STSC 150</u>		<u>Student Success Seminar</u>						<u>2</u>
<b><u>Concentration Requirement</u></b>								
<u>To satisfy the Concentration requirement, students must earn 12 credits from the academic area of Fine and Performing Arts. Course prefixes for the concentration are: ARTS, DANC, MUSC, THTR.</u>								<u>12</u>
<b><u>Elective Courses</u></b>								

Electives to meet 60 credits9Total Credit Hours60

NOTES\* Students selecting courses which are less than 3 credits must take additional courses from the lists provided in order to complete a total of 12 credits in Dance and/or Music and/or Theatre and/or Arts Administration courses.\*\* 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. Note cr. (credit) = semester credit hour

**PERFORMING ARTS CATEGORIES** Students may choose courses from the extensive range of offerings listed below (without being restricted to one category) based on personal interest and/or transfer needs.

**Dance** Students interested in dance can complete the first two years of courses and gain performance experience which will prepare them to transfer to a baccalaureate program and pursue a career in the performing arts. The focus of the program is on artistic development and technical training. The curriculum is designed to promote students’ development of their academic and artistic potential. Students will gain experience in dance production and onstage performance through participation in Ocean County College dance concerts.

**Dance Course Selections** – Any course from the subject DANCMusic Students interested in music can complete the first two years of courses and gain performance experience which will prepare them to transfer to a baccalaureate program and pursue a career in musical performance. The focus of the program is on musical development and technical training. The curriculum is designed to promote students’ development of their academic and musical potential. Students will gain experience in musical performance through participation in Ocean County College musical concerts.

**Music Course Selections** – Any course from the subject MUSC – The Performing Arts degree can include no more than 8 credits of Applied Music courses (MUSC-120, MUSC-121, MUSC-220, and MUSC-221).

**Theatre** Students interested in theatre can complete the first two years of courses and gain performance and/or production experience which will prepare them to transfer to a baccalaureate program and pursue a career in theatre. The focus of the program is on theatrical development and on technical aspects of stagecraft and stagedirection. The curriculum is designed to promote students’ development of their academic and theatrical/production potential. Students may gain experience through participation in Ocean County College Theatre productions.

**Theatre Course Selections** – COMM192: Voice and Diction (3 cr.) – ENGL212: Introduction to Drama (3 cr.) – Any course from the subject THTRArts Administration Arts Administration 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 courses 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 aspects with an emphasis on money, management, and marketing. 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.

**Arts Administration Course Selections** – ACCT161: Principles of Accounting I (3 cr.) – BUSN134: Principles of Marketing (3 cr.) – Remaining courses from the Dance-Music-Theatre Course Selections. – It is recommended that students take ECON 151 Macroeconomic Principles to fulfill one of their Social Science General Education requirements.

## Plan of Study Grid

First Semester	Credit Hours
ENGL 151 English I	3

STSC 150	Student Success Seminar	2
<del>Dance-Music-Theatre-Arts Admin course (see list at end)</del> 3		
Humanities Gen. Ed. Requirement		3
Social Science Gen. Ed. Requirement		3
-	Credit Hours	0
Second Semester		
ENGL 152	English II	3
COMM 154	Fundamentals of Public Speaking	3
<del>Dance-Music-Theatre-Arts Admin course (see list at end)</del> 3		
Mathematics Gen. Ed. Requirement		3
History Gen. Ed. Requirement		3
-	Credit Hours	0
Third Semester		
<del>Dance-Music-Theatre-Arts Admin course (see list at end)</del> 3		
Humanities Gen. Ed. Requirement		3
Mathematics Gen. Ed. Requirement		3
History Gen. Ed. Requirement		3
Lab Science Gen. Ed. Requirement		4
-	Credit Hours	0
Fourth Semester		
Humanities Gen. Ed. Requirement		3
Technology Gen. Ed. Requirement		3
Diversity Gen. Ed. Requirement		3
Mathematics or Lab Science Gen. Ed. Requirement		3
<del>Dance-Music-Theatre-Arts Admin course (see list at end)</del> 3		
-	Credit Hours	0
-	Total Credit Hours	0

## Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
ENGL 151, English I	3
ENGL 152, English II	3
COMM 154, Public Speaking	3

GHUM

Course Code & Title	Credits
Any GHUM course	3
Any GHUM course	3

Course Code & Title	Credits
<del>Any GHUM course</del>	<del>3</del>

GHIS	Course Code & Title	Credits
	Any GHIS course	3
	<del>Any GHIS course</del>	<del>3</del>

GSOC	Course Code & Title	Credits
	Any GSOC course	3
	Any GSOC course	3

GDIV	Course Code & Title	Credits
	Any GDIV course	3

GMAT/ GSCI/ GTEC	Course Code & Title	Credits
	Any GMAT course	3
	Any GSCI <u>Lab Science</u> <del>course</del>	<u>4</u> <del>3</del>
	Any GTEC course	3
	<del>Any GMAT or GSCI course</del>	<del>3</del>

Concentration Courses	Course Code & Title	Credits
	<u>ARTS, DANC, MUSC, or THTR course</u> <del>Dance-Music-Theatre-Arts Admin course</del>	3
<u>ARTS, DANC, MUSC, or THTR course</u> <del>Dance-Music-Theatre-Arts Admin course</del>	3	
<u>ARTS, DANC, MUSC, or THTR course</u> <del>Dance-Music-Theatre-Arts Admin course</del>	3	
<u>ARTS, DANC, MUSC, or THTR course</u> <del>Dance-Music-Theatre-Arts Admin course</del>	3	

Elective Courses	Course Code & Title	Credits
	STSC 150, Student Success Seminar	2
<u>Electives to meet 60 Credits</u>	<u>9</u>	

## Board Approval

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History of Board

approval dates

Board of Trustees Approval Date: January 27, 2014

NJ Presidents' Council Approval Date: April 28, 2014

Board of Trustees Approval Date: June 29, 2016

Board of Trustees Approval Date: November, 2017

Board of Trustees Approval Date: March 29, 2018

Board of Trustees Approval Date: January 24, 2018

Board of Trustees Approval Date: May 30, 2019

Reviewer

Comments

***EXHIBIT B-2***

# Program Change Request

Date Submitted: 11/10/25 3:27 pm

Viewing: AS.CDM ~~AS.GADM~~ : ~~Graphic Arts, Design, & Media, Communication, and Design,~~ **Associate in Science**

Last approved: 03/10/25 9:22 am

Last edit: 02/24/26 8:24 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using this Program  
[Graphic Arts, Design, & Media; Associate in Science](#)

Program Type	Associate in Science (AS)
Program Title	<del>Graphic Arts, Design, &amp; Media, <u>Communication, and Design,</u></del> Associate in Science
Academic School	Arts and Humanities
Effective Catalog Year	2026-2027
Program Code	<u>AS.CDM</u> <del>AS.GADM</del>
CIP Code	500102 - Digital Arts.

**Program Description**

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## In Workflow

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

## Approval Path

1. 11/11/25 9:06 am  
Kathryn Kingsbury (kkingsbury):  
Approved for AH Academic Administrator
2. 11/11/25 9:43 am  
Jonathan Molinaro (jmolinaro):  
Approved for AH Dean

3. 11/11/25 9:52 am  
James Marshall  
(jmarshall):  
Approved for  
Executive Director  
of Curriculum and  
Program  
Development
4. 11/13/25 1:05 pm  
Eileen Garcia  
(egarcia): Approved  
for Vice President of  
Academic Affairs
5. 12/05/25 9:55 am  
Caroline Brittain  
(cbrittain):  
Approved for  
Curriculum  
Committee Chair
6. 02/04/26 4:14 pm  
Jonathan Molinaro  
(jmolinaro):  
Approved for AH  
Dean
7. 02/12/26 8:43 pm  
Caroline Brittain  
(cbrittain):  
Approved for  
Curriculum  
Committee Chair
8. 02/19/26 6:36 pm  
Jennifer Dellner  
(jdellner): Approved  
for Senate Chair

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## History

1. Jun 2, 2022 by  
soconnor
2. Apr 10, 2023 by  
soconnor

3. May 17, 2023 by soconnor
4. Apr 17, 2024 by James Marshall (jmarshall)
5. Mar 7, 2025 by James Marshall (jmarshall)
6. Mar 10, 2025 by James Marshall (jmarshall)

The Associate in Science (A.S.) in Media, Communication, and Design provides a multidisciplinary foundation in film/TV, media production, communication, and visual design. Students develop critical thinking, media literacy, and technical skills while exploring how art and texts are created, designed, and distributed across various platforms. The program offers concentrations A.S. degree in Communication Studies, Film Studies, Graphic Arts, Design, and Media Production, allowing offers students to tailor their the first two years of coursework to academic and career interests. in various design avenues. Graduates are prepared for transfer to four-year institutions or entry-level opportunities in media, communication, design, and related fields.

The program provides the foundation courses that allow students to transfer into baccalaureate programs in design, which will prepare them for design fields in print, multimedia, and the web. Students gain a comprehensive understanding of the discipline and the ability to create a portfolio of work necessary for a career in the industry.—

## Program Objectives

### Program Goals

Program goals	
PG1	NA

### Program Learning

#### Outcomes

Students who successfully complete this program will be able to:	
PLO1	<u>Demonstrate an understanding of the fundamental principles, concepts, and terminology within Media, Communication, and Design</u> Construct, communicate, and modify specific messages with visual design tools (print or electronic):

Students who successfully complete this program will be able to:	
PLO2	<u>Apply creative, aesthetic, and technical skills to produce original work in visual, performing, or digital media that communicates ideas effectively.</u> <del>Apply creative thinking and problem-solving techniques to various design tasks.</del>
PLO3	<u>Use written, oral, and visual communication skills to convey ideas clearly and appropriately for diverse audiences and purposes.</u> <del>Demonstrate ethical and social awareness of the history of design practices.</del>
PLO4	<u>Analyze, interpret, and evaluate artistic and media works using critical thinking and creative problem-solving strategies.</u> <del>Appraise and inspect others' work while participating in group critiques.</del>
PLO5	<u>Utilize relevant tools, technologies, and software to support creative expression, design, and communication in multimedia fields.</u> <del>Demonstrate skill in receptive and expressive communication.</del>
PLO6	<u>Recognize and reflect upon the cultural, social, and ethical contexts that shape artistic and communicative practices.</u> <del>Analyze information gathered through different media and from a variety of sources.</del>
PLO7	<u>Work effectively in collaborative and interdisciplinary settings, demonstrating professional conduct, respect, and teamwork.</u> <del>Develop aesthetic and intellectual understanding pertaining to visual communications.</del>
PLO8	<u>Develop a portfolio or body of work that demonstrates readiness to transfer into a baccalaureate program or pursue entry-level opportunities in media, communication, or design.</u> <del>Develop and maintain a body of creative work.</del>

### Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8
<u>ENGL 151</u> 								
<u>ENGL 152</u> 								

Required Qualifications

Communications

ENGL 151

English I

<u>ENGL 152</u>	<u>English II</u>	<u>3</u>
<b><u>Humanities</u></b>		
<u>Humanities Gen. Ed. Requirement</u>		<u>3</u>
<b><u>Social Sciences</u></b>		
<u>Social Science Gen. Ed. Requirement</u>		<u>3</u>
<b><u>Humanities and Social Science</u></b>		
<u>Humanities or Social Science Gen. Ed. Requirement</u>		<u>3</u>
<b><u>Mathematics-Science-Technology</u></b>		
<u>Mathematics Gen. Ed. Requirement</u>		<u>3</u>
<u>Lab Science Gen. Ed. Requirement</u>		<u>4</u>
<u>Technology Gen. Ed. Requirement <sup>1</sup></u>		<u>3</u>
<b><u>Additional General Education Credit</u></b>		
<u>Any Course from the Gen. Ed. Course List</u>		<u>6</u>
<b><u>Program Requirement</u></b>		
<u>Any STSC - Student Success Seminar course <sup>2</sup></u>		<u>2</u>
<b><u>Department Concentration</u></b>		
<u>To satisfy the Major concentration, students must earn 18 credits from the academic area of Communication, Arts, and Design. Course prefixes for the concentration are: COEM, COMM, CSIT, GRPH, FILM, or PHOT. <sup>3</sup></u>		<u>18</u>
<b><u>Elective Courses</u></b>		
<u>Electives to meet 60 credits</u>		<u>9</u>
<b><u>Total Credit Hours</u></b>		<b><u>60</u></b>

<sup>1</sup> 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.

<sup>2</sup> A variety of STSC -Student Success Seminar courses are available.

<sup>3</sup> CSIT 110 and CSIT 123 cannot be applied to the department concentration requirement.

### Plan of Study Grid

First Semester	Credit Hours
ENGL 151     English I	3
ARTS 182     Art From Renaissance to Modern World or ARTS 205     or Modern Art	3

PHOT 181	Basic Digital Photography	3
GRPH 151	Graphic Design I	3
Any STSC – Student Success Seminar course <sup>1</sup>		2
-	Credit Hours	0
Second Semester		
ENGL 152	English II	3
ARTS 183	Basic Drawing	3
GRPH 152	Graphic Design II	3
Mathematics Gen. Ed. Requirement		3
Any Gen. Ed. Requirement		3
-	Credit Hours	0
Third Semester		
GRPH 251	InDesign and Typography	3
ARTS 184	Two-Dimensional Design	3
Social Science Gen. Ed. Requirement		3
Technology Gen. Ed. Requirement <sup>2</sup>		3
Graphic Arts, Design, and Media Elective <sup>3</sup>		3
-	Credit Hours	0
Fourth Semester		
GRPH 281	Graphics Portfolio	3
Humanities or Social Science Gen. Ed. Requirement		3
Lab Science Gen. Ed. Requirement		4
Any Gen. Ed. Requirement		3
Graphic Arts, Design, and Media Elective <sup>3</sup>		3
-	Credit Hours	0
-	Total Credit Hours	0
Graphic Arts, Design, and Media Electives		
ARTS 186	Three-Dimensional Design	3
ARTS 286	Painting I	3
COEM 220	Video Location Production	3
COEM 224	Video Editing and Post Production	3
COEM 230	Audio Recording for Electronic Media	3
GRPH 101	History of Graphic Design and Visual Com	3
PHOT 187	Experimental Digital Photography	3
PHOT 188	Intermediate Digital Photography	3
PHOT 207	Photojournalism	3

## Degree Requirements Breakdown

GCOM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	ENGL 151	3
	ENGL 152	3
GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<u>Gen. Ed. Humanities</u> <del>ARTS 182 or ARTS 205</del>	3
GSOC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<u>Gen. Ed. Social Sciences</u> <del>Any GSOC</del>	3
GSOC/ GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<u>Gen. Ed. Humanities or Social Science</u> <del>Any GSOC/GHUM</del>	3
GMAT/ GSCI/ GTEC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<u>Gen. Ed. Mathematics</u> <del>Any GSCI, GMAT, GTEC</del>	<u>3</u> <del>10</del>
	<u>Gen. Ed. Lab Science</u>	<u>4</u>
	<u>Gen. Ed. Technology</u>	<u>3</u>
General Education	<b>Course Code &amp; Title</b>	<b>Credits</b>
	Any <u>Gen. Ed. Credit</u>	6
Concentration Courses	<b>Course Code &amp; Title</b>	<b>Credits</b>
	<u>Department Concentration</u> <del>ARTS 183</del>	<u>18</u> <del>3</del>
	<del>ARTS 184</del>	<del>3</del>
	<del>GRPH 151</del>	<del>3</del>
	<del>GRPH 152</del>	<del>3</del>
	<del>GRPH 251</del>	<del>3</del>
	<del>GRPH 281</del>	<del>3</del>
	<del>PHOT 181</del>	<del>3</del>

Elective Courses

Course Code & Title	Credits
<del>GADM</del> Electives	<u>9</u> 6

## Board Approval

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History of Board

approval dates

Board of Trustees Approval Date: January 26, 2018

NJPC Approval date: March 2018

Board of Trustees Approval Date December 6, 2018

Board of Trustees Approval Date: March 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).

Board of Trustees Approval Date: February 27, 2025

Reviewer

Comments

***EXHIBIT B-3***

# Program Change Request

A deleted record cannot be edited

## Program Inactivation Proposal

Date Submitted: 01/13/26 2:33 pm

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

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

Last edit: 01/13/26 2:33 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using  
this Program

[Advanced Manufacturing and Mechatronics, Certificate of Completion](#)

Final Catalog            2025-2026

Rationale for  
Inactivation

### In Workflow

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

### Approval Path

1. 01/13/26 2:52 pm  
Connor Sampson (csampson):  
Approved for STEM Academic Administrator
2. 01/13/26 3:41 pm  
Vandana Saini (vsaini): Approved for STEM Dean
3. 01/13/26 4:28 pm  
James Marshall (jmarshall):

Approved for  
Executive Director  
of Curriculum and  
Program  
Development

4. 01/14/26 1:15 pm  
Catherine Mancuso  
(cmancuso):

Approved for Vice  
President of  
Academic Affairs

5. 01/29/26 2:05 pm  
Caroline Brittain  
(cbrittain):

Approved for  
Curriculum  
Committee Chair

6. 02/06/26 7:01 am  
Jennifer Dellner  
(jdellner): Approved  
for Senate Chair

## History

1. Jan 6, 2022 by  
Pamela Bogdan  
(pbogdan)
2. Jun 23, 2022 by  
soconnor
3. Apr 10, 2023 by  
soconnor
4. Jan 8, 2024 by  
soconnor
5. Feb 12, 2025 by  
cfallon

The Advanced Manufacturing and Mechatronics Certificate of Completion is recommended for inactivation due to persistently low student interest and the absence of demonstrated student outcomes since its launch. Program review findings indicate that, despite technical relevance and alignment with advanced manufacturing competencies, the certificate has not attracted or sustained a viable student population, nor has it produced completers or outcome data sufficient to assess effectiveness.

Additionally, limited industry engagement and minimal visibility within marketing, advising, and workforce outreach have constrained the program's ability to validate employer demand or function as a meaningful standalone credential. Inactivation will allow the College to concentrate resources on higher-performing and more clearly articulated pathways.

Program Type	Certificate of Completion
Program Title	Advanced Manufacturing and Mechatronics, Certificate of Completion
Academic School	Science, Technology, Engineering, Mathematics
Will this program exceed the programmatic mission level for the Institution?	
Effective Catalog Year	2025-2026
Program Code	CC.AMAM
CIP Code	144201 - Mechatronics, Robotics, and Automation Engineering.

### **Program Description**

---

The Advanced Manufacturing and Mechatronics Certificate of Completion program is designed for those students planning to work in a manufacturing industry. The Mechatronics Certificate of Completion program will prepare students to enter the workforce with the ability to operate and maintain equipment found in a modern manufacturing environment.

As manufacturing advances into a more automated production system, a higher level of technical expertise is required of the labor force. The certificate holders will have experience with the operation and maintenance of computer numeric controlled (CNC) machines and programmable logic controllers (PLCs), as well as a working knowledge of basic electronics, pneumatic, and mechanical systems.

### Program Learning

#### Outcomes

	<b>Students who successfully complete this program will be able to:</b>
PLO1	Make use of their working knowledge of basic electronics, pneumatic, and mechanical systems in the context of advanced manufacturing and mechatronics.

	<b>Students who successfully complete this program will be able to:</b>
PLO2	Utilize their entry level skills for the operation and maintenance of computer numeric controlled (CNC) machines and programmable logic controllers (PLCs).

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2
<b>Freshman</b>		
<b>First Semester</b>		
<a href="#"><u>ENGR 181</u></a>	Project	Project
<a href="#"><u>ENGT 102</u></a>	Project	
<a href="#"><u>MATH 156</u></a>		
<a href="#"><u>ENGT 144</u></a>	Exam	Exam
<b>Second Semester</b>		
<a href="#"><u>ENGT 114</u></a>	Project	Project
<a href="#"><u>ENGT 140</u></a>		Project
<a href="#"><u>ENGT 150</u></a>		Project
<a href="#"><u>MECH 150</u></a>	Project	
<b>FirstSemester</b>		
<b>SecondSemester</b>		

Required Qualifications

Plan of Study Grid

Freshman

First Semester

Credit Hours

<a href="#"><u>ENGR 181</u></a> Graphics for Engineers	2
<a href="#"><u>ENGT 102</u></a> Manufacturing Processes	3
<a href="#"><u>MATH 156</u></a> Introduction to Statistics (or higher, excluding <a href="#"><u>MATH 171</u></a> )	3
<a href="#"><u>ENGT 144</u></a> DC/AC Electric Circuits	4
Credit Hours	12

Second Semester

<a href="#"><u>ENGT 114</u></a> Principles of Quality Control In Manufacturing	3
<a href="#"><u>ENGT 140</u></a> Introduction to Computer Numeric Controlled (CNC) Machines	3
<a href="#"><u>ENGT 150</u></a> Automated Control Systems	4

<b>MECH 150</b> Introduction to Hydraulics and Pneumatics	4
Credit Hours	14
Total Credit Hours	26

## Degree Requirements Breakdown

GCOM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	--	--
GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	--	--
GSOC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	--	--
GSOC/ GHUM	<b>Course Code &amp; Title</b>	<b>Credits</b>
	--	--
GMAT/ GSCI/ GTEC	<b>Course Code &amp; Title</b>	<b>Credits</b>
	MATH 156 or higher (not MATH 171)	3-6
General Education	<b>Course Code &amp; Title</b>	<b>Credits</b>
	--	--
Concentration Courses	<b>Course Code &amp; Title</b>	<b>Credits</b>
	ENGT 144 DC/AC Electric Circuits	4
	ENGR 181 Graphics for Engineers	2
	ENGT 102 Manufacturing Process	3
	ENGT 114 Principles of Quality Control & Quality Management	3
	ENGT 140 Introduction to Computer Numeric Controlled (CNC) Machines	3
	ELET 150 Automated Control Systems	4
	MECH 150 Introduction to Hydraulics and Pneumatics	4

Elective Courses

Course Code & Title	Credits
--	--

Reviewer

Comments

***EXHIBIT B-4***

# Program Change Request

A deleted record cannot be edited

## Program Inactivation Proposal

Date Submitted: 01/13/26 2:31 pm

Viewing: **CC.TL : Technology Leadership, Certificate of Completion**

Last approved: 04/10/23 1:43 pm

Last edit: 01/13/26 2:31 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages Using this Program

[Technology Leadership, Certificate of Completion](#)

Final Catalog                      2025-2026

Rationale for  
Inactivation

### In Workflow

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

### Approval Path

1. 01/13/26 2:52 pm  
Connor Sampson (csampson):  
Approved for STEM Academic Administrator
2. 01/13/26 3:41 pm  
Vandana Saini (vsaini): Approved for STEM Dean
3. 01/13/26 4:28 pm  
James Marshall (jmarshall):

Approved for  
Executive Director  
of Curriculum and  
Program  
Development

4. 01/14/26 1:15 pm  
Catherine Mancuso  
(cmancuso):

Approved for Vice  
President of  
Academic Affairs

5. 01/29/26 2:05 pm  
Caroline Brittain  
(cbrittain):

Approved for  
Curriculum  
Committee Chair

6. 02/06/26 7:01 am

Jennifer Dellner  
(jdellner): Approved  
for Senate Chair

## History

1. Jul 26, 2021 by  
Pamela Bogdan  
(pbogdan)
2. Nov 10, 2021 by  
soconnor
3. Jun 22, 2022 by  
soconnor
4. Apr 10, 2023 by  
soconnor
5. Apr 10, 2023 by  
soconnor

The Technology Leadership Certificate of Completion is recommended for inactivation due to sustained lack of student demand and the absence of measurable outcomes since its launch. Enrollment data show extremely low student enrollment, with zero completions across four academic years, making it impossible to assess student success, equity outcomes, or workforce impact. While the curriculum is aligned with technical leadership and project management competencies, the program has not demonstrated sufficient market demand, advisory board

validation, or visibility to justify continued standalone offering. Given these factors, inactivation will allow the College to reallocate resources more effectively while retaining relevant project management coursework.

Program Type	Certificate of Completion
Program Title	Technology Leadership, Certificate of Completion
Academic School	Science, Technology, Engineering, Mathematics
Will this program exceed the programmatic mission level for the Institution?	
Effective Catalog Year	2025-2026
Program Code	CC.TL
CIP Code	140101 - Engineering, General.

### **Program Description**

---

This certificate can be taken independently or as a complement to the A.S. in Engineering and A.A.S. in Industrial Technology degree programs. This certificate will provide students with the knowledge, skills, tools, and methodologies needed to lead technical teams, projects, and programs.

### Program Learning Outcomes

	<b>Students who successfully complete this program will be able to:</b>
PLO1	Complete the training step required to pursue their Project Management Professional (PMP) certification.
PLO2	Apply their engineering process definition phase knowledge, skill, tools and methodologies to real world technical projects.
PLO3	Apply their engineering process build phase knowledge, skill, tools and methodologies to real world technical projects.
PLO4	Apply their engineering process test phase knowledge, skill, tools and methodologies to real world technical projects.

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4
<b>Freshman</b>				
<b>First Semester</b>				
<a href="#">ENGT 114</a> 				Project
<a href="#">ENGT 191</a> 				
<a href="#">ENGT 192</a> 				
<a href="#">ENGT 193</a> 				
<a href="#">ENGT 195</a> 				
<a href="#">ENGT 196</a> 				
<b>FirstSemester</b>				
<a href="#">ENGR 161</a> 		Project		
<a href="#">ENGR 198</a> 		Project	Project	
<a href="#">ENGT 102</a> 			Project	
<a href="#">ENGT 140</a> 			Project	
<a href="#">ENGT 144</a> 		Project	Project	Project
<a href="#">ENGT 150</a> 		Project	Project	Project
<a href="#">ENGR 161</a> 		Project		
<a href="#">ENGR 198</a> 		Project	Project	
<a href="#">ENGT 102</a> 			Project	
<a href="#">ENGT 140</a> 			Project	
<a href="#">ENGT 144</a> 		Project	Project	Project
<a href="#">ENGT 150</a> 		Project	Project	Project
<b>FirstSemester</b>				
<a href="#">ENGT 114</a> 				Project
<a href="#">ENGT 191</a> 				
<a href="#">ENGT 192</a> 				
<a href="#">ENGT 193</a> 				

Course Code	PLO 1	PLO 2	PLO 3	PLO 4
<a href="#">ENGT 195</a> 				
<a href="#">ENGT 196</a> 				

## Required Qualifications

## Plan of Study Grid

Freshman

First Semester

Credit Hours

<a href="#">ENGT 114</a> Principles of Quality Control In Manufacturing	3
<a href="#">ENGT 191</a> Design - Technical Projects and Experience	1
<a href="#">ENGT 192</a> Build - Technical Projects and Experience	1
<a href="#">ENGT 193</a> Test - Technical Projects and Experience	1
<a href="#">ENGT 195</a> Tools for Technical Communications	3
<a href="#">ENGT 196</a> Project Management	3
<a href="#">Leadership Technology Program Electives</a>	3-4
Credit Hours	15-16
Total Credit Hours	15-16

### Leadership Technology Program Electives

Students may select courses from the following list or equivalent courses per appropriate approval.

<a href="#">ENGR 161</a>	Construction Methods and Materials	3
<a href="#">ENGR 198</a>	Autodesk Inventor: 3D Design & Prototyping	3
<a href="#">ENGT 102</a>	Manufacturing Processes	3
<a href="#">ENGT 140</a>	Introduction to Computer Numeric Controlled (CNC) Machines	3
<a href="#">ENGT 144</a>	DC/AC Electric Circuits	4
<a href="#">ENGT 150</a>	Automated Control Systems	4

## Degree Requirements Breakdown

GCOM

Course Code & Title	Credits
--	--

GHUM

Course Code & Title	Credits
--	--

GSOC

Course Code & Title	Credits
--	--

## GSOC/ GHUM

Course Code & Title	Credits
--	--

## GMAT/ GSCI/ GTEC

Course Code & Title	Credits
--	--

## General Education

Course Code & Title	Credits
--	--

Concentration  
Courses

Course Code & Title	Credits
ENGT 195 Tools for Technical Communications	3
ENGT 191 Technical Projects & Experience – Design	2
ENGT 192 Technical Projects & Experience – Build	2
ENGT 114 Principles of Quality Control In Manufacturing 3	3
ENGT 193 Technical Projects & Experience – Test	2
ENGT 196 Project Management	3

## Elective Courses

Course Code & Title	Credits
ENGR 161 Construction Methods and Materials	3
ENGT 144 DC/AC Electric Circuits	4
ENGT 150 Automated Control Systems	4
ENGR 198 Autodesk Inventor	3
ENGT 102 Manufacturing Processes	3
ENGT 140 Introduction to Computer Numeric Controlled (CNC) Machines	3

***EXHIBIT B-5***

# Course Change Request

## New Course Proposal

Date Submitted: 01/12/26 2:04 pm

Viewing: **SBSS 252 : Travel Seminar - Business and Social Sciences**

Last edit: 02/17/26 9:41 am

Changes proposed by: Katherine Toy (ktoy)

Learning Outcomes

Display (show only)

### In Workflow

1. **BS Academic Administrator**
2. **BS 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. BS Academic Administrator
11. Colleague

### Approval Path

1. 01/21/26 8:27 am  
James Marshall (jmarshall): Approved for BS Academic Administrator
2. 02/02/26 11:59 am  
James Hadley (jhadley): Approved for BS Dean
3. 02/04/26 1:52 pm  
James Marshall (jmarshall): Approved for

Executive Director  
of Curriculum and  
Program  
Development

4. 02/12/26 8:57 pm

Caroline Brittain  
(cbrittain):

Approved for  
Curriculum  
Committee Chair

5. 02/19/26 6:36 pm

Jennifer Dellner  
(jdellner): Approved  
for Senate Chair

6. 02/20/26 9:14 am

Catherine Mancuso  
(cmancuso):

Approved for Vice  
President of  
Academic Affairs

## 1. Course Information

---

Subject	SBSS - Business and Social Science
Course Number	252
School	Business and Social Sciences
Course Title	Travel Seminar - Business and Social Sciences

## 2. Hours

---

Semester Hours	3
Lecture	2
Lab	0
Practicum	3

## 3. Catalog Description

---

For display in the  
online catalog

This travel seminar affords students the opportunity to immerse themselves in the history, culture, and environment of a selected country or region. Students will explore social, political, business, economic, and cultural systems, including scientific and environmental aspects relevant to the destination. Through guided tours, cultural events, and experiential learning activities, students will understand fields such as psychology, marketing, and tourism, within broader social and environmental contexts. The course encourages cross-cultural understanding, critical thinking, and the application of both scientific and humanistic perspectives.

## 4. Requisites

---

Prerequisites

None

Corequisites

None

## 5. Course Type

---

Course Fee Code

Course Type for NVOC

Perkins Reporting

## 6. Justification

---

Describe the need  
for this course

This is a travel course with the aim of providing students with a holistic worldview. It serves as a free elective.

## 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 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	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

### Transferability of Course

Georgian Court  
University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Monmouth  
University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Rutgers - New  
Brunswick, Mason  
Gross School of the  
Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

If not transferable  
to any institution,  
explain:

## 10. Course Learning Outcomes

---

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Summarize the holistic aspects of the selected culture or region, integrating perspectives from business, history, social sciences, humanities, or natural sciences.
CLO2	Describe key cultural, social, political, economic, and environmental components of the destination.

<b>Students who successfully complete this course will be able to:</b>	
CLO3	Evaluate cultures and environments using a culturally and contextually informed perspective.
CLO4	Assess the relationship between language, communication, and local practices.
CLO5	Analyze economic, political, and exchange systems within the region.
CLO6	Recognize family structures, gender roles, and social identities within the culture and their psychological impact.
CLO7	Illustrate major religious, environmental and belief systems and their connections to broader cultural practices.
CLO8	Examine the destination through experiential learning, guided tours, and hands-on engagement

## 11. Topical Outline

---

(include as many themes/skills as needed)

	<b>Major Themes/ Skills</b>	<b>Assignments (Recommended but not limited to)</b>	<b>Assessments (Recommended but not limited to)</b>	<b>Course Learning Outcome(s)</b>
TO1	Develop an overall, holistic understanding of the selected location and its relationship to the relevant business or social science discipline.	Reading and/or writing assignment Discussions/group project Question of the day Experiential learning through travel experience	Quiz, exam, writing assignment, project	CLO1-CLO8
TO2	Analyze the historical and cultural context for observed practices and institutions in the selected location.	Reading and/or writing assignment Discussions/group project Question of the day Experiential learning through travel experience	Quiz, exam, writing assignment, project	CLO1-CLO8

	<b>Major Themes/ Skills</b>	<b>Assignments (Recommended but not limited to)</b>	<b>Assessments (Recommended but not limited to)</b>	<b>Course Learning Outcome(s)</b>
TO3	Evaluate current economic, political, cultural, and social happenings in the location and how they relate to key aspects of the business or social science discipline.	Reading and/or writing assignment Discussions/group project Question of the day Experiential learning through travel experience	Quiz, exam, writing assignment, project	CLO1-CLO8
TO4	Identify landmarks and sites specific and relevant to the select country and discipline.	Reading and/or writing assignment Discussions/group project Question of the day Experiential learning through travel experience	Quiz, exam, writing assignment, project	CLO1-CLO8
TO5	Compare and contrast facets of the relevant discipline in the select country with those in the US.	Reading and/or writing assignment Discussions/group project Question of the day Experiential learning through travel experience	Quiz, exam, writing assignment, project	CLO1-CLO8

## 12. Methods of Instruction

---

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

- Lectures
- Group work and discussion
- Readings, video presentations,
- Guest speakers, appropriate writing assignments
- Experiential learning through travel 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 CLO1-CLO8

Learning Outcome

Related Outline TO1-TO5

Component

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

Quiz, exam, writing assignment, project

---

Humanistic Perspective

---

Historical Perspective

---

Global and Cultural Awareness Yes

Related Course CLO1-CLO8

Learning Outcome

Related Outline TO1-TO5

Component

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

Quiz, exam, writing assignment, project



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.

Reviewer

Comments

***EXHIBIT B-6***

# Course Change Request

Date Submitted: 01/06/26 8:56 am

Viewing: **ACCT 121 : Fundamentals of Accounting**

Last approved: 02/11/21 4:00 am

Last edit: 01/06/26 8:56 am

Changes proposed by: Katherine Toy (ktoy)

Catalog Pages referencing this course: [Accounting.\(ACCT\)](#)

Programs referencing this course: [AAS.BUS: Business, Associate in Applied Science](#), [CT.SBM: Small Business Management, Certificate of Proficiency](#), [AS.ACCT: Accounting, Associate in Science](#)

Justification for this inactivation request

Learning Outcomes Display (show only)

## 1. Course Information

Subject	ACCT - Accounting
New Subject	
Course Number	121
School	Business and Social Sciences
Course Title	Fundamentals of Accounting

## 2. Hours

Semester Hours	3.00000
Lecture	3
Lab	0
Practicum	0

### In Workflow

1. **BS Academic Administrator**
2. **BS 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. BS Academic Administrator
11. Colleague

### Approval Path

1. 01/06/26 8:58 am  
James Marshall (jmarshall): Approved for BS Academic Administrator
2. 01/21/26 8:44 am  
James Hadley (jhadley): Approved for BS Dean
3. 01/21/26 9:10 am  
James Marshall (jmarshall): Approved for Executive Director of Curriculum and Program Development
4. 02/12/26 8:43 pm  
Caroline Brittain

(cbrittain):

Approved for

Curriculum

Committee Chair

5. 02/19/26 6:35 pm

Jennifer Dellner

(jdellner): Approved

for Senate Chair

6. 02/20/26 9:14 am

Catherine Mancuso

(cmancuso):

Approved for Vice

President of

Academic Affairs

Clinical

Preceptorship

### 3. Catalog Description

For display in the  
online catalog

This course introduces ~~is an introduction to the fundamental concepts of~~ accounting concepts principles and principles. ~~methods: A Specific content includes a~~ thorough explanation of the accounting cycle ~~Accounting Cycle~~ and how it relates ~~pertains~~ to a service and ~~or~~ merchandising business will be discussed. ~~business: Topics includes~~ Special subject areas include adjusting entries, closing entries, inventory considerations, entries and basic ~~preparing~~ financial statements. This course is a recommended preparatory course for Principles of Accounting I. ~~Accounting:~~

### 4. Requisites

Prerequisites	None
Corequisites	None

### 5. Course Type

Course Fee Code	1
Course Type for Perkins Reporting	vocational (approved for Perkins funding)

### 6. Justification

#### History

1. Feb 11, 2021 by  
soconnor

Describe the need for this course      Students in this course will learn the basic concepts of accounting principles. In addition, this course prepares students for success in understanding the advanced concepts in Principles of Accounting I.

### 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

General Education

Category

General Education

Status

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 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:

	<a href="#">Add item</a>
1	Providing high quality educational experiences in accounting that prepare and empower diverse learners to excel in accounting/business (Academic Master Plan).
2	Provide students with the accounting training they need to secure internships and externships in the accounting and business community (Academic Master Plan).
3	Creatively and engagingly present the most current and relevant accounting/business training (Vision Statement).
4	Provide high quality academic instruction, advisement and enrichment activities that inspire success in students through instruction from accounting/business experts (Mission statement).

### 9. Related Courses at Other Institutions

#### Comparable Courses at NJ Community Colleges

Institution	Bergen CC
Course Title	Introduction to Accounting
Course Number	ACC-100

Number of Credits 3

Comments

Institution Mercer County CC

Course Title Office Accounting 1

Course Number ACC 106

Number of Credits 3

Comments

## Transferability of Course

Georgian Court  
University

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

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
FEX 1000 Elective Credit, 3 cr.	Elective	

Monmouth  
University

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

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
INTR 99070 Elective Credit, 3 cr.	Elective	

Rutgers - New  
Brunswick, Mason  
Gross School of the  
Arts

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

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC, Elective Credit, 3 cr.	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	<u>Identify and describe</u> Define the <u>components of the</u> accounting <u>equation</u> . <del>equation, terminology and impact on a business.</del>
CLO2	Analyze and record business transactions using <u>debits</u> <del>debits, credits</del> and <u>credits</u> . <del>"T" accounts.</del>
CLO3	Record business transactions in a General <u>Journal and post to the General Ledger</u> . <del>Journal.</del>
<del>CL04</del>	<del>Post business transactions from a General Journal to a General Ledger.</del>
<u>CL04</u> <del>CL05</del>	<u>Prepare various financial statements</u> . <del>Prepare a Trial Balance, Income Statement,</del> <del>and a Balance Sheet.</del>
<u>CL05</u> <del>CL06</del>	<u>Prepare a worksheet used for</u> Record adjusting entries <u>and financial statement</u> <u>preparation</u> . <del>in a General Journal.</del>
<u>CL06</u> <del>CL07</del>	<u>Journalize adjusting and closing entries in the General Journal</u> . <del>Prepare a ten</del> <del>column worksheet.</del>
<u>CL07</u> <del>CL08</del>	Explain the <u>differences</u> <del>difference</del> between a <u>service</u> <del>Service</del> and <u>a merchandise</u> <u>business</u> . <del>Merchandise Business.</del>
<del>CL09</del>	<del>Record business transactions in specialized journals and ledgers.</del>

## 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	The Process of Analysis a. Accounting Equation b. Debits/Credits c. General Journal	1. Reading 2. Class Discussion 3. Performance based assignments	1. Graded assignments 2. Quizzes 3. Exams	CLO1, CLO2, CLO3
TO2	The Process of Transfer a. General Ledger b. Account Balances	1. Reading 2. Class Discussion 3. Performance based assignments	1. Graded assignments 2. Quizzes 3. Exams	<u>CLO3</u> <del>CL04</del>
TO3	Financial Statements a. Trial Balance b. Income Statement c. Balance Sheet	1. Reading 2. Class Discussion 3. Performance based assignments	1. Graded assignments 2. Quizzes 3. Exams	<u>CLO4</u> <del>CL05</del>
TO4	Ten Column Worksheet a. Adjusting Entries b. Depreciation	1. Reading 2. Class Discussion 3. Performance based assignments	1. Graded assignments 2. Quizzes 3. Exams	<u>CLO5, CLO6</u> <del>CL06,</del> <del>CL07</del>
TO5	Merchandising Business a. <u>Inventory valuation</u>	1. Reading 2. Class Discussion	1. Graded assignments 2. Quizzes	<u>CLO7</u> <del>CL08, CL09</del>

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	<u>b. Costing methods</u> <del>Cash versus Accrual</del> <del>b.Specialized Journals</del> <del>c.Specialized Ledgers</del>	3. Performance based assignments	3. Exams	

## 12. Methods of Instruction

---

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

Lecture  
Discussion  
Assignment and review of problems  
Quizzes and/or exams

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

---

### Information

Communication-Written and Oral

Related Course

Learning Outcome

Related Outline

Component

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

---

Quantitative Knowledge and Skills

Related Course

Learning Outcome

Related Outline

Component

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

---

Scientific Knowledge and Reasoning

Related Course

Learning Outcome

Related Outline

Component

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

---

Technological Competency

Related Course

Learning Outcome

Related Outline

Component

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

---

Information Literacy

Related Course

Learning Outcome

Related Outline

Component

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

---

Society and Human Behavior

Related Course

Learning Outcome

Related Outline

Component

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

---

Humanistic Perspective

Related Course

Learning Outcome

Related Outline

Component

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

---

Historical Perspective

Related Course

Learning Outcome

Related Outline

Component

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

---

Global and Cultural Awareness

Related Course

Related Outline

Component

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

---

Ethical Reasoning and Action

Related Course

Learning Outcome

Related Outline

Component

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

---

Independent/Critical Thinking                      Yes

Related Course                      CLO1 - CLO7 ~~CLO9~~

Learning Outcome

Related Outline                      TO1 - TO5

Component

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

Graded Assignments

Quizzes

Exams

## 14. Needs

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Instructional Materials (text etc.):                      Department approved textbook and/or open educational resources.

Technology Needs:

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

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

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History of Board approval dates	<p>Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006; March 8, 2006</p> <p>Board of Trustees Approval Date: March 26, 2012</p> <p>PLT Approval of Form: May 22, 2012</p> <p>Board of Trustees Approval Date: November 4, 2013</p> <p>PLT Approval: November 25, 2014</p> <p>Board of Trustees Approval Date: December 8, 2014</p> <p>Board of Trustees Approval Date: February 27, 2020</p>
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Reviewer  
Comments

***EXHIBIT B-7***

# Course Change Request

Date Submitted: 01/06/26 8:57 am

Viewing: **ACCT 161 : Principles of Accounting I**

Last approved: 02/11/21 4:00 am

Last edit: 01/21/26 1:13 pm

Changes proposed by: Katherine Toy (ktoy)

Catalog Pages  
referencing this  
course

[Accounting \(ACCT\)](#)

[Business \(BUSN\)](#)

Programs  
referencing this  
course

[AS.BA.ACCT: Business Administration - Option in Accounting, Associate in Science](#)

[CONC.BA.ACCT: Accounting Concentration](#)

[CONC.BA.FINA: Finance Concentration](#)

[CONC.BA.MRKT: Marketing Concentration](#)

[CONC.BA.MGMT: Management Concentration](#)

[CONC.BA.ADMN: Business Administration Concentration](#)

[CONC.BA.SCM: Supply Chain Management Concentration](#)

[CONC.BA.HLTH: Health Administration Concentration](#)

[CONC.BA.SPRT: Sports Management Concentration](#)

[CONC.BA.DATA: Data Analytics Concentration](#)

[CONC.BA.HRTM: Hospitality, Recreation, and Tourism Concentration](#)

[AA.PA.ADMN: Performing Arts with Arts Administration Option, Associate in Arts](#)

[AS.BA.HA: Business Administration with Health Administration Option, Associate in Science](#)

[AAS.CS: Computer Science/Information Technology, Associate in Applied 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,](#)

## In Workflow

1. **BS Academic Administrator**
2. **BS 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. BS Academic Administrator
11. Colleague

## Approval Path

1. 01/06/26 9:08 am  
James Marshall (jmarshall): Approved for BS Academic Administrator
2. 01/21/26 8:44 am  
James Hadley (jhadley): Approved for BS Dean
3. 01/21/26 1:13 pm  
James Marshall (jmarshall): Approved for

[Associate in Science](#)[AAS.BUS: Business, Associate in Applied Science](#)[AS.BA.SCM: Business Administration with Supply Chain Management Option, Associate in Science](#)[AAS.WBMKT: Web marketing, Associate in Applied Science](#)[CC.FMA: Financial Market Analysis, Certificate of Completion](#)[CT.ADVAC: Certificate of Proficiency in Advanced Accounting](#)[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](#)[AS.ACCT: Accounting, Associate in Science](#)[AS.BA.HR: Business Administration, Associate in Science](#)

Executive Director  
of Curriculum and  
Program  
Development

4. 02/12/26 8:43 pm

Caroline Brittain  
(cbrittain):

Approved for  
Curriculum

Committee Chair

5. 02/19/26 6:36 pm

Jennifer Dellner

(jdellner): Approved  
for Senate Chair

6. 02/20/26 9:14 am

Catherine Mancuso  
(cmancuso):

Approved for Vice  
President of

Academic Affairs

## Learning Outcomes

Display (show only)

[AAS.BUS: Business, Associate in Applied Science](#) 

PLO 1: Perform fundamental accounting tasks involving service and merchandise operations, inventory, cash, property, plant, equipment, and asset acquisition, allocation, and disposal.

[CC.FMA: Financial Market Analysis, Certificate of Completion](#) 

PLO 1: Develop skills regarding merchandising operations, inventory, cash, property, plant equipment and intangible asset acquisition, allocation and disposal.

[CC.BS: Business Studies, Certificate of Completion](#) 

PLO 4: Prepare the basic financial statements for a business.

[AS.BA: Business Administration, Associate in Science](#) 

PLO 2: Compare and contrast types of businesses and forms of business ownership.

PLO 9: Creatively explore concepts and question-established ideas.

[CT.SBM: Small Business Management, Certificate of Proficiency](#) 

PLO 3: Explain the concept of the accounting equation, terminology, and its impact on a business.

## History

1. Feb 11, 2021 by  
soconnor

PLO 4: Prepare financial statements (single step income statement, owner's equity and the balance sheet).

## 1. Course Information

---

Subject	ACCT - Accounting
Course Number	161
School	Business and Social Sciences
Course Title	Principles of Accounting I

## 2. Hours

---

Semester Hours	3.00000
Lecture	3
Lab	0
Practicum	0

## 3. Catalog Description

---

For display in the  
online catalog

This course begins by discussing ~~starts with~~ the accounting cycle of a service business and operation; ~~it~~ continues with topics concerning merchandising operations. ~~operations, inventory, cash, and receivables.~~ Students will learn to record journal entries, post transactions to a ledger, prepare various financial statements, and close accounts. This course details various transactions related to assets, such as inventory management, cash handling, accounts receivable, sale of assets, intangible assets, and depreciation. ~~In addition, this course covers the acquisition, allocation, and disposal of property, plant, equipment, natural resources, and intangible assets.~~ It ~~CSIT 123, Integrated Office Software,~~ is highly recommended that for students enrolling in ~~taking~~ this course have taken high school algebra. ~~course.~~

## 4. Requisites

---

Prerequisites

None ~~Math 023 and ENGL 095 with a grade of "C" or better, or Math and English placement requiring no remediation~~

Corequisites

None

## 5. Course Type

---

Course Fee Code            3

Course Type for            vocational (approved for Perkins funding)

Perkins Reporting

## 6. Justification

---

Describe the need  
for this course

Students in any business curriculum need to understand accounting because it is the language of business. This is the first course in accounting.

## 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:

	<b>Add item</b>
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)

	<b>Add item</b>
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

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### Comparable Courses at NJ Community Colleges

EXHIBIT B-7

Institution	Camden County College
Course Title	Financial Accounting
Course Number	ACC-104
Number of Credits	3
Comments	

Institution	Hudson County CC
Course Title	Principles of Accounting I
Course Number	ACC-121
Number of Credits	4
Comments	

Institution	Mercer County CC
Course Title	Principles of Financial Accounting
Course Number	ACC 111
Number of Credits	4

Comments

Institution Middlesex County College

Course Title Financial Accounting

Course Number ACC 101

Number of Credits 4

Comments

Institution Raritan Valley CC

Course Title Financial Accounting

Course Number ACC 101

Number of Credits 4

Comments

Institution Rowan College of South Jersey

Course Title Accounting Principles I

Course Number ACC 103

Number of Credits 4

Comments

Formerly Cumberland County College.

## Transferability of Course

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Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
AC171 (PRINCIPLES OF ACCOUNTING I)	Major	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ACCT2200 (PRINCIPLES OF ACCOUNTING I)	Major	

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
BA251 (Principles of Financial Accounting)	Major	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ACC03210 (PRINCIPLES OF ACCTG I)	Major	

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
33010272 (INTRODUCTION TO FINANCIAL ACCOUNTING)	Major	

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ACCT2110 (FINANCIAL ACCOUNTING)	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	Prepare financial <u>statements, such as an</u> <del>statements (single-step</del> income <u>statement</u> <del>statement, owner's equity</del> and <del>the</del> balance <u>sheet, in accordance with GAAP.</u> <del>sheet)</del>
CLO2	<u>Recognize the suitable normal balance (debit or credit) associated with various account classifications.</u> <del>Record transactions in a general journal and the General Ledger.</del>
CLO3	<u>Post transactions to the General Ledger and prepare a trial balance.</u> <del>Journalize adjusting entries.</del>
CLO4	<u>Journalize adjusting entries and closing entries in the General Journal.</u> <del>Prepare a 10-column worksheet.</del>
CLO5	<u>Record inventory transactions in the journal and determine the ending inventory value utilizing the FIFO, LIFO, and average-cost methods of inventory valuation.</u> <del>Prepare a classified balance sheet.</del>
CLO6	<u>Identify internal control procedures implemented to ensure financial accuracy, operational efficiency, and compliance with regulatory standards.</u> <del>Journalize closing entries and the post-closing balance.</del>
CLO7	<u>Post transactions in the subsidiary ledgers and record transactions in special journals.</u> <del>Compute inventory values using both periodic and perpetual systems.</del>
CLO8	<u>Reconcile bank statements.</u> <del>Prepare a multiple-step income statement.</del>
CLO9	<u>Value and record the collection of accounts receivables.</u> <del>Evaluate an internal control system.</del>
CLO10	<u>Journalize entries for the disposal or sale of assets.</u> <del>Record transactions in special journals.</del>
CLO11	<u>Calculate depreciation expense, amortization expense, and depletion expense.</u> <del>Reconcile bank statements.</del>
CLO12	<u>Discuss the accounting requirements for payroll entries.</u> <del>Recognize, value and record the collection of receivables.</del>
CLO13	<del>Recognize, value and record the disposal of assets, resources, property, etc.</del>
CLO14	<del>Record accumulated depreciation, amortization, and depletion allowance.</del>

## 11. Topical Outline

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(include as many themes/skills as needed)

	<b>Major Themes/ Skills</b>	<b>Assignments (Recommended but not limited to)</b>	<b>Assessments (Recommended but not limited to)</b>	<b>Course Learning Outcome(s)</b>
TO1	Introduction to Accounting a. The accounting equation b. Financial statement preparation c. Debits and Credits d. General Journals vs. the General Ledger e. Preparation of trial balances	1. Reading 2. Class discussion 3. Performance based assignment	1. Graded assignment 2. Quizzes 3. Exams 4. Group project 5. Research paper 6. Presentation	CLO1, <u>CLO2</u> , <u>CLO3</u> <del>CLO2</del>
TO2	Trial Balances, Adjustments and the Accounting Cycle a. Preparation of adjusting and closing entries b. Preparation of adjusting trial balance and post-closing trial balance c. Preparation of a classified balance sheet d. Preparation of a multi-column worksheet	1. Reading 2. Class discussion 3. Performance based assignment	1. Graded assignment 2. Quizzes 3. Exams 4. Group project 5. Research paper 6. Presentation	<u>CLO4</u> <del>CLO3</del> , <del>CLO4</del> , <del>CLO5</del> , <del>CLO6</del>
TO3	Account for <u>Merchandising Operations</u> <del>merchandising operations</del> and Fraud a. Inventory systems b. Multi-step Income Statement c. FIFO, LIFO costing methods d. Fraud, Internal Control and Cash e. Bank reconciliations	1. Reading 2. Class discussion 3. Performance based assignment	1. Graded assignment 2. Quizzes 3. Exams 4. Group project 5. Research paper 6. Presentation	<u>CLO5</u> , <u>CLO6</u> , <u>CLO7</u> , <u>CLO8</u> <del>CLO7</del> , <del>CLO8</del> , <del>CLO9</del> , <del>CLO10</del> , <del>CLO11</del>
TO4	Accounting for Receivables, Plant Assets	1. Reading 2. Class discussion	1. Graded assignment 2. Quizzes	<u>CLO9</u> , <u>CLO10</u> , <u>CLO11</u> , <u>CLO12</u>

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	and Current Liabilities a. Allowance method vs. Write-offs b. Acquisition and disposal of property, plant, equipment, natural resources and intangible assets c. Depreciation methods and <u>Depletion</u> <u>d. Depletion Payroll</u>	3. Performance based assignment	3. Exams 4. Group project 5. Research paper 6. Presentation	<del>CLO12, CLO13, CLO14</del>

## 12. Methods of Instruction

---

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

Lecture

Discussion

Assignment and review of problems

Assignment and review of exercises

Quizzes and exams

## 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 CLO5, CLO9, CLO11 ~~CLO7, CLO12,~~

Learning Outcome ~~CLO13, CLO14~~

Related Outline TO3, TO4

Component

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

Graded assignment

Quizzes

Exams

Group project

Research paper

Presentation

Scientific Knowledge and Reasoning

Technological Competency

Information Literacy

Society and Human Behavior

Humanistic Perspective

Historical Perspective

Global and Cultural Awareness

Ethical Reasoning and Action

Yes

Related Course CLO6 ~~CLO9~~

Learning Outcome

Related Outline TO3

Component

## Assessment of General Education Goal (Recommended but not limited to)

Graded assignment  
 Quizzes  
 Exams  
 Group project  
 Research paper  
 Presentation

---

Independent/Critical Thinking Yes

Related Course CLO4, CLO6, CLO8 ~~CLO2, CLO3~~

Learning Outcome

Related Outline TO2, TO3 ~~TO1~~

Component

## Assessment of General Education Goal (Recommended but not limited to)

Graded assignment  
 Quizzes  
 Exams  
 Group project  
 Research paper  
 Presentation

## 14. Needs

---

Instructional  
 Materials (text  
 etc.):

Department approved textbook

Technology Needs:

N/A

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

Presently Employed

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

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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; October 26, 2016

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

Board of Trustees Approval Date: May 28, 2013

Board of Trustees Approval Date: April 27, 2017

Reviewer

Comments

***EXHIBIT B-8***

# Course Change Request

Date Submitted: 01/06/26 8:57 am

Viewing: **ACCT 162 : Principles of Accounting II**

Last approved: 02/11/21 4:00 am

Last edit: 01/06/26 8:57 am

Changes proposed by: Katherine Toy (ktoy)

Catalog Pages  
referencing this  
course

[Accounting \(ACCT\)](#)

[Business \(BUSN\)](#)

Programs  
referencing this  
course

[AS.BA.ACCT: Business Administration - Option in Accounting, Associate in Science](#)

[AS.ACS.SHTM: Advanced and Continuous Studies - Option in Hospitality, Tourism and Event Management](#)

[CONC.BA.ACCT: Accounting Concentration](#)

[CONC.BA.FINA: Finance Concentration](#)

[CONC.BA.MRKT: Marketing Concentration](#)

[CONC.BA.MGMT: Management Concentration](#)

[CONC.BA.ADMN: Business Administration Concentration](#)

[CONC.BA.SCM: Supply Chain Management Concentration](#)

[CONC.BA.HLTH: Health Administration Concentration](#)

[CONC.BA.SPRT: Sports Management Concentration](#)

[CONC.BA.DATA: Data Analytics Concentration](#)

[CONC.BA.HRTM: Hospitality, Recreation, and Tourism Concentration](#)

[CT.ACCT: Accounting, Certificate of Proficiency](#)

[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](#)

[CC.FMA: Financial Market Analysis, Certificate of Completion](#)

[CT.ADVAC: Certificate of Proficiency in Advanced Accounting](#)

## In Workflow

1. **BS Academic Administrator**
2. **BS 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. BS Academic Administrator
11. Colleague

## Approval Path

1. 01/06/26 9:00 am  
James Marshall (jmarshall): Approved for BS Academic Administrator
2. 01/21/26 8:46 am  
James Hadley (jhadley): Approved for BS Dean
3. 01/21/26 9:10 am  
James Marshall (jmarshall): Approved for

[CC.FAFE: Forensic Accounting, Certificate of Completion](#)

[AS.BA: Business Administration, Associate in Science](#)

[CT.SBM: Small Business Management, Certificate of Proficiency](#)

[AS.BA.DA: Business Administration - Option in Data Analytics, Associate in Science](#)

[AS.ACCT: Accounting, Associate in Science](#)

[AS.BA.HR: Business Administration, Associate in Science](#)

[AS.ACS.SPLC: Advanced and Continuous Studies - Option in Supply Chain, Logistics, and Maritime Port Mgmt.](#)

Executive Director  
of Curriculum and  
Program  
Development

4. 02/12/26 8:43 pm

Caroline Brittain  
(cbrittain):

Approved for  
Curriculum  
Committee Chair

5. 02/19/26 6:36 pm

Jennifer Dellner  
(jdellner): Approved  
for Senate Chair

6. 02/20/26 9:14 am

Catherine Mancuso  
(cmancuso):

Approved for Vice  
President of  
Academic Affairs

## Learning Outcomes

Display (show only)

## History

1. Feb 11, 2021 by  
soconnor

[AAS.BUS: Business, Associate in Applied Science](#) 

PLO 2: Perform more advanced accounting tasks involving stock transactions, corporation dividends, long-term liabilities and investments, statements of cash flow, financial statement analysis, and cost-volume-profit analysis.

[CC.FMA: Financial Market Analysis, Certificate of Completion](#) 

PLO 2: Perform journal entries about shareholder's equity, dividends, bonds, property, investments, cash flows, managerial accounting, job order/process accounting, cost-volume-profit analysis and budgets.

[AS.BA: Business Administration, Associate in Science](#) 

PLO 2: Compare and contrast types of businesses and forms of business ownership.

PLO 9: Creatively explore concepts and question-established ideas.

[AS.BA.DA: Business Administration - Option in Data Analytics, Associate in Science](#) 

PLO 3: Evaluate accounting transactions and financial statements for sole proprietorships, partnerships, and corporations.

## 1. Course Information

---

Subject	ACCT - Accounting
Course Number	162
School	Business and Social Sciences
Course Title	Principles of Accounting II

## 2. Hours

---

Semester Hours	3.00000
Lecture	3
Lab	0
Practicum	0

## 3. Catalog Description

---

For display in the  
online catalog

~~This course is a continuation of Principles of Accounting I. Accounting transactions for partnerships and corporations will be analyzed; this includes stock transactions, dividends and investments.~~ This course applies the topics learned in Principles of Accounting I also discusses managerial accounting concepts and how they apply to partnerships, corporations, and manufacturing businesses. This course discusses various topics associated with corporations, such as stock, financing, and investments. This course also discusses the purpose of managerial accounting and how it relates to the costs of a manufacturing business.

## 4. Requisites

---

Prerequisites

ACCT-161

Corequisites

None

## 5. Course Type

---

Course Fee Code 1

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

## 6. Justification

---

Describe the need  
for this course

Students in any business curriculum need to understand the language of business, and this is the second course in the language of business. It is an upper-level foundational accounting course, and the first accounting course to discuss accounting for corporations and partnerships.

## 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:

	<b>Add item</b>
1	Providing high quality educational experiences in accounting that prepare and empower diverse learners to excel in accounting/business (Academic Master Plan).
2	Provide students with the accounting training they need to secure internships and externships in the accounting and business community (Academic Master Plan).
3	Creatively and engagingly present the most current and relevant accounting/business training (Vision Statement).
4	Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from accounting/business

	<a href="#">Add item</a>
	experts (Mission statement).

## 9. Related Courses at Other Institutions

---

### Comparable Courses at NJ Community Colleges

---

Institution	Camden County College
-------------	-----------------------

Course Title	Managerial Accounting
--------------	-----------------------

Course Number	ACC-105
---------------	---------

Number of Credits	3
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Comments	
----------	--

Institution	Hudson County CC
-------------	------------------

Course Title	Principles of Accounting II
--------------	-----------------------------

Course Number	ACC-221
---------------	---------

Number of Credits	3
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Comments	
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Institution	Mercer County CC
-------------	------------------

Course Title	Principles of Managerial Accounting
--------------	-------------------------------------

Course Number	ACC 112
---------------	---------

Number of Credits	3
-------------------	---

Comments	
----------	--

Institution	Middlesex County College
-------------	--------------------------

Course Title            Managerial Accounting  
 Course Number        ACC-102  
 Number of Credits    4  
 Comments

Institution            Raritan Valley CC  
 Course Title            Managerial Accounting  
 Course Number        ACCT 104  
 Number of Credits    4  
 Comments

Institution            Rowan College of South Jersey  
 Course Title            Accounting Principles II  
 Course Number        AC 104  
 Number of Credits    3  
 Comments  
 Formerly Cumberland County College.

## Transferability of Course

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Georgian Court  
 University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
AC 172, Principles of Accounting II, 3	Major	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ACCT 2210, Principles of Accounting II, 3	Major	

Monmouth  
University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
BA 252, Principles of Managerial Accounting, 3	Major	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ACC 03211, Principles of Accounting II, 3	Major	

Rutgers - New  
Brunswick, Mason  
Gross School of the  
Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
33:010:275, Introduction to Managerial Accounting, 3	Major	

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
ACCT 2120, Managerial Accounting, 4	Major	

If not transferable  
to any institution,  
explain:

## 10. Course Learning Outcomes

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Learning Outcomes

Students who successfully complete this course will be able to:	
CLO1	<u>Record partnership transactions for forming the partnership and allocation of income to the partners.</u> <del>Record transactions for a partnership.</del>
CLO2	<u>Prepare journal entries for corporations including issuing stock, paying dividends, and purchasing treasury stock.</u> <del>Identify a corporation's capital structure:paid-in capital, retained earnings, and treasury stock.</del>
CLO3	<u>Journalize bond transactions for issuing bonds, paying interest, and redeeming bonds.</u> <del>Evaluate the impact of financial stockholder incentives on corporate financial statements:cash dividends, stock dividends and stock splits.</del>
CLO4	<u>Record the journal entries for purchasing equity and debt investments, including receiving interest and dividends, and selling the investments.</u> <del>Evaluate alternate sources of corporate financing:debt versus equity.</del>
CLO5	<del>Prepare journal entries to record long-term liabilities such as bonds, commercial loans and leases.</del>
CLO6	<del>Recognize the accounting practices for investments.</del>
<del>CLO5</del> CLO7	Prepare a <u>Statement</u> <del>statement</del> of <u>Cash Flows</u> <del>cash flows</del> .
<del>CLO6</del> CLO8	<u>Evaluate</u> <del>Compare</del> financial statements using <u>the</u> horizontal, vertical and ratio analysis.
<del>CLO7</del> CLO9	Formulate cost-volume-profit relationships.
<del>CLO8</del> CLO10	<u>Identify the differences between managerial accounting and financial accounting.</u> <del>Prepare budgets.</del>
CLO9	<u>Discuss costs associated with manufacturing businesses.</u>
CLO10	<u>Create operating and cash budgets.</u>

## 11. Topical Outline

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(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	Accounting for Partnerships a. Characteristics and	1. Reading 2. Class discussion	1. Exam 2. Graded Assignment	CLO1

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	<p>organization of a partnership</p> <p>b. Accounting for net income or net <u>loss</u></p> <p><del>c. loss</del></p> <p><del>Liquidation of a partnership</del></p> <p><u>Admission and withdrawal of partners</u></p> <p><u>d. Liquidation of a partnership</u></p>	3. Performance based assignment		
TO2	<p>Accounting for Corporations</p> <p>a. Corporation characteristics</p> <p>b. Issuance of common, <u>preferred</u>, <del>preferred stock</del>, and treasury stock</p> <p>c. Preparing the stockholders' equity section</p> <p>d. Cash and stock dividends</p> <p>e. Bonds characteristics</p> <p>f. Journalize bond entries</p> <p>g. Notes <u>payable</u> <del>payable</del></p> <p><del>Long-term liabilities</del></p>	<p>1. Reading</p> <p>2. Class discussion</p> <p>3. Performance based assignment</p>	<p>1. Exam</p> <p>2. Graded Assignment</p>	<p>CLO2, <u>CLO3</u></p> <p><del>CLO3, CLO5</del></p>
TO3	<p><u>Investments</u></p> <p><del>a. Investments and Financial Accounting</del></p> <p><del>a. Debt and stock investments</del></p> <p>b. Prepare and analyze the statement of cash <u>flows</u></p> <p><del>flows</del></p> <p><del>c. Prepare a horizontal and</del></p>	<p>1. Reading</p> <p>2. Class discussion</p> <p>3. Performance based assignment</p>	<p>1. Exam</p> <p>2. Graded Assignment</p>	<p>CLO4, <u>CLO5</u></p> <p><del>CLO6, CLO7</del></p>

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	<del>vertical analysis</del> <del>d. Use ratio analysis</del>			
TO4	Managerial and Cost Accounting a. <u>Prepare a horizontal, vertical, and ratio analysis</u> b. Identify the types of manufacturing <u>costs</u> c. <del>costs</del> b. <del>Compute cost of goods manufactured</del> c. Distinguish between variable, fixed, and mixed costs d. <del>Apply high-low method for mixed costs</del> e. <del>Prepare CVP income statement</del> f. Compute break-even points, required sales, target net income, and margin of <u>safety</u> e. <del>safety</del> g. Prepare budgets	1. Reading 2. Class discussion 3. Performance based assignment	1. Exam 2. Graded Assignment	<u>CLO6, CLO7,</u> CLO8, CLO9, CLO10

## 12. Methods of Instruction

---

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

Lecture

Discussion

Assignment and review of problems

Quizzes and exams

## 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                      CLO6, CLO10 ~~CLO8, CLO9~~

Learning Outcome

Related Outline                      ~~TO3~~, TO4

Component

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

Exam

Graded Assignment

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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	<u>CLO6, CLO7</u> <del>CL03</del>
Learning Outcome	
Related Outline	<u>TO4</u> <del>TO2</del>
Component	
Assessment of General Education Goal (Recommended but not limited to)	
Exam	
Graded Assignment	

## 14. Needs

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Instructional  
Materials (text  
etc.):

Department approved textbook and/or open educational resources.

Technology Needs:

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

Presently employed

Facility Needs:

Library needs:

## 15. Grade Determinants

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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

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History of Board

approval dates

Revised: October 7, 2016

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: May 28, 2013

Board of Trustees Approval Date: February 27, 2020

Reviewer

Comments

***EXHIBIT B-9***

# Course Change Request

Date Submitted: 01/06/26 8:57 am

Viewing: **ACCT 261 : Intermediate Accounting I**

Last approved: 02/11/21 4:00 am

Last edit: 01/06/26 8:57 am

Changes proposed by: Katherine Toy (ktoy)

Catalog Pages  
referencing this  
course

[Accounting \(ACCT\)](#)

Programs  
referencing this  
course

[CONC.BA.ACCT: Accounting Concentration](#)

[CT.ADVAC: Certificate of Proficiency in Advanced Accounting](#)

[CC.FAFE: Forensic Accounting, Certificate of Completion](#)

[AS.ACS.ACCT: Advanced and Continuous Studies - Accounting Track](#)

[AS.ACS.ACCT: Advanced and Continuous Studies - Accounting Option](#)

Justification for this

Learning Outcomes  
Display (show only)

## In Workflow

1. **BS Academic Administrator**
2. **BS 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. BS Academic Administrator
11. Colleague

## Approval Path

1. 01/06/26 9:00 am  
James Marshall (jmarshall): Approved for BS Academic Administrator
2. 01/21/26 8:47 am  
James Hadley (jhadley): Approved for BS Dean
3. 01/21/26 9:11 am  
James Marshall (jmarshall): Approved for

Executive Director  
of Curriculum and  
Program  
Development

4. 02/12/26 8:43 pm

Caroline Brittain  
(cbrittain):

Approved for  
Curriculum

Committee Chair

5. 02/19/26 6:36 pm

Jennifer Dellner

(jdellner): Approved  
for Senate Chair

6. 02/20/26 9:14 am

Catherine Mancuso  
(cmancuso):

Approved for Vice  
President of

Academic Affairs

## History

1. Feb 11, 2021 by  
soconnor

## 1. Course Information

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Subject	ACCT - Accounting
Course Number	261
School	Business and Social Sciences
Course Title	Intermediate Accounting I

## 2. Hours

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Semester Hours	3.00000
Lecture	3
Lab	0

Practicum

0

### 3. Catalog Description

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For display in the  
online catalog

This course continues with ~~expands upon~~ the topics introduced in Principles of Accounting I by providing a more in-depth view of specific accounts, accounting principles, and financial statements. ~~the concepts. This course includes the theoretical basis for these accounting principles as regulated by the accounting industry. A more in-depth analysis of financial statements and specific accounts will be discussed.~~

### 4. Requisites

---

Prerequisites

ACCT-162

Corequisites

None

### 5. Course Type

---

Course Fee Code      1

Course Type for      vocational (approved for Perkins funding)

Perkins Reporting

### 6. Justification

---

Describe the need  
for this course

Students majoring or working in accounting need this course to learn about in-depth transactions and gain necessary technical skills.

### 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

General Education

General Education

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 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	Providing high quality educational experiences in accounting that prepare and empower diverse learners to excel in accounting/business (Academic Master Plan).
2	Provide students with the accounting training they need to secure internships and externships in the accounting and business community (Academic Master Plan).
3	Creatively and engagingly present the most current and relevant accounting/business training (Vision Statement).
4	Provide high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from accounting/business experts (Mission statement).

## 9. Related Courses at Other Institutions

### Comparable Courses at NJ Community Colleges

Institution	Brookdale CC
Course Title	Intermediate Accounting I
Course Number	ACCT203
Number of Credits	3
Comments	

Institution Rowan College at Burlington County  
Course Title Intermediate Accounting I  
Course Number ACC 210  
Number of Credits 3  
Comments

Institution Camden County College  
Course Title Intermediate Accounting I  
Course Number ACC214  
Number of Credits 3  
Comments

Institution Mercer County CC  
Course Title Intermediate Accounting I  
Course Number ACC201  
Number of Credits 3  
Comments

Institution Middlesex County College  
Course Title Intermediate Accounting I  
Course Number ACC211  
Number of Credits 4  
Comments

## Transferability of Course

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Georgian Court

University

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

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Accounting Elective, 3	Accounting Major Lower Level Elective	

Monmouth

University

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

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Elective Credit, 3	Free Elective	

Rutgers - New

Brunswick, Mason

Gross School of the

Arts

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

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
Accounting Elective, 3	Accounting 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	Describe the objectives <u>and requirements</u> of <del>general purpose</del> financial <u>reporting in accordance with GAAP.</u> <del>reporting.</del>
<del>CLO2</del>	<del>Explain basic accounting principles and assumptions.</del>
<u>CLO2</u> <del>CLO3</del>	Record <u>complex</u> adjusting and closing entries in a general journal.
<u>CLO3</u> <del>CLO4</del>	Prepare <del>the different types of</del> financial statements for analysis.
<u>CLO4</u> <del>CLO5</del>	Value the <u>account</u> receivables <u>and bad debts expense</u> <del>account</del> due to uncollectible accounts.
<u>CLO5</u> <del>CLO6</del>	Compute ending inventory and cost of goods sold using different cost flow assumptions.
<u>CLO6</u> <del>CLO7</del>	Prepare the journal entries associated with <del>valuating and</del> disposing of plant assets.
<u>CLO7</u> <del>CLO8</del>	Record the journal entries for depleting natural resources and amortizing intangible assets.

## 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	Objectives and Concepts of Financial Reporting a. Standard Setting Bodies b. Ethics and Integrity c. Basic Objectives of Financial Reporting d. Conceptual Framework e. Basic Accounting Assumptions and	1. Reading 2. Class discussion 3. Performance based assignment	1. Exam 2. Graded Assignment 3. Quiz	CLO1, <u>CLO2</u> <del>CLO2, CLO3</del>

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
	Principles f. Qualitative Characteristics of Accounting Information g. Accounting Equation and the Accounting Cycle			
TO2	Basic Elements of Financial Statements a. Balance Sheet and Statement of Shareholders' Equity b. Income Statement c. Statement of Cash Flows d. Time Value of Money	1. Reading 2. Class discussion 3. Performance based assignment	1. Exam 2. Graded Assignment 3. Quiz	<u>CLO3</u> <del>CLO4</del>
TO3	Operating Activities a. Cash and Cash Equivalents b. Receivables c. Inventory Valuation and Cost Flow Assumptions d. Special Inventory Valuation Issues	1. Reading 2. Class discussion 3. Performance based assignment	1. Exam 2. Graded Assignment 3. Quiz	<u>CLO4, CLO5</u> <del>CLO5, CLO6</del>
TO4	Investing Activities a. Acquisition, Valuation, Disposition, Depreciation and Impairment of Plant Assets b. Natural Resources c. Intangible Assets	1. Reading 2. Class discussion 3. Performance based assignment	1. Exam 2. Graded Assignment 3. Quiz	<u>CLO6, CLO7</u> <del>CLO7, CLO8</del>

## 12. Methods of Instruction

---

In the structuring of this course, what major methods of

instruction will be  
utilized?

Lecture

Discussion

Assignment and review of problems

Quizzes and exams

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

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### Information

Communication-Written and Oral

Related Course

Related Outline

Assessment of General Education Goal (Recommended)

---

Quantitative Knowledge and Skills Yes

Related Course CLO3, CLO5 ~~CLO4, CLO6~~

Learning Outcome

Related Outline TO2, TO3

Component

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

Exam

Graded Assignment

Quiz

---

Scientific Knowledge and Reasoning

Related Course

Related Outline

Assessment of General Education Goal (Recommended)

---

Technological Competency

Related Course

Related Outline

Assessment of General Education Goal (Recommended)

---

## Information Literacy

Related Course

Related Outline

Assessment of General Education Goal (Recommended)

---

## Society and Human Behavior

Related Course

Related Outline

Assessment of General Education Goal (Recommended but

---

## Humanistic Perspective

Related Course

Related Outline

Assessment of General Education Goal (Recommended but

---

## Historical Perspective

Related Course

Related Outline

Assessment of General Education Goal (Recommended but r

---

## Global and Cultural Awareness

Related Course

Related Outline

Assessment of General Education Goal (Recommended but no

---

## Ethical Reasoning and Action

Yes

Related Course      CLO1

Learning Outcome

Related Outline      TO1

Component

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

Exam

Graded Assignment

Quiz

---

Independent/Critical Thinking	Yes
Related Course	<u>CLO2, CLO3</u> <del>CLO1--CLO8</del>
Learning Outcome	
Related Outline	<u>TO1, TO2</u> <del>TO1--TO4</del>
Component	
Assessment of General Education Goal (Recommended but not limited to)	
Exam	
Graded Assignment	
Quiz	

## 14. Needs

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Instructional  
Materials (text  
etc.):

Department approved textbook and/or open educational resources.

Technology Needs:

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

Presently employed

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

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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

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: February 27, 2020

Reviewer

Comments

***EXHIBIT B-10***

# Course Change Request

Date Submitted: 02/04/26 11:58 am

Viewing: **MATH 023 : Algebra Basics**

Last approved: 02/16/21 2:25 pm

Last edit: 02/19/26 4:09 pm

Changes proposed by: James Marshall (jmarshall)

Catalog Pages  
referencing this  
course

[English & Math Placement](#)

[Mathematics \(MATH\)](#)

Learning Outcomes  
Display (show only)

## 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. 02/04/26 12:34 pm  
Connor Sampson (csampson):  
Approved for STEM Academic Administrator
2. 02/04/26 12:46 pm  
Vandana Saini (vsaini): Approved for STEM Dean
3. 02/04/26 1:52 pm  
James Marshall (jmarshall):  
Approved for

Executive Director  
of Curriculum and  
Program  
Development

4. 02/12/26 8:44 pm

Caroline Brittain  
(cbrittain):

Approved for  
Curriculum  
Committee Chair

5. 02/19/26 6:36 pm

Jennifer Dellner  
(jdellner): Approved  
for Senate Chair

6. 02/20/26 9:14 am

Catherine Mancuso  
(cmancuso):

Approved for Vice  
President of  
Academic Affairs

## History

1. Feb 11, 2021 by soconnor
2. Feb 16, 2021 by soconnor

## 1. Course Information

---

Subject	MATH - Mathematics
Course Number	023
School	Science, Technology, Engineering, Mathematics
Course Title	Algebra Basics

## 2. Hours

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Semester Hours 3.0 ~~4.00000~~

Lecture	<u>3</u> 4
Lab	0
Practicum	0

### 3. Catalog Description

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For display in the  
online catalog

This course is designed for those students who do not have the necessary background in basic algebra or are in need of a thorough review of basic algebra. Topics include: apply the properties of real numbers, use the order of operations for real numbers, solve linear equations and inequalities, solve application problems involving linear equations, graph linear equations and inequalities with the slope intercept form of an equation, determine equations of lines given specific information, ~~solve systems of linear equations by means of graphing and simple substitution only, solve application problems involving systems of linear equations~~, perform operations with polynomials, division of algebraic expressions involving exponents should be limited to monomials, simplify algebraic expressions involving exponents. This course cannot be used to satisfy degree requirements.

### 4. Requisites

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Prerequisites

None

Corequisites

None

### 5. Course Type

---

Course Fee Code      1

Course Type for      NVOC

Perkins Reporting

### 6. Justification

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Describe the need  
for this course

To provide students with the developmental mathematics skills in Algebra that they need to continue to a college-level Math Course. This course prepares students for MATH 151, MATH 156, MATH 158, MATH 166, ~~161~~, MATH 171, and/or MATH 181.

## 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:

## 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 will help the college to fulfill its mission of fostering excellence by offering comprehensive programs that develop intentional learners of all ages.

## 9. Related Courses at Other Institutions

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### Comparable Courses at NJ Community Colleges

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Institution	Mercer County CC
Course Title	Beginning Algebra
Course Number	037
Number of Credits	4
Comments	

Institution	Middlesex County College
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Course Title            Basic Math Alternative  
 Course Number        009  
 Number of Credits    1  
 Comments

Institution            Middlesex County College  
 Course Title           Basic Math  
 Course Number        014  
 Number of Credits    3  
 Comments

## Transferability of Course

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Georgian Court  
 University

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

Kean University

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

Monmouth  
 University

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

Rowan University

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

Rutgers - New  
Brunswick, Mason  
Gross School of the  
Arts

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

Stockton University

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

If not transferable  
to any institution,  
explain:

This is a Developmental Course

## 10. Course Learning Outcomes

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Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Perform operations using real numbers, including simple radicals.
CLO2	Apply properties of real numbers and use the Order of Operations for real numbers.
CLO3	Solve linear equations and inequalities, and application problems involving linear equations.
CLO4	Graph linear equations and inequalities with the slope intercept form of an equation.
CLO5	Determine equations of lines given specific information.
<del>CLO6</del>	<del>Solve systems of linear equations by graphing and substitution methods.</del>
<del>CLO7</del>	<del>Solve application problems involving systems of linear equations.</del>
<u>CLO6</u> <del>CLO8</del>	Perform operations with polynomials and basic division of algebraic expressions.
<u>CLO7</u> <del>CLO9</del>	Simplify and evaluate algebraic expressions involving exponents and formulas.

**Students who successfully complete this course will be able to:**

<u>CLO8</u> <del>CLO10</del>	Estimate the decimal approximation of radicals.
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## 11. Topical Outline

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(include as many themes/skills as needed)

	<b>Major Themes/ Skills</b>	<b>Assignments (Recommended but not limited to)</b>	<b>Assessments (Recommended but not limited to)</b>	<b>Course Learning Outcome(s)</b>
TO1	Real Number Expressions	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	1, 2, <u>7, 8</u> <del>9, 10</del>
TO2	Algebraic Expressions	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	<u>6, 7</u> <del>8, 9</del>
TO3	One Variable Equations	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	3, <u>7</u> <del>9</del>
TO4	Two Variable Equations	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	4, 5
TO5	Inequalities	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	3, 4
<del>TO6</del>	<del>Systems of Equations</del>	<del>Practice problems assigned from textbook or online homework system.</del>	<del>Quiz and/or Exam</del>	<del>6, 7</del>
<u>TO6</u> <del>TO7</del>	Applications	Practice problems assigned from textbook or online homework system.	Quiz and/or Exam	1, 3, 4, 5, 6, 7, <u>8</u> <del>8, 9</del>

## 12. Methods of Instruction

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In the structuring of this course, what

major methods of instruction will be utilized?

Lecture, Modeling, Guided and Independent Practice

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

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#### *Information*

Communication-Written and Oral

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Quantitative Knowledge and Skills                      Yes

Related Course                      All  
Learning Outcome

Related Outline                      All  
Component

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

Exams/Quizzes

---

Scientific Knowledge and Reasoning

---

Technological Competency

---

Information Literacy

---

Society and Human Behavior

---

Humanistic Perspective

---

Historical Perspective

---

Global and Cultural Awareness



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

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History of Board

approval dates

August 25, 2016

Reviewer

Comments

Key: 1681

[Preview Bridge](#)

***EXHIBIT B-11***

# Course Change Request

Date Submitted: 01/13/26 9:00 am

Viewing: **MUSC 177 : Ear Training and Sight Singing I**

Last approved: 07/19/21 11:31 pm

Last edit: 01/13/26 9:00 am

Changes proposed by: James Marshall (jmarshall)

Catalog Pages  
referencing this  
course

[Music \(MUSC\)](#)

Programs  
referencing this  
course

[CONC.GADM.MUSC: Music Concentration](#)

[AA.PA.MUSC: Performing Arts with Music Option, Associate in Arts](#)

Justification for this  
inactivation request

Learning Outcomes  
Display (show only)

## 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. 01/13/26 9:04 am  
Kathryn Kingsbury (kkingsbury):  
Approved for AH Academic Administrator
2. 01/13/26 9:05 am  
Jonathan Molinaro (jmolinaro):  
Approved for AH Dean
3. 01/13/26 10:56 am  
James Marshall (jmarshall):  
Approved for Executive Director

## 1. Course Information

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Subject	MUSC - Music
New Subject	
Course Number	177
School	Arts and Humanities
Course Title	Ear Training and Sight Singing I

## 2. Hours

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Semester Hours	<u>3.0</u> <del>2.00000</del>
Lecture	<u>3.0</u> <del>1.00</del>
Lab	<u>0.0</u> <del>2.00</del>
Practicum	0.00

Clinical  
Preceptorship

## 3. Catalog Description

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For display in the online catalog	This course emphasizes the development of aural skills through intensive sight singing and music dictation. Topics include diatonic melody, primary chord harmony, and simple meter rhythm. This course develops the aural skills necessary in order to interpret notated music with increased quickness and fluency.
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## 4. Requisites

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Prerequisites	(1) MUSC 101 or appropriate placement score on the Music placement test.  (2) Passing score on tone test. Please contact department to set up test.
Corequisites	None

## 5. Course Type

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of Curriculum and  
Program

Development

4. 01/29/26 2:05 pm

Caroline Brittain

(cbrittain):

Approved for

Curriculum

Committee Chair

5. 02/06/26 7:06 am

Jennifer Dellner

(jdellner): Approved

for Senate Chair

6. 02/06/26 8:57 am

Catherine Mancuso

(cmancuso):

Approved for Vice

President of

Academic Affairs

### History

1. Jul 19, 2021 by

soconnor

Course Fee Code 2  
 Course Type for NVOC  
 Perkins Reporting

## 6. Justification

Describe the need for this course This course covers basic material applicable to a student’s preparation for a career in music. It closely follows level one sight-singing and ear-training courses offered at other colleges and universities.

## 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

General Education

Category:

General Education

Status:

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	This course will help the college to fulfill its mission of fostering excellence by offering comprehensive programs that develop intentional learners of all ages.
2	<p>This course is consistent with the following goals of the college as expressed in the Academic Master Plan:</p> <ul style="list-style-type: none"> <li>-Provide a challenging, coherent, and integrated curriculum, including high quality instructional and cultural programs for a diverse population of students</li> <li>-Establish a shared commitment to high and meaningful educational and ethical standards.</li> </ul>

<a href="#">Add item</a>
<p>-Prepare students for successful transfer to other educational institutions.</p> <p>-Prepare students for a rewarding life marked by personal growth and life-long learning.</p>

## 9. Related Courses at Other Institutions

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### Comparable Courses at NJ Community Colleges

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Institution	Bergen CC
Course Title	Ear Training and Musicianship 1
Course Number	MUS 134
Number of Credits	2
Comments	

Institution	Brookdale CC
Course Title	Ear Training
Course Number	MUSI 103
Number of Credits	3
Comments	

Institution	Rowan College of South Jersey
Course Title	Ear Training and Sight Singing 1
Course Number	MU 112
Number of Credits	2
Comments	

Institution	Essex County College
Course Title	Ear Training and Sight Singing 1

Course Number MUS 115

Number of Credits 3

Comments

Institution County College of Morris

Course Title Aural Comprehension I

Course Number MUS176

Number of Credits 1

Comments

## Transferability of Course

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Georgian Court

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC (ELECTIVE CREDIT) 2 credits	Elective	

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
MUS1111 (SIGHT SINGING & EAR TRAIN I) 1.5 credits	Major	

Monmouth

University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
MU001 (MUSIC ELECTIVE) 2 credits	100-level Music Elective Gen. Ed. Aesthetics	

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Rutgers - New

Brunswick, Mason

Gross School of the  
Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC (ELECTIVE CREDIT) 2 credits	Fine Arts Elective	

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
MUSCEC (MUSIC ELECTIVE) 2 credits	Gen. Ed. Arts	

If not transferable  
to any institution,  
explain:

## 10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Sing diatonic melodies at sight, through the application of aural skills.
CLO2	Notate dictated, diatonic melodies and chords, through the application of aural skills.
CLO3	Demonstrate rhythmic accuracy utilizing simple meter in sight singing and in taking dictation.
CLO4	Interpret notated music with increased quickness and fluency.

## 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	Rhythm: a. Simple meter b. Sub-divisions of the beat c. Anacrusis d. Dots and ties	1. Lecture 2. Discussion 3. Music listening 4. Group performance 5. Solo performance 6. Musical dictation 7. Text book exercises 8. Online class / homework	1. Quizzes 2. Tests 3. Projects	CLO3, CLO4

	<b>Major Themes/ Skills</b>	<b>Assignments (Recommended but not limited to)</b>	<b>Assessments (Recommended but not limited to)</b>	<b>Course Learning Outcome(s)</b>
		exercises 9. Journal		
TO2	Melody: a. Intervals within the octave b. Major and minor scales c. Major and minor melodies d. Primary diatonic triad structures e. Dominant seventh chord structures f. Solmization	1. Lecture 2. Discussion 3. Music listening 4. Group performance 5. Solo performance 6. Musical dictation 7. Text book exercises 8. Online class / homework exercises 9. Journal	1. Quizzes 2. Tests 3. Projects	CLO1, CLO2, CLO4
TO3	Harmony: a. Primary diatonic triads b. Dominant Seventh chord c. Triads in first inversion d. Cadential tonic six-four chord e. Chord progressions	1. Lecture 2. Discussion 3. Music listening 4. Group performance 5. Solo performance 6. Musical dictation 7. Text book exercises 8. Online class / homework exercises 9. Journal	1. Quizzes 2. Tests 3. Projects	CLO2, CLO4

## 12. Methods of Instruction

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- In the structuring of this course, what major methods of instruction will be utilized?
- o Lecture / discussion
  - o Student listening exercises and projects.
  - o Student performance opportunities.
  - o Class / homework exercises and projects.
  - o Reading and practice of assigned material.
  - o Online computer exercises.

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

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### Information

Communication-Written and Oral                      Yes

Related Course                      CLO3

Learning Outcome

Related Outline                      TO1

Component

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

Quizzes and tests

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### Quantitative Knowledge and Skills

Related Course

Learning Outcome

Related Outline

Component

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

---

### Scientific Knowledge and Reasoning

Related Course

Learning Outcome

Related Outline

Component

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

---

### Technological Competency

Related Course

Learning Outcome

Related Outline

Component

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

---

### Information Literacy

Related Course

Learning Outcome

Related Outline

---

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

---

Society and Human Behavior

Related Course

Learning Outcome

Related Outline

Component

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

---

Humanistic Perspective

Yes

Related Course CLO: All

Learning Outcome

Related Outline TO1, TO2, TO3

Component

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

Quizzes and tests

---

Historical Perspective

Related Course

Learning Outcome

Related Outline

Component

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

---

Global and Cultural Awareness

Related Course

Learning Outcome

Related Outline

Component

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

---

Ethical Reasoning and Action

Related Course

Learning Outcome

Related Outline

Component

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

---

Independent/Critical Thinking

Related Course

Learning Outcome

Related Outline

Component

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

## 14. Needs

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Instructional Materials (text etc.):	Appropriate text to be selected by the department
Technology Needs:	Laptop set-up, projector, screen, Internet
Human Resource Needs (Presently Employed vs. New Faculty):	Presently employed
Facility Needs:	Desks, large whiteboard on wall with music staff lines, and piano.
Library needs:	N/A

## 15. Grade Determinants

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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

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History of Board  
approval dates

Board of Trustees Approval Date: January 27, 2014

Board of Trustees Approval Date: July 25, 2014

Board of trustees Approval Date: October 5, 2015

Board of trustees Approval Date: December 07, 2017

Board of trustees Approval Date: March 29, 2018

Reviewer  
Comments

Key: 1761

[Preview Bridge](#)